



**TOWN OF MANSFIELD**  
**TOWN COUNCIL MEETING**  
**MONDAY, June 13, 2005**  
**COUNCIL CHAMBERS**  
**AUDREY P. BECK MUNICIPAL BUILDING**  
**7:30 p.m.**

**AGENDA**

	Page
<b>CALL TO ORDER</b>	
<b>ROLL CALL</b>	
<b>APPROVAL OF MINUTES .....</b>	<b>1</b>
<b>MOMENT OF SILENCE</b>	
<b>OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL</b>	
<b>OLD BUSINESS</b>	
1. Issues Regarding the UConn Landfill (Item #4, 04-11-05 Agenda) .....	9
2. Financial Statements Dated March 31, 2005 (Item #11, 05-23-05 Agenda) (Previously Distributed).....	19
3. Application for FY 2005/06 Library Services Adaptive Technology Grant (Item #6, 03-28-05 Agenda) .....	21
4. Sustainability (Item #7, 04-11-05 Agenda) .....	31
5. Campus/Community Relations (Item #4, 05-23-05 Agenda) (no attachment)	
<b>NEW BUSINESS</b>	
6. Resolution Establishing Composition of Division of Fire and Emergency Services .....	35
7. Establishment of Fire Chief Position.....	37
8. Proclamation in Honor of Pamela V. Wells .....	45
9. Proclamation Designating the Month of July as Recreation and Parks Month in the Town of Mansfield .....	47
10. Transfer of Property at 33 Chaffeeville Road .....	51
11. Personal Service Agreement – Day Care Support at Mansfield Discovery Depot ...	53
12. New Wells at Elementary Schools.....	57
13. CT Siting Council Petition 720: Proposed UConn/CL&P Electric Utility Facilities, North Eagleville Road.....	61
14. Negotiations with MBOE Administrators .....	75

15. <u>MRRA</u> , Amendment to Community Sewer System Agreement (to be distributed)	
QUARTERLY REPORTS .....	81
DEPARTMENTAL REPORTS .....	151
REPORTS OF COUNCIL COMMITTEES	
REPORTS OF COUNCIL MEMBERS	
TOWN MANAGER'S REPORT	
FUTURE AGENDAS	
PETITIONS, REQUESTS AND COMMUNICATIONS	
16. L. Hultgren re: DPW Crew Work Schedule.....	177
17. R. Miller re: Four Corners Area Drinking Water Well Monitoring Update.....	179
18. D. O'Brien re: Legal Opinion on Town Charter Section C406(C) .....	181
19. J. Smith re: Sales After Revaluation .....	183
20. C. van Zelm re: Grant Received from CT Commission on Culture and Tourism....	187
21. Connecticut Department of Public Health – Estimated Populations in Connecticut as of July 1, 2003.....	189
22. E. Paterson and R. Favretti re: University of CT Water Supply Plan.....	193
23. National League of Cities re: Cities Supporting Parents of Young Children Technical Assistance Project .....	207
24. US Census Bureau – American Community Survey.....	209
25. Connecticut Coalition for Justice in Education Funding – Connecticut Education Adequacy Cost Study .....	213
26. Connecticut Conference of Municipalities – State Budget Update .....	227
EXECUTIVE SESSION	

REGULAR MEETING-MANSFIELD TOWN COUNCIL-MAY 23, 2005

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

I. ROLL CALL

Present: Blair, Clouette, Haddad, Hawkins, Koehn, Paterson, Paulhus, Redding (arrived at 7:45 p.m.) Schaefer

II. APPROVAL OF MINUTES

Ms. Blair moved and Mr. Hawkins seconded to approve the minutes of May 9, 2005 as presented with minor corrections.

So passed unanimously.

Ms. Blair moved and Mr. Paulhus seconded to approve the minutes of May 10, 2005, Special Meeting, as presented.

So passed unanimously.

III. MOMENT OF SILENCE

Mayor Paterson requested a moment of silence for all those serving abroad in the armed services.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Mr. Richard Pellegrine, 269 Clover Mill Road read a letter from his wife and he regarding the conduct of the Annual Budget Meeting: See Attached.

V. OLD BUSINESS

1. Clean Energy

The Town Manager reported that just today the Town received a notice from Smart Power. The Assistant Town Manager will be attending a meeting in Hartford regarding this issue and will report to the Council at their next meeting. Ms. Koehn will also be attending that same meeting.

2. Eminent Domain Authorization-Separatist Road Easements

Mr. Lon Hultgren, Director of Public Works, reported that one person who was most enthusiastic on this project is now being relocated and

To: The Town Council  
From: Carol & Richard Pellegrine  
Date: May 21, 2005  
Re: The Annual Budget Meeting

We would like to congratulate the Town Council for making efforts to make the people of Mansfield aware of the Meeting on the Budget on Tuesday, May 10. The fact that the date was on the town calendar and that ads were placed in the Chronicle seemed to bring out more people than there have been in the past few years and this was encouraging to see. However, there were a number of circumstances that we feel caused undue concern and confusion and we hope will not be allowed to occur again.

Although it was stated that Roberts Rules of Order was to be the framework for conducting business at the Town Meeting, the Moderator appeared not to have a good command of the process.

The Moderator established, before the meeting, a list for speakers to sign up; then he suspended it and then he re-instituted it again. The Moderator set a three-minute speaking limit, but imposed the limitation on only one speaker. People were allowed to shout out instead of standing to be recognized. One of the most disturbing events was the fact that the Moderator allowed people to applaud and yell in support of a certain side.

When the votes were taken, the Moderator failed to state what the vote was on and a number of people indicated to us afterward that they had no idea what they were voting on!

Unfortunately the Moderator had no plan beyond a voice vote. He allowed the Town Clerk to advise him as to his options. The Town Clerk also took the opportunity to appoint the counters. The method of counting provided only one person counting a particular section - there was no re-check by another person. Further, there was no way for the counters to know who was eligible to vote and who was not.

Last, over the years it was our understanding that the Moderator of the Town Meeting rotated between the two political parties. We believe that this was a "Republican" year. No one contacted us regarding a Moderator. Had we been asked, we would have made every attempt to identify one and especially one who had experience with Roberts Rules of Order.

negotiations will now need to be extended with that family. The town staff will continue negotiating with them. The project begins June 20, 2005.

3. Strategic Planning Project Update

Mr. Matt Hart, Assistant Town Manager, updated the Council on this project. The "Balance Score Card" have suggested ten facilitators that could be used at the Town Council's retreat. The proposal is not complete, however the staff is pursuing this strategic planning project. Other facilitators may be available.

4. University Spring Weekend and Campus/Community Relations

Mr. Clouette moved that this item be removed as a continuing agenda item. Seconded by Ms. Blair. He felt the town has ongoing committees, which should be able to update the Council on a regular basis.

Vote: In favor: Blair, Clouette, Hawkins, Paterson, Paulhus, Schaefer  
Against: Haddad, Koehn and Redding

Motion so passed.

Mr. Schaefer moved and Ms. Blair seconded to have as a regular meeting agenda item: Campus/Community Relations

So passed unanimously.

Discussion on item under New Business :Fiscal Year 2005/06 Budget-Mill Rate. By consensus it was moved up under Old Business.

5. Fiscal Year 2005/06 Budget-Mill Rate

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

RESOLVED: Effective, July 1, 2005, the tax rate for the Town of Mansfield for fiscal year 2005-2006 be set at 22.01 mills, and the Collector of Revenue be authorized and directed to prepare and mail to each taxpayer tax bills in accordance with Connecticut General Statutes, as amended, and such taxes shall be due and payable on July 2, 2005.

So passed unanimously.

VI. NEW BUSINESS

6. Contract Between the State of Connecticut and the Town of Mansfield for Resident State Trooper Service

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

RESOLVED: That Martin H. Berliner, the Town Manager, be and herewith authorized to execute a contract on behalf of the Town of Mansfield with the Connecticut Department of Public Safety, Division of State Police for the services of five Resident State Troopers for the period of July 1, 2005 to June 30, 2005.

Discussion followed on the wording of the contract.

So passed unanimously.

7. Draft UConn Water Supply Plan

Mr. Clouette moved and Mr. Hawkins seconded to authorize the Mayor to submit to the Sate Department of Public Health joint Town Council/Planning and Zoning Commission review comments on the November, 2004 University of Connecticut draft Water Supply Plan. The town's letter to DPH will incorporate staff review comments as documented in a 5/18/05 memo from the Director of Planning.

Mr. Greg Padick, Town Planner, addressed the Council on this Plan. Both he and Mr. Lon Hultgren, Director of Public Works, have reviewed this plan and have made some observations. The University has enough water supply to meet their needs. However it was noted that the numbers stated regarding the residential units in the Downtown Partnership Plan was too low. Also the number of inmates in the Correctional Facility may vary.

Mr. Paulhus asked if this plan included the Depot Campus. Mr. Padick replied that yes it did.

Ms. Koehn asked about the leakage rate on the campus. Mr. Padick did not know the answer. However, Mr. Schaefer stated that in his building on campus there are added water conservation items in place.

Motion so passed. All were in favor except Ms. Koehn who voted against accepting this plan.

8. Draft Plan of Conservation and Development Update

Mr. Padick presented the Draft Plan of Conservation and Development update. The Town has been working on a Plan of Conservation and Development update since 2002. Planning and Zoning Commission and Director of Planning have prepared the draft plan text and associated mapping. The current schedule is to complete work on a draft plan by the end of June, therefore a joint meeting of the planning and zoning Commission and the Town Council will be scheduled for mid-June. Then a Public hearing will be held in September and adopted by the Town this fall.

The Town Planner requested the Council members review this plan and bring to the joint meeting any suggestions or concerns on the plan.

#### 9. State Grant for Alternate Fuel Vehicle

Mr. Haddad moved and Mr. Hawkins seconded to adopt the following resolution:

RESOLVED: that Lon R. Hultgren is duly authorized in his capacity as Director of Public Works, to enter into an Agreement between Mansfield, Ct. and the State of Connecticut for a Cash grant toward the purchase of an Alternative Fuel Vehicle.

So passed unanimously.

#### 10. Youth Services Bureau Grant Application

Mr. Haddad moved and Mr. Schaefer seconded that effective May 23, 2005, the Town Manager, Martin H. Berliner, is authorized to enter into an agreement with the State of Connecticut for a Youth Service Bureau Grant.

So passed unanimously.

#### 11. Financial Statements Dated March 31, 2005

Mr. Schaefer moved and Ms. Blair seconded that effective May 23, 2005, to refer the Financial Statements Dated March 31, 2005 to the Finance Committee for review.

So passed unanimously.

### VII. DEPARTMENTAL REPORTS

No comments

VIII. REPORTS OF COUNCIL COMMITTEES

IX. REPORTS OF COUNCIL MEMBERS

Mr. Clouette reported on the last Town/Gown meeting, which he and the Mayor attended. They both discussed the postmortem meeting with the Fire and Emergency Services of Mansfield to discuss Spring Weekend at the University. Much discussion on whether to meet once a month or every 2 months.

Mr. Schaefer stated that the list of activities in collaboration between the Town and the University was excellent. He sent a copy to President Austin of the University of Connecticut.

Mr. Hawkins noted that the Common Cause report on Ethics Commissions had rated the Town, as a number 6. This was the highest mark given any town in the state.

Mr. Paulhus, the Mayor and Helen Koehn all attended the League of Women Voters meeting Senator Donald Williams.

Mr. Paulhus spoke on the good presentation on the Downtown Partnership Project at the joint meeting of the Council and Planning and Zoning.

Ms. Blair spoke on the excellent Children's Health Day at the Community Center. The children had a good time and hoped that the Council would receive a report from the Director of Parks and Recreation on this program.

Mayor Paterson attended a meeting today of the Community Campus Partnership which developed goals and as its mission will put together a brochure for student Orientation.

Town Manager has not received a report from the Agriculture Committee on possible tax abatement for farms in town.

X. TOWN MANAGER'S REPORT

The staff is working on the project "Mansfield Matters"

The report on sustainability will be presented at the next meeting on June 13, 2005.

There was a question on the telephone survey, which inquired about resident attitudes regarding spring weekend. This survey was not done by

the University of Connecticut but by the University of Rhode Island. The survey inquired about resident views as a comparison school.

The Moss Sanctuary will be transferred to the State of Connecticut and then to Joshua's Trust.

A response is being drafted to Joyce Perfetto who had concerns about assessments and the appeal process.

The report on Land of Unique Values is available on the Town's website.

The Town Manager announced that the Town Attorney has stated that it is not necessary to have a Town Meeting to appropriate additional non-tax revenue.

XI. FUTURE AGENDAS

XII. PETITIONS, REQUESTS AND COMMUNICATIONS

12. C. vanZelm re: Progress Report for Mansfield Revitalization and Enhancement Project and Request for Reimbursement of Rural Business Enterprise Grant

13. R. Miller re: Fourth Quarter 2004 Separatist Road Storm Water Sampling Report

14. Common Cause, 2004 Municipal Ethics Survey

15. Revised 2005 Regional Transportation Plan

16. 2005 Firefighters Assistance Grant Application

XIII. EXECUTIVE SESSION

Not needed.

XIV. ADJOURNMENT

At 9:10 P.M. Mr. Paulhus moved and Mr. Clouette seconded to adjourn the meeting.

So passed unanimously.

Elizabeth Paterson, Mayor

Joan E. Gerdson, Town Clerk

THIS PAGE LEFT

BLANK

INTENTIONALLY



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** *Martin Berliner*  
Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager  
**Date:** June 13, 2005  
**Re:** Issues Regarding the UConn Landfill

---

**Subject Matter/Background**

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

**Attachments**

- 1) Correspondence from Inland Wetlands Agent
- 2) Inland wetlands and Watercourses Section 401 Water Quality Certification Permit

Memorandum:

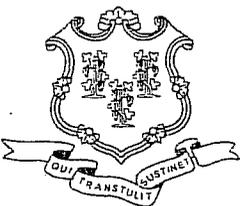
May 12, 2005

To: Inland Wetland Agency  
From: Grant Meitzler, Inland Wetland Agent  
Re: UConn landfill closing and remediation permit

As one of the "other communications" in this packet we have a copy of a permit issued to UConn for their landfill closing.

It mentions work involving 1.28 acres of wetlands.

I spoke with Jim Pietrzak to find out what this wetland work entails and he has indicated it involves two areas - one at the north end and one at the south end of the landfill - where sediment cleanup and wetland restoration will be taking place.



STATE OF CONNECTICUT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



PERMIT

Permittee: University of Connecticut  
31 LeDoyt Rd., Unit 3055  
Storrs, CT 06269-3055

Attn: Richard A. Miller, Esq.

Permit No: IW-2003-112, WQC-200302988  
Permit Type: Inland Wetlands and Watercourses  
Section 401 Water Quality Certification  
Town: Mansfield  
Project: Landfill Capping and Remediation

Pursuant to Connecticut General Statutes Section 22a-39 the Commissioner of Environmental Protection hereby grants a permit and pursuant to Section 401 of the Federal Clean Water Act (33 USC 1341) Water Quality Certification is hereby issued to the University of Connecticut (the "permittee") to conduct activities within inland wetlands and watercourses and for the discharge of material(s) into the waters of the State in the Town of Mansfield in accordance with its application and plans which are part thereof filed with this Department on September 16, 2003 signed by Richard Miller and dated September 3, 2003, revised through January 14, 2005 (the "plans"). The purpose of said activities is to remediate and cap the existing landfill on the UConn Storrs campus(the "site").

Said discharge(s) will comply with the applicable provisions of Section 301, 302, 303, 306 and 307 of said Act and will not violate Connecticut's Water Quality Standards.

AUTHORIZED ACTIVITY

Specifically, the permittee is authorized to discharge materials(s) and to alter 1.28 acres of inland wetlands or watercourses incidental to the closure of the landfill in accordance with said application.

This authorization constitutes the permits and approvals required by Section 22a-39 of the Connecticut General Statutes and is subject to and does not derogate any present or future property rights or other rights or powers of the State of Connecticut, conveys no property rights in real estate or material nor any exclusive privileges, and is further subject to any and all public and private rights and to any federal, state,

IW-2003-112  
WQC-200302988  
Mansfield

or local laws or regulations pertinent to the property or activity affected hereby. This license does not comprise the permits or approvals as may be required by Chapters 446i, 446j and 446k of the Connecticut General Statutes.

**PERMITTEE'S FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS PERMIT SHALL SUBJECT PERMITTEE AND PERMITTEE'S CONTRACTOR(S) TO ENFORCEMENT ACTIONS AND PENALTIES AS PROVIDED BY LAW.**

This authorization is subject to the following conditions:

**SPECIAL CONDITIONS**

1. If any changes are proposed in the storm drainage plan at the site from that which is shown on the approved plans, the permittee shall submit such changes to the Commissioner for review and written approval. The permittee shall not implement any such plan until an approval is issued.
2. By the expiration date of this permit, the permittee shall construct the wetlands creation site shown the plan entitled, "Wetland Mitigation Plan Remedial Action Plan Implementation, UConn Landfill and Former Chemical Pits, University of Connecticut, Storrs, Connecticut," prepared by Mason and Associates and Haley and Aldrich, dated June 2004, and in supplemental materials dated revised October 22, 2004 (the "Mitigation Plan").
3. If any changes are proposed in the Mitigation Plan from that which is shown on the approved plans and supplemental materials, the permittee shall submit such changes to the Commissioner for review and written approval. The permittee shall not implement any such plan until an approval is issued.
4. The permittee shall make necessary modifications to the project soil erosion and sedimentation controls at the site of the project, during construction and thereafter, to

IW-2003-112  
WQC-200302988  
Mansfield

prevent pollution to wetlands and watercourses. The permittee shall report on such modifications as part of the monthly monitoring requirement in General Condition number 8. Such modifications shall comply with the "Connecticut Guidelines for Soil Erosion and Sediment Control", as revised. If design and implementation of such modifications require temporary alterations to regulated areas in excess of permanent or temporary disturbance shown on approved permit plates, the permittee shall submit such modifications, including hydraulic design of such, to the Commissioner for review and written approval prior to implementation at the site. If such implementation is required prior to continuation of work at the site, such work shall cease until such modifications are approved and implemented.

#### GENERAL CONDITIONS

1. Initiation and Completion of Work. At least five (5) days prior to starting any construction activity at the site, the permittee shall notify the Commissioner of Environmental Protection (the "Commissioner"), in writing, as to the date activity will start, and no later than five (5) days after completing such activity, notify the Commissioner, in writing, that the activity has been completed.
  
2. Expiration of Permit. If the activities authorized herein are not completed by the expiration of the U.S. Army Corps of Engineers (USACOE) Section 404 permit for the same activity or five years after the date of this permit, whichever is earlier, said activity shall cease and, if not previously revoked, this permit shall be null and void.

Any application to renew or reissue this permit shall be filed in accordance with Sections 22a-6j and 22a-39 of the General Statutes and Section 22a-3a-5(c) of the regulations of Connecticut State Agencies. In order to be considered timely, any such application must be filed at least 120 days prior to the expiration date of this permit.

3. Compliance with Permit. All work and all activities authorized herein conducted by the permittee at the site shall be consistent with the terms and conditions of this permit. Any regulated activities carried out at the site, including but not limited to, construction of any structure, excavation, fill, obstruction, or encroachment, that are not specifically identified and authorized herein shall constitute a violation of this permit and may result in its modification, suspension, or revocation. In constructing or maintaining the activities authorized herein, the permittee shall not store, deposit or place equipment or material including without limitation, fill, construction materials, or debris in any wetland or watercourse on or off site unless specifically authorized by this permit. Upon initiation of the activities authorized herein, the permittee thereby accepts and agrees to comply with the terms and conditions of this permit.
4. Transfer of Permit. This authorization is not transferable without the written consent of the Commissioner.
5. Reliance on Application. In evaluating the permittee's application, the Commissioner has relied on information provided by the permittee. If such information subsequently proves to be false, deceptive, incomplete or inaccurate, this permit may be modified, suspended or revoked.
6. Best Management Practices. In constructing or maintaining the activities authorized herein, the permittee shall employ best management practices, consistent with the terms and conditions of this permit, to control storm water discharges and erosion and sedimentation and to prevent pollution. Such practices to be implemented by the permittee at the site include, but are not necessarily limited to:
  - a. Prohibiting dumping of any quantity of oil, chemicals or other deleterious material on the ground;
  - b. Immediately informing the Commissioner's Oil and Chemical Spill Section at 424-3338 of any adverse impact or hazard to the environment, including any

discharges, spillage or loss of oil or petroleum or chemical liquids or solids, which occurs or is likely to occur as the direct or indirect result of the activities authorized herein;

- c. Separating staging areas at the site from the regulated areas by silt fences or haybales at all times.
- d. Prohibiting storage of any fuel and refueling of equipment within 25 feet from any wetland or watercourse.
- e. Preventing pollution of wetlands and watercourses in accordance with the document "Connecticut Guidelines for Soil Erosion and Sediment Control" as revised. Said controls shall be inspected by the permittee for deficiencies at least once per week and immediately after each rainfall and at least daily during prolonged rainfall. The permittee shall correct any such deficiencies within forty eight (48) hours of said deficiencies being found.
- f. Stabilizing disturbed soils in a timely fashion to minimize erosion. If a grading operation at the site will be suspended for a period of thirty (30) or more consecutive days, the permittee shall, within the first seven (7) days of that suspension period, accomplish seeding and mulching or take such other appropriate measures to stabilize the soil involved in such grading operation. Within seven (7) days after establishing final grade in any grading operation at the site the permittee shall seed and mulch the soil involved in such grading operation or take such other appropriate measures to stabilize such soil until seeding and mulching can be accomplished.
- g. Prohibiting the storage of any materials at the site which are buoyant, hazardous, flammable, explosive, soluble, expansive, radioactive, or which could in the event of a flood be injurious to human, animal or plant life, below the elevation of the five-hundred

IW-2003-112  
WQC-200302988  
Mansfield

(500) year flood. Any other material or equipment stored at the site below said elevation by the permittee or the permittee's contractor must be firmly anchored, restrained or enclosed to prevent flotation. The quantity of fuel stored below such elevation for equipment used at the site shall not exceed the quantity of fuel that is expected to be used by such equipment in one day.

h. Immediately informing the Commissioner's Inland Water Resources Division (IWRD) of the occurrence of pollution or other environmental damage resulting from construction or maintenance of the authorized activity or any construction associated therewith in violation of this permit. The permittee shall, no later than 48 hours after the permittee learns of a violation of this permit, report same in writing to the Commissioner. Such report shall contain the following information:

- (i) the provision(s) of this permit that has been violated;
- (ii) the date and time the violation(s) was first observed and by whom;
- (iii) the cause of the violation(s), if known
- (iv) if the violation(s) has ceased, the duration of the violation(s) and the exact date(s) and times(s) it was-corrected;
- (v) if the violation(s) has not ceased, the anticipated date when it will be corrected;
- (vi) steps taken and steps planned to prevent a reoccurrence of the violation(s) and the date(s) such steps were implemented or will be implemented;
- (vii) the signatures of the permittee and of the individual(s) responsible for actually preparing

IW-2003-112  
WQC-200302988  
Mansfield

such report, each of whom shall certify said report in accordance with section 9 of this permit.

For information and technical assistance, contact the Department of Environmental Protection's Inland Water Resources Division at (860)424-3019.

7. Contractor Liability. The permittee shall give a copy of this permit to the contractor(s) who will be carrying out the activities authorized herein prior to the start of construction and shall receive a written receipt for such copy, signed and dated by such contractor(s). The permittee's contractor(s) shall conduct all operations at the site in full compliance with this permit and, to the extent provided by law, may be held liable for any violation of the terms and conditions of this permit.
8. Monitoring and Reports to the Commissioner. The permittee shall record all actions taken pursuant to Condition Number 6(e) of this permit and shall, on a monthly basis, submit a report of such actions to the Commissioner. This report shall indicate compliance or noncompliance with this permit for all aspects of the project which is the subject of this permit. The report shall be signed by the environmental inspector assigned to the site by the permittee and shall be certified in accordance with Condition Number 9 below. Such monthly report shall be submitted to the Commissioner no later than the 15th of the month subsequent to the month being reported. The permittee shall submit such reports until the subject project is completed.
9. Certification of Documents. Any document, including but not limited to any notice, which is required to be submitted to the Commissioner under this permit shall be signed by the permittee, a responsible corporate officer of the permittee, a general partner of the permittee, or a duly authorized representative of the permittee and by the individual or individuals responsible for actually preparing such document, each of whom shall certify in writing as follows:

IW-2003-112  
WQC-200302988  
Mansfield

"I have personally examined and am familiar with the information submitted in this document and all attachments and certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief, and I understand that any false statement made in this document or its attachments may be punishable as a criminal offense in accordance with Section 22a-6 under Section 53a-157b of the Connecticut General Statutes."

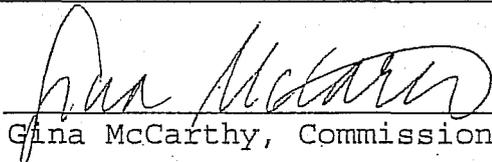
10. Submission of Documents. The date of submission to the Commissioner of any document required by this permit shall be the date such document is received by the Commissioner. Except as otherwise specified in this permit, the word "day" as used in this permit means the calendar day. Any document or action which falls on a Saturday, Sunday, or legal holiday shall be submitted or performed by the next business day thereafter.

Any document or notice required to be submitted to the Commissioner under this permit shall, unless otherwise specified in writing by the Commissioner, be directed to:

The Director  
DEP/Inland Water Resources Division  
79 Elm Street, 3rd Floor  
Hartford, Connecticut, 06106-5127

Issued by the Commissioner of Environmental Protection on:

5/5/05  
Date

  
Gina McCarthy, Commissioner



**Town of Mansfield  
Agenda Item Summary**

**To:** ~~Town Council~~  
*Martin Berliner*  
**From:** Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager  
**Date:** June 13, 2005  
**Re:** Financial Statements Dated March 31, 2005 (Previously Distributed)

---

**Subject Matter/Background**

At its June 13, 2005 meeting, the council's finance committee will review the third quarter financial report for the period ending March 31, 2005.

**Recommendation**

If the finance committee recommends the acceptance of the statements, the following motion is in order:

*Move, effective June 13, 2005, to accept the town's financial statements dated March 31, 2005.*

THIS PAGE LEFT

BLANK

INTENTIONALLY



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager; Louise Bailey, Library Director  
**Date:** June 13, 2005  
**Re:** 2005/2006 Library Services Adaptive Technology Grant

---

**Subject Matter/Background**

As you will recall, the town council previously approved the submission of this grant application to provide \$11,800 in funding to assist the Mansfield Public Library in developing targeted services and programs for residents aged 65 and older. We now need to execute the grant contract with the Connecticut State Library.

Labeled the "Senior Outreach Services" project, the program will enable the library to provide senior residents with the opportunity to borrow library materials in a variety of formats from three depository collections at Juniper Hill Village, the Center for Nursing and Rehabilitation and the Mansfield Senior Center. The project will also enable seniors to receive library materials via homebound delivery service.

**Financial Impact**

The total amount of the project is \$17,550, of which \$5,750 would be contributed by the town through in-kind services.

**Recommendation**

Staff recommends that the town council authorize the town manager to execute the grant contract with the Connecticut State Library.

If the council concurs with this recommendation, the following resolution is in order:

***RESOLVED***, effective June 13, 2005, the Martin H. Berliner, the duly appointed Town Manager, is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for an LSTA grant.

**Attachments**

- 1) Excerpts from Federal Library Services and Technology Act Grant Contract



STATE OF CONNECTICUT  
CONNECTICUT STATE LIBRARY

231 Capitol Avenue • Hartford, Connecticut 06106-1537



May 24, 2005

Ms. Margaret M. Frank  
Mansfield Public Library  
54 Warrenville Road  
Mansfield, CT 06250

Dear Ms. Frank:

SUBJECT: FY06 LSTA Competitive Grant Program

I am pleased to inform you that the Connecticut State Library Board voted approval of your application for a grant in the category *Programs for Older Adults* at their May 23, 2005, meeting. Your grant period will begin July 1, 2005, and end on June 30, 2006.

Enclosed you will find the materials checked below:

- A grant contract
- An Application for Payment
- Instructions for the Completion of the LSTA Grant Contract Materials
- A Children's Internet Protection Act Certification (for public libraries and primary and secondary schools)
- A Grantee Contract Compliance Monitoring Report and instructions for its completion (for grantees receiving \$10,000 or more)

Please submit the completed documents to me, at the above address by June 30, 2005. Retain copies of these materials for your files. A photocopy of the grant contract will be returned to you once the State Librarian has signed it.

If you have any questions concerning this grant contract, please call Sheila Mosman, Grants and Contracts Manager, at (860) 566-7665 or toll free at 1-800-253-7412, or e-mail her at [smosman@cslib.org](mailto:smosman@cslib.org).

Sincerely,

Sharon Brettschneider  
Director, Division of Library Development  
Enc.

CONNECTICUT STATE LIBRARY  
Hartford, Connecticut 06106

FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT  
GRANT CONTRACT

GRANT #078P-POA-06

Whereas, P.L. 104-208 (Library Services and Technology Act) provides funds to stimulate excellence and promote access to learning and information resources in libraries for individuals of all ages, to promote library services that provide users access to information through electronic networks, to provide linkages among and between libraries, and to promote targeted library services to people of diverse geographic, cultural, socioeconomic backgrounds, and capabilities,

THEREFORE, the Connecticut State Library Board acting hereunder through the Connecticut State Library, under the provisions of P.L. 104-208 and the Town of Mansfield, (Town, City, Association, Corporation) acting herein through Martin H. Berliner (name) its Town Manager (Mayor, Chairman, President, Director, Librarian) duly authorized herewith called contractor, do agree as follows:

1. Said contractor, the legal authority to apply for and receive the grant, has determined that there is a need for extension or improvement in the service in the category **Programs for Older Adults** at the library or libraries under its jurisdiction.
2. The State Library concurs in the findings of the contractor.
3. This grant between the contractor and State Library begins on **7/1/05**, and will terminate on **6/30/06**. Expenditures incurred by the contractor before the effective date of the grant contract may not be charged against the grant. Expenditures incurred after the scheduled expiration date of the grant contract may be made only to honor funds obligated or encumbered before the expiration date of the grant contract. All obligations must be liquidated within 90 days of the end of the contract period. All grant activities must take place between the first and last day of the grant period. If a contractor makes application at least 30 days before the end of the contract period, the State Library may grant a three-month extension of the project without additional funding. Determinations will be made on a case-by-case basis.

After **6/30/06** unobligated funds or disallowed expenditures will be returned to the State Library by **7/30/06** as will any accrued interest from these grant funds.

4. The contractor is responsible for the administration and/or supervision of all grant activities. The project director is responsible for the conduct of the specific work and is expected to provide technical leadership to the project whether or not any salary is provided from grant funds. The contractor and the project director may or may not be the same person.

LSTA Grant Contract

5. The contractor may execute budget reallocation between line items (personnel, materials, equipment, contractual, etc.) when such reallocation does not exceed 10 percent of the total grant, but reallocations exceeding 10 percent must be approved by the State Library. A written request must be submitted to the Grants and Contracts Manager prior to the reallocation. The State Library must also approve amendments to the grant's purpose and/or methodology.
6. Payment to the contractor under this contract is subject to availability of federal funds. Payments will be made on 7/1/05 or upon approval of this contract whichever is later, 10/15/05, 1/15/06, and 4/15/06.
  - a. The amount awarded must be recorded on the Application for Payment of Federal Grant.
  - b. Project Expenditures Reports are due 10/15/05, 1/15/06, 4/15/06, and 7/30/06.
  - c. No payment will be released unless the State Library has received the previous period's Expenditure Report. If there is more than 25% of the previous payment indicated in total cash on hand when the Expenditure Report is submitted, the next payment will not be released until another Expenditure Report is received by the State Library indicating that the funds on hand have been reduced or expended.
7. The contractor shall maintain separate accounting for each LSTA grant and all supporting data to verify the proper expenditure of funds in accordance with the approved grant budget.
8. An Outcome Based Evaluation Plan must be submitted by 9/15/05.
9. The Midpoint Evaluation must be submitted by 1/15/06.
10. The Final Evaluation must be submitted within 30 days following the end of the contract period (by 7/30/05).
11. The contractor agrees to comply with Conn. Gen. Stat. Sec.4-230 et. seq. (The State Single Audit Act) and Regulations promulgated thereunder.
12. Failure to supply any of the required documentation will exclude the contractor from receiving any further grant monies until the State Library receives all required documentation. All records pertaining to the project shall be retained by the grantee for a period of five years after receipt of final payment from the state.

LSTA Grant Contract

13. The contractor agrees that it will refund any amounts found to be owing to the State as a result of an error or the discovery of any fraud, collusion, or illegal actions, and shall make such refunds within 30 days from notice in writing by the State. In the case of any failure to make such refunds, the contractor agrees that the State may deduct such amount from any current or future sums owing to said contractor on the part of the State from any source or for any purpose whatsoever.
14. The contractor owns all equipment and materials that are purchased by this grant. If the contractor is purchasing equipment for other libraries, the libraries own the equipment. All equipment purchased must be identified on inventory as purchased with the Library Services and Technology Act funds. All large or moveable equipment must be marked "Funded by LSTA" in any visible place.
15. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a party hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

LSTA Grant Contract

- a. For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. subsection 32-9n; and "good faith" means that For purposes of this Section, "Commission" means the Commission on Human Rights and Opportunities.

For purposes of this Section, "Public works contract" means any agreement between any individual, firm or corporation and the state or any political subdivision of the state other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the state, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

- b. (1) The Contractor agrees and warrants that in the performance of the contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action - equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this

section and Conn. Gen. Stat. subsections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. subsections 46a-56, 46a-68e and 46a-68f; (b) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this section and section 46a-56. If the Contract is a public works contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- c. Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- d. The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- e. The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. subsection 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- f. The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

- g. The Contractor agrees to follow the provisions: the contractor agrees and warrants that in the performance of the agreement such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to Section 46a-56 of the general statutes; the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and Section 46a-56 of the general statutes.
- h. The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Section 46a-56 of the general statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.
16. This contract is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 and, as such, the contract may be canceled, terminated or suspended by the state for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that the said Executive Order No. Sixteen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order.

LSTA Grant Contract

17. The contractor agrees that while performing services specified in this agreement he shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable cause whatsoever. If requested, certificates of such insurance shall be filed with the contracting State agency prior to the performance of services.
18. The State of Connecticut shall assume no liability for payment for services under the terms of this agreement until the contractor is notified that this agreement has been accepted by the contracting agency and, if applicable, approved by the Office of Policy and Management (OPM) or the Department of Administrative Services (DAS) and by the Attorney General of the State of Connecticut.
19. All programs and activities receiving or benefiting from federal financial assistance must comply with the requirements of the Americans with Disabilities Act of 1990. All programs and activities must be available to disabled people in a non-discriminating way, including the removal of architectural barriers that limit access to services.
20. The contractor agrees not to discriminate on the basis of race, religion, age, gender, national origin, or handicapping condition in providing space for public meetings.
21. Performance of the provisions of this agreement is subject to the conditions and availability of funds under the Library Services and Technology Act. Sub-grantees must abide by the provisions of the Act and such instructions as may be issued by the U.S. Institute of Museum and Library Services. Grantees will also comply with federal cash management requirements, including expending grant funds on the grant project within three days of actual receipt of grant funds.
22. The contractor agrees to comply with the Children's Internet Protection Act (CIPA) if any LSTA funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.
23. The State reserves the right to terminate this contract upon 30 days notice in writing to the contractor if the applicant fails to comply with this agreement or time schedules to the satisfaction of the State. In the case of any such termination, the State will be responsible for no further payments to the contractor and may proceed to recover any payments already made by any available means whatsoever, including the withholding of grants or funds otherwise due to the contractor from the State.

LSTA Grant Contract

24. The contractor agrees that, when issuing statements, press releases, requests for proposals, bid solicitations, contract awards under the grant, and other documents or announcements describing this project, the contractor shall state clearly:
- the dollar amount of LSTA funds (administered by the State Library) received for the project;
  - the percentage of the total cost of the project that will be financed with LSTA funds;
  - the percentage and dollar amount of the total cost of the project that will be financed by non-federal sources.
25. Both parties to the agreement acknowledge that all payments under this contract will not exceed eleven thousand eight hundred dollars (\$11,800.00.)

7/1/05 to 6/30/06  
Contract Period

078P-POA-06  
Grant Number

Town of Mansfield  
Grantee Organization

Programs for Older Adults  
Funding Category

\_\_\_\_\_  
Signature  
**Martin H. Berliner**

\_\_\_\_\_  
Date  
**Town Manager**

\_\_\_\_\_  
Name (to be typed)  
**Connecticut State Library Board**

\_\_\_\_\_  
Title

\_\_\_\_\_  
**Kendall F. Wiggin, State Librarian,**

\_\_\_\_\_  
Date



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** *Martin Berliner*  
 Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager; Lon Hultgren, Director of Public Works;  
 Gregory Padick, Director of Planning  
**Date:** June 13, 2005  
**Re:** Sustainability

---

**Subject Matter/Background**

As the town council will recall, on April 11, 2005 we presented you with the attached inventory highlighting the town's efforts with respect to sustainability. At that time, the council directed staff to prioritize the various initiatives that we had listed.

**Recommendation**

Staff has reviewed the inventory in more detail. We believe that all of the initiatives listed are important, and most are underway either as a current practice, program or project. Consequently, we recommend that in its upcoming strategic planning process (which we see occurring this fall), the council give strong consideration to articulating one or more goals to advance the issue of sustainability. Such a goal could be, for example, *to conduct operations, and to develop practices, programs and regulations designed to promote the sustainable development of the community and our organization*. If, then, as part of the strategic planning process the council does identify sustainability as a goal, the various initiatives listed in our inventory could become objectives or elements of an action plan designed to achieve that goal.

Conceivably, the strategic plan will identify other important goals in addition to sustainability, and all of those goals will to some extent "compete" for the same resources, including staffing. Therefore, we are reluctant to get too far ahead of the planning process. For the short term, and until such time as the strategic plan is developed, staff intends to focus its efforts on the following priorities relating to sustainability:

- Completing the Mansfield Plan of Conservation and Development, and implementing the plan's priority recommendations
- Assisting with Mansfield Downtown Partnership with the Storrs Center Development Project
- Pursuing various clean energy initiatives and participating in the state's clean energy campaign
- Planning for water and sewer infrastructure improvements at the Four Corners area
- Working to support various public transportation initiatives, such as the bicycle path projects and improvements to the fare-free program
- Conducting an audit of town streetlights to improve accuracy and energy efficiency

- Purchasing additional hybrid and alternate-fuel vehicles, and evaluating their effectiveness
- Continuing the town's open space and farmland preservation efforts, including the proposed property tax exemption for certain farm buildings

Staff believes that we have many progressive and useful initiatives underway, and we appreciate the council's leadership and support in this area. We will be available at Monday's meeting to address any questions that the council may have regarding the priorities that we have listed above, or any other related matter.

### **Attachments**

- 1) Town of Mansfield Sustainability Focus Listing

	TOWN OF Mansfield Sustainability Focus Listing	Development that meets the needs of the present without compromising the ability of future generations to meet their needs"		LRH, VW, GP, MH
Town Area or Function	Lead Department or Town Unit	Program Description and applicability or benefit (Bold text indicates not fully implemented as of 4/1/05)	Future Programs/Focus Issues	Road Blocks and Limiting Factors
ulate location/character of development to promote energy efficiency and resource conservation.	Planning/PZC	Plan of Cons.& Develop.; Zoning Map/Regs. Designed to 1. focus development into areas with existing/potential public infrastructure and minimize development in areas with important natural resources (example: Storrs Center downtown project); 2. Promote solar access/energy efficient designs;	1. 2005 Plan of Cons. & Develop.update/subsequent Zoning Map&Regulations revisions; 2. Coordinate local initiatives with State&Regional plans and UConn Master Plan; 3. Plan for appropriate infrastructure improvements, particularly sewer&water	1. Limitations on Statutory Authority; 2. Costs of expanding/maintaining infrastructure
Open space/farmland preservation	TC/PZC/OSPC/AgC/Planning/Parks & Recreation	<b>1. Purchase important open space/agricultural parcels; 2. Require dedications in conjunction with new development; 3. Implement land management plans that protect natural systems and control invasive plants.</b>	1. Review/update selection criteria; 2. Continue to seek grant assistance; 3. Program expansion (local bond issue)	1. High cost of land; 2. Reduced Federal & State grants; 3. Town budget limitations.
Regulating environmental impact/protecting natural resource systems	PZC/IWA/CC/Planning/Public Works	1. IWA/PZC Regs./application reviews/enforcement designed to minimize impacts on wetlands/watercourses/water supply watersheds/flood hazard areas; 2. Subdivision/Zoning Regs recently revised to provide increased flexibility to locate new development& to promote use of native species for new landscaping	1. Update/refine land use Regs to help reduce impacts on natural resources; 2. Implement State aquifer protection regs; 3. Review/refine Public Works standards/specifications for roads/drainage to help reduce environmental impact	1. Limitations on Statutory Authority; 2. Costs of expanding/maintaining infrastructure
Town Buildings	Building	Use of Leadership in Energy and Environmental Design (LEED) guidelines is now Town policy	Require LEED certification	Higher initial cost (recovered in operating cost savings over the life of the building)
Town Infrastructure/maintenance	Public Works	Maintain roads, bridges, parks, sewers, water lines, storm drains and equipment so as not to defer large maintenance costs to the future. <b>Prepare long-range (20 yrs+) capital maintenance programs for each group of facilities.</b>	Institute management/accountability systems to assure effective maintenance occurs and is not deferred; utilize environmental friendly processes and materials in maintenance efforts.	1. Staff and actual maintenance costs; 2. Town budget limitations; 3. Reduced Fed & State aid.
Town Infrastructure/budgeting and accounting	Finance/Town Manager's Office	GASB 34 implemented to assure inter-period equity in caring for Town assets.	Use full cost accounting considering long-term and environmental factors in all Town budgets	
Solid Waste Collection	Public Works/Solid Waste Advisory Committee	Pay as you throw system since 1990	Continue PAYT system, possibly with pre-paid bags	Public Acceptance

<p>Education (public)</p>	<p>Public works/solid waste Advisory Committee</p>	<p>Information focused on recycling, composting, waste prevention, household hazardous waste. Composting workshops and programs on household hazardous waste</p>	<p>Work with UConn to bridge the home of the student population using community-based social marketing techniques</p>	<p>UConn; cost; staff time</p>
---------------------------	--	--	---	--------------------------------



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Martin Berliner, Town Manager  
**CC:** Emergency Services Management Team  
**Date:** June 13, 2005  
**Re:** Resolution Establishing Composition of Division of Fire and Emergency Services

---

**Subject Matter/Background**

At its April 11, 2005 meeting, the town council adopted "An ordinance Establishing a Division of Fire and Emergency Services." Pursuant to section 4 of the ordinance, the town council may by resolution provide that the division be comprised of both volunteer and career personnel. As our goal is to establish a fully consolidated, combination volunteer/career workforce, we are now requesting that the town council adopt such a resolution to clearly indicate that the new division will consist of both volunteer and career personnel.

**Financial Impact**

As we have discussed previously, our work to establish a municipal division of fire and emergency services has been costly, with much of the expense attributable to labor negotiations and to equalizing employee benefits. With regard to this specific proposal, however, we believe that it will be more efficient and cost effective for the town to operate one fully consolidated division as opposed to a system comprised of a municipal division plus one or more separate volunteer fire departments.

**Recommendation**

The emergency services management team recommends that the council issue the proposed resolution. Our feeling is that the establishment of a fully consolidated division of fire and emergency services is clearly in the town's best interest, and will improve the management and delivery of fire and emergency services in town.

If the town council concurs with this recommendation, the following resolution is in order:

***RESOLVED***, effective July 1, 2005 and pursuant to section 4 of the Ordinance Establishing a Division of Fire and Emergency Services, that the Mansfield Division of Fire and Emergency Services shall be comprised of volunteer and career (paid) personnel.

**Attachments**

1) "An Ordinance Establishing a Division of Fire and Emergency Services"



**Town of Mansfield  
Code of Ordinances**

**“An Ordinance Establishing a Division of Fire and Emergency Services”**

*Adopted on April 11, 2005*

**Section 1. Title.**

This Ordinance shall be known and may be cited as the “Ordinance Establishing a Division of Fire and Emergency Services” or the “Division of Fire and Emergency Services Ordinance.”

**Section 2. Legislative Authority.**

This Ordinance is enacted pursuant to Connecticut General Statutes §§ 7-148 and 7-193, and § C509 of the Mansfield Town Charter, as amended.

**Section 3. Purpose.**

The Town Council has established a Division of Fire and Emergency Services within the Department of Public Safety to provide for fire protection and the emergency services in the Town of Mansfield.

**Section 4. Creation of Division of Fire and Emergency Services.**

There hereby is created a Division of Fire and Emergency Services within the Department of Public Safety. The Division of Fire and Emergency Services shall be responsible for performance of the responsibilities of the Department of Public Safety, under § C509 of the Charter of the Town of Mansfield, for protection of life and property within the Town of Mansfield from fire and for provision of emergency services. The Division of Fire and Emergency Services shall be administered by a Fire Chief, who shall be appointed by the Town Manager and shall report directly to the Director of Public Safety. Upon resolution of the Town Council, the Division of Fire and Emergency Services may include not only career personnel but also volunteer personnel.

**Section 5. Construction.**

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



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager  
**Date:** June 13, 2005  
**Re:** Establishment of Fire Chief Position

---

**Subject Matter/Background**

As you will recall, during the budget process and as part of our discussion regarding the establishment of the new municipal division of fire and emergency services, we discussed the need for a career fire chief to lead the new fully consolidated, combination volunteer/career workforce. At this point, staff wishes to present the council with a recommended pay classification for this position, and I have attached materials prepared by the assistant town manager which explain our proposal in more detail.

**Financial Impact**

If the town council approves the creation of this new position, our plan is to reclassify the emergency services administrator as the fire chief, as he is very qualified to assume this role. Under the Personnel Rules, the employee would be entitled to a ten-percent increase in salary, and we would also wish to provide him with an appropriate uniform allowance. We have budgeted funds for the new position in the FY 2005/06 Operating Budget.

**Recommendation**

Staff recommends that the town council approve the establishment of the fire chief's position, and that classification for the new position be set at Grade 26 of the town administrators pay plan (nonunion). For FY 2004/05, the pay range for grade 26 is \$61,972 to \$86,691. We believe that this salary would be fair and equitable, and that the addition of the fire chief's position is crucial to the success of our new division of fire and emergency services.

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

***MOVE***, effective July 1, 2005, to establish the position of fire chief, and to classify the position at grade 26 of the town administrators pay plan.

**Attachments**

- 1) Correspondence from assistant town manager
- 2) Proposed class description
- 3) Springsted salary survey results and salary grade recommendation
- 4) Classification worksheet

# Memo

To: Martin Berliner, Town Manager  
From: Matt Hart, Assistant Town Manager *Matt*  
Date: March 21, 2005  
Re: Classification of Fire Chief Position

---

As requested, with the assistance of the town's classification consultant, Springsted Advisors, I have prepared a class description and recommended pay grade for the proposed fire chief position.

## Class Description

Attached please find the proposed class description for the new position. Springsted prepared the initial draft, which I then improved and revised according to our new standard format. I suggest that we review the description with the members of the emergency services management team, for their review and input.

## Pay Grade

To determine where fire chief position should be assigned within the town's classification and pay plan, the consultant and I have used Springsted's Class Evaluation System Manual. The manual consists of a point factor system, which the rater uses to evaluate a position according to nine job factors. The rater then combines the individual job factor scores to produce an overall position score. Next, the rater compares the position against both external salary data and several "benchmark" positions within the classification plan to determine the pay grade for the new position.

In accordance with this procedure, we commissioned Springsted to conduct a salary survey of fire chief positions in Connecticut towns with small to mid-sized combined fire departments. Springsted's completed survey shows an average minimum salary of \$73,952 and an average maximum salary of \$86,839. The average midpoint salary is \$80,396.

Under the Class Evaluation System Manual, I have scored the proposed fire chief position at 685 points. The scores and pay grades of various benchmark positions within the classification plan are as follows:

<u>Position</u>	<u>Score</u>	<u>Pay Grade</u>
Assistant Town Manager	675 points	Town Admin, Grade 25
Director of Parks and Recreation	665 points	Town Admin, Grade 26
Director of Planning	655 points	Town Admin, Grade 26
Director of Public Works	735 points	Town Admin, Grade 29

Based on the results of Springsted's salary survey and the comparison to the benchmark scores, I recommend that the pay grade for the fire chief position be set at grade 26 of the town administrators pay plan. Springsted has recommended the same. For fiscal year 2004/05, the pay range for grade 26 is \$61,972 to \$86,691. I believe that this salary would be fair and competitive.

#### **Reclassification of Emergency Services Administrator**

As we have previously discussed with the emergency services management team, if the town council approves the establishment of the fire chief position, we would no longer need the emergency services administrator position.

David Dagon, our current emergency services administrator, has all the skills and qualifications necessary to satisfy the requirements of the proposed fire chief position. Dave did serve as the fire chief in East Hartford for many years before coming to Mansfield. His performance in the emergency services administrator role has been excellent, and he has coordinated our efforts establish a fully consolidated, combined municipal department of fire and emergency services. Consequently, if the fire chief position is approved, I recommend that Dave be reclassified to the new position. Dave is the person that we believe is the most qualified to serve as Mansfield's first career chief, and to conduct an open recruitment would not be fair to him or the other applicants.

Under the Personnel Rules, if the town were to reclassify Dave to the fire chief position, the reclassification would be treated as a promotion and the employee would be advanced to the step in the new grade that is closest to a 10-percent wage increase.

Please review and comment on this proposal, and let me know how you wish to proceed.

#### **Attachments**

- 1) Proposed class description
- 2) Springsted salary survey results
- 3) Springsted fire chief salary grade recommendation
- 4) Classification worksheet

**TOWN OF MANSFIELD  
POSITION DESCRIPTION**

**Class Title:** Fire Chief  
**Group:** Town Administrators (Nonunion)  
**Pay Grade:** Town Administrators Grade 26  
**FLSA:** Exempt  
**Effective Date:** July 1, 2005

---

**General Description/Definition of Work**

This position performs complex professional and difficult administrative work managing and directing all activities of the department of fire and emergency services, as well as related work as required. Duties include planning, organizing, directing and supervising all fire suppression and fire prevention programs; coordinating work with the town manager, other departments and volunteer fire companies; and maintaining records and preparing reports. Work is performed under general supervision and supervision is exercised over all department personnel. Position reports to the town manager.

**Essential Job Functions/Typical Tasks**

- Plans, organizes and directs all departmental operations with respect to equipment, apparatus and personnel
- Prepares departmental budget and monitors expenditures to ensure effective and efficient use of budgeted funds, personnel, materials, facilities and time; evaluates departmental equipment and apparatus needs, and requisitions new apparatus and supplies
- Directs and supervises departmental activities at large-scale fires and emergencies
- Develops and directs the implementation of departmental policies and operating procedures
- Gathers, interprets and prepares data for studies and reports, and conducts research to prepare policy recommendations; prepares written and oral reports and studies; makes public presentations
- Oversees the activities of the fire marshal's office
- Oversees department's revenue recovery program, and reviews expenditures of paramedic intercept program
- Writes grant applications and administers awards; helps to write and administer contracts, agreements and specifications
- Supervises all assigned personnel; administers union contract language and discipline; hears and resolves grievances; participates in labor negotiations
- Appoints job candidates from approved eligibility lists; evaluates work performance of employees
- Develops and directs the implementation of departmental in-service training program, to include safety training; ensures safety work practices
- Coordinates the development, implementation and administration of volunteer recruitment and retention program
- Serves as custodian of various departmental documents and records
- Responds to inquiries from employees, outside agencies and the media; builds and maintains relationships with local emergency services organizations; represents the town and department on various boards, commissions, task forces and committees
- Performs related tasks as required

**Knowledge, Skills and Abilities:**

- Comprehensive knowledge of modern firefighting, emergency medical services and rescue methods; comprehensive knowledge of the use and operation of a wide variety of fire motor, rescue and auxiliary apparatus; comprehensive knowledge of laws, rules and regulations relating to fire control and prevention
- Ability to plan, initiate and carry out long-term programs in fire administration, fire prevention and emergency medical services; ability to plan, assign and coordinate activities performed by a large group

## Fire Chief (cont'd.)

of employees in varied firefighting, emergency medical services and rescue work; ability to establish and maintain effective working relationships with town officials, associates, volunteers and the general public

### **Education and Experience:**

A Bachelor's degree from an accredited college or university with major coursework in fire science or related field, and extensive experience in fire service and emergency medical services work, including considerable supervisory experience. Consideration may be given to equivalent experience and training.

### **Physical Demands and Work Environment:**

(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self contained breathing apparatus
- Worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements:**

- Possession of a Q Restriction on a Connecticut driver's license or equivalent
- Connecticut Fire Marshal certification preferred
- Certification as Emergency Medical Technician A preferred

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the town as the needs of the town and requirements of the job change.*

Approved by: \_\_\_\_\_  
Matthew W. Hart, Assistant Town Manager

Date: \_\_\_\_\_

**TOWN OF MANSFIELD, CONNECTICUT  
Salary Survey Results**

**Fire Chief**

<b>Town</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Mid-Point</b>
Branford	\$74,000	\$85,000	\$79,500
East Haven	74,000	80,100	77,050
Enfield	75,000	75,000	75,000
Glastonbury	63,557	85,811	74,684
Manchester	74,750	112,475	93,613
Southington	85,784	85,784	85,784
Suffield	74,000	74,000	74,000
Tolland	58,754	73,713	66,234
Vernon	N/A	N/A	N/A
Wallingford	85,721	109,670	97,696
<i>Average</i>	<i>\$73,952</i>	<i>\$86,839</i>	<i>\$80,396</i>

**Matthew W. Hart**

**From:** John Maxwell [JMaxwell@springsted.com]  
**Sent:** Tuesday, January 25, 2005 1:26 PM  
**To:** 'Mathew W. Hart (HartMW@mansfieldct.org)'  
**Subject:** Fire Chief Salary Grade Recommendation

Good Afternoon Matt: Last week I sent you the results of the salary survey we conducted for the Fire Chief position. We have reviewed the results and have analyzed the position in terms of the proper internal relationship among all job classes included in the study we recently completed for the Town of Mansfield.

Based upon our analysis it is our recommendation that the Fire Chief position be placed in Grade 26.

Please advise if we can be of further assistance to the Town in this regard.

Thank you for allowing Springsted Incorporated to be of service to Mansfield.

**John T. Maxwell**

Senior Vice President  
Springsted Incorporated  
1206 Laskin Road, Suite 210  
Virginia Beach, VA 23451  
757-422-1711  
FAX 757-422-6617  
e-mail: [jmaxwell@springsted.com](mailto:jmaxwell@springsted.com)

Visit our website at [www.springsted.com](http://www.springsted.com)

**Town of Mansfield  
Classification and Pay Plan  
Classification of Fire Chief Position**

**Skill Level: V (Professional)**

<u>No.</u>	<u>Factor</u>	<u>Score</u>
1	Training and experience	80
2	Experience	120
3	Level of work	120
4	Human relations skills	50
5	Physical demands	20
6	Working conditions and hazards	15
7	Independence of action	100
8	Impact on end results	100
9	Supervision exercised	80
	<b>Total</b>	<b>685</b>

**Recommended pay grade: Town Admin 26**

**Prepared by: M. Hart**

**Date: March 21, 2005**



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager; Jeffrey Smith, Director of Finance  
**Date:** June 13, 2005  
**Re:** Proclamation in Honor of Pamela V. Wells

---

**Subject Matter/Background**

Pam Wells, our long-time collector of revenue, is retiring this summer. Consequently, we would like the mayor to present Pam at her upcoming retirement party with a proclamation in honor of her many years of dedicated service to the town. Pam has administered her duties in a most capable manner, and we will miss her wit, volunteerism and professionalism.

**Recommendation**

Staff requests that the council authorize the mayor to issue the attached proclamation.

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

***MOVE**, effective June 16, 2005, to authorize Mayor Paterson to issue the attached Proclamation in Honor of Pamela V. Wells.*

**Attachments**

- 1) Proclamation in Honor of Pamela V. Wells



***Town of Mansfield***  
***Proclamation in Honor of Pamela V. Wells***

***Whereas***, Pamela V. Wells has served as the Collector of Revenue for the Town of Mansfield from November 16, 2005 through August 1, 2005; and

***Whereas***, during her tenure with the town Pam has administered her duties in a most capable manner and is well-respected by Mansfield residents, her fellow employees and her peers for her professionalism, wit and volunteerism; and,

***Whereas***, Pam has been an active member of the Connecticut Tax Collectors' Association and the Tolland/Windham Taxpayers Association; and,

***Whereas***, Pam has served as the captain of Mansfield's Relay for Life team, and regularly participates in several road races, including the Hartford half-marathon and the Cooper River Bridge Run in Charleston, South Carolina; and

***Whereas***, Pam is a nurturer and lover of felines, a wildlife rescuer, bird watcher, avid gardener, hiker, literary queen, rosewater cookie connoisseur and a wonderful and caring friend:

**NOW, THEREFORE, BE IT RESOLVED**, that on behalf of the citizens of Mansfield the Town Council does hereby recognize Pamela V. Wells for her meritorious and dedicated service to the Town of Mansfield, and wishes her all the best in her well-deserved retirement.

***IN WITNESS WHEREOF***, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 16<sup>th</sup> day of June in the year 2005.

---

Elizabeth C. Paterson  
Mayor, Town of Mansfield  
June 16, 2005



**Town of Mansfield  
Agenda Item Summary**

**To:** ~~Town Council~~  
*Martin Berliner*  
**From:** Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager; Curt Vincente, Director of Parks and Recreation  
**Date:** June 13, 2005  
**Re:** Proclamation Designating the Month of July as Recreation and Parks Month in the Town of Mansfield

---

**Subject Matter/Background**

The National Recreation and Park Association (NRPA) has designated the Month of July as Recreation and Parks Month. Recreation facilities and parks across the country use the month of July to celebrate summer programming, and to pull their communities together to volunteer, to get involved in outdoor physical activities and to advocate for parks and recreation.

**Recommendation**

Staff requests that the council authorize the mayor to issue the attached proclamation designating July as recreation and parks month.

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

***MOVE**, effective June 13, 2005, to authorize Mayor Paterson to issue the attached Proclamation Designating the Month of July as Recreation and Parks Month in the Town of Mansfield.*

**Attachments**

- 1) Correspondence from assistant director of parks and recreation
- 2) Proclamation Designating the month of July as Recreation and Parks Month in the Town of Mansfield



Mansfield  
Community  
Center

Town of Mansfield  
Parks and Recreation  
Department



*Jay M. O'Keefe*  
*Assistant Director*

10 South Eagleville Road  
Storrs/Mansfield, Connecticut 06268  
Tel: (860) 429-3015 Fax: (860) 429-9773  
Email: [OKeefeJM@MansfieldCT.org](mailto:OKeefeJM@MansfieldCT.org)  
Website: [www.MansfieldCT.org](http://www.MansfieldCT.org)

Dear Town Council Members:

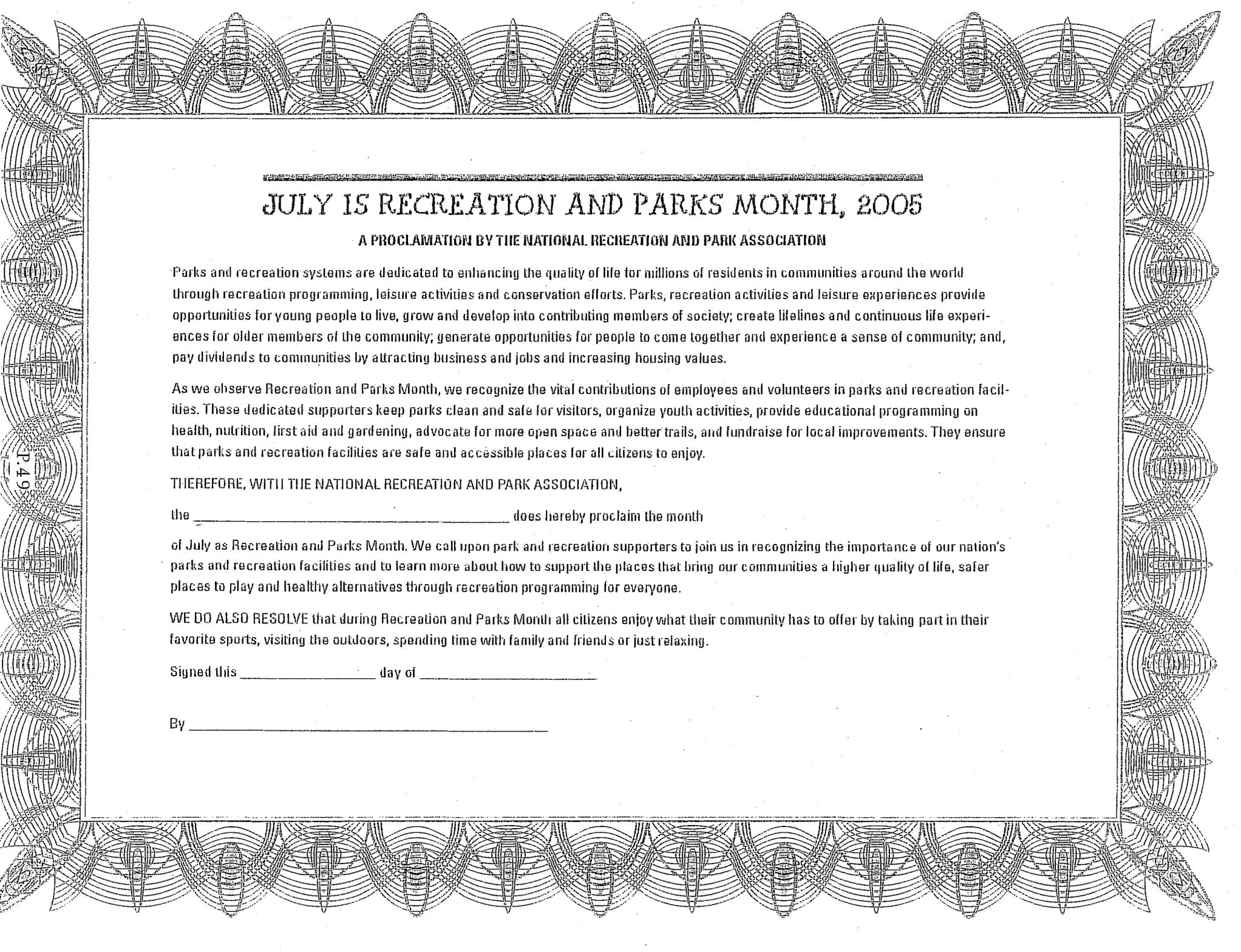
Since 1985, the National Recreation and Park Association (NRPA) has designated the month of July as Recreation and Parks Month. Recreation facilities and parks across the country annually use July to celebrate the kick off of summer programming as well as a time to pull their communities together to volunteer, get involved in great outdoor physical activities and advocate for parks and recreation.

This year, we respectfully request your consideration in proclaiming July as Recreation and Parks Month in Mansfield to celebrate the benefits our parks, recreation facilities and recreation programs offer our Mansfield citizens quality of life.

If the council agrees to support this month long celebration, we ask that the Mayor Elizabeth Paterson sign, date and then return the attached proclamation to the Town Manager Office who will forward it for community display at the Mansfield Community Center.

Thank you for your consideration,

Jay M. O'Keefe



---

## JULY 15 RECREATION AND PARKS MONTH, 2005

### A PROCLAMATION BY THE NATIONAL RECREATION AND PARK ASSOCIATION

Parks and recreation systems are dedicated to enhancing the quality of life for millions of residents in communities around the world through recreation programming, leisure activities and conservation efforts. Parks, recreation activities and leisure experiences provide opportunities for young people to live, grow and develop into contributing members of society; create lifelines and continuous life experiences for older members of the community; generate opportunities for people to come together and experience a sense of community; and, pay dividends to communities by attracting business and jobs and increasing housing values.

As we observe Recreation and Parks Month, we recognize the vital contributions of employees and volunteers in parks and recreation facilities. These dedicated supporters keep parks clean and safe for visitors, organize youth activities, provide educational programming on health, nutrition, first aid and gardening, advocate for more open space and better trails, and fundraise for local improvements. They ensure that parks and recreation facilities are safe and accessible places for all citizens to enjoy.

THEREFORE, WITH THE NATIONAL RECREATION AND PARK ASSOCIATION,

the \_\_\_\_\_ does hereby proclaim the month

of July as Recreation and Parks Month. We call upon park and recreation supporters to join us in recognizing the importance of our nation's parks and recreation facilities and to learn more about how to support the places that bring our communities a higher quality of life, safer places to play and healthy alternatives through recreation programming for everyone.

WE DO ALSO RESOLVE that during Recreation and Parks Month all citizens enjoy what their community has to offer by taking part in their favorite sports, visiting the outdoors, spending time with family and friends or just relaxing.

Signed this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_

THIS PAGE LEFT

BLANK

INTENTIONALLY



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager  
**Date:** June 13, 2005  
**Re:** Transfer of Property at Chaffeeville Road

---

**Subject Matter/Background**

As explained in the attached correspondence from Attorney Jonathan Zorn, when the town transferred a portion of property along what is now 33 Chaffeeville Road, it failed to include a small portion of that property in the transaction. The current owners of the property (Lloyd and Gwen Duff) have now requested that the town transfer the missing parcel to resolve this matter.

**Financial Impact**

This proposal would not have any financial impact upon the town.

**Recommendation**

Staff recommends that the council authorize staff to complete the transfer of the remaining property to the Duff's.

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

*MOVE, effective June 13, 2005, to authorize the town manager to complete the transfer of 33 Chaffeeville Road in Mansfield to the current owners (Lloyd and Gwen Duff) of the subject property.*

**Attachments**

- 1) Letter from Attorney Zorn to Martin Berliner

CC Greg Grant

REC'D MAY 06 2005

# Jonathan S. Zorn

ATTORNEY AT LAW

A to Zorn Legal Services

433 Valley Street, P.O. Box 698  
Willimantic, Connecticut 06226  
Phone (860) 456-4333  
FAX: (860) 456-2866

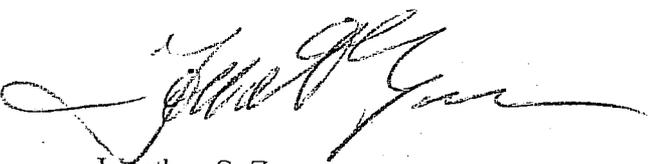
May 5, 2005

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

Dear Mr. Berliner:

I represent Lloyd T Duff and Gwen M Duff, who own property on at 33 Chaffeeville Road in Mansfield. The approved subdivision map that shows the lot that is now 33 Chaffeeville Road indicates a boundary along Chaffeeville Road. However, it appears that the Town of Mansfield never granted a small portion of property it held along the old Chaffeeville Road to the Duff's predecessors in title. While the map on file at Mansfield Town Hall (vol. 10 page 105) shows the land being part of Lot 3 (now 33 Chaffeeville), the zoning commission's approval of the map does not effect a change in title from the Town. I believe no one saw the problem as the old Chaffeeville Road had been obscured by time. I have discussed this problem with Greg Paddick and Grant Meitzler at the Town offices, who indicated that the solution to this problem is to request the town council to transfer the subject property to the Duffs. I am, by this letter requesting that this matter be put before the Town Council. I have various maps that show the property involved and will be glad to discuss this with you. I would appreciate you getting back to me to discuss procedures for taking up this matter.

Very truly yours,



Jonathan S. Zorn  
jsz/hs



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** *Martin H. Berliner*  
 Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager  
**Date:** June 13, 2005  
**Re:** Personal Service Agreement – Day Care Support at Mansfield Discovery Depot

---

**Subject Matter/Background**

Attached please find the annual personal service agreement between the town and the University of Connecticut to provide day care services at the Mansfield Discovery Depot for the children of university employees and students. The town and the University have executed such an agreement every year since the inception of the Discovery Depot. However, in a departure from past practice, the proposed PSA covers a six month time period only. (The university's childcare implementation committee is completing its work, and the university believes that a 12-month agreement may be premature.) Consequently, the proposed agreement runs from July 1, 2005 through December 31, 2005, and provides that in exchange for a lump sum payment of \$39,375.00, the Discovery Depot will reserve one-third of its total day care enrollment slots for the children of university parents.

**Financial Impact**

As stated above, the Discovery Depot would receive \$39,375.00 under the proposed agreement. This sum is an important revenue source for the daycare.

**Recommendation**

Staff requests that the town council authorize the town manager to execute the agreement on behalf of the town.

If the town council supports this recommendation, the following resolution is in order:

***RESOLVED***, effective July 1, 2005, to authorize the Town Manager, Martin H. Berliner, to execute a personal service agreement between the Town of Mansfield and the University of Connecticut to provide day care services at the Mansfield Discovery Depot for the children of University employees and students.

**Attachments**

1) Proposed Personal Services Agreement

**PERSONAL SERVICE AGREEMENT**

0-802A REV. 10/2003 (Electronic Version-UCONN1)

STATE OF CONNECTICUT  
OFFICE OF THE STATE COMPTROLLER  
ACCOUNTS PAYABLE DIVISION

**Both Parties are Informed That No Work May Begin On This Contract Until It is Fully Executed and Approved By The Office of the Attorney General**

THE STATE AGENCY AND THE CONTRACTOR AS LISTED BELOW HEREBY ENTER INTO AN AGREEMENT SUBJECT TO THE TERMS AND CONDITIONS STATED HEREIN AND/OR ATTACHED HERETO AND SUBJECT TO THE PROVISIONS OF SECTION 4-98 OF THE CONNECTICUT GENERAL STATUTES AS APPLICABLE. ACCEPTANCE OF THIS CONTRACT IMPLIES CONFORMANCE WITH TERMS AND CONDITIONS SET FORTH AT SHEET 2 OF THIS FILE, AS ATTACHED HERETO AND INCORPORATED BY REFERENCE.

(1) <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT	(2) IDENTIFICATION NO.
---	------------------------

CONTRACTOR	(3) CONTRACTOR NAME <b>Town of Mansfield</b>	(4) ARE YOU PRESENTLY A STATE EMPLOYEE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	CONTRACTOR ADDRESS <b>4 South Eagleville Road, Storrs, CT 06268-2599</b>	CONTRACTOR FEIN / SSN - SUFFIX <b>000-00-0078</b>
STATE AGENCY	(5) AGENCY NAME AND ADDRESS <b>University of Connecticut, Ofc of VP, U-2072, Storrs, CT 06269-2072</b>	(6) AGENCY NO. <b>7301</b>

CONTRACT PERIOD	(7) DATE (FROM) <b>07/01/05</b> THROUGH (TO) <b>12/31/05</b>	(8) INDICATE <input type="checkbox"/> MASTER AGREEMENT <input type="checkbox"/> CONTRACT AWARD <input checked="" type="checkbox"/> NEITHER
CANCELLATION CLAUSE	THIS AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT FOR THE ENTIRE TERM OF THE CONTRACT PERIOD STATED ABOVE UNLESS CANCELLED BY THE STATE AGENCY, BY GIVING THE CONTRACTOR WRITTEN NOTICE OF SUCH INTENTION (REQUIRED DAYS NOTICE SPECIFIED AT RIGHT).	
		(9) REQUIRED NO. OF DAYS WRITTEN NOTICE: <b>30</b>

(10) CONTRACTOR AGREES TO: (Include special provisions - Attach additional blank sheets if necessary.)

Provide daycare services for the children of University employees and students at the Mansfield Discovery Depot. One-third of the total available day care enrollment will be set aside for the children of University employees and students.

See continuation of Section 10 - Complete Description of Services page 3 of 3

**Departmental Contact Person Name & Telephone Number: D. Carone x4340**

(11) PAYMENT TO BE MADE UNDER THE FOLLOWING SCHEDULE UPON RECEIPT OF PROPERLY EXECUTED AND APPROVED INVOICES.

**THE MAXIMUM AMOUNT PAYABLE UNDER THIS CONTRACT IS \$39,375.00**

2) ACT. CD.	(13) DOC. TYPE	(14) COMM. TYPE	(15) LSE. TYPE	(16) ORIG. AGCY.	(17) DOCUMENT NO.	(18) COMM. AGCY.	(19) COMM. NO.	(20) VENDOR FEIN / SSN - SUFFIX
				7301				000-00-0078

(21) COMMITTED AMOUNT	(22) OBLIGATED AMOUNT	(23) CONTRACT PERIOD (FROM/TO)
\$39,375.00	\$39,375.00	07/01/05-12/31/05

(24) ACT. CD.	(25) COMM. LINE NO.	(26) COMMITTED AMOUNT	(27) COMM. AGENCY	(28) COST CENTER		(29) OBJECT	AGENCY TAIL			(33) F.Y.
				FUND	SID		(30) FUNCTION	(31) ACTIVITY	(32) EXTENSION	
		\$39,375.00	7301	1161	000	02230			292803	06

An individual entering into a Personal Service Agreement with the State of Connecticut is contracting under a "work-for-hire" arrangement. As such, the individual is an independent contractor, and does not satisfy the characteristics of an employee under the common law rules for determining the employer/employee relationship of Internal Revenue Code Section 3121 (d) (2). Individuals performing services as independent contractors are not employees of the State of Connecticut and are responsible themselves for payment of all State and local income taxes, federal income taxes and Federal Insurance Contribution Act (FICA) taxes, except for CT non-resident Athlete/Entertainer Tax.

(SIGNATURES IN BLUE INK) <b>ACCEPTANCES AND APPROVALS</b>	(34) STATUTORY AUTHORITY: <b>10a-104, 10a-108</b>
--	--

(35) CONTRACTOR (OWNER OR AUTHORIZED SIGNATURE)	TITLE <b>Martin Berliner, Town Manager</b>	DATE
(36) AGENCY (AUTHORIZED OFFICIAL)	TITLE <b>Dale M. Dreyfuss, Vice President</b>	DATE
(37) OFFICE OF POLICY & MGMT./DEPT. OF ADMIN. SERV.	TITLE	DATE
(38) ATTORNEY GENERAL (APPROVED AS TO FORM)		DATE

**EXECUTIVE ORDERS**

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a party hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service. This contract is subject to the provisions of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999, the Violence in the Workplace Prevention Policy, and, as such, this contract may be cancelled, terminated or suspended by the state for violation of the provisions of paragraph 1 of said Executive Order by any employee of the contractor or by any employee of its subcontractors or vendors with any other provisions of said Executive Order No. 16. Executive Order No. 16 is incorporated herein by reference and made a part hereof. The contractor agrees that, as a part of the consideration hereof, it shall abide by said Executive Order, and it shall require any subcontractor or vendor with whom it enters into an agreement in order to fulfill any obligation of this contract, to agree to abide by said Executive Order.

**I. NON-DISCRIMINATION**

(a). For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. subsection 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of this Section, "Commission" means the Commission on Human Rights and Opportunities.

For purposes of this Section, "Public works contract" means any agreement between any individual, firm or corporation and the state or any political subdivision of the state other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the state, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

(b) (1) The Contractor agrees and warrants that in the performance of the contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action - equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this section and Conn. Gen. Stat. subsections 46a-56 and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. subsections 46a-56, 46a-68e and 46a-68f; (b) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this section and section 46a-56. If the Contract is a public works contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

c. Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

d. The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

e. The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. subsection 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

f. The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

g. The Contractor agrees to follow the provisions: The contractor agrees and warrants that in the performance of the agreement such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to Section 46a-56 of the general statutes; the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and Section 46a-56 of the general statutes.

h. The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Section 46a-56 of the general statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

**INSURANCE**

The contractor agrees that while performing services specified in this agreement he shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable cause whatsoever. If requested, certificates of such insurance shall be filed with the contracting State agency prior to the performance of services.

**STATE LIABILITY**

The State of Connecticut shall assume no liability for payment for services under the terms of this agreement until the contractor is notified that this agreement has been accepted by the contracting agency and, if applicable, approved by the Office of Policy and Management (OPM) or the Department of Administrative Services (DAS) and by the Attorney General of the State of Connecticut.

**CONTINUATION OF SECTION (10)**  
**COMPLETE DESCRIPTION OF SERVICES**

The Mansfield Discovery Depot's current license allows for a capacity of 116 children to be under staff care and supervision, 40 children under the age of three and 76 children between ages three and six. The University agrees to provide \$39,375 in funding support to the center in exchange for 1/3 of the pupil spaces available being allocated to children of University staff and students. The Mansfield Discovery Depot's Administrative Policies are to give precedence to families affiliated with the University.

Daycare services provided are described as follows: The Mansfield Discovery Depot is open 50 weeks a year, Monday-Friday from 7:00 a.m. to 5:00 p.m. There is also an extended care program from 5:00 p.m. to 5:30 p.m., for children 18 months to six years of age. The center admits children between the ages of six weeks and 17 months Monday-Friday 8:00 a.m.-5:00p.m. Mansfield Discovery Depot is closed on 12 major holidays. The center has two infant rooms with a ratio of one teacher to three children; three toddler rooms with a ratio of one teacher to four children; two preschools with a ratio of one teacher to ten children; one kindergarten classroom with a ratio of one teacher to ten children.

Mansfield Discovery Depot participates in the Child and Adult Food Program, a Federal program that provides breakfast, lunch and an afternoon snack that meets the USDA requirements for all children in their care. This program plays a vital role in improving the quality of day care and making it more affordable for families. The Center also provides families with referrals and services available to help them as needs arise.

The Mansfield Discovery Depot is managed by a Board of Directors comprised of parents, community, and Town Representatives. The University President has the authority to appoint representatives from the University.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** *Martin Berliner*  
 Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager; Jeffrey Smith, Director of Finance  
**Date:** June 13, 2005  
**Re:** New Wells at Elementary Schools

---

**Subject Matter/Background**

As you know, the approved Capital Projects Budget includes an appropriation of \$510,000 to replace the wells at each of the town's schools. The original estimated cost of the project was a best guess provided by the former director of maintenance in consultation with the Connecticut Department of Health. This project was initiated by the state through a Consent Order signed by the superintendent of schools. The project is considered code improvement and is therefore eligible for state reimbursement of approximately 78 percent.

Subsequent to the approval of the project, the town hired a consultant to design the well systems and an architect to design the well buildings. Our consultants now project that the total cost of the project could be as high as \$1,100,000. If the State Department of Education (SDE) were not involved, I would bid this project now and come back to you after I had more solid information. However, SDE guidelines require that a project have a professional cost estimate and that the town appropriate the full amount of that estimate before state will approve going out to bid. Since the state is paying for the majority of this project it is clearly in the town's best interest to follow their guidelines.

**Financial Impact**

In order to keep this project on line and in conformance with the consent order, the director of finance recommends that the town council amend the Capital Projects Fund Budget as follows:

	Approved		Proposed
<u>Revenues</u>	<u>Budget</u>	<u>Amendments</u>	<u>Budget</u>
CNR	\$110,000	\$130,000	\$ 240,000
State Grant	<u>400,000</u>	<u>460,000</u>	<u>860,000</u>
	<u>\$510,000</u>	<u>\$590,000</u>	<u>\$1,100,000</u>
<u>Expenditures</u>			
School Wells	<u>\$510,000</u>	<u>\$590,000</u>	<u>\$1,100,000</u>

**Recommendation**

If the town council agrees with the above recommendation, the following resolution is in order:

*RESOLVED, effective June 13, 2005, to amend the Capital Projects Fund Budget as recommended by the director of finance.*

**Attachments**

- 1) Elementary Schools Well Project Cost Estimate

**Capital Project # 86106  
Elementary Schools Well Project  
Cost Estimate**

	<b>Goodwin School  (1 Well)</b>	<b>Southeast School  (2 Wells)</b>	<b>Vinton School  (1 Well)</b>	<b>Mansfield Middle School  (2 Wells)</b>	<b>TOTAL</b>
<b>Well Work</b>	27,000	37,000	27,000	38,500	129,500
<b>Cost of 2nd/3rd well if necessary</b>	18,000	18,000	18,000	18,000	72,000
<b>Non-Well work (site &amp; station work)</b>	150,000	150,000	150,000	195,500	645,500
<b>Added cost for possible overruns</b>	10,000	15,000	10,000	18,000	53,000
<b>Well House Structure</b>	50,000	50,000	50,000	50,000	200,000
<b>Total Estimate</b>	255,000	270,000	255,000	320,000	<b>1,100,000</b>

P.59

THIS PAGE LEFT

BLANK

INTENTIONALLY

TOWN OF MANSFIELD  
OFFICE OF PLANNING AND DEVELOPMENT

---

Item #13

GREGORY J. PADICK, TOWN PLANNER

Memo to: Planning & Zoning Commission  
Town Council  
From: Gregory J. Padick, Director of Planning  
Date: 6/2/05



Re: CT Siting Council Petition 720: Proposed UConn/CL&P electric utility facilities, North Eagleville Rd.

The attached "petition for a declaratory ruling" seeks approval from the State Siting Council for underground electric utility lines and a transition substation associated with the University of Connecticut's co-generation project. The pending application was jointly submitted by the University of Connecticut and Connecticut Light and Power Company. The proposed transition substation would be located on the northerly side of North Eagleville Road, on CL&P property that currently contains a power substation. Portions of the project plans are attached and a full copy of the application materials is on file in the Planning Office.

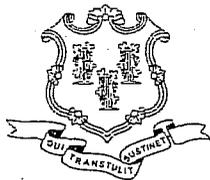
Based on provisions of the State Statutes and Mansfield's Zoning Regulations, local approvals are not required. The Siting Council has referred the application to the Town and the proposal has been placed on the Siting Council's June 8<sup>th</sup> agenda. The Inland Wetland Agent and I were briefed on the proposal about 3 weeks ago.

The following review comments are provided for consideration by the PZC and Town Council:

- The subject project involves a required utility connection for the co-generation plant which was previously reviewed by town officials and approved by the Siting Council. Related approvals also were granted to Connecticut Natural Gas Company for new gas lines and a pump station and to CL&P for a substation to be located on State land immediately east of the proposed transition station.
- The proposed transition station is needed to link the new UConn substation to existing overhead transmission lines. The proposed electrical facilities will be enclosed within a 7-foot-high chain link fence with barbed wire on top. The plans include a double row of 10 to 11-foot-tall American white cedar trees along North Eagleville Road to help buffer the new facility.
- The submitted environmental review provides more information about potential impacts. There are no nearby residential uses that will be directly impacted and my review indicates that there is no need for the Town to submit comments to the Siting Council.

Recommendation

Based on my review to date, there is no need for the PZC or Town Council to communicate comments to the State Siting Council.



# STATE OF CONNECTICUT

## CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: [siting.council@po.state.ct.us](mailto:siting.council@po.state.ct.us)

[www.ct.gov/csc](http://www.ct.gov/csc)

May 18, 2005

The Honorable Elizabeth Patterson  
Mayor  
Town of Mansfield  
4 South Eagleville Road  
Mansfield, CT 06268

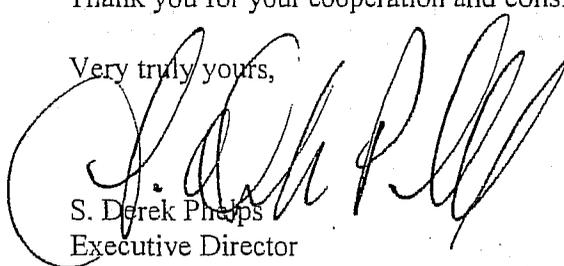
RE: **PETITION NO. 720** – The University of Connecticut (UConn) and Connecticut Light & Power Company petition for a declaratory ruling of no significant adverse environmental effect for the proposed 69-kV underground interconnection line between the UConn substation and CL&P's 800 line in Mansfield, Connecticut.

Dear Mayor Patterson:

The Connecticut Siting Council (Council) received this petition for a declaratory ruling, pursuant to General Statutes § 16-50k. This request will be placed on a future meeting agenda, a copy of which will be sent to you.

Please call me or inform the Council if you have any questions or comments regarding this proposal. Thank you for your cooperation and consideration.

Very truly yours,

  
S. Derek Phelps  
Executive Director

SDP/jkl

Enclosure: Petition No. 720

c: Gregory Padick, Town Planner, Town of Mansfield  
Mr. Martin H. Berliner, Town Manager, Town of Mansfield

- Construction activities would occur within previously developed (i.e., paved) areas and an undeveloped lawn, mitigating any disturbances to vegetation and/or wildlife.
- Extend construction hours could be necessary in order to complete construction on schedule.
- No sensitive receptors (e.g. wetlands or watercourses, vegetation, wildlife, cultural or historic resources, threatened/endangered species or species of special concern, public water supply wells or aquifers and flood hazard areas) are directly affected by the proposed project.
- Brief views of the transition station would be primarily limited to motorists traveling along North Eagleville Road immediately in front of CL&P's Property. Visual effects would be minimized by the proposed landscaping.

A detailed summary of these findings are presented in the attachment 1 (Environmental Review).

The signatories have met with and discussed this filing with local officials in Mansfield. The transition station does not require location approval. The town acknowledged at the meeting, it will review the petition and its attachments as part of the normal petition process. The individuals the town plans on involving are: Mayor Elizabeth Paterson, Town Manager Martin Berliner, Director of Planning Greg Padick and Inland Wetland Agent Grant Meitzler.

#### **REQUESTED APPROVAL**

Based upon the above, both UCONN and CL&P jointly request approval of this petition for a declaratory ruling of no SAEE.

Should you have any questions, please contact the undersigned attorneys.

STATE OF CONNECTICUT  
CONNECTICUT SITING COUNCIL

JOINT PETITION FOR A DECLARATORY	:	PETITION NO.
RULING OF NO SIGNIFICANT ADVERSE	:	
ENVIRONMENTAL EFFECT FOR A 69-kV/	:	
115-kV PREBUILT INTERCONNECTION	:	
BETWEEN UNIVERSITY OF CONNECTICUT	:	
COGENERATION FACILITY SUBSTATION	:	
AND THE CONNECTICUT LIGHT AND	:	
POWER COMPANY 800 LINE	:	MAY 17, 2005

INTRODUCTION

The University of Connecticut (“UCONN”) and The Connecticut Light and Power Company (“CL&P”) hereby file this petition for declaratory ruling of no significant adverse environmental effect (“SAEE”) for an approximately 325-foot long length of 69-kV underground line and associated equipment between UCONN’s substation approved by the Council in Petition 639 and CL&P’s 69-kV 800 line in Mansfield, Connecticut. The general project area is depicted in the attached Figure 1. The purpose of the proposed interconnection line is to interconnect UCONN’s new cogeneration project with CL&P’s transmission system. The proposed 69-kV interconnection is a “transmission line tap” as defined in Conn. Gen. Stat. § 16-50i(e) and would have no SAEE in the State of Connecticut. This petition for declaratory ruling is filed pursuant to Conn. Gen. Stat. §§ 4-176 and 16-50i(e) and Reg. Conn. State Agencies § 16-50j-13 through 16-50j-17.

DISCUSSION

The interconnection would consist of underground 69-kV solid dielectric cables and a small underground-to-overhead line transition station which would be pre-built for operation at 115-kV. The cables would also be capable of 115-kV operation should CL&P’s 69-kV transmission system be upgraded to 115-kV in the future.

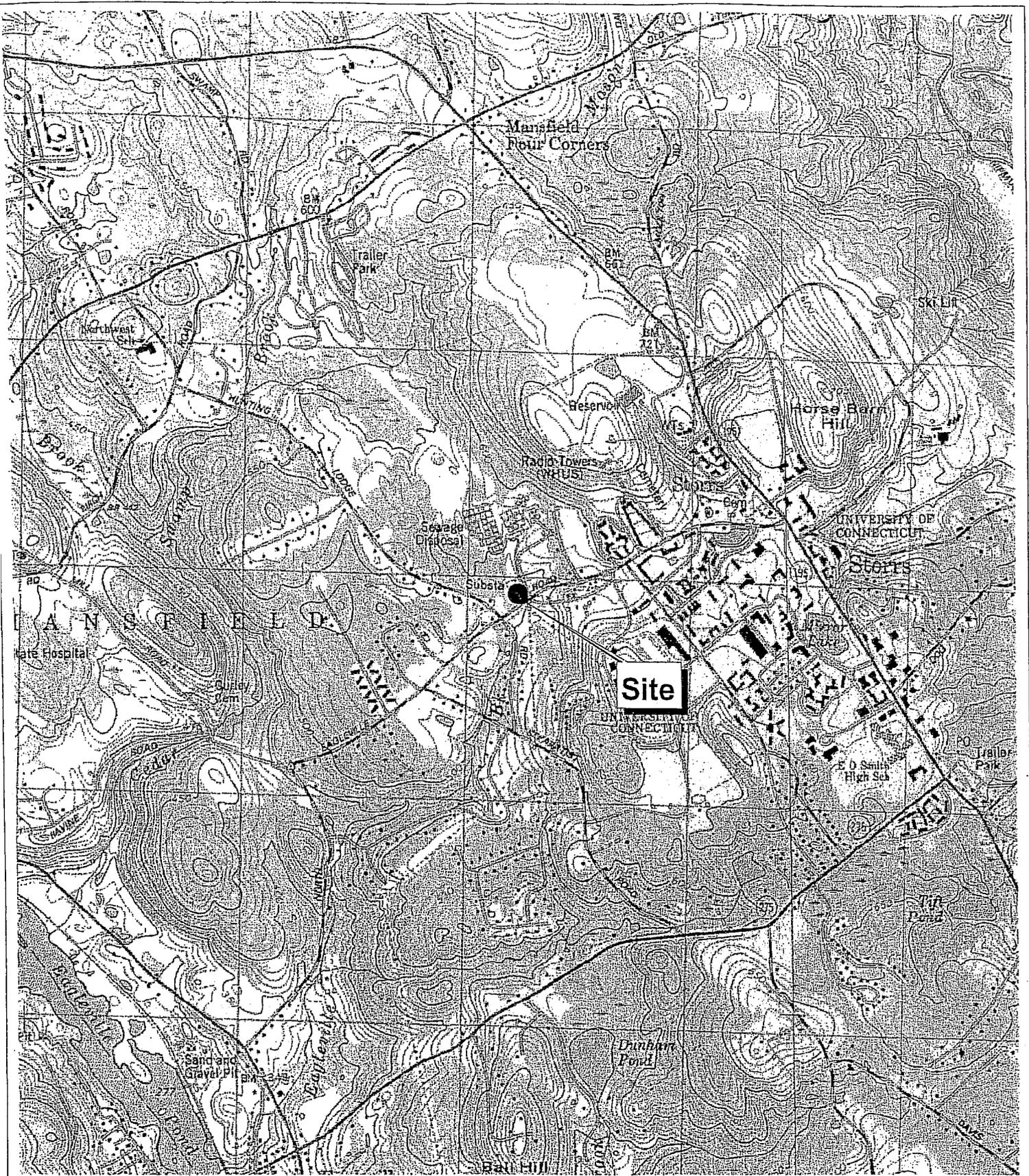
As shown in the attached drawings, a new approximately 44-foot by 61-foot transition station would be constructed on CL&P property south of the existing CL&P Mansfield

Substation on North Eagleville Road, at the UCONN Storrs Campus. The transition station would include short conductor taps up to the CL&P 69-kV 800 Line, a circuit switcher and cable terminators for the underground 69-kV cables (all pre-built for 115-kV). CL&P would own all of the new equipment from the 69-kV 800 Line taps to the 69-kV cable terminators, which include the circuit switcher and associated auxiliary equipment. UCONN would own the 69-kV cable, cable terminators and associated equipment back to its new substation on UCONN property. The transition station would also include an approximately 20-foot tall steel switch stand structure and a steel terminator-support structure. Flood lights are located on the perimeter fence and would be installed for any night work which might be required. For security and safety purposes, the transition station would be surrounded by a 7-foot high chain-link fence (with an additional foot of barbed wire on top). New underground conduit banks for the 69-kV cables and the relay protection and control cables would extend from the transition station for a length of approximately 325 feet to the new UCONN substation, which was approved by the Siting Council in Petition 639. The route of the 69-kV cables between the transition station and the UCONN Substation is identified in figure 2.

Construction is planned to commence in late spring 2005 upon approval from the Siting Council of the joint petition and to be completed during the summer of 2005.

The environmental effects of this short underground line tap and associated equipment are not substantial. Therefore, the proposed activities are not expected to have any significant adverse effects on the environment based on the following factors:

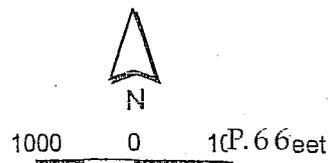
- The properties are owned by the State of Connecticut and CL&P and are currently developed with a paved commuter parking lot and an operating electrical substation, respectively. No new land acquisitions are necessary for the development of the proposed facilities and no new overhead lines are required to complete the interconnection.
- No adverse effects would occur to existing inland wetland resources, waterways or intermittent water courses.
- The proposed facilities are not in the 100-year flood plain.
- The proposed transition station will not contribute to noise levels.
- No oil or hazardous material would be used or stored at the transition station.



Source: U.S.G.S Quadrangle Coventry, Conn. (1983)

**Vanasse Hangen Brustlin, Inc.**

**Figure 1**  
**Site Location Map**  
**CL&P Transition Station**  
**Mansfield, Connecticut**





- LEGEND**
- EXISTING CULVERTS
  - UTILITY POLE
  - ▨ PROPOSED LANDSCAPING AREA
  - INLAND WETLAND BOUNDARY
  - INTERMITTENT WATER COURSE

80 0 80 160  
 P.67 SCALE IN FEET

Vanasse Hangen Brustlin, Inc.

Figure 2  
 Concept Plan  
 CL&P Transition Station  
 North Eagleville Road  
 Mansfield, Connecticut



## ENVIRONMENTAL REVIEW

### (Attachment 1)

#### Introduction

The University of Connecticut ("UCONN") and The Connecticut Light and Power Company ("CL&P") propose to install an underground line and construct associated equipment between UCONN's new substation and CL&P's 69-kV 800 line in Mansfield, Connecticut. This document provides a summary of environmental reviews conducted for the Project. The general project area is depicted in the attached Figure 1, Site Location Plan.

#### Project Description

A new approximately 44-foot by 61-foot transition station would be constructed on CL&P property (the "Property") south of the existing CL&P Mansfield Substation on North Eagleville Road, at the UCONN Storrs Campus. The transition station would include short conductor taps up to the CL&P 69-kV 800 Line, a circuit switcher and cable terminators for the underground 69-kV cables (all pre-built for 115-kV). The transition station would also include an approximately 20-foot tall steel switch stand structure and a steel terminator-support structure. For security and safety purposes, the transition station would be surrounded by a 7-foot high chain-link fence (with an additional foot of barbed wire on top). New underground conduit banks for the 69-kV cables and the relay protection and control cables would extend from the transition station for a length of approximately 325 feet to the new UCONN substation, to be located on an adjacent University-owned parcel; the new UCONN substation was previously approved by the Siting Council in Petition 639. No new real estate acquisitions are required for this

project and no new overhead lines will be necessary to facilitate the interconnection of the facilities. The proposed activities, including the transition station, route of the 69-kV interconnection cables, and the UCONN Substation are identified on the attached Figure 2 (Concept Plan).

### Wetlands and Watercourses

Three wetland systems were identified on and proximate to the Mansfield substation Property. This Property is characterized by an existing substation built on gravelly fill material along the north side of North Eagleville Road, which provides access to the site. Two wetland systems border the existing development to the southwest (Wetland 1) and northeast (Wetland 2) with the third wetland system (Wetland Z) located north of a student parking lot entrance that adjoins the site to the east.

Wetland 1 is a forested wetland with pockets of scrub/shrub and emergent marsh habitats located along the western Property boundary immediately adjoining the substation development. This wetland system has been altered by previous beaver activity as evident by a small breached beaver dam and abandoned beaver den. Red maple, slippery elm, silky dogwood, arrowwood, pussy willow, speckled alder, reed canary grass, skunk cabbage, and tussock sedge are the dominant species in this wetland system. An intermittent watercourse generally flows southwesterly through the interior of this wetland. The wetland/upland boundary is well defined and is characterized as the toe of fill slope from the substation development. A relatively narrow buffer of upland shrubs, dominated by Japanese barberry, multiflora rose, honeysuckle, and autumn olive (all aggressive non-native invasive species), is associated with the upland/wetland border.

Wetland 2 is a forested/emergent marsh wetland system that dominates the northern portion of the subject Property. Red maple, yellow birch, winterberry, spicebush, high bush blueberry, skunk cabbage, and false hellebore dominate the forested wetland habitat while reed canary grass, skunk cabbage, tussock sedge and phragmites dominate the emergent marsh habitat located under the overhead electrical lines. The wetland/upland boundary is well defined and is characterized as the toe of fill slope from the substation development from wetland flags WF 2-08 to WF 2-21. An intermittent watercourse flows through the interior of this wetland to the southeast into a culvert under the student parking lot entrance drive. This culvert daylights at a headwall at Wetland Z, which is associated with Eagleville Brook, a channelized perennial stream that parallels and flows under North Eagleville Road to the southwest. Wetland Z is characterized by a narrow forested wetland bordering Eagleville Brook.

The limits of the wetlands and their respective identifiers are illustrated on the attached Figure 2, Concept Plan, and Plan Sheet Wf-1. Details of the investigation can be found in the attached Wetlands Delineation Report.

The proposed development will not adversely affect any wetlands or watercourses. Although construction activities are proposed in close proximity to Wetland 1, the upland area is currently disturbed by existing development and is characterized as maintained lawn with a fill embankment that currently provides little buffer between the lawn area and adjoining wetlands. Therefore, the proposed development will not result in an adverse effect to nearby wetlands. To ensure that no adverse effects will occur, proper soil erosion and sedimentation controls, in

conformance with the *2002 Connecticut Guidelines for Soil Erosion and Sediment Control*, will be installed and maintained during construction.

### **Vegetation and Wildlife**

As the Property is dominated by the substation development and associated electrical transmission lines, the majority of vegetation communities are controlled by maintenance activities. The Property primarily contains one type of upland habitat, developed areas, in addition to the two wetland systems previously described. The majority of these habitats have been altered by existing development and ongoing vegetation maintenance activities.

The proposed transition station development is located between North Eagleville Road and CL&P's existing substation in a maintained lawn area. Wetland forest adjoins the lawn area to the west. Since the proposed construction activities are isolated to this lawn area there will not be any impact to the nearby wetland forest area. The maintained lawn is not anticipated to provide significant wildlife habitat due to the lack of vegetative cover, the substation use of the Property, and its close proximity to North Eagleville Road. Potential effects during construction of the Facility, if any, include temporary displacement of wildlife from areas proximate to the construction zone. However, suitable habitat is located in the general area to allow for temporary relocation of potential wildlife. As a result, no long-term adverse impacts on wildlife are anticipated from the proposed activities.

### **Other Statutory Facilities**

With the exception of the nearby University campus and a few residences (which appear to be primarily rented seasonally to students), no additional sensitive receptors

(e.g. wetlands or watercourses, vegetation, wildlife, cultural or historic resources, threatened/endangered species or species of special concern, public water supply wells or aquifers and flood hazard areas) are located within the vicinity of the project. The nearest residence is located on the east side of Lodge Road, approximately 120 feet west of the proposed activity. Additional homes are located along the west side of Lodge Road. These residences are separated from the Property by a predominantly red maple marsh and currently have limited (seasonal) views of the existing substation. The equipment that will be installed within the transition station will not add to the noise levels at the Property.

Project-specific information and requests for determination/confirmation have been submitted to the State Historic Preservation Office (SHPO) and Connecticut Department of Environmental Protection (CTDEP) Natural Diversity Database (NDDDB). We are currently waiting for replies from these agencies and will supply them to the Council when received. Based on preliminary data reviewed, no cultural/historic resources are located at or in the immediate vicinity of the Property. Similarly, no threatened/endangered species, or species of special concern, were identified on or in close proximity to the Property. The preliminary data reviewed are depicted on Figure 3, Environmental Resources Screen.

The nearest Aquifer Protection Zones are located approximately one mile to the east and nearly two miles west. The public water supply wells associated with these aquifers are situated an additional mile away in either direction. No oil or hazardous materials will be stored or used at the transition station.

There are no flood hazard areas on the Property. Eagleville Brook is located on the easterly adjacent UCONN parcel, where the UCONN Substation is proposed. Eagleville Brook flows generally in a southerly direction via a culvert that extends beneath North Eagleville Road. The flood zone associated with this watercourse is contained within its channel and the culverts. The CTDEP recently determined that UCONN Substation project (which has been proposed immediately adjacent to the brook) would not result in an increase in peak flows nor change drainage patterns. As a result, no Flood Management Certification is required for that project (CTDEP correspondence, dated April 13, 2005, CSC Petition #639). Construction activities associated with UCONN's interconnection project are located approximately 80 feet from Eagleville Brook.

The new transition station would not create an appreciable visual impact because CL&P's much larger Mansfield Substation is immediately behind the proposed transition station location when viewed from North Eagleville Road. Because of its close location to North Eagleville Road, the proposed transition station would be seen briefly by motorists traveling past the facility along North Eagleville Road. No residences would have direct views of the transition station. Based on informal discussions with the Town of Mansfield, CL&P is proposing landscaping of the facility with coniferous tree species to minimize these views. It is anticipated that 8- to 10-foot tall specimens of Northern White Cedar or Arborvitae would be planted along CL&P's southern Property boundary and extend northward along the driveway and western and eastern Property boundaries. This proposed landscaping arrangement (depicted on Figure 2) would off-set the removal of select conifers (White Pines) that currently exist south of the substation and overhead



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
*Martin Berliner*  
**From:** Martin Berliner, Town Manager  
**CC:** Matt Hart, Assistant Town Manager; Gordon Schimmel, Superintendent of Schools  
**Date:** June 13, 2005  
**Re:** Negotiations with Mansfield Board of Education Administrators

---

**Subject Matter/Background**

Attached please find correspondence from the Mansfield Board of Education's labor counsel concerning the upcoming negotiations with the MBOE administrators. As explained by Attorney Mills, state law requires the MBOE to meet with the town council in its role as the fiscal authority within 30 days prior to the commencement of negotiations. Consequently, staff will arrange a joint session between the town council and the board to discuss this item in more detail.

defined in the law, and arguably "pending claims or litigation" satisfies that requirement.

When framing personnel matters for discussion in executive session, bear in mind that the provision for discussion of such matters in executive session is limited to "discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting." Conn. Gen. Stat. § 1-200(6). Thus, not all "personnel" matters can be discussed in executive session, and it is important to state the reason in order to make clear that there is a proper basis for executive session. While the Commission has ruled that the specific person(s) to be discussed in executive session need not be identified, some descriptive information regarding the matters to be discussed is required. For example, references such as "discussion of the Superintendent's performance evaluation" or "pre-disciplinary hearing concerning police officer" would be appropriate.

25. The minutes relating to an executive session must always set forth the names of those persons in attendance.

False. While the minutes must generally disclose the names of persons in attendance in executive session, the FOIA makes an exception for applicants who attend an executive session for the purpose of attending a job interview.

26. A public agency may discuss collective bargaining matters in executive session. It need not discuss such matters in a "non-meeting."

 True, but only to the extent that the discussion concerns confidential documents related to negotiations. There is no generalized executive session provision for "collective bargaining." However, Conn. Gen. Stat. § 1-200(6) permits a public agency to discuss in executive session records that are exempt from disclosure under the FOIA. Section 1-210(b)(9) in turn provides that records relating to collective bargaining strategy and negotiations are exempt from disclosure. Thus, such records can be discussed in executive session. Further, it is also appropriate, however, to discuss strategy or negotiations with respect to collective bargaining in a "non-meeting," because such discussions are excluded from the definition of a "meeting" of a public agency. In fact, that would be the proper route if there are no confidential records to be discussed.

Richard A. Mills  
Phone: (860) 251-5706  
Fax: (860) 251-5315  
rmills@goodwin.com

May 12, 2005

05 MAY 16 PM 4: 17  
MANSFIELD  
PUBLIC SCHOOLS

Dr. Gordon Schimmel  
Superintendent  
Mansfield Board of Education  
4 South Eagleville Road  
Storrs, CT 06268

Re: Negotiations with the Administrators

Dear Gordon:

Based on the timetable published by the State Department of Education, the dates for negotiations with the administrators are as follows:

<u>Date</u>	<u>Action</u>
8/3/05	Parties must commence negotiations.
9/22/05	Parties must name a mediator if contract has not been settled.
10/17/05	Parties must name arbitrator(s) if contract has not been settled.

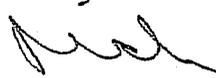
As you know, in addition to the dates set forth above, the negotiations statute requires the Board of Education to meet with the fiscal authority for the municipality within the thirty-day period prior to the date that the parties are required to commence negotiations. Further, the statute provides that a representative from each fiscal authority may be present during the negotiating sessions.

Dr. Gordon Schimmel  
May 12, 2005

I have enclosed a document reflecting some of the basic information we will need for the negotiations. Although I am sure we will need to compile additional information as we get closer to the start of negotiations, this will give us an important head start.

I look forward to working with you in these negotiations. Please let me know if you have any questions.

Very truly yours,



Richard A. Mills, Jr.

RAM/sjs  
293600 v.05

**Information Needed for Negotiations with the Administrators**

- 1) *Salary*: An individualized listing of each bargaining unit employee's step placement and/or salary, together with any additional payments (such as doctoral stipends). (This information may not be available now, given the early date, but we will need to have it as soon as possible in order to prepare for negotiations);
  
- 2) *Insurance*:
  - Breakdown reflecting the number of bargaining unit employees enrolled at each coverage level (single, 2-person, family) for each insurance plan (including dental);
  - Insurance premiums for the past five years, together with the actual or projected rates for the coming year;
  - In addition, the Board may wish to make proposals regarding changes in the health insurance plan, in an effort to contain the Board's insurance costs. To that end, it would be a good idea to go ahead and contact the Board's insurance consultant now for input regarding suggested changes in the insurance plan.
  
- 3) *Calendar*: a copy of the school calendar for the coming year;
  
- 4) *Budget information*:
  - Board of Education budget figures for the past three years and for the coming year, together with any significant information regarding budget rejections, failed referenda, and the like;
  - Information regarding any significant cuts in programs and positions for the past three years, and any anticipated cuts in programs and positions for the coming year.

THIS PAGE LEFT

BLANK

INTENTIONALLY

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:														
phone calls	221	242	209	228	201	225	180	193	237				1936	1871
road calls	12	12	6	22	21	15	15	16	22				141	197
dog calls	93	74	40	56	56	36	36	34	43				468	892
cat calls	59	68	40	40	22	31	13	15	31				319	557
wildlife calls	14	8	5	6	3	2	6	4	6				54	96
Notices to license issued	10	10	2	2	8	5	11	7	7				62	150
Warnings issued	4	4	5	164	5	7	5	4	6				204	82
Warning letters issued	2	3	1	1	0	0	0	1	1				9	0
Infractions issued	1	2	0	0	4	2	0	2	0				11	3
Misdemeanors issued	0	0	1	0	0	0	0	0	0				1	0
Dog bite quarantines	0	0	0	0	0	1	0	1	4				6	10
Dog strict confinement	0	0	0	0	0	0	0	0	0				0	5
Cat bite quarantines	0	3	0	1	1	0	0	2	0				7	1
Cat strict confinement	0	0	0	0	0	0	0	1	0				1	0
Dogs on hand at start of month	6	4	4	4	9	5	4	2	4				42	59
Cats on hand at start of month	27	15	23	15	7	15	10	5	2				119	85
Impoundments	38	39	31	33	31	30	15	17	23				257	223
Dispositions:														
Owner redeemed	8	7	4	4	4	1	8	1	4				41	29
Sold as pets-dogs	9	3	7	2	10	19	5	4	3				62	56
Sold as pets-cats	23	17	25	28	12	14	9	10	7				145	106
Sold as pets-other	0	0	0	0	0	0	0	0	0				0	0
Total destroyed	12	3	3	2	1	2	0	3	3				29	16
Road kills taken for incineration	0	2	2	0	0	0	0	2	0				6	7
Euthanized at owner's request	0	0	0	0	0	0	0	0	0				0	0
Euthanized as unplaceable	12	1	1	2	1	2	0	1	3				23	9
Total dispositions	52	31	39	36	27	36	22	18	17				278	207
Dogs on hand at end of month	4	4	4	9	5	4	2	4	6				42	75
Cats on hand at end of month	15	23	15	7	15	10	5	2	6				98	86
Total fees collected	1,890	850	1,526	1,435	916	1,510	536	970	767				\$ 10,400	\$ 7,599

P.81

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



Michael E. Nintean, Building Official

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

**Quarterly Report**

**January 1, 2005-March 31, 2005**

**A) Activity:**

- The department continued to issue permits for building activities. A total of 145 permits were issued in the third quarter. During the third quarter of last fiscal year 161 permits were issued. These results indicate a 10% decrease in the number of permits issued compared to the same quarter last year. Issued permit fees this quarter totaled \$51,892.40 compared to \$52,078.00 for the same period last fiscal year, which indicates a .3% decrease. (Please see attached report for detailed information.)
- The department continued to inspect projects at various stages of construction. A total of 404 inspections were conducted during 238 site visits. This reflects a decrease of 17% and 19% respectively from the same quarter last year. These numbers reflect the inspections of the Building Official and Assistant Building Official. (Please see enclosed reports for detailed information.)
- The department issued (34) thirty-four certificates of occupancy or approval for various types of completed projects. This reflects a 15% decrease from the same quarter last year.
- Both inspectors continued to attend required educational training to maintain licenses.
- We have continued to organize the plan vault in the basement.
- I continued to work with the town manager's office and consultant on the proposed housing code.
- We have developed a computerized list to track all open permits. This system will allow for proper closure of open permits pursuant to the building code. We have designed form letters to be sent to permit applicants warning of expiration and revoking invalid permits. This system will go into effect on April 13, 2005.
- The Building Official obtained "International Code Council" national certification as a residential Building and Electrical inspector.

## **B) Plans For Next Quarter**

- Continue normal building department permitting and inspection activities.
- Continue working on plan vault.
- Obtain "International Code Council" national Commercial Building inspector certification for the Building Official.
- Continue to work with the Town Manager to establish a housing code for the town.
- Begin to prepare for new commercial building code to be adopted on or about September 1, 2005.

## **C) Open Projects:**

- There are (41) forty- one single-family homes presently under construction. This is a 21% increase from the same quarter last year. Additionally, (1) one building consisting of (4) four single-family units and an office is under construction at Glenridge. The Mansfield Movieplex is under construction and is scheduled to open in late May. We anticipate issuing the permit for Kohl's very soon. Two 3500' square foot commercial buildings are under construction and a large self-storage facility is in the review process. The condominiums at Freedom Green currently have (10) ten units under construction. This represents a decrease of 17% from the same quarter last year. Residential remodeling activity remains steady. We currently have (12) twelve projects of various types in the plan review stage.

## **D) Other Issues:**

- None at this time

3<sup>rd</sup> Quarter

FEESMONTH \*\* PRINTED 04-Apr-200

TOWN OF MANSFIELD  
 BUILDING DEPARTMENT  
 TOTAL FEES FROM 01-jan-2005 TO 31-mar-2005

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
<b>ilding Permits</b>						
-----						
<b>mmercial</b>						
Alteration	2	31,500.00	448.00	5.12	.00	453.12
New	2	50,000.00	700.00	8.00	.00	708.00
<b>Total Commercial</b>	<b>4</b>	<b>81,500.00</b>	<b>1,148.00</b>	<b>13.12</b>	<b>.00</b>	<b>1,161.12</b>
<b>ndominium</b>						
New	1	16,470.00	198.00	2.64	.00	200.64
<b>ck</b>						
New	2	11,500.00	144.00	1.92	.00	145.92
REPLACEMENT	1	4,100.00	60.00	.80	.00	60.80
<b>Total Deck</b>	<b>3</b>	<b>15,600.00</b>	<b>204.00</b>	<b>2.72</b>	<b>.00</b>	<b>206.72</b>
<b>scellaneous</b>						
New	1	1,848.00	24.00	.32	.00	24.32
<b>e or Two Family Dwellings</b>						
Addition	5	417,050.00	5,016.00	66.88	.00	5,082.88
Alteration	15	216,601.00	2,664.00	35.52	.00	2,699.52
New	21	3,213,024.20	38,716.40	515.56	.00	39,231.96
Siding	3	16,400.00	204.00	2.72	.00	206.72
<b>Total One or Two Family Dwelli</b>	<b>44</b>	<b>3,863,075.20</b>	<b>46,600.40</b>	<b>620.68</b>	<b>.00</b>	<b>47,221.08</b>
<b>ofing</b>						
Repair	8	51,222.00	648.00	8.64	.00	656.64
<b>atched Utility Shed</b>						
New	2	36,000.00	432.00	5.76	.00	437.76
<b>otal Building Permits</b>	<b>63</b>	<b>4,065,715.20</b>	<b>49,254.40</b>	<b>653.88</b>	<b>.00</b>	<b>49,908.28</b>
<b>mmercial Permits</b>						
-----						
<b>mmercial</b>						
Alteration	1	1,600.00	24.00	.32	.00	24.32
<b>otal Commercial Permits</b>	<b>1</b>	<b>1,600.00</b>	<b>24.00</b>	<b>.32</b>	<b>.00</b>	<b>24.32</b>

TOWN OF MANSFIELD  
 BUILDING DEPARTMENT  
 TOTAL FEES FROM 01-jan-2005 TO 31-mar-2005

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
<b>Demolition Permits</b>						
-----						
Demolition	1	5,000.00	60.00	.00	.00	60.00
RN Demolition	1	12,000.00	144.00	.00	.00	144.00
Commercial Demolition	3	43,000.00	516.00	.00	.00	516.00
One or Two Family Dwellings Demolition	1	2,000.00	24.00	.00	.00	24.00
<b>Total Demolition Permits</b>	<b>6</b>	<b>62,000.00</b>	<b>744.00</b>	<b>.00</b>	<b>.00</b>	<b>744.00</b>
<b>Electrical Permits</b>						
-----						
Commercial Alteration	2	12,700.00	.00	2.08	.00	2.08
Condominium New	2	.00	.00	.00	.00	.00
One or Two Family Dwellings Alteration	13	18,995.00	252.00	3.36	.00	255.36
New	5	.00	.00	.00	.00	.00
<b>Total One or Two Family Dwelling</b>	<b>18</b>	<b>18,995.00</b>	<b>252.00</b>	<b>3.36</b>	<b>.00</b>	<b>255.36</b>
<b>Total Electrical Permits</b>	<b>22</b>	<b>31,695.00</b>	<b>252.00</b>	<b>5.44</b>	<b>.00</b>	<b>257.44</b>
<b>FIRE SUPPRESSION SYSTEM Permit</b>						
-----						
Commercial Alteration	1	1,600.00	28.00	.32	.00	28.32
<b>Total FIRE SUPPRESSION SYSTEM Permit</b>	<b>1</b>	<b>1,600.00</b>	<b>28.00</b>	<b>.32</b>	<b>.00</b>	<b>28.32</b>
<b>Heating And Cooling Permits</b>						
-----						
Commercial Alteration	1	3,000.00	42.00	.48	.00	42.48
One or Two Family Dwellings Alteration	27	77,403.00	1,056.00	14.08	.00	1,070.08

TOWN OF MANSFIELD  
 BUILDING DEPARTMENT  
 TOTAL FEES FROM 01-jan-2005 TO 31-mar-2005

	NO. PERMITS	VALUE	PERMIT FEE	EDUC FEE	PENALTY FEE	TOTAL
New	15	8,200.00	108.00	1.44	.00	109.44
Total One or Two Family Dwelli	42	85,603.00	1,164.00	15.52	.00	1,179.52
Total Heating And Cooling Permits	43	88,603.00	1,206.00	16.00	.00	1,222.00
Plumbing Permits						
-----						
Condominium						
New	2	.00	.00	.00	.00	.00
One or Two Family Dwellings						
Alteration	5	17,050.00	216.00	2.88	.00	218.88
New	1	.00	.00	.00	.00	.00
Total One or Two Family Dwelli	6	17,050.00	216.00	2.88	.00	218.88
Total Plumbing Permits	8	17,050.00	216.00	2.88	.00	218.88
Pool Permits						
-----						
Swimming Pool						
New	1	13,750.00	168.00	2.24	.00	170.24
Total Pool Permits	1	13,750.00	168.00	2.24	.00	170.24
AND TOTAL OF FEES & PENALTIES:	145	4,282,013.20	51,892.40	681.08	.00	52,573.48
TOTAL FOR SAME PERIOD LAST YEAR:	0	.00	.00	.00	.00	.00

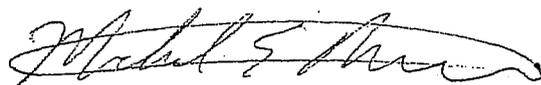
# Monthly Inspection Report

## January 2005

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	65	46	501	37
Electrical Inspections	37	31	327	46
Plumbing Inspections	31	17	196	25
Heating Inspections	23	12	140	23
Miscellaneous	4	11	53	9
Total Inspections	160	117	1217	140

Note: Totals with (2) inspectors

Submitted By: \_\_\_\_\_



Michael E. Nintean

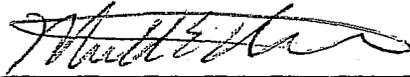
# Monthly Inspection Report

## February 2005

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	46	45	546	48
Electrical Inspections	31	34	361	31
Plumbing Inspections	17	34	230	25
Heating Inspections	12	20	160	22
Miscellaneous	11	7	60	8
Total Inspections	117	140	1357	134

Note: Totals with (2) inspectors

Submitted By: \_\_\_\_\_



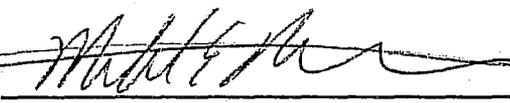
Michael E. Nintean

# Monthly Inspection Report

## March 2005

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections	45	57	603	81
Electrical Inspections	34	32	393	57
Plumbing Inspections	34	23	253	39
Heating Inspections	20	22	182	28
Miscellaneous	7	13	73	11
Total Inspections	140	147	1504	216

Note: Totals with (2) inspectors

Submitted By: 

Michael E. Nintean



William D. Hammon, Building Maintenance Director

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CONNECTICUT 06268-2599  
(860) 429-3326 TELEPHONE  
(860) 429-3388 FACSIMILE

**Quarterly Report**  
**January 21, 2005 ~ March 31, 2005**

**Activities:**

1. We now have a contract with the Union.
2. Material Safety Data Sheets are now in an organized book and every town building has a copy.
3. All custodian and maintenance personnel now wear picture I.D. badges that are used to swipe in on our time recorder system.
4. We are now using our computer generated attendance system; however it still needs some debugging.
5. Well sites for the schools have been determined by the State Department of Public Health.
6. We have received initial cost estimates from our water well consultant and Jeff Smith is forwarding them to the State Board of Education for approval.
7. We have developed an individual cleaning list for every school room in the system. We are working on minor modifications to these lists.
8. We have hired a 2<sup>nd</sup> shift Maintenance man to cover for absent custodians in order to reduce overtime, and for painting at night when the schools are empty.

**Open Projects:**

1. We need to get all custodians on a working e-mail list.
2. We will develop a maintenance calendar for all repeatable maintenance/custodian responsibilities.
3. Repair the roof in the old town hall.
4. Replace boiler in the Senior Center.
5. Finalize plans for summer team cleaning.

William D. Hammon  
Director



# Town of Mansfield

## Office of Emergency Services

**To:** Martin Berliner, Town Manger  
**From:** David J. Dagon, Emergency Services Administrator  
**Date:** April 28, 2005  
**Subject:** Quarterly Report – 1<sup>st</sup> Quarter '05

---

### Emergency Services Management

- Three Emergency Services Management meetings were held. Consolidation of the volunteer fire departments has been the focus of recent meetings. A general framework and tentative timeline leading to consolidation has been developed.
- An action plan has been developed to identify consolidation issues. The law firm of Updike, Kelly, and Spellacy has been hired to assist the Town in the development of an ordinance to create a municipal fire department. In addition, they will aid in addressing a variety of legal issues related to consolidation of the two volunteer departments.
- A grant has been awarded to the Eagleville Fire Department from the State of Connecticut Department of Public Health. The grant is from the Office of Emergency Medical Services (OEMS) to provide funds for training EMTs. The grant was submitted on behalf of the Eagleville Fire Department to cover the cost of EMT Refresher training.
- The first labor contract with the Mansfield Career Firefighters Association, Local 4120 was signed on January 6, 2005. In addition to benefits and working conditions contained in many labor agreements it provides for a common work schedule, wellness program, and a drug-testing program.

### State of Connecticut Department of Homeland Security Equipment Grant Program.

- The Mansfield Volunteer Fire Company and the Eagleville Fire Department continue to receive personnel protective equipment for fire, police, and EMS personnel. This particular grant program is destined to close out in September 2005.

### 2003 FEMA grant

- The shelter that will house the communication equipment for the Clover Mill Road cell tower has been ordered. The grant that provided the fire department equipment and mobile and portable radios has been closed out.

- A bid for a Personnel Accountability and Safety System was awarded to Grace Industries. This system was funded by a FEMA grant that was awarded to the Eagleville Fire Department.

#### Seagrave pumpers

- The Mansfield Volunteer Fire Company's Seagrave triple combination pumper, designated ET 117, was placed in service.
- Meetings attended:
  - Statewide EMS Advisory Board meeting (2)
  - Connecticut Fire Chiefs Association (2)
  - MVFC – Monthly Business (3)
  - EFD – Monthly Business (3)
  - Tolland Count Mutual Aid (TN) (1)

---

**INTER**

---

---

---

---

---

---

**OFFICE**

# MEMO

---

TOWN OF MANSFIELD, FINANCE DEPARTMENT

**To:** Martin H. Berliner, Town Manager  
**From:** Jeffrey H. Smith, Director of Finance   
**Subject:** Third Quarter Narrative Report (March 31, 2005)  
**Date:** April 28, 2005

I. ACCOUNTING, BOOKKEEPING & BUDGETING

1. Accomplishments

- a. Completed all quarterly payroll tax reports for the third quarter of calendar year 2004.
- b. Prepared internal and external quarterly reports, including the Quarterly Financial reports for the Town and Region 19.
- c. Completed quarterly financial reporting for the EHHD's Bioterrorism & Cardiovascular health grants and MDP's STEAP and RBEG grants.
- d. Completed quarterly financial reporting for the two remaining 2002 Small Cities Community Development Block grants, including drawdown requests.
- e. Provided General Ledger and Budget system training for 22 users.
- f. Prepared the remaining tables & schedules for the CAFR's, including fixed asset reporting. Prepare the MD & A and transmittal letter for the Comprehensive Annual Financial Reports - Town, Region, and EHHD. Submitted the Town & Region CAFR's to the GFOA for the Certificate of Excellence in Reporting program.
- g. Completed the annual audit with Kostin, Ruffkess & Co.
- h. Calculated yearend payroll adjustments for auto usage and Group Term Life Insurance in excess of \$50,000 for calendar year 2004.
- i. Began the 2005/06 budget & issued the Town & Board budget manual & workpapers. Assisted the Board with their budget book preparation.

- j. Prepared the Position Control for salary budget transfers for 2004/05 for the Town, Board and Region.
  - k. Prepared the Budgeting Position report for the Board and Region for salary budgeting for 2005/06.
  - l. Opened direct deposit for payroll to any bank capable of accepting ACH.
  - m. Completed IRS Form 990 for the Mansfield Discovery Depot.
2. Outstanding Problems:  
None at this time.
3. Plans for the next quarter:
- a. Issue all internal and external quarterly reports.
  - b. Prepare all quarterly payroll tax reports.
  - c. Prepare quarterly financial reports for EHHD Bioterrorism & Cardiovascular health grants and for MDP's STEAP and RBEG grants, including payment requests as necessary.
  - d. Prepare quarterly Small Cities reports for the two remaining 2002 grants, including drawdown requests.
  - e. Continue personal services budgeting for 2005/06 for the Town.
  - f. Continue 2005/06 budget preparation.
  - g. Prepare 2004 W-2's and 1099's.
  - h. Prepare annual water/sewer budgets.
  - i. Complete entry of "controllable" assets for the Town and Region in the Creative Solutions fixed asset system.
  - j. Complete entry of depreciable assets for the enterprise and internal service funds in Creative Solutions.
  - k. Work with one outside department to do decentralized purchase order entry.

## ASSESSOR'S OFFICE

### 1. 2004/2005 Third Quarter Accomplishments

- a. Completed the state mandated 2004 revaluation of all taxable real estate within the Town of Mansfield. We had 329 revaluation hearings scheduled. This figure does not factor in the walk-ins that were seen as time allowed.
- b. Completed the review and processing of all property transfers for the period covering January 1, 2005 through March 31, 2005. There were 113 documents reviewed. All changes pertinent to the assessment records have been integrated into the records for the October 1, 2005 Grand List file.
- c. Completed all sales analysis for the period covering January 1, 2005 to March 31, 2005. These sales are catalogued for use by the public and begin to form the basis for a pricing schedule to be set in 2009 (the next mandated revaluation year).
- d. Completed the audit, pricing and listing of all motor vehicles on the October 1, 2004 Regular MV Grand List. There are currently 11,448 Regular MV accounts.
- e. Completed the editing of the October 1, 2004 Real Estate and Personal Property Grand Lists. The Grand List was signed on February 28, 2005. The tax-exempt portion of the grand list will be completed by the 2<sup>nd</sup> week in May.
- f. The Board of Assessment Appeals will hold their meetings in the month of April. There were a total of 134 real estate appeals, 2 supplemental motor vehicle appeals and 7 personal property appeals.
- g. The office is finalizing the M-37 report (State-Owned Real Property Report) for the annual PILOT grant for submission to OPM. The report will be submitted by the 2<sup>nd</sup> week of May.

### 2. 2004/2005 Fourth Quarter Plans

- a. We will continue to process all property transfers and legal changes to the records.
- b. The reports of the 2004 Grand Lists of Taxable Property and Tax Exempt Property, (M13 & M13a) will be submitted to OPM by the middle of May.
- c. Field inspections to resume for permit work and completed new construction. Pro-rates for completed new construction will be calculated and submitted to the Tax Collector in time for the July billing.
- d. Processing of the Elderly Homeowner's Circuit Breaker applications for the 2004

Grand List will commence after May 15<sup>th</sup>, the filing deadline for the program. The new applications, along with the renewals, will be submitted to OPM by July 1<sup>st</sup>.

- e. The office has implemented a sales inspection program to meet the inspection requirement under the State Statutes for revaluation. We contact each new homeowner by phone to answer a set of questions about their sale. Upon completion of the questionnaire an inspection date and time is established.
- f. Continue to input missing information on the UCONN buildings into the CAMA system.

### 3. Problems.

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

## III. REVENUE COLLECTORS OFFICE

### 1. Accomplishments:

#### Parking Tickets

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

#### Refuse/Miscellaneous/Sewer Bills

- b. Billed and collected refuse accounts for the January 2005 quarter refuse bills. We were able to use the laser printer in the Collector of Revenue's office to print the refuse bills.
- c. Entered and balanced monthly revenues. Processed quarterly billings for Data Processing, Eastern Highland Health District, Vo-Ag and Special Education accounts. Processed all miscellaneous billing requests as received. Processed bills for brochure advertisements and annual contributors for the Mansfield Community Center.
- d. Processed and collected the self-pay retiree medical life insurance billings monthly.
- e. Sent delinquent reminder notices and shut off notices for delinquent refuse accounts. Rebilled delinquent miscellaneous accounts.
- f. Billed residential sewer use accounts for the period August 1, 2004 to January 31, 2005. Incorporated the first of two adjustments to correct an over billing of the

Willimantic Water Works into the residential bills. Processed the UCONN sewer use bills.

Taxes

- g. Processed all payments, certificate of corrections, refunds and printed daily and monthly balancing reports for these activities.
  - h. Verified that the January legal notices had been published properly for the collection of taxes. January was a busy collection month.
  - i. Rebilled all delinquent real estate, and personal property tax bills from the current grand list in February and March 2005. Rebilled the delinquent supplemental motor vehicle bills due January 1, 2005 in March 2005.
  - j. Prepared lien notices for all unpaid real estate accounts from the current grand list for mailing the first week in April. Updated lien letter to include with notices.
  - k. Updated monthly tax comparison reports for review by the Director of Finance and Town Manager. Began work on updating the top delinquent real estate tax list.
  - l. Released all resolved UCCI liens with the Office of the Secretary of State.
  - m. The tax rate books for the October 1999, 2000, 2001 and 2002 have all been laser printed and were sent out for binding in March.
  - n. Continued working on office procedural manual and bankruptcy issues.
  - o. Reviewed all grand list years for any outstanding refunds or overpayments.
  - p. Began preparing the annual suspense write off list.
  - q. Reviewed new records retention schedule and prepared a disposal schedule for pertinent tax documents.
2. Outstanding Problems: None
3. Plans for the Next Quarter:

Parking Tickets

- a. Keep current with deposits, correspondence, and entry of tickets issued by our officers.

#### Refuse/Miscellaneous/Sewer Bills

- b. Bill and collect single family refuse accounts for the April 2005 quarter. Process the multi family billings based on the number of cubic yard containers used.
- c. Enter and Balance monthly revenues. Process quarterly billings for Eastern Highland Health District and other related departments. Process miscellaneous billing requests when received. Process bills for the Mansfield Community Center for brochure advertisements.
- d. Process and collect the self-pay retiree medical and life insurance billings monthly.
- e. Send delinquent reminder, shut off and lien notices for unpaid refuse accounts. Rebill delinquent miscellaneous accounts.
- f. Cross train finance clerk to wait on taxpayers regarding refuse questions and collections.

#### Taxes

- g. Continue to process all payments, certificate of corrections, refunds and print daily and monthly balancing reports for these activities.
- h. Mail lien notices for all unpaid real estate accounts from the current grand list the first week in April 2005. Print lien certificates to be filed with the Town Clerk no later than June 30, 2005.
- i. Finish preparing annual suspense list for Council review and approval. Submit in April 2005. Print approved list to add to the existing Suspense Book.
- j. Finish working on office procedural manual. Meet with new Collector of Revenue and familiarize them with office procedures, tax collection software, files and storage. Arrange to have new Collector of Revenue meet with Hal Croxall of Right Angles.
- k. Update top outstanding delinquent real estate list for review with Town Manager and Director of Finance.

- l. Turn personal property warrants over to State Marshall, Timothy Poloski, for collection.
- m. Purge files with the Department of Motor Vehicles and update all outstanding motor vehicle delinquents with them for restriction of registration renewal.
- n. Transfer all files for the July 1, 2005 billing over from the Assessor's records. Update all mailing addresses on these files from taxpayer requests and Department of Motor Vehicle listings.
- o. Update all bank codes for real estate bills due July 1, 2005 as requests are received from the banks and tax service bureaus.
- p. Once the mill rate is set, balance the levy against the assessments. Prepare the Tax Rate Bill and Tax Warrant for collection of taxes due July 1, 2005 and have them signed by the Mayor and a Justice of the Peace.
- q. Update all elderly exemptions for tax bills due July 1, 2005 after the applications have been received and processed by the Assessor's office.
- r. Post all advance payments on bills due July 1, 2005 before mailing them. Process and balance as many certificate of corrections as possible before mailing bills due July 1, 2005.
- s. Begin work on the July 1, 2004 to June 30, 2005 fiscal folder for audit review. Get as much of this as possible done for the new Collector of Revenue. This folder consists of the tax levy sheet, certificate of corrections list, abatement lists, pro rated real estate list, refund list, local elderly options list, suspense write off list, suspense collected list, delinquent tax list, elderly reductions of credit list, local elderly repayment list, elderly freeze list, elderly circuit breaker list, disable persons claim list, fiscal report sheet, M-1 report, copy of the minutes of the meeting setting the mill rate, copy of the Tax Rate Bill and Warrant, copy of both legal notices, list of advance collections and list of deductions for any properties acquired by tax sale or foreclosure.
- t. Prepare and mail the annual Tax Collector's Report (M-1) and Disability Report due to the State of Connecticut by July 1, 2005. Prepare and mail the Elderly Freeze Report to the State of Connecticut.
- u. Prepare the Tax Collector's Legal Notice regarding taxes due July 1, 2005 for publication in June 2005 and July 2005, as required by law.
- v. Order the new real estate, personal property, and motor vehicle tax bill forms for the July 1, 2005 mailing and the supplemental motor vehicle bill forms for the January 1, 2006 mailing. Print and stuff the tax bills due July 1, 2005. Mail all escrowed real

estate bills to the banks and tax services as soon as they are printed. Mail tax bills to taxpayers the last week in June (or earlier if they are done and the new Collector of Revenue wishes to).

w. Retire.

#### IV. DATA PROCESSING

##### 2. Alpha – ADMINS

- a. Assessor's Office - Worked with the Assessor to produce the 2004 Grand lists.
- b. Public Works – Continued to work with Recycling Coordinator to finalize reports for new Transfer Station database

##### 3. LAN/WAN

- a. EHHD - provided approx. 8 hours technical support.
- b. Reg 19 – provided approx 80 hours technical support.
- c. Mansfield Public Library – provided approx 4 hours technical support. IT staff completed the process of re-imagining of all PCs at the Library.
- d. Continued working with departments to train on the new automated time clock system. It is the goal of the IT department to integrate the new system with the existing payroll system at sometime in the future.
- e. Continued to deploy the PCs ordered during last quarter.
- f. Began working on the new Exchange server in order to migrate the existing Exchange server to Exchange 2003.
- g. Support Calls:

	Jan – Mar 2005	Oct – Dec 2004	July – Sept 2004	Apr – June 2004	Jan – Mar 2004
ADMINS related	14	10	15	15	14
Hardware	36	44	28	34	44
Software	43	67	40	52	62
General Support	37	42	42	40	52
System Administration	93	121	95	124	106
Total Support Calls:	223	284	220	265	278

##### 4. Other

- a. Analyzed expenditures for the Information Technology 833 and General Fund budgets. Prepared budget proposal for 2005/2006 FY for both funds.
- b. During the quarter ending March 2005, IT staff posted \_\_\_\_ agendas or minutes for various Boards, Agencies and Commissions to the Town's web site.
- c. During this reporting quarter, staff responded to \_\_\_\_ requests for use of the meeting rooms at Town Hall from members of the public and Town staff.
- h. Analyzed responses to RFP for Frame Relay, DSL & Point-to-Point Wide Area Network Connections and Internet Service Provider.
- d. Filed USF form 471s for Frame, Fiber and telephone expenses.
- e. Modified the Town and MBOE job applications to be directly submitted to a database in order to eliminate the need to manually import on a daily basis.

#### 5. Plans for the Next Quarter

- a. Complete the migration of the Town's Exchange server to Exchange 2003
- b. Work with the Elementary School Coordinator to ensure that all PCs in the elementary schools have current versions of Symantec's Anti-Virus software.
- c. Complete the installation of the Gates Foundation "content server" for Mansfield Public Library.
- d. Complete the installation of the MPL Internet Server as planned last fall.
- e. Install new copiers as network printers as the Finance Dept purchases them.
- f. Work with Regional School District 19 to begin implementing Strategic Technology Plan recommendations. Review proposals for an SMS server at the High School.
- g. Review specs to purchase a new Alpha to replace the machine which runs our ADMINS applications.
- h. Assist the Town of Coventry in moving their data from the Town's Alpha to their own server.
- i. Work with the Customer Service Team to develop web-based suggestion and complaint application for internal and external use.



# Town of Mansfield

**To:** Martin H. Berliner, Town Manager

**From:** John Jackman, Fire Marshal/Director of Emergency Management/Voice Communications Manager 

**Date:** Wednesday, May 04, 2005

**Re:** Quarterly Report: January 1, 2005 through March 31, 2005

---

## I. Accomplishments.

1. Prepared budgets for the Office of the Fire Marshal, Office of Emergency Management and Voice Communications.
2. Prepared a FEMA Snow Removal Grant application. The Town has been notified that it will receive \$23,694.65, which is 75% of the eligible amount for snow removal activities as a result of the January 22-23, 2005 snowstorm.
3. Attended a Seminar on Cyber Security presented by the Connecticut Department of Information Technology.
4. Attended several Connecticut Fire Prevention Code Advisory Committee meetings.
5. Continued to meet with the WINCOG Emergency Planning Workgroup in regard to updating Emergency Operations Plans and regional terrorism planning.
6. Continued to provide assistance to the Eastern Highlands Health District with planning for the Post Event Mass Vaccination Clinic (Small Pox), SARS and Bio-Terrorism.
7. Attended several meetings and seminars on the 2004 and 2005 Homeland Security Grants.
8. Assisted staff with the preparation of a 2005 Homeland Security Grant MOU with the State of Connecticut.
9. Offered CPR and AED (Automatic External Defibrillator) training to Town, School and Region # 19 staff members.
10. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
11. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.

12. Attended Safety and Wellness Committee meetings.
13. Attended a Connecticut Conference of Municipalities Homeland Security Committee meeting.
14. Continued to develop plans and specifications for the Town's communications equipment at the cell towers at the School Bus Garage and the Town Public Works Garage.
15. Assisted staff with the WINCOG Natural Hazard Mitigation Plan & Potential Projects planning project.
16. Continued to assist users with the Fire Service Management Software.
17. Attended the following in-service training programs: Criminal Enforcement of Connecticut's Fire Safety Laws; Life Safety Compliance Reviews; Design & Installation of Alternative Energy Systems; Fire Alarms - Components, Placement and Handicap Accessibility; and Electrical Examination as an Investigation Tool.
18. Continued to work with TelPro Associates and staff to implement the recommendations of the audit of the telephone systems and equipment in all town buildings and Region 19.

## **II. Outstanding Problems.**

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

## **III. Exception Report.**

1. None.

## **IV. Plans for the Next Quarter.**

1. Receive and install the Communications Equipment Shelter at the Town Garage Cell Tower site and install the fire serve equipment.
2. Plan and prepare for UConn Spring Weekend.
3. Place a high priority on new construction inspections.
4. Continue to monitor the computerized fire and emergency medical services incident reporting system.
5. Develop an RFP for the design and specifications for a communications (including interoperability) system for the towns of Coventry and Mansfield.

6. Finalize plans and specifications for the Town's (includes DPW, Fire & EMS, and Emergency Management) communications equipment for the Clover Mill Road Cell Tower.
7. Finalize plans and specifications for oil/water separators and holding tanks at both Eagleville Fire Stations.

**V. Staff Changes.**

1. None.

**VI. Statistical Reports.**

1. Fire Marshal Reports (Attached).
2. Issued 33 Open Burning Permits.
3. Six new underground storage tanks were registered.

# MONTHLY REPORT

DEPARTMENT

FIRE MARSHAL

REPORT PERIOD ENDING

JANUARY 2005

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	81	78	74	597	562
FIRE INVESTIGATIONS & EMERGENCY CALLS	4	3	3	24	23
FIRE HAZARD COMPLAINTS	2	5	1	18	8
ABATEMENT ORDER ISSUED	3	3	1	13	5
DAY CARE SCHOOL INSPECTION	0	0	0	8	8
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	2	9	2	24	17
ISSUE BLASTING PERMITS	0	1	0	1	3
PUBLIC HEALTH HOSPITAL INSPECTION	1	1	1	3	4
MEETINGS ATTENDED IN TOWN	6	2	4	28	17
SCHOOL ATTENDED NIGHTS	4	4	3	18	18
PLAN REVIEW	16	13	8	80	51

SUBMITTED BY: \_\_\_\_\_



# MONTHLY REPORT

DEPARTMENT

FIRE MARSHAL

REPORT PERIOD ENDING

FEBRUARY 2005

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	72	81	74	669	614
FIRE INVESTIGATIONS & EMERGENCY CALLS	2	4	3	26	24
FIRE HAZARD COMPLAINTS	6	2	1	24	10
ABATEMENT ORDER ISSUED	2	3	1	15	7
DAY CARE SCHOOL INSPECTION	0	0	0	8	8
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	2	2	2	26	20
ISSUE BLASTING PERMITS	1	0	0	2	4
PUBLIC HEALTH HOSPITAL INSPECTION	1	1	1	4	5
MEETINGS ATTENDED IN TOWN	3	6	4	31	22
SCHOOL ATTENDED NIGHTS	3	4	3	21	21
PLAN REVIEW	11	16	8	91	60

SUBMITTED BY:

*John To...*

# MONTHLY REPORT

DEPARTMENT

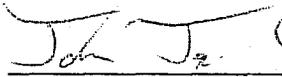
FIRE MARSHAL

REPORT PERIOD ENDING

MARCH 2005

PERFORMANCE DATA	THIS MONTH	LAST MONTH	SAME MONTH LAST YEAR	THIS FISCAL YEAR TO DATE	LAST FISCAL YEAR TO DATE
INSPECTIONS - PUBLIC BUILDINGS	67	72	56	736	670
FIRE INVESTIGATIONS & EMERGENCY CALLS	4	2	3	30	27
FIRE HAZARD COMPLAINTS	5	6	1	29	11
ABATEMENT ORDER ISSUED	3	2	2	18	9
DAY CARE SCHOOL INSPECTION	0	0	0	8	8
SCHOOL INSPECTION	0	0	0	12	12
LIQUOR CONTROL COMMISSION INSPECTION	2	2	2	28	22
ISSUE BLASTING PERMITS	0	1	0	2	4
PUBLIC HEALTH HOSPITAL INSPECTION	1	1	1	5	6
MEETINGS ATTENDED IN TOWN	6	3	3	37	25
SCHOOL ATTENDED NIGHTS	4	3	2	25	23
PLAN REVIEW	17	11	11	108	71

SUBMITTED BY: \_\_\_\_\_



**MANSFIELD LIBRARY**  
**QUARTERLY REPORT: JANUARY, FEBRUARY, MARCH 2005**

**I. Summary of Major Activities and/or Highlights**

- ❖ Researched and completed budget proposal for FY 05-06.
- ❖ Peggy Frank completed and submitted a Library Services and Technology Act (LSTA) grant for Senior Outreach Services for fiscal year 05/06 in the amount of \$11,800.
- ❖ The rate of inter-library loans continued to increase dramatically: the overall rate increased 1,007% when compared to the same quarter last fiscal year.

**II. Review of Quarterly Operations**

**A. Administrative**

**Technology**

- Attended Bibliomation meeting concerning changes to website procedures.
- Provided feedback concerning new ILS, as requested by Bibliomation Ass't Director of User Services.
- Participated in Bibliomation Network Services committee meeting re: print management and PC reservation and time control software.

**Boards**

- Participated in a Mansfield Public Library Advisory Board meeting (2/8):
  - Reviewed quarterly report for October November December 2004.
  - Reviewed major points of the proposed budget for Fiscal Year 2005-2006.
  - Marietta Johnson and Edmund Chibeau agreed to serve as Library Board representatives on the Planning for Results committee.
- Participated in Friends of Mansfield Library meetings (1/3, 1/19, 3/1):
  - Discussed plans for February Book Sale.
  - Thanked the Friends of Mansfield Library Board members for their donation of \$16,000, resulting from profits of the February sale.
  - Reviewed attempts to gain back hours lost due to budget restraints of the last two fiscal years.

**Productivity**

- Supervised and facilitated staff progress in improving efficiency and accuracy when implementing functions of library software: provided training opportunities in Acquisitions and Microsoft Office applications.

**Personnel**

- Completed three work performance reviews for people in new positions.
- Began work performance review process with two employees, including feedback forms.
- Kristy Evans completed a Library Page work performance evaluation and trained a Library Page on the Dynix circulation system.
- Conducted meetings with librarians, library staff regarding budget proposal, other issues.

**B. Circulation**

- Inter-library loans increased over a thousand per cent this quarter: other libraries borrowed 1,067 Mansfield items compared to 121 items during the same quarter last fiscal year; Mansfield borrowed 483 items from other libraries compared to 19 items during the same quarter last fiscal year.

	<b>Adult</b>	<b>Teen</b>	<b>Children</b>	<b>Total</b>	<b>% of total circulation</b>
<b>Books</b>	17,886	1,105	19,279	38,270	63%
<b>Videos</b>	8,025	n/a	4,414	12,439	20%
<b>Audio Books</b>	2,518	9	382	2,909	5%
<b>Music CD's</b>	1,984	174	409	2,567	4%
<b>Magazines</b>	1,912	143	226	2,281	4%
<b>Misc</b>	532	n/a	2,092	2,624	4%

<b>TOTAL</b>	<b>32,857</b>	<b>1,431</b>	<b>26,802</b>	<b>61,090</b>
--------------	---------------	--------------	---------------	---------------

### **C. Collection**

- Completed analysis and collection maintenance of juvenile nonfiction collection 000 – 200's, and began the 300's.
- Completed analysis and collection maintenance of Teen paperbacks.
- Completed shifting the juvenile fiction audio book collection, resulting in improved access for our patrons and more room for fiction visual-format items.
- Displays to promote circulation of children's books: *Winter, Martin Luther King, Bedtime, Black History, Presidents, Valentine's Day, St. Patrick's Day, Women's history, Folktales, Easter plus farm animal babies.*
- Completed analysis and collection maintenance of approximately 500 titles of the Adult Biography collection.
- Reviewed and researched proposal for starting downloadable audio book service; service will begin April 1, 2005.
- Displays to promote circulation of library materials: *Biographies, Storage & Clutter, Rugs of the World, Exercise, Black History Month, Valentine's Day, President's Day, Academy Award Winning Movies, Religions of the World, Stolen DVD's, Survival Stories, British Writers of the 19th Century.*

### **D. Cooperative Services and Activities**

- Participated in Customer Service Committee meetings (1/12, 2/9, 2/23).
- Participated in Mansfield Advocates for Children meetings (1/19, 3/9).
- Presented "Gardening Websites" for the Garden Gate Club annual dinner (2/14); Peggy Frank researched and compiled a subject bibliography, "Gardening Videos and DVD's" and a brief annotated bibliography of Gardening Websites of Interest.
- Provided tour and orientation to American public libraries for visiting Shandong scholars (1/3).
- EO Smith student Melissa Smith helped us with our "Read Across America" programs for her senior project. She was the narrator for one Seuss story, and willingly dressed up as the Pale Green Pants for another.
- EO Smith student and Library Page Anna Kelly helped us with Bunny Day for her senior project, plus did a display for the library. Bunny Day featured bunny stories, crafts and live bunnies.
- The Roger Williams Zoo Pass was finally renewed by the Vinton PTA and we're happy to have it back.
- Participated as a visiting reader for "Read across America" at Vinton Elementary School (3/8/05).

### **E. Information Services**

#### **Technology**

- Worked with Town IT to troubleshoot and repair server outage problem.
- Produced library newsletters for February and March. Articles included "Time Limits on Computer Usage", "New for you from the State", "We Want Your Email" and "Women's History Month", "Adult Programs", and "Websites of Interest".
- Conducted 344 reference interviews at the reference desk. 58% of these interviews were over 5 minutes in length.
- Continuously updated our web page, including highlighted programs, and additions to our Teen CD, graphic novel and fiction collections.

## F. Programs

Target Age	Attendance	Programs
<b>0 - 2 years</b>	499	9
<b>3 - 5 years</b>	1231	82
<b>6 -13 years</b>	276	13
<b>Teens</b>	0	0
<b>Adults</b>	162	10
<b>All Ages</b>	268	3
<b>TOTALS</b>	<b>2436</b>	117

- Family Story time continued with a total attendance of 302 for the quarter.
- Preschool Story attendance equaled 69 for the winter session, a smaller than usual number but we had quite a few snowy Wednesdays.
- Outreach programs to all area preschools continued, with visits to 20 classrooms in 9 locations per month.
- The Chinese New Year celebration in February was a big success, both statistically with an attendance of 118 and in terms of the number of positive comments received by staff.
- Total attendance for our February School Vacation series, "Tropical Dreams," was 106.
- Total Attendance for our Saturday Night Global Adventures series equaled 189. Four programs were offered, funded by the Anne Rash Family Literacy account.
- Presented programs at the Juniper Hill Village, "Winter in Yosemite" (1/12/05), and "Tropical Trip to Hawaii" (2/11/05).
- Planned and presented three programs at the Center for Nursing and Rehabilitation: "Winter in Yosemite" (1/20/05), "Tropical Trip to Hawaii" (2/11/05) and "The American South by Rail" (3/31/05).
- Developed and presented the last of four computer courses - "Microsoft Word" (1/26/05).

## G. Staff Development/Participation in Professional Meetings

### ➤ Workshops:

- Peggy Frank attended "Older Adults Roundtable" (1/18), "Grant Writing and Outcome Based Evaluation" (1/24), "Web Reporter" via phone conference and VNC demonstration (2/3), "Genealogy Resources" (3/23), and the Computers in Libraries conference in Washington D.C. (3/16-3/18).
- Louise Bailey and Peggy Frank attended "Detectives Without Pants", a reader's advisory workshop (3/30).
- Town of Mansfield Customer Service Training was attended by Bailey, Cornell, Evans, Frank and Stoughton (3/9); Schreiber, McMullan, Kegler and Epling (3/17).
- Bailey attended a Forum on Connecticut Library Statutes (3/22), and a reader's advisory program entitled "What Do I Read Next" (3/17).

### ➤ Meetings:

- Bailey, Evans, Frank and Stoughton attended a Downloadable Audio Book Demonstration presented by Roger Corriveau from Recorded Books (2/23).
- Bailey – Records Management (1/11), Advisory Council for Library Planning and Development (2/16).
- Beausoleil – Lunch and Learn (2/3), Safety and Wellness (3/16).

### ➤ Bibliomation Meetings/Workshops:

- Bailey – Network Services (3/23).
- Evans and Frank – Web Reporter software (2/1).
- Beausoleil, Lemire and Schreiber – Database Maintenance (3/31).

### **III. Outstanding Issues/Major Issues**

- Schedule/coordinate the reconfiguration of all Mansfield Public Library's Computers with Windows XP Service Pack 2 per Bibliomation's recommendation. This is a major task and will require coordination between the IT Office, Bibliomation, and the Public Services Librarian to prevent disruption of library services.
- Problems with vandalism continued this quarter. We are hoping the Maintenance Department installs a security camera to stop the behavior/catch the vandals.

### **IV. Plans for Next Quarter**

- Continue to direct staff to increase productivity and accuracy when maintaining statistical reports, using new library software.
- Encourage and support librarians to analyze collection and circulation trends using Web Reporter software to support collection development activities.
- Implement changes to our website necessary for compliance with Bibliomation guidelines before July 1, 2005; submit web access agreement to Bibliomation by June 30.
- Assist the Friends of the Mansfield Library with the June Book Sale.
- Complete work performance reviews due during this quarter.
- Complete training of new personnel in Library Assistant I positions, and continue cross-training with other technical staff.
- Schedule staff and implement the Bibliomation Libraries Inventory Control Project during June 2005.
- Plan and begin to implement Tuesday evening programs targeting the teen age group.
- Plan and begin to implement a Teen Summer Reading Program.
- **Children's Services and Programs:**
  - Plan and begin to implement Summer Reading Program
  - Plan and implement April school vacation programs.
  - Develop and produce Read Aloud booklist and new summer booklists.
  - Work on picture book audio-format re-labeling and shifting project.
- **Adult Services and Programs:**
  - Plan and provide spring quarter library programs for adults.
  - Set up Downloadable Audio Book station at the circulation desk to download audio books on MP3 players, and begin circulating MP3 players.
  - Identify a workable use for the Gates server in conjunction with Bibliomation and Mansfield IT staff.
  - Continue collection maintenance of adult nonfiction, 1/2 day/week.
  - Attend second part of Genealogy workshop (4/8/05).
  - Continue contributing to and editing the library newsletter.
  - Update the Web page: Community Organizations in Mansfield.
  - Complete new hanging adult stack signage to increase the ease of the adult collection.

**IV. Statistical Reports and Charts**

<b>3rd Quarter 04/05 Work Measurements</b>	<b>THIS FY TO DATE</b>	<b>LAST FY TO DATE</b>	<b>% CHANGE</b>
<b>HOURS OF SERVICE</b>	655 hours	75 days	n/a
<b>TOTAL NUMBER OF PROGRAMS PROVIDED</b>	117	129	-9%
<b>TOTAL ATTENDANCE AT PROGRAMS</b>	2,436	2,769	-12%
<b>QUESTIONS ANSWERED</b>	1,189	581	105%
<b>COLLECTION SIZE</b>	81,145	n/a	n/a
<b>TOTAL NUMBER OF LIBRARY CARDHOLDERS</b>	12,858	n/a	n/a
<b>PEOPLE COUNTER (NUMBER OF VISITS INTO LIBRARY; DOESN'T COUNT EXIT)</b>	n/a	26,794	n/a
<b>VOLUNTEER HOURS</b>	379	402	-6%
<b>TOTAL CIRCULATION</b>	63,362	65,896	-4%
<b>3rd Quarter 04/05 Circulation Measurements</b>	<b>THIS FY TO DATE</b>	<b>LAST FY TO DATE</b>	<b>% OF TOTAL CIRCULATION</b>
<b>NUMBER OF ITEMS CIRCULATED FROM ADULT COLLECTIONS</b>	32,857	37,637	52%
<b>NUMBER OF ITEMS CIRCULATED FROM TEEN COLLECTIONS</b>	1,431	901	2%
<b>NUMBER OF ITEMS CIRCULATED FROM CHILDREN'S COLLECTIONS</b>	26,802	25,853	42%
<b>NUMBER OF ITEMS CIRCULATED IN-HOUSE</b>	2,272	1,505	4%
<b>LOANS TO NON-RESIDENTS</b>	16,319	16,131	26%
<b>*INTER-LIBRARY LOANS</b>	1,550	140	2%
<b>From other libraries</b>	1,067	121	2%
<b>To other libraries</b>	483	19	1%

## QUARTERLY REPORT – TOWN PLANNER

January 1, 2005 – March 31, 2005

### Accomplishments

- Assisted the PZC with its review of pending applications and other land use issues. During this quarter, the Town Planner helped the PZC review four (4) special permit applications, one (1) subdivision application, involving five (5) lots, and six (6) modification or bonding issues.
- During this period the PZC approved building and site modifications at the East Brook Mall for a new Kohl's department store, new telecommunication antennae in the Storrs Congregational Church steeple, a new dance studio at 1768 Storrs Road, an efficiency apartment on Jonathan Lane and a Flood Hazard area rezoning on Thornbush Road.
- Assisted other Town officials with the Downtown Partnership project and ongoing work associated with the preparation and implementation of a Municipal Development Plan for the Storrs Downtown project.
- In association with PZC's Plan of Conservation and Development Committee and WINCOG staff, the Planner continued work on the Plan Update.
- During this quarter, the Planner spent considerable time working on various UConn development projects and studies, UConn student housing and water supply and sewer system issues, potential revisions to the fee schedule for land use applications, sustainability issues, assisted living issues and a potential subdivision moratorium. The Planner also spent considerable time on Mansfield's Open Space Acquisition and Management programs.

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

Exceptions – No new budgetary exceptions arose during this period.

### Plans for Next Quarter Include:

- Coordinating and assisting the Planning and Zoning Commission with the ongoing efforts to update Mansfield's Plan of Conservation and Development. A draft Plan update is expected to be completed by Spring, 2005.
- Assisting the Town Manager and other Town officials with various ongoing Town projects and consultant studies, including the Downtown Municipal Development Plan and associated zone change, permit processes and design guidelines, an analysis of student housing issues, assisted living issues, potential subdivision moratorium issues and various elements of Mansfield's Open Space Acquisition and Management program.
- Assisting Town officials with the review of water supply, sewer system issues, the ongoing monitoring of active UConn construction projects, an ongoing Fenton River study, and the University's Master Plan update.

Staff Changes – None

Statistical Report – During this period, the Town Planner attended sixteen (16) meetings with Town boards, commissions and subcommittees.

TOWN OF MANSFIELD

MEMORANDUM

5/4/05

TO: Martin H. Berliner, Town Manager  
FROM: Lon R. Hultgren, Director of Public Works  
RE: **DPW Quarterly Report: January, February & March, 2005**



I ACCOMPLISHMENTS

A. Administrative

1. Completed '05-'06 budget proposal narratives, charts and ancillary information.
2. Continued work on staff committees to develop customer service standards and Town sustainability initiatives.
3. Coordinated easement acquisition for Separatist Road bikeway
4. Assisted with Four Corners water and sewer planning; coordinated sewer planning efforts with DEP officials and issued request for qualifications (RFQ) for sewer planning consultants.
5. Scheduled voluntary OSHA inspection for DPW facilities
6. Revised right-of-way expense reimbursement summary for Birch Road to meet DOT conditions.
7. Issued bridge maintenance request for proposal to assist with Town's capital bridge maintenance
8. Began 2005 project organizing/work scheduling for Town crew
9. Monitored recycling/solid waste legislation (state) and gave testimony on proposed bottle bill changes.
10. Began updating Town's solid waste management plan (for use in eventual Department accreditation).
11. Worked with CT ReCONNstruction Center to promote bulky waste and material recycling.
12. Using Engineering road rating data, developed 2005 road surfacing program.

B. Operations

1. Began sweeping winter sand off Town roadways
2. Graded dirt roads
3. Screened gravel and pavement millings for use on drainage and road projects
4. Cleaned waterways, culverts and catch basins.
5. Flushed Town sewer lines
6. Screened winter sand and mixed sand/salt for use on roads
7. Plowed snow off roads and parking lots; sanded same
8. Filled roadside sandboxes
9. Repaired mailboxes and other plow damage
10. Repaired and replaced signs, patched pot holes, responded to service requests.
11. Excavated and hauled gravel from Lions Club Field construction area
12. Removed trash and recyclables from Town garage and winter-use recreation areas.
13. Operated transfer station and recycling area
14. Cleaned up Town garage for OSHA inspection (requested)
15. Maintained all Town vehicles and equipment
16. Maintained park trails and Town bike routes

## C. Engineering

1. Quarterly sampling of ground and surface waters at Town Landfill
2. Revised road striping contract documents for bid this spring.
3. Continued coordination of Route 44 bikeway project (contractor quantity estimates and payment questions).
4. Completed landfill closure as-built plan revisions and obtained closure certification from DEP.
5. Continued with southerly sewer TV inspections to identify critical maintenance locations.
6. Used GPS to locate (map) inventoried trees around the municipal building (for 2004-2005 American the Beautiful grant).
7. Continued final design modifications for the Separatist Road bikeway - - tree removal subcontract, wetlands permit and retaining wall issues.
8. Continued coordination of final modifications to the Clover Mill Road reclamation project (note: approval of final plans was received in April).
9. Continued work on the next Assessor's parcel map update - submitted new subdivision maps and lot splits to GIS consultant.
10. Coordinated final design and utility changes for Maple Road reconstruction – project was bid by DOT and will begin this spring.
11. Worked with Finance department to accommodate changes to the Villages at Freedom Green's Community Sewer System Agreement - - revised agreement will be submitted to the WPCA this spring.
12. Staff support for PZC, IWA, Conservation Commission, SWAC, TAC and the Traffic Authority.
13. Investigated Town street line questions; tree ownership; issued road permits.
14. Created maps for the Parks Assistant
15. Created evacuation route maps for the Town Garage
16. Assisted with location and posting Town Park boundaries.

## II OUTSTANDING PROBLEMS/EVENTS

- A. This winter one of our large dump trucks blew its engine during the state-bid warranty period. The vendor has refused to cover the repair as warranty work. They have sent us a bill which we have written to them giving our reasons for not paying it. The matter may require the Town Attorney's assistance to resolve.
- B. The start of construction for the Separatist Road bikeway project is being delayed by the easement acquisition process. We are trying to avoid eminent domain proceedings, but it is costing us time. We should know by the end of April if all easements can be acquired by negotiations.
- C. The severe winter did not allow us to do much grading work at the fourth Lions Club soccer field. Work has been scheduled in 2005 to try to finish the grading work so that the field can be seeded in early 2006.
- D. Both the Maple Road reconstruction and the Clover Mill Road reclamation projects appear to be on target for construction in 2005. The Route 44 bikeway should also be completed this year.

III PLANS FOR NEXT QUARTER

- A. Set up sewer repairs identified by TV inspection
- B. Continue tree inventory work for ATB grant
- C. Begin construction of the Separatist Road bikeway
- D. Begin sewer planning for Four Corners area
- E. Complete Town crew work schedule
- F. Respond to DEP request for more information for the bulky waste transfer station permit application.
- G. Finish update of Department standard specifications
- H. Draft changes to the Town's sidewalk ordinance to incorporate bikeways.

IV REPORTS

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

cc: Mark Kiefer, Superintendent of Public Works  
Grant Meitzler, Assistant Town Engineer  
Tim Veillette, Project Engineer  
Ken Such, Engineering Technician  
Virginia Walton, Refuse/Recycling Coordinator  
file

Mansfield Department of Public Works  
 Requests for Service Completed in the 1st Quarter of 2005

Request #	Date Rec'd	Type of Service Requested	Address	Date Complete	Reviewed By
0200742	1/5/2005	PATCHING	23 Bundy Lane	1/13/2005	KIEFER
0200745	1/6/2005	MAILBOX REPAIRS/REPLACE	96 Mulberry Road	1/7/2005	KIEFER
0200747	1/12/2005	MAILBOX REPAIRS/REPLACE	58 Stone Ridge Lane	1/13/2005	KIEFER
0200749	1/18/2005	DITCH WORK	114 Atwoodville Road	1/19/2005	KIEFER
0200750	1/19/2005	DITCH WORK	114 Summit Road	1/21/2005	GOBIN
0200754	1/13/2005	MAILBOX REPAIRS/REPLACE	28 Hanks Hill Road	1/13/2005	BACON
0200756	1/28/2005	PLOWING ROADS	Spring Hill Road	1/27/2005	KIEFER
0200758	2/1/2005	MAILBOX REPAIRS/REPLACE	49 Homestead Drive	2/2/2005	KIEFER
0200773	2/9/2005	PATCHING	Hunting Lodge Road	2/9/2005	KIEFER
0200774	2/15/2005	SIGN WORK	Cedar Swamp Road	2/15/2005	KIEFER
0200780	3/10/2005	MAILBOX REPAIRS/REPLACE	11 Centre Street	3/17/2005	KIEFER
0200784	3/10/2005	TREE REMOVAL	68 Mulberry Road	3/14/2005	KIEFER
0200785	3/10/2005	MAILBOX REPAIRS/REPLACE	23 Circle Drive	3/10/2005	BACON
0200788	3/10/2005	MAILBOX REPAIRS/REPLACE		3/11/2005	KIEFER
0200789	3/10/2005	MAILBOX REPAIRS/REPLACE	114 Atwoodville Road	3/10/2005	KIEFER
0200790	3/18/2005	SIGN WORK	293 Codfish Falls Road	3/14/2005	KIEFER

Irh-5/05		Mansfield Department of Public Works					
		Quarterly Work Effort by Work Type					
		(Jan, Feb, Mar 2005)					
Work Code	Type of Work	Labor Hrs	Labor Cost (\$)	Equip Hrs	Equip Cost (\$)	Mat'l Cost (\$)	Total Cost (\$)
101	PATCHING	57.0	\$1,072	29.0	\$322	\$83	\$1,478
104	SWEEPING OF ROADS	78.0	\$1,693	78.0	\$1,507	\$0	\$3,200
105	HAULING SWEEPING'S	8.0	\$169	8.0	\$254	\$0	\$422
110	GRADE DIRT ROADS	57.0	\$1,188	56.0	\$1,497		\$2,686
112	SHOULDER WORK	33.0	\$639	17.0	\$236		\$875
113	SIGN WORK	183.5	\$3,593	109.0	\$1,030	\$997	\$5,620
115	WATERWAYS CK & CLEAR	456.0	\$9,076	284.0	\$4,178		\$13,254
117	ROADSIDE LITTER	23.0	\$409	11.0	\$91		\$500
118	TRAFFIC CONTROL	19.0	\$385	11.0	\$51		\$436
119	TREE REMOVAL	14.0	\$313	14.0	\$227		\$540
124	GUIDE POSTS	8.0	\$169	8.0	\$71		\$240
126	PLOWING ROADS	2,424.8	\$60,826	2365.5	\$55,378	\$47,838	\$164,042
127	PLOWING PARKING LOTS	727.8	\$16,906	681.3	\$9,264	\$5,220	\$31,390
128	LOADING SAND \ SALT	384.3	\$10,263	376.3	\$9,406		\$19,670
129	SANDING	375.0	\$8,812	365.0	\$10,093	\$6,782	\$25,687
130	PLOW/CLEAR WALKWAYS	149.0	\$2,929	145.0	\$1,485	\$322	\$4,736
134	PLACE/ RE SAND/SALT BOXE	33.0	\$575	17.0	\$313		\$888
135	FILL SAND/SALT BOXES	64.0	\$1,165	32.0	\$285	\$220	\$1,671
138	SCREEN GRAVEL	45.0	\$929	85.0	\$1,744	\$1,410	\$4,083
140	ROAD INSPECTION	44.0	\$998	42.0	\$375		\$1,372
141	MAILBOX REPAIRS/REPLACE	73.5	\$1,471	46.0	\$21		\$1,493
142	INSPECT MANHOLES	2.0	\$20				\$20
143	FLUSH SEWER LINES	6.0	\$124	4.0	\$68		\$192
144	SEWER REPAIR	4.0	\$40				\$40
145	PAINT/ STRAIN	7.0	\$143				\$143
146	TEST PITS/ MISC ASSIGN.	384.0	\$7,077	147.0	\$3,242		\$10,319
147	MISC. MATERIAL HAULING	153.0	\$2,837	153.0	\$4,311	\$10,450	\$17,598
150	CLEAN YARD MISC.	39.5	\$805	7.0	\$112		\$916
151	PREP PLOWS & TRUCKS	285.5	\$5,577	243.5	\$5,792		\$11,368
157	FIELD CONST. GRADING	142.0	\$3,080	166.0	\$3,094		\$6,174
	<i>Roads &amp; related subtotals:</i>	6,279.8	\$143,284	5,500.6	\$114,447	\$73,322	\$331,054
201	SPECIAL GRNDS PROJ	16.0	\$331	12.0	\$93		\$424
202	BUILDING CLEANUP	246.5	\$4,681	29.0	\$375		\$5,057
203	BUILDING REPAIRS	47.0	\$987	20.0	\$7		\$994
204	CARPENTRY SHOP	63.5	\$1,336	20.0	\$7		\$1,343
205	MOWING	24.0	\$455	16.0	\$106		\$560
209	FENCE/GATE WORK	9.0	\$190	5.0	\$2		\$192
212	INSTALL/ REMOVE EQUIP	15.0	\$292	8.0	\$3		\$295
213	REPAIR REC EQUIP	24.0	\$529	16.0	\$143		\$671
219	TRASH RUNS	121.0	\$2,608	60.5	\$540		\$3,148
224	TURF REPAIRS	43.0	\$943	27.0	\$354		\$1,297
227	PLAYSCAPES	6.0	\$123	3.0	\$1		\$124
229	TRAIL MAINT	80.0	\$1,614	48.0	\$428		\$2,042
	<i>Grounds &amp; related subtotals:</i>	695.0	\$14,087	264.5	\$2,058		\$16,145
311	SERVICE/REPAIR EQ.	1,662.3	\$38,216	28.0	\$498		\$38,714

		labor hrs	labor \$	Eq. Hrs	Eq \$	Maint \$	Total
312	TRANSPORT EQ.	24.0	\$480	19.0	\$372		\$851
314	PARTS INVENTORY	1.5	\$31				\$31
315	CLEAN SHOP	92.0	\$1,904	20.0	\$67		\$1,970
316	PARTS RUN	14.5	\$309	6.5	\$52		\$361
317	WASH EQUIPMENT	323.8	\$6,439	311.8	\$7,914		\$14,353
318	PUMP STATION	21.5	\$482	4.0	\$100		\$582
319	TALK TIME	19.0	\$403				\$403
	<i>Equip Maint subtotals:</i>	2,158.5	\$48,263	389.3	\$9,002		\$57,266
410	CASHIER/ GARAGE IN	234.0	\$4,974	11.0	\$50		\$5,024
411	MISC. HAULING	13.0	\$266				\$266
413	T.V./COMP PREP.	22.0	\$449				\$449
414	REFRIG. PREP	36.0	\$758	8.0	\$0		\$758
415	CARD BOARD	42.0	\$892	25.0	\$75		\$967
416	CLEAN SWAP SHOP	31.0	\$630	5.0	\$0		\$630
417	CLEAN RECYCLING BLG.	63.0	\$1,300	17.0	\$0		\$1,300
418	COMPACT RUBBISH	52.5	\$1,129	3.0	\$0		\$1,129
419	CHIP BRUSH	14.0	\$321	28.0	\$0		\$321
420	BALLAST/ CAP WORK	31.0	\$631	7.0	\$66		\$697
421	HAZARDOUS WASTE WORK	17.0	\$346	5.0	\$55		\$401
422	MISC GROUNDS REPAIR	15.0	\$295				\$295
423	LEAF COMPOSTING	29.0	\$642	9.0	\$0		\$642
432	COMPACT BULKY	49.5	\$1,055	34.5	\$100		\$1,155
433	BATTERIES	15.0	\$292				\$292
	<i>Waste Mgmt subtotals:</i>	664.0	\$13,981	152.5	\$346		\$14,326
XXX	ADMIN WORK \ PAPERWORK	297.0	\$6,815				\$6,815
ZZZ	TIME NOT WORKED	1,973.0	\$41,456	11.5	\$89		\$41,546
	<i>Totals for quarter:</i>	12,067.3	\$267,886	6,318.3	\$125,943	\$73,322	\$467,151



Mansfield  
Community  
Center

Town of Mansfield  
Parks and Recreation  
Department



*Curt A. Vincente, Director*

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

TO: Martin H. Berliner, Town Manager  
FROM: Curt A. Vincente, Director of Parks & Recreation *CAV*  
DATE: May 13, 2005  
SUBJECT: Quarterly Report (January – March 2005)

**ACCOMPLISHMENTS**

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

MARKETING

1. Supervised marketing consultant, reviewed and approved marketing production pieces, implemented marketing plan.
2. Implemented elements of the member retention program.
3. Oversaw weekly meeting with marketing consultant and staff assigned to marketing related tasks.
4. Oversaw development, design, preparation, printing and distribution of the Spring 2005 program brochure.
5. Continued a monthly review of member attrition to accurately track how many members end their memberships each month and for what reasons.
6. Developed, prepared, printed, and distributed the winter Community Center member newsletter.
7. Continued planning with Windham Hospital to develop a Kids Health & Safety event that will bring the community and attention to the center. This free event is planned for May 14. Planning, creative and media analysis are all in the planning and preparation phase.
8. Continued to implement the on-going member feedback program using the questions and responses as a way to build loyalty and involvement in the center. Responded to over 45 customer service inquiries.

9. Prepared the winter member recruitment program for implementation in January. The program included small space print ads, internal promotion and radio spots. Ran small space ad campaign in late January and through end of February highlighting memberships and center membership benefits.
10. Began work on revising and updating the current Member Guide for re-print and distribution to members. Completed the updated and revised member guide for distribution to new members and current members.
11. Developed a Membership Management Team and initiated implementation of a membership management action plan. The mission of the plan is to enhance member services through retention, recruitment, and communication. Began planning and implementation of a coordinated and consistent member services effort designed to maximize inquiries and maintain existing memberships.
12. Provided regular tours of the facility and began development of a tour and member benefits packet.
13. Assisted with Community Center and department wide marketing; including season brochure preparation and marketing material distribution.
14. Finalized agreement with Windham Community Memorial Hospital and coordinated arrangements with hospital administration.

#### PERSONNEL & TRAINING

15. Conducted weekly staff meetings to review department communications, management issues, facility supervision and over-all operations.
16. Provided continued orientation, training, scheduling, supervision and evaluation of full time employees.
17. Established priority list of goals and objectives for full time Aquatics Director, Health and Fitness Director, Recreation Supervisor, and all maintainers.
18. Completed advertisement, screening, interviewing, hiring and training for new part time custodian.
19. Implemented comprehensive orientation and training sessions for over 60 part-time Community Center workers and seasonal instructors. This included general customer service, policies and procedures, CPR and first-aid.
20. Established regular work schedules for numerous full time and part time employees.
21. Completed general orientation and training for 22 new part time employees.
22. Recruited, hired, trained, and supervised two basketball coordinators for the K-2 program.
23. Conducted monthly maintainers meetings: 1/19, 2/16 and 3/16.

24. Conducted bi-weekly programming staff meetings: 1/4,1/18, 2/1, 2/15, 3/1, 3/15, and 3/29.
25. Conducted monthly supervision meeting with Aquatics Director: 1/10, 2/7, and 3/7.
26. Conducted monthly supervision meetings with Fitness Director: 1/10, 2/7, and 3/7.
27. Conducted monthly supervision meetings with Recreation Supervisor: 1/10,2/7, and 3/7.
28. Implemented, trained and supervised new part time Member Management personnel.
29. Attended Nova Time (new time clock system) training on Feb. 17
30. Supervised and trained three part time community center volunteers.
31. Processed and maintained all employment paperwork for over 50 new and returning part time employees.
32. Evaluated part time personnel as scheduled or needed; including verbal and written discipline.
33. Attended computer software (RecTrac) users group meeting in East Hartford (Feb. 24).
34. Recruited, interviewed, and trained replacement full time Receptionist.
35. Recruited, hired, trained and supervised two youth basketball coordinators.
36. Coordinated Manager On Duty (MOD) scheduling and training.
37. Attended town-wide Customer Training (March 17)
38. Supervised part time gym supervisor and locker room attendants.
39. Conducted formal evaluations on 35 youth basketball coaches.
40. Supervised three full time maintainers, one full time Aquatics Director, one full time Health and Fitness Director, one full-time Administrative Office Supervisor, one full time Recreation Supervisor and four part time custodians.
41. Updated facility wide action plan with Health and Fitness Director.

#### FINANCIAL MANAGEMENT

42. Developed and presented fiscal year 2005-06 department budget package.
43. Collected and deposited over \$354,155.00 worth of daily deposits (checks, cash and credit cards)
44. Sold over 682 Community Center memberships in this quarter and maintained and managed over 2,447 total memberships.

45. Processed and managed all purchase orders, payment vouchers and credit card transactions for the Parks & Recreation Department and Community Center operating budgets.
46. Managed and maintained petty cash account for the Community Center and Parks & Recreation Department staff.
47. Managed and maintained over 900 auto debit accounts through credit cards, checking and savings accounts and payroll deductions.
48. Managed and maintained over 100 fee waiver accounts.
49. Monitored facility attendance and tracked revenues and expenditures
50. Met with financial consultant, Director of Finance, and Controller to review and update financial recommendations and procedures (Jan. 12, Feb 9, March 9)

#### MISCELLANEOUS

51. Continued oversight of Community Center outstanding construction issues including necessary follow-up with Construction Manager and Capital Projects Coordinator.
52. Developed, planned and prepared for upcoming youth baseball season (Tball & Ragball) including, volunteer coach recruitment, program promotion, registration, league meetings and scheduling.
53. Conducted background checks on all youth sport coaches and managed background checks for all co-sponsored (in-season) youth sport groups.
54. Conducted Quarterly Youth Sports Council Meeting for all co-sponsored and town sports.
55. Indirectly supervised department wide programs and events.
56. Worked with management study consultant to review Community Center operations as they relate to the private sector.
57. Supervised and evaluated K-8 recreation and competitive basketball programs, including 35 volunteer coaches, 9 referees, and over 300 participants.
58. Provided orientation and training for 28 volunteer coaches and orientation for 12 referees for youth basketball.
59. Reviewed and coordinated daily building maintenance issues and housekeeping, prioritized needs, and assigned tasks.
60. Coordinated and held housekeeping in-service training for all full time and part time maintenance, custodial and locker room staff.
61. Assisted staff with Community Center facility maintenance problems, repairs and installations.

62. Assistant Director served as member of town wide customer service team and attended bi-weekly meetings.
63. Served as Manager on Duty for extend hours beyond normal work schedule.
64. Provided tours, registration information and responses to questions from new community center members.
65. Served as a major link to customer service issues, including direct contacts with patrons, full time and part time staff.
66. Received, prioritized and responded to a significant amount of phone calls, emails and walk-in questions regarding numerous Parks and Recreation services. A high percentage of time was associated with the Community Center operation.
67. Met with record retention consultant (March 11).
68. Registered and managed facility rentals for Community Center.
69. Met regularly with the Town Manager, Assistant Town Manager, and Director of Finance to review Community Center operations.
70. Provided a brief presentation on the Community Center operation to the Mansfield Business and Professional Association during their monthly meeting.
71. Hosted and guest lectured for an ECSU facilities management class on 3/31.
72. Director served as Chair of the Connecticut Recreation and Parks Association Certification Board.
73. Staff worked with architect to study Community Center space needs and assisted with architects scope of work.
74. Prepared and distributed committee packets for assigned Town committees.
75. Developed and maintained comprehensive gym schedule, including posting information on the Town's website.
76. Responded to over 50 customer service inquiries.
77. Assistant Director attended the following monthly committee meetings above and beyond normal operational meetings:
  - a. Recreation Advisory Committee: 1/26, 2/23, and 3/23
  - b. Arts Advisory Committee: 1/10, 2/7, and 3/7
78. Director attended the following meetings above and beyond normal operational meetings:
  - a. Connecticut Recreation & Parks Association Hershey Track Committee: 1/10
  - b. Connecticut Recreation & Parks Association Executive Board: 1/18
  - c. Advisory Committee for the Physically Disabled: 1/25
  - d. Tri-Town Youth Football & Cheerleading Association: 1/31
  - e. Tolland High School Safe Graduation Committee: 2/23

- f. Recreation Advisory Committee: 1/26, 2/23, and 3/23
- g. Town Council : 3/28
- h. OSPC, PAC, and Agriculture Committees combined special meeting: 3/30

## Aquatics

1. Recruited, hired, and trained all aquatic winter/spring semester staff.
2. Aquatic Director conducted the MCC general orientation/customer service training session for all community center staff Jan. 23<sup>rd</sup> and March 13<sup>th</sup>.
3. Completed any additional aquatic purchases and equipment orders for the Mansfield Community Center indoor pools.
4. Created new budget worksheets for all aquatic programs for the 2005/2006 fiscal year.
5. Reformatted the part time aquatic staff weekly update as a means of communicating issues, changes, or upcoming events.
6. Created additional group swim lesson classes when possible to help accommodate waitlisted participants.
7. Revised and reformatted the part time staff schedule for winter season in order to accommodate budgetary demands, facility needs, an increase in public swim usage, and the increase in our programmed pool classes and activities.
8. Increased aquatic program marketing with informational flyers, posters, signs, and bulletin boards.
9. Implemented a more formal evaluation process to be completed by supervisors for both swim instructor's and lifeguard staff.
10. Aquatic Director with Assistant Director provided town wide customer service training to attending staff on March 9 and 17, 2005.
11. Revised the pool weekly block schedules in a timely manner for distribution to our facility members and guests highlighting changes and updates.
12. Followed standards for American Red Cross Learn to Swim Program conducting 46 individual classes with a total of 254 enrolled participants in the program. Lessons were also restructured into six 40 minute classes.
13. Full time aquatic staff conducted monthly in-service trainings for aquatic staff including 2 trainings with local EMS personnel. (Approximately 2-4 hours of training per month for each staff member highlighting rescue and fitness skills.)
14. Planned and finalized aquatic programming and classes for Spring 2005 Brochure.
15. Aquatic Director compiled and organized information and photos for production of the fourth edition of the Member Newsletter for distribution in February.

16. Full time aquatics staff conducted CPR, AED, and Bloodborn Pathogens training classes for all Mansfield Community Center Staff on Feb. 28<sup>th</sup>, March 3<sup>rd</sup>, 8<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup>.
17. Created and distributed program evaluations for all aquatic activities and classes to obtain feedback, monitor progress, and identify any need for program changes.
18. Continued with the implementation of winter/spring aquatic programs (spring beginning in March) under the supervision of full time aquatic staff.
19. Full time aquatic staff organized and implemented Winter Mini Golf Special Event on Feb. 26<sup>th</sup> and 27<sup>th</sup>.
20. Sent 2 full time staff to obtain Aquatic Facility Operator course certification through the National Recreation and Parks Association on Feb. 28<sup>th</sup> and March 1<sup>st</sup>.
21. Aquatic Director continues to oversee the MCC childcare area and supervise part time childcare staff.
22. Aquatic Director Attended the Following:
  - Weekly staff meetings
  - Bi-weekly aquatic staff meetings
  - Monthly programming/aquatics meetings with supervisor
  - Weekly/Monthly Marketing Meetings
  - CRPA Aquatic Section Meetings
  - CRPA Spring Quarterly – March 31<sup>st</sup>, Wallingford, CT

## Fitness

1. Continue to oversee general operations of the Fitness Center and all Fitness Programs and staff.
2. Completed order for Donor Plaque, it is now hanging in the sitting room
3. Completed the MOD schedules through September, began working on schedules for fall 2005.
4. Created new budget worksheets for all fitness programs for the 2005/2006 fiscal year.
5. Met four times with Hospital staff to plan the Kids Health & Safety Fair.
6. Established an eight person Kids Health & Safety Fair Committee to coordinate events and activities.
7. Oversaw a total of 32 different fitness classes, with 350 participants.
8. Assisted with architectural designs for fitness center space study. Establish an estimated budget for new equipment for the project.
9. Developed the fitness section for the Spring program brochure.

10. Secured all instructors for spring fitness classes.
11. Began planning for Summer programs.
12. Updated all program and activity bulletin boards to convey educational pieces and information to members.
13. Completed order to re-stock the retail supplies and ordered new inventory.
14. Health & Fitness Director instructed 4-5 classes per week and saw personal training clients 2-4 times weekly.
15. The Health & Fitness Specialist instructed 2-3 classes weekly, assisted with the Youth Triathlon Training program, covered the fitness floor and saw 1-2 clients weekly.
16. The Health & Fitness Director continued to supervise 2 additional contracted Personal Trainers and one contracted Massage Therapist.
17. Continued with the implementation and improvement of marketing tools for the personal training and massage programs.
18. Health & Fitness staff served as host for a 2-day national Aquatic Exercise training seminar.
19. Provided educational article for winter member newsletter. Implemented a new section encouraging members to e-mail health and fitness questions to the Community Center Health & Fitness staff.
20. Re-arranged fitness equipment in order to meet the demands for cooler temperatures while on elliptical machines.
21. Arranged to have ceiling fans installed in the dance aerobics studio to meet the demands for cooler temperatures.
22. Health & Fitness Director Attended the Following:
  - a. Weekly staff meetings
  - b. Bi-weekly fitness staff meetings
  - c. Monthly programming/fitness meetings with supervisor
  - d. Monthly Planning Meetings with Hospital Staff

## **Recreation & Adult Education**

### 1. Special Events Held

Dec. 27-30—Vacation Camp—25 participants each day

Parents Night Out

- Jan. 15—19 participants
- Feb. 19—25 participants
- March 29—25 participants
- Vacation Visits at the Community Center

## Vacation Visits

- Jan. 17—25 participants
- Feb. 21—40 participants
- Feb. 22—75 participants
- Feb. 23—30 participants
- Feb. 24—35 participants

Feb. 11—4<sup>th</sup> Annual Father/Daughter Dance—150 participants

Feb. 22-25—February Vacation Camp—50 participants each day

Feb. 25 and 26—Indoor Mini-Golf—40 participants

March 19—Easter Celebration—300 participants

March 28—Recreation Rescue—47 participants

2. Coordinator ran the after school program with 16 children
3. Staff coordinated the following trips with the Ashford, Coventry, & Tolland Recreation Departments:
  - Nov. 13—Radio City Music Hall Christmas Show—15 participants
  - Dec. 4--Shopping in New York City—26 participants
  - March 12—Boston Science Museum and Quincy Market—16 participants
4. Recreation Coordinator planned and implemented the following teen trips
  - Oct. 29—Six Flags Frightfest—13 participants
5. Coordinator conducted Recreation Rescue Days during the non-holiday school days off on March 28
6. Recreation coordinator and Supervisor organized the annual Easter Party on March 19
7. Coordinator conducted Dec. vacation camp on Dec. 27, 28, 29, and 30.
8. Coordinator conducted Feb. vacation camp on Feb. 22, 23, 24, and 25.
9. Supervisor, Recreation Coordinator, and Department staff developed a variety of Spring programs and distributed the Spring Brochure.
10. Staff developed, planned, organized, and supervised a comprehensive Community and Adult Education program.
11. Supervisor hired bands for Summer Concert Series
12. Coordinator advertised and collected applications for Summer Camp Positions

## Parks

1. Attended and prepared minutes for Land Management Committee meeting.
2. Prepared packets for Conservation Commission and attended meetings.

3. Prepared packets for and attended Parks Advisory Committee Meetings.
4. Prepared packets for Agriculture Committee.
5. Prepared packets for Open Space Preservation Committee.
6. Met with Mansfield Little League to coordinate baseball field use for Spring.
7. Met with Mansfield Junior Soccer Association to coordinate soccer field use for Spring.
8. Met with Public Works staff to review field use issues, scheduling needs, and field improvements.
9. Coordinated Friends of Mansfield Parks Monthly Special Events (Winter Feathered Friends, A Rock in Your Pocket, and Wildflowers Throughout the Year)
10. Coordinated and staffed one Natural Areas Volunteer work day at Old Spring Hill Field.
11. Prepared and Submitted 2005 Recreational Trails Grant to make improvements to the Commonfields.
12. Coordinated the Electronic Trail Guide project.
13. Increased publicity of Friends of Mansfield Parks and Natural Areas Volunteers through submittal of articles to Horizon Magazine.
14. Met with NRCS employees and resubmitted Wildlife Habitat Improvement Program cost sharing application.
15. Reviewed three land management plans with the Parks Advisory Committee and created land management schedules.
16. Supervised Landscape Architect Students working on 5 different design projects: Bicentennial Pond slope planting, Dunhamtown Forest parking area and White Oak Road trailhead, Rte 195 and Eagleville Community Gardens and Plains Road Canoe Launch.
17. Developed a Property to Preserve Procedure.
18. Coordinated Community Garden improvements and solicited input from gardeners on how to improve the program.
19. Coordinated park management efforts with Public Works.
20. Conducted monthly meetings to review park management plans, park projects, and grant opportunities.

## OUTSTANDING PROBLEMS/UNFORSEEN EVENTS

None

## EXCEPTION REPORT

None

## PLANS FOR NEXT MONTH/QUARTER

1. Oversee Community Center facility operations
2. Supervise and evaluate spring programs.
3. Conduct youth baseball program (Tball & Ragball).
4. Present fiscal 2005/2006 budget.
5. Develop Summer programs and produce program brochure.
6. Conduct aquatic staff Summer orientation & training
7. Conduct camp staff Summer orientation & training
8. Coordinate Capital Improvement Projects

## STAFF CHANGES

Spring Staff Lists (see attachments)

## STATISTICAL REPORT

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

# Mansfield Parks and Recreation Spring 2005 Part-Time Staff List

## Recreation Program Staff

### **Pre-School**

Mia Falco  
Suki Sithiphon  
Liz Norrish  
Nick Koberstein

### **Youth**

Ama Donkor  
Katie Knecht  
Margaret Thomas  
Jerry Kleinman  
Eileen Melody  
Bill Hall (Saggitarian Archery School)  
Highland Ridge Golf Course  
Mad Science  
Kelly Zimmermann  
Christine Brenton  
Alexis Salaman

### **Adult**

Sue Caig  
Kris Plimpton  
Scott Mather  
Andrew Ewalt  
Kate Starkey  
Shoshana Levinson  
Steve Marks-Hamilton  
Lisa Mikolinski  
Lori Davis  
Deb Wolf  
John Battye  
Connecticut Marine Services  
Mark Scrivener  
Isabelle Lemaire  
Angela Walker  
Xavier Mathews  
Cherese Matthews  
Tim Allen  
Heather Ricker-Gilbert  
John Furlong  
David Whitworth

## **After School Program**

Ama Donkor  
Rob Gagnon  
Heather Kleinman  
Ashlee Marouski  
Jennifer Sutherland

## **Teen Center Staff**

Suki Sithiphon  
Pat Rameaka  
Greg Norrish

## **Gym Supervisors**

Brian Seaman  
Karen Hassen  
Mike Kochis  
Nick Koberstein

## Reception/Office Staff

Amanda Barry  
Lauren Evanovich  
Amy Bassett  
Janet Avery  
Kelly Bourquin  
Margaret Cavanagh  
Mike Harrison  
Nick Koberstein  
Pam Jordan  
Jessica O'Connell  
Meagan Harkins

## Locker Room Attendants

Kim Blair  
Fred Service

## Custodial

Fred Service  
William Ledoux  
Stacey Blair

## Mansfield Parks and Recreation Spring 2005 Part-Time Staff List

### Fitness Staff

#### **Fitness Assistants**

Nick Altieri  
Steven Briggs  
Erin Gaucher  
Mike Harrison  
Mike Kochis  
Natalie Kodsy  
Bessy Raymond  
Dan Sharma  
Suki Sithiphon  
Michael Irr  
Nitin Kalra  
Marie-Lynn Piscitelli

#### **Fitness Instructors**

Emily Berger  
Paul Bushey  
Sharon Coriaty  
Krista Dalbec-Mraz  
Todd Friedland  
Marcia Heath  
Eileen Melody  
Marie-Lynn Piscitelli  
Jen Polsky  
Bessy Raymond  
Gail Rebello  
Margherita Shaw  
Amanda Steinnecker  
Selene Sullivan  
Nanette Tummers  
Patricia Vinsonhaler

### Aquatic Staff

Tim Adrian  
Bryan Bohn  
Nick Campbell  
Nora Claus  
Chris Colon  
Rachel Cuyler  
Becca Fortin  
Erin Gaucher  
Sarah Jandreau  
Ellen Knapp  
Kat Matz  
Bethany McAvoy  
Ashley Molden  
Jane Moorhead  
Kirsten Morrow  
Karen Mottram  
Kerri Murphy  
Jen Pearson  
Danielle Provoncha  
Chris Smith  
Emily Tuber  
Meghan Twohig  
Lindsey Wilber  
Sarah Willis  
Luke Nollet

# MANSFIELD PARKS and RECREATION DEPT.

## Statistical Report

### Winter Programs 2005

# SUMMARY SHEET

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
<b>Community Center Programs</b>						
General	11,189.08	1,758.53	11,395.21	114%	271	28
Swim Lessons Public	15,161.15	803.40	4,655.59	343%	254	46
Swim Lessons Private	3,460.00	0.00	520.00	665%	63	63
Fitness	20,396.42	90.00	7,587.00	270%	350	32
Pers.Training/Massage Ther.	7,535.00	0.00	4,114.50	183%	114	114
Child Care	2,587.00	0.00	11,322.38	23%	1,285	n/a
After School	6,623.40	2,609.46	5,457.04	169%	43	3
<b>Youth Programs</b>						
General	6,279.55	989.17	6,140.67	118%	119	19
Vacation Camps	7,896.45	2,195.55	4,567.94	221%	315	9
Youth Basketball	15,393.50	521.30	15,861.18	100%	390	34
<b>Adult Programs</b>	5,911.00	90.00	5,330.42	113%	102	13
<b>Trips</b>	673.00	0.00	659.76	102%	15	1
<b>Special Events</b>	3,602.50	116.10	5,693.41	65%	629	9
<b>TOTAL</b>	<b>106,708.05</b>	<b>9,173.51</b>	<b>83,305.10</b>	<b>139%</b>	<b>3,950</b>	<b>371</b>
Notes:						
1) Community Center Child Care enrolled numbers are equivalent to hours purchased						
2) After School enrolled numbers and classes are totalled by month						

P.133

# Mansfield Community Center

## January 2005 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Saturday, January 01, 2005	274				26	37	337	
Sunday, January 02, 2005	527			35	30	49	641	
Monday, January 03, 2005	734		15		21	82	852	
Tuesday, January 04, 2005	681		20		9	200	910	
Wednesday, January 05, 2005	632				25	105	762	
Thursday, January 06, 2005	291				18	78	387	
Friday, January 07, 2005	564				21	215	800	
Saturday, January 08, 2005	473			15	41	58	587	
Sunday, January 09, 2005	521			40	45	58	664	
Monday, January 10, 2005	782	37	20		7	74	920	
Tuesday, January 11, 2005	601	18			12	92	723	
Wednesday, January 12, 2005	586	30			19	82	717	
Thursday, January 13, 2005	609	14	30		15	104	772	
Friday, January 14, 2005	621	4	30		24	91	770	
Saturday, January 15, 2005	576			20	37	64	697	
Sunday, January 16, 2005	549			70	26	49	694	
Monday, January 17, 2005	701	137			67	140	1,045	
Tuesday, January 18, 2005	666	18		30	18	209	941	
Wednesday, January 19, 2005	679	46			23	89	837	
Thursday, January 20, 2005	606	29	10	30	15	96	786	
Friday, January 21, 2005	576				36	69	681	
Saturday, January 22, 2005	520			50	19	33	622	
Sunday, January 23, 2005	169	154			19	26	368	
Monday, January 24, 2005	762	37	20		12	55	886	
Tuesday, January 25, 2005	707	18	17		15	78	835	
Wednesday, January 26, 2005	480	36			11	82	609	
Thursday, January 27, 2005	695	24			14	72	805	
Friday, January 28, 2005	581	17			17	91	706	
Saturday, January 29, 2005	532				32	68	632	
Sunday, January 30, 2005	502	9		30	27	265	833	
Monday, January 31, 2005	812	58			16	73	959	
<b>MONTHLY TOTAL</b>	<b>18,009</b>	<b>686</b>	<b>162</b>	<b>320</b>	<b>717</b>	<b>2,884</b>	<b>22,778</b>	

# Mansfield Community Center

## February 2005 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Tuesday, February 01, 2005	687	18	2		8	200	915	
Wednesday, February 02, 2005	762	57			15	80	914	
Thursday, February 03, 2005	626	10			12	52	700	
Friday, February 04, 2005	543	75		25	21	57	721	
Saturday, February 05, 2005	571	11		70	20	38	710	
Sunday, February 06, 2005	430	33		25	21	32	541	
Monday, February 07, 2005	723	12	20		22	64	841	
Tuesday, February 08, 2005	697	15			15	182	909	
Wednesday, February 09, 2005	750	45			12	69	876	
Thursday, February 10, 2005	604	31			8	199	842	
Friday, February 11, 2005	661	10	25	30	22	60	808	
Saturday, February 12, 2005	561	18		120	45	28	772	
Sunday, February 13, 2005	502	11		30	39	56	638	
Monday, February 14, 2005	681	128	10		19	63	901	
Tuesday, February 15, 2005	599	18	8		10	69	704	Free Mansfield Day
Wednesday, February 16, 2005	734	48			17	73	872	
Thursday, February 17, 2005	531	27	25		14	91	688	
Friday, February 18, 2005	530	12			33	41	616	
Saturday, February 19, 2005	516	77		40	45	75	753	Parent's Night Out
Sunday, February 20, 2005	517	35		20	47	36	655	
Monday, February 21, 2005	530	49			46	21	646	
Tuesday, February 22, 2005	705	72			74	113	964	
Wednesday, February 23, 2005	730	71	20		47	108	976	
Thursday, February 24, 2005	624	48			57	103	832	
Friday, February 25, 2005	442	39			39	69	589	
Saturday, February 26, 2005	483	3		200	29	59	774	Mini-Golf Tournament
Sunday, February 27, 2005	507	6		100	25	34	672	Mini-Golf Tournament
Monday, February 28, 2005	220	27			11	44	302	
<b>MONTHLY TOTAL</b>	<b>16,466</b>	<b>1,006</b>	<b>110</b>	<b>660</b>	<b>773</b>	<b>2,116</b>	<b>21,131</b>	

# Mansfield Community Center

## March 2005 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Tuesday, March 01, 2005	551	18			8	53	630	
Wednesday, March 02, 2005	709	30	30		15	101	885	
Thursday, March 03, 2005	635	4			15	53	707	
Friday, March 04, 2005	603	15			18	43	679	
Saturday, March 05, 2005	515	5		80	39	39	678	Free Mansfield Day
Sunday, March 06, 2005	588				49		637	
Monday, March 07, 2005	738	29	30		28	56	881	
Tuesday, March 08, 2005	426	33			10	43	512	
Wednesday, March 09, 2005	635	19			36	84	774	
Thursday, March 10, 2005	657	37	25		14	47	780	
Friday, March 11, 2005	544	18			22	29	613	
Saturday, March 12, 2005	334	30			56	26	446	Aqualic Fitness Conf
P.136 Sunday, March 13, 2005	588	14		20	51	39	712	Aquatic Fitness Conf
Monday, March 14, 2005	743	4	30		25	69	871	
Tuesday, March 15, 2005	738	7	10		17	55	827	
Wednesday, March 16, 2005	744	12	15		22	103	896	
Thursday, March 17, 2005	639	37	15		11	41	743	
Friday, March 18, 2005	547	18			30	18	613	
Saturday, March 19, 2005	444	46			27	454	971	Easter Party
Sunday, March 20, 2005	487		25	25	39	56	632	
Monday, March 21, 2005	726	25	10		45	37	843	
Tuesday, March 22, 2005	663	32			25	34	754	
Wednesday, March 23, 2005	637	54	15		14	109	829	
Thursday, March 24, 2005	502	37	25		24	58	646	
Friday, March 25, 2005	587	18			67	11	683	
Saturday, March 26, 2005	516	36			40	55	647	
Sunday, March 27, 2005	203				10		213	Easter
Monday, March 28, 2005	785	17	10		37	42	891	
Tuesday, March 29, 2005	736	12			9	79	836	
Wednesday, March 30, 2005	645	9	35		16	72	777	
Thursday, March 31, 2005	581	58	40		13	70	762	
<b>MONTHLY TOTAL</b>	<b>18,446</b>	<b>674</b>	<b>315</b>	<b>125</b>	<b>832</b>	<b>1,976</b>	<b>22,368</b>	

**TOWN OF MANSFIELD  
DEPARTMENT OF SOCIAL SERVICES**

To: Martin Berliner  
From: Kevin Grunwald, Director  
Re: Department of Social Services; Quarterly report- 1/1/05-3/31/05  
Date: April 25, 2005

**I. ADMINISTRATIVE AND ADULT SERVICES**

- A. During this quarter the Director of Social Services was involved in the following activities:
- Worked with staff from the Connecticut Association for Non-Profit agencies to host a legislative meeting with Representative Denise Merrill.
  - Continued to serve as a member of the Board of Directors of the Windham Region Community Council and the Dial-A-Ride advisory board.
  - Assisted the Assistant Town Manager on development of a draft policy on workplace violence.
  - Worked with the Customer Service committee to develop a draft policy and guidelines on Customer Service for municipal employees.
  - Assisted various Town advisory committees in evaluating applications from non-profit agencies and making funding recommendations.
  - Participated in a staff review of the committee report on the Quality of Community Life.
  - Continued to attend meetings of the Community/Campus partnership on substance abuse.
  - Provided input on revisions to the Town's policy on evictions.
  - Assisted in the fund-raising effort for residents of Juniper Hill who were displaced by a fire.
  - Attended an AARP forum on proposed changes to Social Security.
  - Attended the quarterly meeting of the Mansfield Coalition for Assisted Living.
  - Provided input to the Assistant Town Manager in the development of an RFQ to conduct a needs assessment on assisted living.
  - Delivered a presentation at the Senior Center on "Choosing An Assisted Living Facility."
  - Selected to attend the National League of Cities' "Cities Supporting Parents of Young Children Leadership Academy."

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

- Brief or longer-term counseling and/or referral services were provided to 77 unduplicated clients, through 158 contacts.
- Holiday assistance was provided to 30 individuals and 7 families through a total of 14 contacts.
- Tax assistance was provided to 62 individuals through 101 contacts.
- Financial assistance was provided to 11 individuals through 30 separate contacts.
- Crisis response services were provided to 12 individuals through 22 separate contacts.

## **II. SENIOR SERVICES**

### **A. Senior Center:**

- 3663 members visited the Senior Center
- A total of 955 meals were served at the Center.
- Tax preparation services were provided to 179 individuals.
- Ongoing support groups are offered for Alzheimer's, Low Vision, Diabetes and Cancer.
- Special Events:
  - Monthly Birthday Luncheon Celebrations
  - Chinese New Year celebration with a puppet presentation from the Ballard Puppet Museum
  - Valentine Lunch
  - Quilting Retreat (2)
  - Intergenerational Dinner with E.O. Smith High School
  - Senior Center Association fund raiser for Juniper Hill
  - Monthly Wright's Way Luncheon

### **B. Other Activities:**

- Lifeline Screening
- Free Hearing Clinic
- Presentation on diabetes management.
- Nutrition Program
- Tenant/Homeowner insurance presentation.
- Assisted Living presentation.
- Camp CONNRI presentation
- Infoline program

### **C. Wellness Center Activities:**

- 158 clients received services through 190 contacts.
- 25 residents of Juniper Hill received crisis counseling through 5 group sessions and a total of 30 contacts.

- The VNA East provided services to seniors through 55 visits to the nurse.
- Podiatry services were provided to 58 individuals.
- Allied Health presentation on Diabetes (20 attendees).
- Presentation on family dynamics for Alzheimer's patients (30 attendees).
- Presentation on "How Will I Be Cared For At the End of Life?" (20 attendees).
- Skin cancer screening by Dr. Babcock (12 attendees).

### **III. Youth Services**

#### **A. School Readiness Program**

- The Graustein Discovery Action Plan was completed and submitted. The award of \$30,000 was made available to the Town of Mansfield for the year 2005.
- The School Readiness Coordinator continues to meet with the CAN Team (Collaborative Assistance Network) and the Special Student Services Director. This group has grown and includes active participation from each of the four early care centers and both local Montessori schools.
- Updated the licensed early care directory.
- Delivered a presentation to the local chapter of the League of Women Voters on Full Day Kindergarten.

#### **B. Discovery 2005 Grant**

- Posted the results of the Full Day Kindergarten survey report on the Early Care and Education web page of the Town web site. The results of the survey were presented to the Town Council.
- A series of five new parenting videos from the "I Am Your Child" foundation are running on the Town Cable Channel 13, and have also been made available for circulation at the Mansfield Public Library.
- Reviewed recent Child Health and Development Institute of CT findings on the Town of Mansfield.
- Distributed family information packets at the Family Fun Fair at the Library for new families or families with a newborn.
- "The Big School" book for kindergarten transition was updated by three parent volunteers and made available at the Family Fun Fair and each of the three elementary schools, the four early care centers and the Library.
- Coordinator attended a Graustein presentation on their new draft logic model and evaluation.
- Attended a Graustein Learning Circle with other Discovery representatives from the N.E. corner in Griswold on the topic of economic and racial equity.

**C. National League of Cities:**

- The Town of Mansfield was featured in the February 7, 2005, issue of the NLC Publication called "Nation's Cities Weekly". This article highlighted our work and the leadership of Mayor Elizabeth Paterson as part of the Freddie Mac Early Childhood Challenge.
- The Director of Social Services attended the NLC's Leadership Academy: "Cities Supporting Parents of Young Children."

**D. Counseling/Psychiatric Services:**

- A total of 299 youth and 314 parents in 59 families received clinical (therapeutic) services for a total of 232 therapy sessions.
- A total of 69 youth received psychiatric services from the consulting psychiatrist.
- 10 clients received crisis management services.
- 52 students at all three elementary schools participated in COPE groups through a total of 24 sessions per month.

**E. Additional Activities:**

- Dr. Haney presented a seminar on "Childhood Depression" to Board of Education staff.
- The special education parents' group met for 3 sessions.
- Three groups were held with eighth grade students at the Middle School on issues of tolerance and inclusion.
- Clients participate in intergenerational activities at Juniper Hill monthly, averaging 50 attendees for each event.
- Ongoing groups include homework support, PAWS and community service at the Mansfield Middle School.

**SOCIAL SERVICES' DEPARTMENT: QUARTERLY REPORT**  
**January 1-March 31, 2005**

<b>Service Type</b>	<b>Unduplicated Clients/Participants</b>	<b>Families (If applicable)</b>	<b>Total Contacts/Sessions</b>
<b>Counseling, Case Management and Referral</b>	534	67	580
<b>Financial Assistance</b>	11	3	30
<b>Holiday Assistance</b>	30	7	14
<b>Crisis Management</b>	47		52
<b>Emergency Assistance</b>			
<b>Tax Assistance</b>			
<b>Special Events</b>			
<b>Senior Center Attendees</b>	3663		
<b>Senior Center Meals</b>	955		
<b>Wellness Visits</b>			113
<b>COPE Groups</b>	52		72
<b>Psychiatric Consultations</b>		69	

Highlights: Tax Relief program for the elderly and disabled homeowner's and veterans started 2/1; relief to Juniper Hill fire victims provided throughout the quarter.

Trends/Concerns: Cuts in energy assistance programs and increased fuel costs; concern about revaluation by elderly and disabled homeowner's; senior transportation; assisted living; need for involvement of DCF and Juvenile court in YSB cases.

**TOWN OF MANSFIELD  
TOWN CLERK**



JOAN GERDSEN, TOWN CLERK

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

QUARTERLY REPORT

TOWN CLERK'S OFFICE  
Jan-Feb-March 2005

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

Total documents: 736

Total conveyance tax for the period: \$31, 807.35

Conveyed Deeds 6  
Executors Deeds 2  
Quit Claim Deeds 34  
Warranty Deeds 61  
Mobile Homes 5

Vital Statistics

Births of Residents in other towns 14

Marriages of residents in other towns 5  
Marriages taking place in town 9

Deaths of residents in other towns 15  
Deaths in town 22

Dog Licenses sold as of March 31, 2005 1584  
Kennel Licenses sold as of March 31, 2005 3

Sport Licenses sold in Jan.  
Sport Licenses sold in Feb.  
Sport Licenses sold in March

Maps recorded in office during Jan-Feb-March 13

The Town Clerk's office continues with records management program and continuation of the materials and arrangement in the vault. The Boards and Commissions have been updated, however we still need to put mission goals and history of the each board on-line

The mail area, previously in the Town Clerk's office has been moved to a new space between the Town Clerk's office and the Tax Collector's office. New shelving and bins for mail collection and retrieval were purchased and placed there. The Town Clerk's office will handle the processing of the mail, except for bulk mailings. If staffing problems arise, the Finance office will assist.

The students from the UConn Journalism classes came in to learn about the town and where records were kept. The Town Clerk gave each of the three classes an hour presentation. The students then come in later during the semester to do their research project and to do research on stories they need to write.

**TOWN MANAGER**  
**QUARTERLY REPORT FOR JANUARY – MARCH 2005**

**Projects Completed During the Last Quarter**

1. Acceptance of Max Felix Drive – recommended that the town council accept Max Felix Drive as a town road, subject to the execution of a one-year maintenance bond to address an existing drainage issue.
2. Appointment of Auditor to Conduct Financial Audit for Fiscal Year 2004/05 – after review with the Finance Committee, recommended that the council appoint the firm of Kostin, Ruffkess & Company, subject to the selection of another audit team.
3. Assisted Living Market Feasibility Study – issued a request for qualifications (RFQ) to select a consultant to complete a market feasibility study concerning assisted living opportunities in Mansfield.
4. Capital Improvement Program – revised the multi-year CIP and prepared a proposed capital budget for FY 2005/06.
5. Capital Nonrecurring Fund – received authorization to implement the transfers and adjustments to the Capital Nonrecurring Fund and Capital Projects Fund, as recommended by the Director of Finance.
6. Capital Projects Fund - received authorization to implement the adjustments to the capital projects fund, as recommended by the director of finance.
7. Classification and Pay Plan – reviewed the Classification and Pay Plan prepared by the firm of Springsted, Inc. The council ultimately adopted the plan and authorized the town manager to implement the wage adjustments for nonunion personnel and to negotiate with Local 760, Civil Service Employees Affiliates to implement the recommended wage adjustments for union employees.
8. Comprehensive Annual Financial Report for Year Ended June 30, 2005 – received council approval for the Comprehensive Annual Financial Report for year ended June 30, 2004.
9. Emergency Services Operations and Management Improvement Project – continued work on this important project, particularly the development of an ordinance to establish a municipal division of fire and emergency services and an amendment to the existing service agreements with the volunteer fire departments.

10. Fair Housing Policy and Proclamation – presented a fair housing policy to ensure equal opportunity for all persons to rent, purchase and obtain financing for adequate housing of their choice on a nondiscriminatory basis, which policy was ultimately adopted by the council.
11. Financial Statements Dated September 30, 2004 – after review with the finance committee, received council acceptance of the Financial Statements dated September 30, 2004.
12. Grant Administration – prepared and submitted the following grant applications to the town council for review and approval:
  - a. 2005 Recreational Trails Program Grant - 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.
  - b. Grant Application-DWI - requesting \$10,000 from the Connecticut Department of Transportation to be used for DWI and related motor vehicle enforcement
  - c. Application for FY 2005/06 Library Services Adaptive Technology Grant – seeking funding from the Connecticut State Library to assist with the Mansfield Public Library's Senior Outreach Project.
  - d. FY 2005 State Homeland Security Grant Funds – received authorization to execute a Memorandum of Understanding between the State of Connecticut and the Town of Mansfield for Fiscal Year 2005 State Homeland Security Grant Funds.
13. Ordinances and Regulations – presented the following amendments, new ordinances and regulations to the Council for review and approval:
  - a. Amendments to Mansfield Code of Ordinances Chapter A192 Committees, Boards and Authorities – the council amended the code as recommended by the committee on committees, to assist with the administration and management of the committee's responsibilities.
  - b. Amendment to Solid Wasted Regulations, Section A196-12(G) – presented the council in its role as the Mansfield Resource Recovery Authority (MRRA) with a proposed amendment to Section A196-12(G) of the Solid Waste Regulations (to allow for twice a week collection of eight-cubic yard dumpsters), which amendment was ultimately approved.

- c. An Ordinance Regulating Litter – continued to assist the town council with its review of the proposed litter ordinance. After an extensive and useful public review process, the council ultimately adopted the ordinance in late March.
  - d. An Ordinance Establishing a Division of Fire and Emergency Services – presented the town council with a proposed “Ordinance Establishing a Division of Fire and Emergency Services.”
14. Proclamations and Resolutions – prepared the following proclamations and resolutions for issuance by the mayor and/or town council:
- a. Fair Housing Month – received council authorization for the mayor to issue a proclamation designating the month of April as “Fair Housing Month” in Mansfield.
  - b. Relocation of Businesses in the Storrs Center Project Area - the Town Council resolved to encourage the Mansfield Downtown Partnership, via our representatives, to provide a fair and equitable relocation compensation for these businesses.
15. Proposed Fiscal Year 2005/06 Budget – developed and presented the proposed budget to the council for its review.
16. Revaluation – completed the 2004 revaluation.
17. Small Cities Community Development Block Grant Program – conducted a public hearing and received council approval to submit pre-applications for another round of Small Cities funding.
18. Town of Mansfield Annual Report for Fiscal Year 2003/04 – completed and issued the annual report to the town council and the community.
19. UConn Landfill, Including the UConn Consent Order, Public Participation relative to the Consent Order and Well Testing – continued monitoring the closing of the UConn landfill.
20. University Spring Weekend and Campus/Community Relations – continued to provide staff support to the council’s committee on community quality of life and the community-campus partnership. Presented the committee on community quality of life with a draft report for its review.
21. WPCA-Proposed Willimantic Sewer Budget 2004/05 – received council approval for the proposed Willimantic Sewer Budget for 2004/05, as presented by the Department of Finance.

## Plans for Next Quarter

1. Assisted Living Market Feasibility Study – review responses to town’s request for qualifications (RFQ) to select a consultant to complete a market feasibility study concerning assisted living opportunities in Mansfield.
2. Campus-community relations – continue to provide staff support to the committee on community quality of life and the community-campus partnership. Assist the quality of life committee in completing its report to the council.
3. Clean energy campaign – evaluate and prepare a recommendation regarding the town’s participation in the state’s clean energy campaign.
4. Community Center – continue work on action plan items related to the administration and the operation of the center; review architectural study to expand fitness space at the center.
5. Downtown Partnership – continue to assist the Partnership with the preparation of the municipal development plan for Storrs Center and related tasks.
6. Emergency Services Operations and Management Improvement Project – continue work with the emergency services management team, particularly with respect to reorganization/consolidation.
7. Employee Benefits Review – continue efforts of town and school management team to develop strategies to better manage the high cost of employee health insurance.
8. Eviction Policy – work with the town attorney to prepare a comprehensive policy regarding the eviction of residential tenants in the town of Mansfield.
9. Facility Use Policy Update – resume work on this project.
10. Labor Relations – conduct quarterly labor-management sessions with various employee bargaining units.
11. Preferred Provider Network (PPN) – implement a preferred provider network to improve the management of the workers compensation program.
12. Records Retention Project – continue work on this project.
13. Recruiting – conduct recruitment process to fill various vacant town positions.
14. Strategic Planning – review a proposal from the Balanced Scorecard Institute and identify potential facilitators to assist with a strategic planning process for the town council. Staff proposes to officially begin the process with a council retreat this fall.

15. Strategic Technology Plan Update – continue work with a consultant to review the town’s technology needs and to plan for the future.
16. Sustainability – prepare a comprehensive inventory of the town’s efforts regarding sustainability, for review by the town council.
17. UConn Landfill – continue staff oversight and monitoring of the landfill closure project.
18. University Spring Weekend – assist town public safety and emergency services personnel with planning efforts, and monitor Spring Weekend 2005.

## FISCAL YEAR 2004/05

### Employees Hired

<u>Date</u>	<u>Position</u>	<u>Applications</u>	<u>Tested</u>	<u>Name</u>
7/19/04	Public Works Superintendent	28	8	Mark Kiefer
8/2/04	Management Assistant*	103	9	Sara Ann Chaine
9/20/04	Library Assistant I (PT)**	3	3	Susan Roy
9/27/04	Library Assistant I**	5	5	Patricia McMullan
10/11/04	Recreation Coordinator**	1	1	William Callahan
11/4/04	Library Assistant I (PT)**	3	3	Holly Clebnik
11/22/04	Director of Building Maintenance	48	8	William Hammon
11/30/04	Secretary (PT)	38	10	Millie Brosseau
12/4/05	Library Assistant II (PT)**	1	1	Marilyn Schreiber
12/27/04	Animal Control Officer**	1	1	Noranne Nielsen
1/31/05	Police Officer	43	2	Michael Boothroyd
1/31/05	Police Officer	43	2	William Clayton
2/9/05	Receptionist	55	14	Lynda Jolie
2/25/05	Assistant Animal Control Officer (PT)	25	7	Melanie Varga

\*Hired from certification list

\*\*Internal hire or promotion

PT - part-time

THIS PAGE LEFT

BLANK

INTENTIONALLY

## MINUTES

### Mansfield Advisory Committee on Persons with Disabilities

Regular Meeting - Tuesday April 26, 2005

2:30 PM - Conference Room C - Audrey P. Beck Building

- I. Attendance: K. Grunwald, S. Thompson (Staff), T. Miller, W. Gibbs
- II. Approval of the Minutes for the Meeting of Mar. 22, 2005: minutes were approved as written.
- III. New Business: None
- IV. Old Business
  - a. Membership: No report.
  - b. Update on ADA compliance – Community Center: No updated report has been received. Kevin G. will contact Curt Vincente regarding a timeline for action or response to the identified issues.
  - c. CT Real Choice: Kevin indicated that the March meeting had been cancelled due to snow, and the rescheduled meeting is April 28. He will attend and report back to the Committee.
  - d. Special Olympics team usage of Community Center: Kevin stated that he'd spoken with Sherry Benoit after the March MACPD meeting, and that she indicated that Scott H. or his wife could contact

the office in regard to scheduling. No updated report has been received.

- e. People First Language: tabled
- f. Smart Medical Home: Tom Miller presented an informative media program detailing advances that are being made in home devices which monitor gait, medications, memory, and bacteria or infectious conditions in food or on skin. Immediate treatment intervention can be made as a result of the monitoring, which in turn, could prevent serious medical conditions from developing. The research Home is based at the University of Rochester.

Tom indicated that in addition to this, in-home monitoring and treatment of other medical/mental health conditions is currently in practice in some areas of the country which have little access to direct treatment. This is particularly effective for treatment of children with developmental disorders, as monitoring their progress can be done in the home with telecommunications bringing together all treatment providers.

Meeting adjourned at 3:28 PM; next meeting will be on Tuesday, May 24, 2005 at 2:30.

Respectfully Submitted,  
Sheila Thompson

## MINUTES

### MANSFIELD ADVOCATES FOR CHILDREN

Wednesday, April 27, 2005

Mansfield Public Library: Program Room

5:30-7:30 PM

**PRESENT:** K. Grunwald (staff), D. Adams, M.J. Newman, S. Daley, P. Wheeler, Kristine Stone, J. Buck (Chair), N. Hovorka, K. Paulhus, L. Bailey (staff), J. Goldman, M. Crowley, S. Baxter (staff), D. McLaughlin, L. Dahn, K. Bartron, S. Patwa

#### I. INTRODUCTION/MINUTES:

- A. Introductions: J. Buck called the meeting to order at 5:40 PM
- B. Adoption of minutes of March 9, 2005: the minutes were accepted as written.

#### II. COMMUNICATIONS (Consent Agenda, unless otherwise noted)

- A. Letter on behalf of MAC to Town Council concerning full-day kindergarten; March 21 2005.
- B. Letter and petition to Town Council dated 3/30/05.
- C. Sandy's notes from 3/30 Town Council/Board of Ed. budget meeting.
- D. Chronicle article from 3/31 on full-day kindergarten.
- E. Chronicle article from 4/12 on Mansfield budget.
- F. Chronicle letter to the editor from 4/19.
- G. NCLB op-ed piece from Hartford Courant.
- H. CT Post article from 4/9 on preschool funding.
- I. Horizon article on Leadership Academy.
- J. NLC Town Council agenda item summary.
- K. Revised Discovery training schedule.
- L. School Readiness Fact Sheet

#### III. PROGRAM UPDATES

- A. Discovery 2005 Action Plan Update: S. Baxter referred to the status of our current action plan. She pointed out that we need to work more this year on identifying underserved populations (including international families); and asked that members of MAC assist in connecting with these families and identifying strategies. We have been successful in getting information out to the community on full-day K, and need to use that as a model for how we can involve the public in policy issues. Regarding the goal of facilitating connections between early care centers and public schools: CAN is thriving, and now includes the

Montessori schools. The transition team and the connections team still need to plan events for the year; they are looking for assistance from MAC members; we will also look at having an event focused on transition activities for families. We will focus first on staff to find out what they're doing before involving parents. D. Adams pointed out that there are transitions from K-1, and also to schools in other towns.

P. Wheeler is working on locating training materials that can be made available to ECE staff to support professional development. L. Bailey offered the library to be able to preview material that is being considered for purchase. Members were asked to direct ideas and suggestions to S. Baxter after the meeting.

- B. Report on Discovery Regional Learning Circle on Racial and Economic Equity (Tresca): not present.
- C. UConn International groups activity update (Tresca): not present.

#### IV. Old Business

- A. Update on full-day K Town Meeting on May 10: S. Baxter distributed a packet that includes a summary report of the discussion that took place at the Town Council meetings on this issue. She added that a letter was read to the Town Council signed by 85 residents in support of full-day K. S. Patwa asked what the position of MAC is on this issue? J. Buck responded that she has been gathering data to respond to some letters written recently in opposition to full-day K. J. Buck suggested that MAC needs to decide where they stand on this issue as a group. D. Adams pointed out the full-day K will have a significant impact on early care centers that currently operate kindergarten programs. M.J. Newman also pointed out that full-day K will not fully meet the care needs of working parents. S. Patwa pointed out that this emphasizes the importance of providing choice. M. Crowley acknowledged that this is an emotional issue for most people, and feels that we are losing a notion of "commonwealth", which refers to the "good of all", and that the knowledge and expertise held by this group around this issue needs to be shared with others.

- B. Report on NLC Leadership Academy: K. Grunwald provided a brief report on the leadership academy that he attended, with the focus on engaging parents in the community around early care and educational issues.
- C. Update on UConn Provost's survey: J. Goldman reported that the person in charge of the survey is pulling the data together and needs to report to the University Senate on the findings. The full report will not be complete until July. Preliminary findings indicate that there are no big surprises that will emerge from this report. There are questions re: the impact of full-day K in Mansfield.

B. "Other": none.

V. New Business

- A. School Readiness Grant (refer to fact sheet): K. Grunwald presented a draft budget for the school readiness program that identified the impact on administrative costs of adding additional centers. Initially Mansfield Discovery Depot was the only center interested in participating, but now all four are. Questions were asked regarding what is included in the overhead and what the Town's in-kind contribution is. While the grant does not require an in-kind contribution, all of the Director's time on this grant as well as the Town's function as a fiscal agent is in-kind. L. Bailey stated that the Town Council should support this financially and look at adding this to the municipal budget. She feels that this is an opportunity for the Town to model a commitment to early care and education. D. Adams has talked with the co-chair of the childcare implementation committee at UConn, suggesting that the university look at subsidizing the cost of care. A suggestion was made for the town-gown partnership to look at this. J. Goldman asked what early care staff see as needs, relative to full time vs. part-time. D. Adams has identified graduate students who have a need for care. M.J. Newman pointed out that the rate of reimbursement is better for part-day than full-day, which creates a disincentive to offer full-day slots. The general feeling was that Mansfield should be a model for funding ECE. S. Daley mentioned the importance of choice for families to be able to attend more than one Center. She also wondered whether or not a sub-committee could take on more of an administrative role to free up more dollars for slots. J. Buck suggested that there should be an emphasis on supporting the principles of variety and

diversity as much as possible in the use of providers, and that K. Grunwald, J. Buck and S. Baxter should meet with Center Directors to pursue this. S. Baxter pointed out that we need to take into account the reality of how we will fill all the slots given the requirements of the grant. J. Goldman pointed out that having more kids in more centers promotes socioeconomic diversity.

- B. Other (motion to include other new business needs a 2/3 vote of members present):
- S. Baxter asked that members fill out the Graustein survey and return it to K. Paulhus by 5/10.
  - S. Baxter and J. Buck attended a Graustein meeting on capacity building; J. Buck distributed a handout on Strategic Communications.
  - Local United Ways have started a public education campaign entitled "Born Learning." K. Bartron will pursue a United Way contact on this initiative.

VI. Next Meeting(s)

June 1, October 5, and December 7.

Meetings are held from 6:30- 8:30 PM at a location to be determined. Additional meetings may be scheduled as needed.

VII. Adjournment: meeting adjourned at 7:38 PM

Respectfully submitted,  
Kevin Grunwald

TOWN OF MANSFIELD  
CONSERVATION COMMISSION  
Minutes of the May 18, 2005 Meeting  
Conference Room B, Audrey P. Beck Building

Present: Robert Dahn (chair), Jennifer Kaufman, Quentin Kessel, and Frank Trainor.

Absent: John Silander

1. The meeting was called to order at 7:46 PM.
2. Dahn moved, and Trainor seconded, that the minutes of the April 20, 2005 meeting be approved. The motion passed unanimously.
3. Kaufman suggested that the CC move directly to the IWA/PZC referrals on the agenda and it was agreed to do so.

4. IWA/PZC Referrals.

W-1300 - Margaret Harrison - Baxter Road. Map date 3/17/05 rev. to 4/11/005 map. This application is for an 11 lot subdivision. The CC found the proposed subdivision to be an intensive use of an area permeated with wetlands. The intensive nature of this proposal results in some lots where nearly all the work will be in the regulated area. For example nearly all the work to be done on Lot 1 is within the regulated area with the development envelope coming to within about 10 feet of the actual wetlands. Dahn moved, and Trainor seconded, that the cumulative effect of this subdivision may have a significant negative impact on the wetlands. These wetlands will be owned by the Town; however, the Town will have little control of the regulated area in the current proposal is approved. It was further noted that the application seemed incomplete in that the CC could not locate all the wells and septic tanks on the maps. The motion passed unanimously. (Please note additional wetland comment under the following PZC File #1229.)

PZC File # 1229 - Margaret Harrison - Baxter Road. The CC noted the abuse of the three-lots-on-a-shared-driveway provision. A logical extension of the proposed four lots on a shared driveway would be for six lots to be permitted on a shared driveway. It is not clear to the PZC that the current proposal results in the preservation of any additional open space or many fewer road cuts. In fact, the CC greatly prefers the yield plan over the proposed plan. Even with 12 lots and a Town road, it would appear to have only two road cuts and less of a negative impact on the wetlands than does the proposed subdivision.

IWA - 1301 - LaPointe - Mansfield City Road. Map date 4/06/05. This application is for a storage shed within 150 feet of a wetland. Kessel moved, and Dahn seconded, that there should be no significant negative effect on the wetlands from this project. The motion passed unanimously.

IWA - 1302 - Minutti Group - Monticello Lane. Map date 4/26/05. This application is for a 9-lot subdivision on land located off the present end of Monticello Lane. The CC was pleased with the less intensive land use nature of this proposed subdivision. Kessel moved, and Dahn seconded, that there should be no significant negative effect on the wetlands if appropriate erosion controls are in place and removed after the sites are stabilized. The motion passed unanimously.

PZC File #1230 - Minutti/Fellows - Extension of Monticello Lane. The CC expresses approval of the extensive and appropriate open space dedication. Concern was expressed about access from this subdivision to the Moss Sanctuary and the CC assumes that the PZC will see to this need.

IWA - 1303 - South Windham Post and Beam - Woodland Road. Map date 4/28/05. This application is for a subdivision lot approved in 1999. Kessel moved, and Dahn seconded, that there should be no significant negative effect on the wetlands from this project. The motion passed unanimously.

IWA - 1304 - Ross, LJ&G LLC - South Bedlam Road. Map date 4/26/05. This application is for a 5-lot subdivision. Kessel moved, and Dahn seconded, that there should be no significant negative effect on the wetlands from this project. The motion passed unanimously.

PZC File # 1231 - Minuitti Group/Mione and MacBroom for Ross. This application is for a 5-lot subdivision off South Bedlam Road. In reviewing this subdivision proposal, the CC noted that if the spirit of the shared-driveway provision is to encourage the preservation of more useful open space, this proposal does not seem to do so. Kaufman moved, and Dahn seconded, that the layout of the yield plan was preferable to the proposed subdivision. The general layout is very similar for both plans. The CC noted the apparent reduction in open space when comparing the yield plan to the subdivision plan. If the event the proposed subdivision moves forward, the CC questions the division between the conservation easement and the open space dedication to the Town. It is suggested that the open space shown on the map be made part of the conservation easement rather than have it be deeded to the Town.

PZC File #1214-2 was tabled for discussion at the June meeting.

The meeting adjourned at 9:32 P.M.

Respectfully submitted,

Quentin Kessel  
Secretary

EASTERN HIGHLANDS HEALTH DISTRICT  
BOARD OF DIRECTORS – REGULAR MEETING  
THURSDAY – APRIL 21, 2005  
COVENTRY TOWN HALL – BOARD ROOM B

Meeting was called to order at 4:31pm.

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

Absent were: C Johnson, P Curry, J Stille (alternate), L Eldredge (alternate)

Staff present: R Miller, Dr Dardick

## **MINUTES (1/20/05)**

A MOTION was made by J Elsesser, seconded by P Schur, to approve the minutes of the January 20, 2005 meeting with changes as noted: Dr Dardick was present. THE MOTION PASSED unanimously.

M Berliner arrives at 4:35.

M Kurland arrives at 4:35.

## **PUBLIC COMMENTS**

No public in attendance

## **OLD BUSINESS**

### ***Main office renovation Project***

A MOTION was made by R Field, seconded by J Elsesser, to authorize an additional \$3,000 allocation from the Health District CNR fund for the purpose of renovating the main district office in the Mansfield Town Hall. THE MOTION PASSED unanimously.

## **NEW BUSINESS**

### ***Fiscal Year 2003/2004 Audit Report***

A MOTION was made by R Field, seconded by M Kurland, to accept the independent auditor's report for the fiscal year 2003/2004. THE MOTION PASSED unanimously.

### ***Auditor Appointment***

A MOTION was made by J Elsesser, seconded by M Berliner, to appoint the independent auditing company of Kostin, Ruffkess and Company for the fiscal year 2004/2005. THE MOTION PASSED unanimously.

### ***Proposed Fiscal Year 2004/2005 Budget Amendments***

A MOTION was made by J Elsesser, seconded by R Field, to amend the fiscal year 2004/2005 budget by increasing both the revenue and expenditure sides by \$12,180 to reflect Influenza Vaccine purchases and sales and increase both the revenue and expenditures by \$3,814 to reflect an additional allocation of Preventive Health Block Grant funds. THE MOTION PASSED unanimously.

### ***Resolution for Signature Authorization***

A MOTION was made by R Field, seconded by M Kurland, to adopt the resolution for signature authorization as presented. THE MOTION PASSED unanimously.

Dr Dardick arrives at 4:55.

## **CHAIRPERSON'S REPORT**

### ***DOH Retiree Health Benefit***

J Elsesser presented the issue to the Board. A discussion ensued. A MOTION was made by J Elsesser, seconded by M Kurland, to approve for the Director of Health a 2% of salary Health District contribution to a defined contribution retiree health benefit plan, with the details of the plan to be established by the Town of Mansfield and the Director of Health and authorization given to the Town of Mansfield to sign all documents needed to implement and administer the plan. THE MOTION PASSED with B Paterson, M Berliner, J Devereaux, M Kurland, W Kennedy, J Elsesser and P Schur voting "yes" and R Field voting "no."

## **TOWN REPORTS**

**COVENTRY** – For sewer project, permitting for Phase IV completed, expecting Phase V to start next spring. Coffee Shop opening in old fire house on Main Street. Sgt Luce being honored at dinner next week. Town Hall and Public Works employees attending CPR training. Water project for schools to have a 2 year timeframe to complete. North Coventry cooperative nursery school is closing. Second Congregational church asking to be removed from the NCTC because they then would no longer meet criteria.

**MANSFIELD** – Topsy's and spring weekend discussed. Sara's Pockets sandwich shop opening. Thai restaurant opening. Movie theaters should be opening in a month. Landfill closure discussed. School water project progressing. Consulting engineers to study the cost of sewerage the four corners area. UConn completed water study.

**TOLLAND** – Sewer progressing on schedule. Big Y opening August 1.

**BOLTON** – Nothing to report.

**WILLINGTON** – Nothing to report.

**ASHFORD** – Nothing to report.

## **DIRECTOR'S REPORT**

### ***Health District Expansion***

R Miller updated the Board on the latest developments regarding the district expansion of the towns of Andover, Chaplin and Columbia. Discussed were budget implications, services issues and organizational structure modifications. R Miller notified the board that Scotland contacted DOH regarding prospect of joining and solicited Board members for comments on the issue. P Schur commented that the Scotland membership should be pursued.

### ***Financial Reports***

R Miller presented operating budget report year-to-date for 4/13/2005 fund balance sheets for general fund and CNR fund effective 3/31/2005. J Elsesser noted that CNR fund balance does not reflect main office renovation project allocations.

### ***Quarterly Reports***

R Miller presented quarterly reports for 2<sup>nd</sup> quarter, FY 2004/2005. J Elsesser noted significant increase in soil testing as compared to previous year.

### ***Ashford Senior Center***

R Miller briefed the Board on issues regarding the Ashford citizen organization's concern regarding food protection regulations imposed by the Health District and their communications to state officials and legislators regarding them.

## COMMUNICATIONS

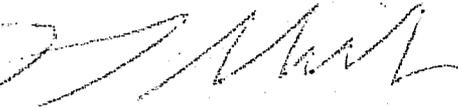
W Kennedy inquired about the Coventry housing code issue. J Elsesser and R Miller commented on problems with the Coventry housing code. M Berliner commented that Mansfield is considering adopting a housing code.

W Kennedy inquired about CADH letter to DPH regarding communications between DPH and local health departments. R Miller stated that issue is complex and long standing.

P Schur asked about status of SB978. R Miller stated that bill was not voted on by appropriations committee but is still alive because funding is still in the budget proposal.

The meeting adjourned at 5:40pm.

Respectfully submitted,



Robert L Miller  
Secretary

## MINUTES

### MANSFIELD INLAND WETLAND AGENCY

Regular Meeting, Monday, May 2, 2005

Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 7:05 p.m., appointing Alternates Kusmer and Pociask, in that order, to act as voting members in case of member disqualifications.

**Minutes:** 4/4/05 – Hall MOVED, Holt seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Gardner (disqualified).

4/13/05 field trip - Holt MOVED, Goodwin seconded to approve the Minutes as presented; MOTION CARRIED, with Favretti, Holt, Plante and Goodwin in favor, all else disqualified.

4/18/05 – Hall MOVED, Holt seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Gardner and Goodwin (disqualified).

**Communications** – As noted on the Agenda, including Mr. Meitzler's 4/28/05 monthly business memo. At the meeting, he briefly described the ongoing work at the Newmyer site at Echo Lake.

#### **Old Business**

W1298/W1027, Cleare, reapproval of wetlands license for single-family dwelling on Ravine Road – The Wetlands Agent's 4/26/05 memo was noted. Holt MOVED, Hall seconded to grant an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Geoffrey S. Cleare (files W1298 and W1027) for construction of a single residential building with appurtenances, as modified from a previous Agency approval (W1027), on property owned by the applicant located on Ravine Road, as shown on a map dated 3/28/05 and as described in other application submissions. This action is based on a finding of no anticipated significant impact on the wetlands and is conditioned upon the following provisions being met:

1. Appropriate erosion and sedimentation controls (as shown on the plans) shall be in place prior to construction, maintained during construction and removed when disturbed areas are completely stabilized;
2. This approval is valid for a period of five years (until 5/2/10), 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.

**New Business** – The Wetlands Agent's 4/28/05 memo discusses all of the following applications:

W1300, Harrison, proposed 11-lot subdivision on Baxter Rd. – Goodwin MOVED, Holt seconded to receive the application submitted by Margaret M. Harrison (file W1300) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for an 11-lot residential subdivision on 40,000-square foot lots with onsite wells and septic on Baxter Road on property owned by the applicant, as shown on a map dated 3/16/05 revised through 4/11/05 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.

W1301, LaPointe, Mansfield City Rd., proposed storage shed within 150 feet of wetlands – Goodwin MOVED, Holt seconded to receive the application submitted by Karen LaPointe (file W1301) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for a storage structure at 737 Mansfield City Road, on property owned by the applicant as shown on a map dated 4/6/05 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.

W1302. Miniutti Group, 9 proposed house lots, 1089 Storrs Rd. – Goodwin MOVED, Holt seconded to receive the application submitted by the Miniutti Group (file W1302) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for a 9-lot residential subdivision on 90,000-sq. ft. lots with onsite well and septic at 1089 Storrs Road, on property owned by Irving and Justine Fellows, as shown on a map dated 4/26/05 and as described in other application submissions, and to refer said application to the staff and Conservation Commission for review and comment, and to schedule a Public Hearing for July 5, 2005. MOTION PASSED unanimously.

W1304. Ross, LJ&G, LLC, proposed 5-lot subdivision on So. Bedlam Rd. - Goodwin MOVED, Holt seconded to receive the application submitted by Ross, LJ&G, LLC (file W1304) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for a 5-lot residential subdivision on 90,000-sq. ft. lots with onsite well and septic at South Bedlam Road and the Chaplin town line, on property owned by the applicant, as shown on a map dated 4/26/05 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.

W1305. Town of Mansfield, proposed construction of cemetery driveway entrance on west side of Storrs Rd. – Holt disqualified herself on this matter. Goodwin MOVED, Hall seconded to receive the application submitted by the Town of Mansfield (file W1305) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for the construction of a driveway for access to land and cemetery at the west side of Storrs Road 300 feet south of 619 Storrs Road, on property owned by Barry Burnham and Dru Burnham, as shown on a map dated 11/4/04 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.

W1303. So. Windham Post & Beam, request for permit renewal/plan modification for property near 246 Woodland Rd. - Goodwin MOVED, Hall seconded to receive the application submitted by South Windham Post & Beam (file W1304) under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield for consideration of a request to renew the permit previously issued on 8/6/99 (W1055) and to modify the house location on property owned by A. Bizzicari near 246 Woodland Rd., as shown on a map dated 4/28/05 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.

**Public Hearing (continued), W1290, Smith Farms Development Group, proposed 25-lot subdivision on Mansfield City Rd.** – Gardner disqualified herself on this issue. The continued Hearing was called to order at 7:25 p.m. Members and Alternates present were Favretti, Goodwin, Hall, Holt, Kochenburger, Kusmer, Plante, Pociask, Ryan and Zimmer. Because this was a continued Hearing, there was no legal notice. The Wetlands Agent reported that his 4/28/05 memo and a 4/28/05 drainage calculations report from the applicant had been received since the last session of the Hearing.

Project engineer Ray Nelson agreed to provide additional drainage calculation information, as requested by the Wetlands Agent. In briefly describing the application, he stated that there would be minimal intrusion and impact on wetlands, and noted that the latest revisions are dated 4/12/05. He requested a 30-day extension for the Public Hearing period. Hall MOVED, Zimmer seconded to recess the Public Hearing until June 6, 2005 and to grant a 30-day extension of time, as requested by the applicant. MOTION PASSED unanimously, and the Hearing was recessed at 7:34 p.m.

**Public Hearing, W1294, The Miniutti Group/Thompson, proposed 25-lot subdivision on Mansfield City Rd.** – The Public Hearing was called to order at 7:34 p.m. Members and Alternates present were Favretti, Gardner, Goodwin, Hall, Holt, Kochenburger, Kusmer, Plante, Pociask, Ryan and Zimmer. The legal notice was read and the following communications noted: applicant's engineering report (3/24/05); Wetlands Agent (4/27/05); Windham Water Works (3/18/05); Open Space Preservation Committee (4/19/05). The applicant was represented by Peter Miniutti, Matthew Bishop, Soils Scientist Harvey Luce and Darren Overton, project engineer. The application is for 24 new house lots and 1 additional lot containing an existing house, comprising Wild Rose Estates, Phase II, a further development of the previously-approved Wild Rose Estates, Phase I subdivision. Mr. Miniutti displayed mapping of the 75-acre site, which abuts an Atlantic white cedar swamp of State-wide importance. He described a proposed road entering from Mansfield City Rd., and said that, while the proposed

road would nip off a small portion of the white cedar swamp at one point and cross a narrow part of the wetlands at another, disturbance would be minimal, and there would be no houses or septic systems within 300 feet of the swamp. He stated that one reason for the present road siting is to avoid car-lights shining directly into nearby houses. Members discussed at length the presently-proposed road location and wetlands crossing and alternatives which might minimize wetlands disturbance. Referral and review of the application by Kenneth Metzler of the CT DEP, has been advised by the Open Space Preservation Committee, and the IWA supported this advice.

During discussion of the proposed open space dedication. Mr. Miniutti emphasized that the applicant proposes to dedicate 21.5 acres, approximately 47% of the site, as open space. He explained that the reason the proposed dedication is fragmented is that it has been tied to the existing onsite drainage pattern of the wetlands and the desire to be sensitive to potential undesirable effects on them. He said the proposed open space is located in the center of the Phase II site, and would eventually be accessible to everyone, and that only passive recreation is planned for the area around the cedar swamp.

Noting that only 2 varieties of street trees are proposed, Mr. Favretti suggested that it might be better to plant more than 2 varieties, to avoid demise of the trees by disease in the future; Mr. Miniutti agreed to work on this.

Dr. Harvey Luce, project soil scientist, cited the guidelines contained in the New Jersey Pinelands Commission Report for the extremely sensitive Atlantic white cedar tree. He noted that the site also contains red maple swamps, which are not as sensitive, and one of the septic systems is proposed approximately 50 feet from one of these. He stated that the planned erosion and sediment controls are more than adequate to protect the wetlands.

Project engineer Darren Overton explained that the new 2,000-ft.-long road would serve as an extension of the road already constructed in Phase I. He described drainage plans and agreed to move drainage back further from the wetlands, as advised by the Wetlands Agent. Construction details for the drainage structure are also to be added to the plans.

Mr. Miniutti was asked why the new road was not designed as a large cul-de-sac or loop road instead of a through road, to avoid the wetlands crossing. He responded that a cul-de-sac would conflict with his philosophy of land planning, and that the current plan complies with our Plan of Development goals. He also cited traffic considerations. The public was then invited to comment.

Pamela Paine, 697 Mansfield City Rd., stated that theirs is one of the houses that would be impacted by headlights from the new road.

Douglas Hamilton, 697 Mansfield City Rd., expressed concerns regarding potential negative wetlands impacts resulting from herbicides and pesticides from lawns. He also noted that the wetlands host vast numbers of frogs and other amphibians. He added that that the proposed subdivision would bring much more traffic to Mansfield City Rd., where speeding is already common.

Mrs. Holt suggested that a 4-way intersection would best be located at Deerfield Lane, and several members suggested redesigning the road to a loop road, thus leaving only one entrance onto Mansfield City Rd. miss the wetland entirely; Mr. Miniutti responded that moving the road to the Deerfield Lane location would require placing it directly through the wetlands. At 8:25 p.m., the Hearing was recessed by consensus until June 6<sup>th</sup>

**Field Trip** – By consensus, members scheduled a field trip to begin at 8:30 a.m. on Thursday, May 19<sup>th</sup>.

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

Respectfully submitted,

Katherine K. Holt, Secretary

**TOWN OF MANSFIELD**  
**OPEN SPACE PRESERVATION COMMITTEE**  
Minutes of the April 19, 2005 meeting

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

Guests: Don Miner and Evangeline Abbott

**1. The meeting was called to order at 7:36 P.M.**

2. Wetherell moved and Feathers seconded that the minutes of the March 15, 2005 meeting, as corrected with the addition of Lowrey as having been present, be approved. The motion passed unanimously.

3. A 2.5 acre lot on Wormwood Hill Road belonging to Pryor was discussed. It was agreed that this property would not be of a high priority for open space acquisition at this time.

4. Maines, owning property between Fellows and Beebe along Route 195 has inquired as to whether the Town would be interested in purchasing the development rights to his property. It was noted that Schoolhouse Brook runs through the Fellows, Maines, Beebe, Stanley and Cowans properties. It was also pointed out that public access to the Maines property was not being offered. Wetherell moved, and Lawrey seconded, that the OSPC make no recommendation at the present time. The motion passed unanimously.

**5. Plan of Conservation and Development:**

Wetherell announced that the Town would hold a public hearing on May 3, 2005 to hear comment on a proposed moratorium on the acceptance of now subdivision plans for a limited time. The purpose of the moratorium would be to permit the PZC and Town staff to apply their immediate efforts to the completion of the plan.

The OSPC reviewed the Plan of Conservation and Development draft map titled "Agricultural & Forestry Resources" and dated "April, 2005 - DRAFT." It was agreed that the portion of the legend identified as "Tax Parcels" was confusing and should be deleted.

**6. PZC Referrals:**

PZC file #1228 - Highland Development Associates - Browns Road/Crane Hill Road (4-lot subdivision): The OSPC was unable to deduce the reasons for the developers choice of the land for conservation easements. Never-the-less, the OSPC recommends that the line defining the eastern side of the easement on Lot 1 be moved in the easterly direction so that the easement would include, at a minimum, the mapped wetlands.

It appears to the OSPC that the three-lot shared driveway concept being applied to justify Lots 1-3 pushes the limits of what was intended by that ordinance. The OSPC reviewed the maps, but were unable to find the concept map showing the practicality and frontage requirements of a conventional Town road cul de sac serving three houses. It was troubling to see on the landscape analysis map that the proposed driveway for Lot 3 would pass through an area with slopes in excess of 20 percent. The committee reviewed the proposed Lot 4 and commented that the driveway was questionable in terms

of slope and wetlands issues, and that the location of the house was undesirable because it would intrude into the middle of a large open space area.

PZC file #1113-2-Minutti/Thompson - Mansfield City Road (25-lot resubdivision): The OSPC is concerned with the protection of the White Cedar Swamp adjacent to this development as well as the proposed dedication of open space. The intense development proposed seems counter to the Town's efforts to protect the swamp. The committee is especially concerned about the impact of construction activities and the required ongoing monitoring and maintenance of the retention basin by the Town.

Wetherell noted that Ken Metzler produced a study detailing the possible effects of Phase I of this subdivision on the White Cedar Swamp. The OSPC unanimously recommends that Metzler be asked to revisit and expand his earlier report to include the effects of the additional 25 house lots now being proposed.

Functionality of a 50-foot-wide open space was questioned, as was the advisability of a trail inviting the public into the retention basin area. The OSPC recommends that the 50-foot wide open space set aside for trails be replaced with land of greater open space value. Lot 28 is located on the wooded slope above the swamp. OSPC recommends eliminating Lot 28 and moving the open space in the proposed "trails" between the lots to the location of Lot 28, so there will be Town open space on the wooded slope..

Lot 27 is positioned so that lawn runoff could negatively affect the White Cedar Swamp. The committee recommends requiring drainage controls on Lot 27 so that lawn runoff is directed away from a direct flow into the swamp.

The OSPC feels that the placement of Lot 34 greatly reduces both the access to, and the value of, the adjacent proposed open space. This open space, which would be owned by the Town will greatly enhance the value of Lot 34 and it appears that this may be a prime reason for the proposed configuration. The OSPC recommends a rearrangement of the lots in this area so that there might be greater access to this open space, so that this open space dedication will be of value to the whole community and not primarily of value to the purchaser of Lot 34. If the present subdivision plan is to remain essentially intact, the OSPC recommends the elimination of Lot 34. (Kessel had to leave the meeting at 9:45 PM and Wetherell took over the duties of secretary.)

**7. The meeting adjourned at 10:00 P.M.**

Respectfully submitted

Quentin Kessel  
Secretary

**TOWN OF MANSFIELD  
OPEN SPACE PRESERVATION COMMITTEE**

Minutes of the May 17, 2005 meeting

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

**1. The meeting was called to order at 7:46 P.M.**

2. Feathers moved and Lowrey seconded that the minutes of the March 15, 2005. The motion passed unanimously.

3. There will be a special meeting Wednesday, May 25, 2005 at 7:30 P.M. in Council Chambers with the Conservation Commission and other committees to review and comment on a draft of the new Plan of Conservation and Development.

**4. PZC Referrals:**

PZC files #1230 and 1214-2 were tabled with the intention of discussing them at the June meeting.

PZC file #1229- Minuitti/Gardner/Peterson for Margaret Harrison for 11 new lots off Baxter Road. The OSPC noted that the open space accounted for 24 acres out of the total of 44 acres covered by the plan; however, it was also noted that of the wetland 11.91 acres on the site that 11.8 acres were being incorporated into the open space to be deeded to the Town. Concern for how to protect this Town-owned open space from encroachment and lawn runoff was expressed and the OSPC urges the PZC to evaluate very carefully the proposed construction and septic systems that are proposed within 150 feet of the wetlands.

PZC file #1231 - Minuitti/Mione/MacBroom for Ross for 5 new lots (Aurora Estates) on South Bedlam Road. From a review of the maps the OSPC concluded that the land designated for open space appeared to be dysfunctional and of little obvious value. It was further noted that one portion of the open space was bisected by a strip of land that hinted at further subdivision of land in back of the Ross holding. On the maps provided, ownership of the rectangular conservation easements was not clear. Including one with a spreader to be maintained by the Town.

**7. The meeting adjourned at 8:45 P.M.**

Respectfully submitted

Quentin Kessel  
Secretary

## MINUTES

### MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, May 16, 2005  
Council Chambers, Audrey P. Beck Municipal Building

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

Chairman Favretti called the meeting to order at 7:06 p.m., appointing Alternate Kusmer to act as a voting member and Mr. Plante to act as Secretary *pro tem* for this meeting.

Town Council members who attended the meeting are A. Blair, Alan Hawkins, Helen Koehn, Chris Paulhus, Carl Schaefer, Bruce Clouette and Ass't. Town Manager Matthew Hart. Members of the Downtown Partnership who were present were Cynthia van Zelm (Executive Director), Frank Vasington, Janet Jones, Steve Bacon and Tom Callahan. Representatives of the Storrs Center Alliance who were present were Geoff Fitzgerald, Richard Mundy, Howard Kaufman and Tom Cody.

Ms. van Zelm briefly outlined the review process the draft Municipal Development Plan is now undergoing. After the State Office of Policy and Management's comments are received, the MDP will be reviewed by the PZC for compliance with the Plan of Conservation and Development and also referred to other Town boards and committees, and finally to the Town Council. It is hoped that a complete draft will be available this summer for review. A Public Hearing is to be scheduled for Fall, 2005. Construction could begin in 2006.

Mr. Cody reviewed some of the important points contained in the MDP: The site has been extensively studied over the last 5 years, and OPM has approved the environmental review, including the stormwater management plan. An environmental impact evaluation has been completed. Other considerations contained in the MDP include existing conditions, land uses, present property-ownership, utilities/infrastructure, and potential zoning and permitting processes. A Conceptual Land Use Plan will be developed for the 51-acre project, which will necessitate the creation of a new Special Design District. Details regarding what entities will be responsible for maintenance of public access areas, as well as zoning and permitting processes and responsibilities, design guidelines and sustainability standards, and impacts on Mansfield schools and town services are still to be finalized. A Council member expressed concern that no complete set of architectural plans, standards, regulations, etc. would be available to the Town Council in the fall when it is time to vote to approve or reject the plan. Mr. Cody noted that State regulatory agencies will exercise a great amount of control over various aspects of the project. The design team also expects that the process of creating a Special Design District will help to clarify a number of aspects of the project. Many of these points will be clarified in a revised document to be submitted to the PZC after the design team has all the necessary information.

The present design concept and financial aspects were briefly described. The project is expected to cost \$165,000,000, with approximately \$145,000,000 of private investment and \$20,000,000 in public funds, including potential improvements to Rt. 195 in the project area. Anticipated financial impacts for the town and the region will include, but may not be limited to revenues from Town approvals and permitting fees and property taxes, and construction jobs and full-time employment after project completion. Additional expenses to the Town are anticipated.

It was noted that a copy of the draft should be made available at the Mansfield Library. Several PZC and Town Council members asked for greater assurance of the ultimate success of this project. Mr. Clouette urged the need to identify within the Executive Summary the risks if the project does not succeed.

It was agreed that full copies of the environmental review document will be provided for PZC review. Draft design guidelines will not be part of the MDP, but they will be incorporated into the formation of the Special Design District. At 8:55, after a short recess, the regular PZC meeting continued.

Minutes – 5/2/05 – Zimmer MOVED, Hall seconded to approve the Minutes as presented; MOTION PASSED unanimously.

5/3/05 – Gardner MOVED, Zimmer seconded to approve the Minutes as presented; MOTION CARRIED, all in favor except Ryan, Kusmer and Plante.

Hall MOVED, Kochenburger seconded to add to the Agenda under New Business receipt of a modification request from the owner of Coyote Flaco restaurant. MOTION PASSED unanimously.

Zoning Agent's Report – The April Monthly Enforcement Activity Report was acknowledged.

Gravel permits expire on July 1<sup>st</sup>. Renewal requests have been received from S. Banis and E. Hall, who requests an extension of his permit so that updated mapping can be submitted. Mr. Padick recommended scheduling the Banis Public Hearing for 6/6/05 and scheduling the Hall Public Hearing after the maps are received. Members agreed by consensus.

Sawmill Valley Estates subdivision, 4 proposed lots at Crane Hill/Browns Rds., file 1228 – Memos were acknowledged from the Town Planner (5/12/05),\ and Ass't. Town Engineer (5/11/05). Engineer Ed Pelletier stated that revised plans had been submitted addressing comments from staff members. He agreed to submit a letter requesting an extension of time for staff to review the plans, and members approved the extension by consensus.

Well House subdivision, Browns Rd., file 1212; Candide Lane subdivision, file 1227 – 5/12/05 memos from the Town Planner explain that potential approval of the Candide Lane application depends on IWA approval of a lot line revision for lot 2 of the Well House subdivision. No PZC action can take place until IWA action has occurred.

Plan of Conservation & Development update – Mr. Padick's 5/12/05 memo contains a digest of the process and anticipated timing for the draft update. Minutes from the 5/11/05 PODC meeting and a new draft dated 5/11/05, which supersedes drafts previously distributed, were included in members' packets. Earlier in tonight's meeting, representatives of the Mansfield Downtown Partnership and the Storrs Center Alliance discussed the project and time frame with Commission members and several Town Council members (see these Minutes, page 1). Mr. Padick noted that Part III (compatibility with State and regional plans), Part I, Sec. F.5.c.3, (fire protection facilities) and Appendix D (census/demographic data) are still being worked on, and Part II (goals/objectives/recommendation) may be reorganized. In response to a question from Town Councilor Koehn, Mr. Padick stated that the previously-mentioned Storrs Center MDP will be reviewed for consistency with the 1993 Plan of Development; however, the recommendation section of that Plan is consistent with the present update. Mrs. Koehn also asked whether there are height regulations for the Downtown project, and was told that the Zoning Regulations do contain building height specifications, but the Storrs Center will have its own specific regulations. Mr. Hall MOVED, Mrs. Gardner seconded that the staff distribute the 5/11/05 draft text of Mansfield's 2005 Plan of Conservation & Development and associated draft mapping to the Town Council and those Town committees which previously forwarded to the PZC comments regarding the Plan update; furthermore, that the staff arrange a joint PZC/Town Council meeting in June to review and address comments on the current draft. MOTION PASSED unanimously.

Freedom Green, modification request for garage relocation, Mohegan Court, file 636-4 – A 5/13/05 memo from the Town Planner was noted, along with a 5/12/05 letter from B. Otto, property manager for Freedom Green; a 5/2/05 letter from R. Amantea, Design Development Group, and a 5/16/05 letter from architect D. Davey. Members noted that the garage was not built as shown on the approved plans.

Richard Todd, president of the homeowners association, also made that point. On behalf of the homeowners association, he requested that the modification request be denied and the garage be repositioned, saying its present position hides the front façade of the unit and access to the unit must now be through the garage. He added he did not understand how the Town could have allowed the garage to be built as it now stands. Mr. Hirsch responded that the town sometimes allows a request from an owner or prospective buyer for a small change from the approved plans, but that was not the case with this garage.

David Palmer, Freedom Green resident, spoke against the modification request, saying it detracts from the appearance of the neighborhood.

Catherine White, Freedom Green resident, asked where the 3 trees shown on the approved plans would be placed if the garage remains where it is.

Members discussed the appearance of the garage and the fact that it was not built as shown on the approved plans; it was also pointed out that Mr. Hirsch notified the builder while construction was in progress to reorient the

building as shown on the plans, but the letter was ignored and construction continued. Mr. Beaudoin stated that it would be fine once the next buildings are constructed and would give better access to the street than the approved plan. Goodwin MOVED, Hall seconded to deny the request of Beaudoin Construction Company for relocation of the garage recently constructed at the western end of Mohegan Square, off Liberty Drive (unit 184), and to direct the developer to reorient it as per the approved plans. It is the opinion of the PZC that the garage revision is not consistent with the overall approved layout at this development. MOTION CARRIED, all in favor except Plante.

#### Upcoming Public Hearings

6/6/05: Wild Rose Estates, Ph. II (continued) - (25 lots on Mansfield City Rd.); Gravel Permit renewals

6/20/05: Baxter Rd. Estates (11 lots on Baxter Rd.); Aurora Estates (5 lots on S. Bedlam Rd.)

7/5/05: Fellow Estates (9 lots off Monticello Ln.)

7/18/05: Sunrise Estates (25 lots off Mansfield City Rd.)

University of CT draft Water Supply Plan – Mr. Padick's 5/13/05 memo was noted. At the meeting, he explained that staff (Town Planner, Engineering Dep't.) and the Town Council have not had an opportunity to complete their review of the draft. Mr. Padick's preliminary opinion is that the plan is complete and that the UConn system seems adequate to meet anticipated needs. The State Dep't. of Health Services has established a 6/6/05 deadline for comments on the draft. After discussion, members agreed by consensus to authorize the officers to work with staff and the Town Council to prepare review comments for submittal to the Department of Health.

Proposed PZC fee revisions – tabled pending staff report.

#### New Business

Chatham Hill, Sec. 2 subdivision, request for completion extension, file 1131-2 – 5/16/05 reports from the Town Planner and Ass't. Town Engineer were noted. A 5/13/05 letter from developer Michael Dilaj requests an extension of the completion date from May 15, 2005 to October 15, 2005. After discussion, Gardner MOVED, Zimmer seconded to authorize the chairman, with staff assistance, to execute a revised construction bond agreement for the Chatham Hill, Section 2 subdivision and establish September 15, 2005 as the new completion deadline for subdivision improvements. MOTION PASSED unanimously.

Coyote Flaco restaurant, 50 Higgins Hwy., modification request for deck construction, file 724 – Mr. Hirsch's 5/12/05 memo explains that the Commission has the choice of approving the request as a modification or requiring a new special permit application. Members discussed several considerations, such as potential outside noise, parking, possible reorganization of inside seating, approval from the Fire Marshal, hours of use, etc. A written plan outlining the seasonal inside seating rearrangements was requested; members also felt that neighbors should be advised of the proposal. After discussion, Hall MOVED and Gardner seconded to receive the modification application of Alcibiades Cabrera for the construction of a deck to be used for outdoor seating at Coyote Flaco restaurant, 50 Higgins Highway, and to refer the application to the staff for review and comment. MOTION PASSED unanimously. Mr. Plante suggested that if a Public Hearing is deemed advisable, it be scheduled early in the evening to accommodate senior citizens.

Communications and Bills – As noted on the agenda.

The meeting was adjourned at 9:55 p.m.

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

**RECREATION ADVISORY COMMITTEE  
MEETING MINUTES – April 27, 2005**

**ATTENDING:** Darren Cook, Sheldon Dyer, Don Field, Nellie Hankins, Lauren Moran  
**STAFF:** Jay O'Keefe, Curt Vincente  
**GUESTS:** Frank Musiek, Howard Raphaelson

- A. Call to Order – Chairman S. Dyer called the meeting to order at 7:37p.m. Guests Howard Raphaelson and Frank Musiek were introduced and welcomed. Both have expressed interest in being appointed to the Committee.
- B. Approval of Minutes – D. Cook moved and D. Field seconded that the of minutes of September 22, 2004 be approved. So passed unanimously. The meetings of October 27, 2004, January 26, 2005, and February 23, 2005 were unofficially held due to lack of a quorum, however, notes from the meetings were reviewed.
- C. Co-Sponsorship Update – The three co-sponsored organizations, Mansfield Junior Soccer Association (MJSA), Mansfield Little League (MLL) and Tri-town Youth Football and Cheerleading Association (TTYFCA) presented their renewal applications at the February meeting. S. Dyer was in attendance and suggested that rather than have the groups come back for a meeting when there was a quorum, he moved that their applications for co-sponsorship renewal be approved because their applications and required documents were in order and their presentations were well done. D. Cook seconded the motion, which passed unanimously.
- D. Old Business – C. Vincente gave a brief update on outstanding Community Center construction issues, noting the final punch list items are planned to be completed by June 1. The current marketing strategies were discussed and the membership base was analyzed. The January, February and March facility usage reports were also reviewed. C. Vincente reported on the status of the architect space study. The Town Council recently authorized a one million dollar bond referendum to pursue the project. Mansfield voters will be able to vote on the project at the upcoming November election. S. Dyer inquired about the status of the Southeast Park restroom/concession/storage project. C. Vincente noted that the project is currently in the Capital Improvement Budget that the Town Council approved for the 2005-06 fiscal year, pending Town Meeting approval in May. Local volunteers and contractors are contributing about half of the project costs. C. Vincente briefly reviewed the budget summary sheets. H. Raphaelson discussed the Town subsidy and noted the success of the facility operation to date, given the projected revenues and expenditures.
- E. Correspondence – None
- F. Director's Report – C. Vincente noted that most of his report was covered under Old Business or will be discussed under New Business items.
- G. New Business – J. O'Keefe gave a brief update on the Winter programs, Spring programs, and Summer program brochure planning. The PZC referral on the Sawmill Valley Estates was discussed briefly, with no action taken.

Having no other business, the meeting was adjourned at 9:02pm.

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

**Thursday, May 5, 2005**

**3:30 PM**

**PRESENT:** J. Heald (Chair), M. Hauslaib, J. Krisch

**REGRETS:** J. Peters, E. Passmore

- I. **MINUTES:** The minutes of April 7, 2005 meeting were approved as written.
  
- II. **NEW BUSINESS:**
  - A. Proposed School Readiness Grant: K. Grunwald reported on the status of the State Dept. of Education school readiness grant. Mansfield is eligible once again because E.O. Smith is considered a "severe needs" school. Initially only the Mansfield Discovery Depot was interested in participating in the grant, but now all four accredited centers want to be part of this. Staff are in the process of negotiating agreements; the grant application is due May 20.
  - B. Technical Assistance grant from National League of Cities: as a result of participating in the recent leadership academy, the Town is eligible to apply for a technical assistance grant. The focus would be on connecting parents with resources and developing "family friendly" workplace policies. The grant application was submitted last week.
  - C. Action Plan: anti-poverty resources: members of the advisory committee endorsed the action plan as presented. There was some discussion regarding the use of municipal buildings to disseminate information on social service programs.
  - D. Other: none
  
- III. **OLD BUSINESS:**
  - A. Status of agency funding requests: the proposed Town budget includes recommended funding for non-profit agencies. The Town Meeting to vote on the proposed budget is May 10. J. Heald is still pursuing involvement with the United Way of Greater Windham.
  - B. Advisory Committee Goals (review): no action.
  - C. Membership recruitment status: K. Grunwald will invite interested individuals to attend the June meeting.
  - D. Other: there was some discussion about the issue of bullying at the Middle School. J. Heald will pursue this with the Middle School Parent's Association to see if they would be willing to sponsor a forum or venue for parent discussion.

**IV. 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: none.

**V. PLANS FOR FUTURE MEETINGS**

- June 2: Senior Center Update

**VI. ADJOURNMENT:** the meeting was adjourned at 5:00 PM

Respectfully submitted,

Kevin Grunwald

Mansfield Youth Service Bureau  
Advisory Board Subcommittee  
Meeting Minutes  
Tuesday, May 10, 2005  
1pm @ Superior Court for Juvenile Matters  
Willimantic, Connecticut

**In attendance were:** Judge Bear; Linda Sabatelle; Jeff Gagnon, Chief Probation Officer; Ethel Mantzaris, Resident/ Chairperson; Frank Perrotti, Resident/Assistant Chairperson; Janit Romayko, YSB Coordinator;. Pat Michalak, YSB Counselor;; Kevin Grunwald, Director Social Services Department; Eileen Griffin, Therapist/Member; Jerry Marchon, Mansfield Police Dept; Chris Murphy, 12<sup>th</sup> Grade EOSmith Valerie Thompson, 9<sup>th</sup> Grade EOSmith; Shawnie Mason, 7<sup>th</sup> Grade Mansfield Middle School, Spencer Anthony, 8<sup>th</sup> Grade Mansfield Middle School.

**Regrets:** Michael Collins, Resident

Agenda items included:

1. **Update Attached:**
2. **Superior Court for Juvenile Matters:** Judge Bear introduced Ms. Sabatelli and Mr. Gagnon as his "partners in the juvenile process". Juvenile Court in Willimantic covers 23 towns in Eastern Connecticut. The closer courts are in Montville and Rockville. The court handles delinquency issues as well as child abuse/neglect petitions. The week is divided up into specific days for specific problems such as Monday and Wednesday for juvenile proceedings and the remainder of the weekdays for the neglect petitions. This morning alone saw 39 cases processed through the judge alone and that was only this morning. Ms. Sabatelli handles the DCF neglect related issues with the Judge and Mr. Gagnon handles the related issues on the delinquency side. All three work as a team to preserve and balance the juveniles rights and the parents wishes. Mr. Gagnon has 6 other probation officers in the 23 towns and they communicate with schools, police and parents. They monitor and supervise community service of events, grades and school activities. Unlike adult court, the probation officer is able to coordinate and communicate with the greater community without a court disposition. There is little tolerance in schools nowadays for any king of guns, weapons, knives etc and referrals for younger kids has been somewhat higher.

Last year of the 750+ cases referred to Juvenile only 19 were from Mansfield. Judge Bear remarked that that # is very low and that the services offered to Mansfield youth are comprehensive, coordinated and responsive. Of the 368 calls referred so far for 2005, 11 are from Mansfield and that # is = to last years. Frank Perrotti remarked that while services cost money it is well worth the expense up front rather than incarcerating an individual for a case that has an emotional and financial impact. While prevention is difficult to measure the advantages far outweigh the disadvantages.

There is a new court designation called: "You-In-Crisis". This is for the 16-17 year old age group, not quite old enough to be an adult but too old for juvenile matters. Most cases referred for YIC are violations of existing laws, behavior beyond control and truancy. This YIC legislation has few consequences and it is difficult to enforce. It is better than turning a 16 year old back to the "streets" as there is the watchful eye of the court available. Word is out that the YIC law is soft but it is better to have a hold than not.

The communication then shifted specifically to Mansfield. Underage drinking had been a problem in the past. The town passed an ordinance on underage drinking and parents are now responsible and are fined. Coventry has done the same. The proximity to UConn created the problem for Mansfield as those over the age of 21 were purchasing and selling alcohol to those under 21, 18, 16, etc. The court was aware of these violations but Mr. Gagnon remarked that the fines were difficult to collect/enforce. There are many towns that have not passed ordinances. In eastern Connecticut, towns that have YSB's seem to fare better than those that do not. Those that do are Mansfield, Ashford, Willington, Coventry, Andover, Hebron, Marlborough, and Windham.

Chris Murphy then asked about arbitration vs. mediation. The latter is largely used for disputes between persons while arbitration is used for those parties that have tried to mediate and have not yet been successful. A third party arbitrates and they are diverted from the system.

The saddest cases are those referred by DCF where children have to be separated from their parents because of mental health issues, alcoholism, abuse and inhumane treatment. Often times the court has to make the decision about separation as communications have broken down irretrievably.

Judge Bear told the student members to keep their options open for their education as they are beginning the best part of their lives.

Meeting adjourned 2:15pm.

Respectfully submitted,

Janit P. Romayko  
Secretary with assistance  
Of Valerie Thompson

JR/klt

Next meeting: Tuesday, June 7, 2005

12 Noon at Willington Pizza

We will pick up at MMS @ 11:30am, EOS 11:45am

#### Agenda

1. Update
2. Celebration of Chris Murphy 12<sup>th</sup> Grade  
And Spenser Anthony 8<sup>th</sup>
3. Other

## MEMO

5/20/05

To: Martin H. Berliner, Town Manager  
 From: Lon Hultgren, Director of Public Works  
 Re: DPW Crew Work Schedule – Highlights for 2005

Subject to delays for permits, weather, availability of promised state funds, etc., here is a list of the projects we have scheduled for the Department of Public Works crew in the 2005 construction season:

	<u>Roads Projects</u>	<u>Grounds Projects</u>
April	Plow damage repairs Constr generator pad for cell tower Inspect/repair Mansf Ctr walkway Catch basin cleaning Grade dirt roads Spring sweeping of paved roads	Begin turf mowing Constr Dog Pound sidewalk Prepare baseball fields for play Stripe soccer fields/place goals Begin fertilizing, aeration of turf areas Trash removal – all fields and Rec areas
May	Catchbasin cleaning Ditch cleaning Grade dirt roads Begin roadside mowing Replace & construct curbing Complete spring road sweeping	Turf mowing Baseball/soccer/track field maintenance Complete fertiliz, aeration, overseeding turf Weed and mulch Town building flower beds Trash removal Prep Bicentennial pond for opening
June	Clear trees for Comm Ctr parking Hillyndale Rd shoulder/ice repairs Clean bridges (sand, etc.) Road leveling Grade Dirt Roads Mow roadsides Maple Road curbing	Turf mowing Baseball/soccer/track maintenance Weed & mulch Town buildings Trash removal Spring Hill Field open space project Constr White Oak parking area
July	Sedi-pond cleanout (3 locations) Repair Mt. Rd drainage outfall Cut trees in Center meadow Roadside mowing Sweep up stones from chipseals Constr SE field parking entrance Flush culverts Browns Road ice spot drainage	Turf mowing Summer baseball & soccer field maint Lions field excavation & grading Town building grounds maintenance Trash removal Merrow meadow trail drainage Storrs meadow parking & improvements
Aug	Catchbasin cleaning Repair roadside guidposts Repair drainage, rear of Sta 207 Flush sewer lines Screen loam Maple Road drainage	Turf mowing Summer baseball and soccer field maint Lions field excavation & grading Town building grounds maintenance Trash removal Repair tennis court steps at MMS Drainage improvements – Day Care Center Begin football/field hockey field prep

Sept	Catchbasin cleaning Grade dirt roads Birch Rd roundabout & drainage Fire pond maintenance Maple Road drainage Walkway segment – Hillside Circ	Turf mowing Soccer field prep/maint Football/field hockey field prep/maint Lions field irrigation main installation Aeration, fertilization, overseed turf areas Trash removal Close Bicentennial pond for season
Oct	Roadside tree & brush trimming Summit Rd ice spot repairs Birch Rd roundabout & drainage Stearns Rd ice spot repairs Bridge rip rap maintenance Screen winter sand	Turf mowing Soccer, field hockey & football field maint Lions field grading Trash removal Close Bicentennial pond for winter Park improvement projects
Nov	Clean catchbasins Grade & gravel dirt roads Roadside tree & brush trimming Final curbing work Sediment pond cleaning	Final turf mowing Complete Lions field grading Trash removal Tree maintenance Trail maintenance Leaf pickup Outlet maintenance, Bicentennial pond

cc: Mark Kiefer, Supt of Public Works  
 Grant Meitzler, Assist Town Engr  
 Tim Veillette, Project Engr  
 Ken Such, Engr Tech



4 South Eagleville Road ♦ Mansfield CT 06268 ♦ Tel: (860) 429-3325 ♦ Fax: (860) 429-3321

### Memo

To: Martin Berliner, Town Manager  
 From: Robert Miller, Director of Health   
 Date: 5-18-05  
 RE: Four Corners Area Drinking Water Well Monitoring Update

This office has reviewed the most recent available data from the drinking water monitoring program for the Four Corners Area administered by Eastern Highlands Health District. As you recall, this program was initiated in cooperation with the DEP in 1990, was administered by the Town of Mansfield until 1997 when the Health District took over. Although many sites in the general Four Corners area were tested as part of the initial investigation in 1988 and 1989, the current program includes seven (7) active well sites: B&G Package Store Building (1650/1646 Storrs Road, one well site), CVS (632 Middle Turnpike), Public America Petroleum (1659 Storrs Road), Zenny's (625 Middle Turnpike, two well sites), Kathy John's and Bates Texaco (643/644 Middle Turnpike, one well site), and Subway Business Office (650 Middle Turnpike). Below is the summary of the status of each site.

#### **B&G Package Store Building 1650/1646 Storrs Road**

The latest test results for the raw water collected March 2005 indicate that all constituents were undetected. The treated water also indicated that all constituents were undetected. This water source is potable for the parameters analyzed.

#### **CVS 632 Middle Turnpike**

This site was formerly Exxon and had been unoccupied for a number of years. The new CVS was constructed and occupied in 2001. The latest test results collected in April 2005 detected MTBE at <0.5 ug/l. This water source is potable for the parameters analyzed.

#### **Public America Petroleum 1659 Storrs Road**

This property had been unoccupied since 1994. In 2001, Public Petroleum constructed a convenience store. Part of the construction requirements was to install a water treatment system coupled with a comprehensive water quality-monitoring program. The results of the monitoring have shown that the treatment system produces potable water. The latest test result for the



4 South Eagleville Road ♦ Mansfield CT 06268 ♦ Tel: (860) 429-3325 ♦ Fax: (860) 429-3321

untreated water collected in March 2005 indicated that the following constituents were present: benzene at <0.5 ug/l, 1,2-dichloroethane at <0.5 ug/l, 1, 2-dichloropropane at <0.5, MTBE at 9.5 ug/l, t-butyl ethyl ether at <0.5 ug/l and t-amyl methyl ether at 1.2 ug/l. All results fall under the action levels for these constituents. The treated water collected detected no constituents. This water source is potable for the parameters analyzed.

### **Zenny's Restaurant 625 Middle Turnpike**

The latest test results for the untreated water collected in March of 2005 detected MTBE at 5.0 ug/l and t-butyl alcohol at <10 ug/l. The latest test results for the treated water detected MTBE at 4.7 ug/l and t-butyl alcohol at <10 ug/l. These water test results meet the State of Connecticut Drinking Water Standards for Organic Compounds and are considered potable for the parameters analyzed.

### **Kathy John's/ Republic Uconn Texaco 650 Middle Turnpike**

The latest test results collected April 2005 detected 1,2-dichloropropane at <0.5 ug/l. This water source is potable for the parameters analyzed.

### **Dick's Auto 644 Middle Turnpike**

The latest test results for the untreated water collected April 2005 indicated that all constituents were undetected. This water is safe for the parameters analyzed.

### **Subway Business Office 650 Middle Turnpike**

The latest test results collected April 2005 detected the following compounds: 1,2-dichloroethane at <0.5 ug/l, 1,2-dichloropropane at <0.5 ug/l, and methylene chloride at <0.5 ug/l. These water test results meet the State of Connecticut Drinking Water Standards for Organic Compound and are considered potable for the parameters analyzed.

The data generated indicates a general improvement over time of the drinking water quality for this area. Although this data continues to indicate an improving trend in the Four Corners Area (all wells sampled are potable for the parameters analyzed), the same data demonstrates that groundwater contamination still exist. Appropriately, Eastern Highlands Health District will continue to monitor the well water quality in this area.

# O'Brien and Johnson

Attorneys at Law

120 Bolivia Street, Willimantic, Connecticut 06226

Tel (860) 423-2860

Fax (860) 423-1533

Attorney Dennis O'Brien  
dennis@OBrienJohnsonLaw.com

June 8, 2005

Attorney Susan Johnson  
susan@OBrienJohnsonLaw.com

Jeffrey H. Smith  
Director of Finance  
Town of Mansfield  
Four South Eagleville Road  
Mansfield, CT 06268

Re: Legal Opinion on Town Charter section C406 C.

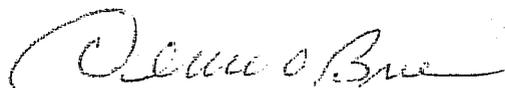
Dear Mr. Smith:

You have informed me that it is likely that the Town of Mansfield will over-expend its budget by about \$300,000 this year, requiring an appropriation not in the budget or a budget transfer to balance the budget. Pursuant to Town Charter section C 406 A., an appropriation or budget transfer necessary to balance this year's budget would normally require "consecutive action of the Council and a Town Meeting. . ."

You also have informed me that the Town may obtain the funds necessary to balance this year's budget from a Payment in Lieu of Taxes (PILOT) fund which is \$398,100 more than the Town originally budgeted as income. Town Charter section C406 C. provides in pertinent part that "Notwithstanding the foregoing [including section C406 A.] the Council may approve appropriations without limitation as to amount if such appropriations are to be funded from revenues other than receipt of taxes or proceeds of borrowings authorized pursuant to sections C 406 and C407 of the Charter, unanticipated in the annual budget."

In my opinion, PILOT funds are neither "taxes" or "borrowings" within the meaning of Charter section C406 C., and therefore the appropriation or budget transfer the Town wishes to make may be made with the approval of the Town Council without an ensuing Town Meeting.

Very truly yours,



Dennis O'Brien  
Attorney at Law

cc: Martin H. Berliner  
Town Manager

THIS PAGE LEFT

BLANK

INTENTIONALLY

**TOWN OF MANSFIELD**  
**OFFICE OF THE FINANCE DIRECTOR**



JEFFREY H. SMITH, Director of Finance

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(860) 429-3343  
Fax: (860) 429-6863  
E-Mail: [smithjh@mansfieldct.org](mailto:smithjh@mansfieldct.org)

TO: Martin Berliner  
Town Manager

FROM: Jeff Smith  
Director of Finance

DATE: June 9, 2005

RE: Sales After Revaluation

In order to gauge the accuracy of our recent revaluation, I asked our Assessor for an analysis of sales that occurred after the revaluation date of October 1, 2004. (See attached) In fact, he had been maintaining a spreadsheet of sales in order to check on his own accuracy during the process so my request was easily fulfilled. The results are generally excellent. While we are outside of the expected coefficient of dispersion (COD) in a variety of individual instances, the overall differential is 7.19 percent, which is right where you would expect it to be. Moreover, where we are outside of the COD our values were usually below the sales value. Which means we were not taxing more than the house was worth.

Finally, it is worth keeping in mind that this is a very complicated process where the state defines perfection as being within a COD of 15 percent. We are at a COD of less than 10 percent. I feel very confident in the process and the results.

Date: June 2, 2005  
To: Jeff Smith, Finance Director  
From: Walter Topliff, Assessor  
Re: Sales After Revaluation

The following spreadsheet is a listing of sales that have occurred since the October 1, 2004 revaluation. The spreadsheet is sorted by style with the sale price, sale date, 2004 revaluation value, the value difference between the sale price and the 2004 revaluation value and the percent difference between each value provided for each address.

To understand the results of this spreadsheet you must understand the revaluation process. Revaluation procedures require that you analyze the sales that have occurred and calibrate a model that produces results that represent the median values per sales set. To measure the success of this model you are required to calculate a Coefficient of Dispersion (COD). A COD is the average deviation of a group of numbers from the median expressed as a percentage of the median. The Town of Mansfield's overall COD for residential property is 8.78 and 8.90 for all properties. These compare favorably with the State required COD of 15.0 or less for residential property and 20.0 or less for commercial/industrial property.

Analyzing the results provided in the spreadsheet indicates the revaluation values for the vast majority of properties track with the current sales prices. Keep in mind that with a minimum COD requirement of 15.0 there will be outliers that do not track with the medians. These variances should be addressed through the revaluation conferences and the Board of Assessment Appeals hearings.

In the spreadsheet the Ranch style homes have the most consistent values compared to the other style homes. Even though most of the sales in the sample are below the town's values they are consistently within five percent of the sale price. Statistically, these values are within an acceptable range for revaluation purposes. The sales sample is too small to draw any meaningful conclusions.

cc: Martin Berliner, Town Manager  
Matt Hart, Assistant Town Manager

			2004	Value	Percent
Address	Sale Price	Sale Date	Value	Difference	Difference
<b>CAPES</b>					
152 Hanks Hill Road	\$247,000	4/27/2005	\$246,400	\$600	0.24%
327 Stearns Road	\$220,000	3/31/2005	\$217,000	\$3,000	1.36%
22 Old School House Road	\$250,000	3/18/2005	\$219,700	\$30,300	12.12%
109 Conantville Road	\$179,900	3/15/2005	\$144,500	\$35,400	19.68%
39 Riverview Road	\$175,000	2/17/2005	\$158,800	\$16,200	9.26%
83 Atwoodville Road	\$148,000	2/3/2005	\$128,500	\$19,500	13.18%
29 No Windham Road	\$235,000	1/27/2005	\$177,300	\$57,700	24.55%
29 Crane Hill Road	\$215,000	1/12/2005	\$220,500	-\$5,500	-2.56%
134 Hunting Lodge Road	\$211,000	12/31/2004	\$180,600	\$30,400	14.41%
12 Clark Street	\$204,900	12/22/2004	\$202,200	\$2,700	1.32%
<b>COLONIALS</b>					
58 Birchwood Heights	\$285,900	5/13/2005	\$253,400	\$32,500	11.37%
10 Charles Lane	\$282,000	4/18/2005	\$312,400	-\$30,400	-10.78%
291 Storrs Road	\$223,000	3/29/2005	\$224,800	-\$1,800	-0.81%
477 No Eagleville Road	\$227,000	3/21/2005	\$204,700	\$22,300	9.82%
15 Old School House Road	\$245,000	3/1/2005	\$250,000	-\$5,000	-2.04%
476 Storrs Road	\$245,000	2/17/2005	\$243,400	\$1,600	0.65%
82 Willowbrook Road	\$445,000	2/7/2005	\$344,400	\$100,600	22.61%
24 Ridge Road	\$277,400	1/19/2005	\$207,500	\$69,900	25.20%
32 Hunters Run	\$505,000	1/13/2005	\$482,900	\$22,100	4.38%
227 Stearns Road	\$350,000	12/29/2004	\$326,900	\$23,100	6.60%
<b>MULTI-FAMILY</b>					
1491 Stafford Road	\$180,000	5/6/2005	\$155,600	\$24,400	13.56%
1478 Stafford Road	\$170,000	1/11/2005	\$156,600	\$13,400	7.88%
955 Warrenville Road	\$258,500	12/1/2004	\$238,900	\$19,600	7.58%
441 Storrs Road	\$185,000	11/24/2005	\$201,400	-\$16,400	-8.86%
1917 Storrs Road	\$280,000	11/23/2004	\$219,300	\$60,700	21.68%
<b>RAISED RANCHES</b>					
44 Thornbush Road	\$209,000	5/16/2005	\$165,500	\$43,500	20.81%
56 Olsen Drive	\$260,000	4/21/2005	\$225,000	\$35,000	13.46%
727 Mansfield City Road	\$270,000	4/8/2005	\$205,800	\$64,200	23.78%
16 Hunting Lodge Road	\$238,000	1/18/2005	\$193,100	\$44,900	18.87%
108 Crane Hill Road	\$330,000	11/9/2004	\$221,500	\$108,500	32.88%

			2004	Value	Percent
Address	Sale Price	Sale Date	Value	Difference	Difference
<b>RANCHES</b>					
52 Timber Drive	\$243,900	4/5/2005	\$252,300	-\$8,400	-3.44%
117 Sawmill Brook Lane	\$318,000	4/4/2005	\$257,500	\$60,500	19.03%
14 Circle Drive	\$149,900	4/1/2005	\$155,500	-\$5,600	-3.74%
12 Eastwood Road	\$250,400	1/24/2005	\$264,300	-\$13,900	-5.55%
38 Homestead Drive	\$375,000	1/18/2005	\$389,900	-\$14,900	-3.97%
47 Circle Drive	\$174,900	1/10/2005	\$185,400	-\$10,500	-6.00%
469 Stafford Road	\$191,500	12/28/2004	\$203,700	-\$12,200	-6.37%
137 Hillyndale Road	\$220,000	12/23/2004	\$251,700	-\$31,700	-14.41%
503 Warrentville Road	\$163,770	12/15/2004	\$171,200	-\$7,430	-4.54%
72 Mansfield City Road	\$165,000	12/1/2004	\$166,400	-\$1,400	-0.85%
101 Stafford Road	\$188,500	11/24/2004	\$176,400	\$12,100	6.42%
206 Cedar Swamp Road	\$166,500	11/22/2004	\$171,800	-\$5,300	-3.18%
31 Edgewood Road Ext	\$213,000	11/8/2004	\$179,000	\$34,000	15.96%
394 Mulberry Road	\$217,000	10/18/2004	\$210,500	\$6,500	3.00%
627 Warrentville Road	\$209,900	10/14/2004	\$207,800	\$2,100	1.00%
417 Storrs Road	\$215,000	10/14/2004	\$246,500	-\$31,500	-14.65%
268 Mansfield City Road	\$162,000	10/8/2004	\$137,900	\$24,100	14.88%
<b>MOBILE HOMES</b>					
1 Valley View Drive	\$39,000	5/4/2005	\$26,900	\$12,100	31.03%
33 Ridge Circle	\$37,000	4/28/2005	\$39,700	-\$2,700	-7.30%
39 Grandview Circle	\$38,000	2/4/2005	\$28,100	\$9,900	26.05%
55 Grandview Circle	\$60,000	1/31/2005	\$42,800	\$17,200	28.67%
14 Ridge Circle	\$90,000	1/7/2005	\$108,500	-\$18,500	-20.56%
25 Ridge Circle	\$50,000	12/9/2004	\$47,600	\$2,400	4.80%
468 Stafford Road	\$22,000	12/6/2004	\$12,500	\$9,500	43.18%
27 Grandview Circle	\$100,000	12/2/2004	\$95,600	\$4,400	4.40%
19 Grandview Circle	\$90,000	12/20/2004	\$107,000	-\$17,000	-18.89%
45 Marybell Drive	\$29,900	11/24/2004	\$21,200	\$8,700	29.10%
	\$11,731,770		\$10,888,304	\$845,470	7.19%

**Martin H. Berliner**

---

**From:** Cynthia A. vanZelm  
**Sent:** Tuesday, May 31, 2005 4:08 PM  
**To:** David G. Woods; 'anne.dalleva@uconn.edu'; Philip Lodewick; Elizabeth Paterson (home); Martin H. Berliner; Michael G. Gergler; 'rodney.rock@uconn.edu'  
**Cc:** Cherie A. Trahan  
**Subject:** Grant received from CT Comm on Culture and Tourism for Brochure

hi all - great news - we received a \$3,000 grant from the CT Commission on Culture and Tourism for a brochure to advertise two weekend packages of arts, dining and accommodations - in conjunction with Jorgensen's 50th anniversary (and their concerts). This was a joint application with the UConn School of Fine Arts with the Partnership being the grant administrator. We will be working with the Nathan Hale Inn and the Altnaveigh among others to develop the packages.

Philip - you may want to add this to your Annual Meeting remarks for next week.

Many thanks to Anne D'Allewa, Associate Dean for Academic Affairs at the SFA, for writing the grant and Town Manager Marty Berliner for advocating applying for the grant.

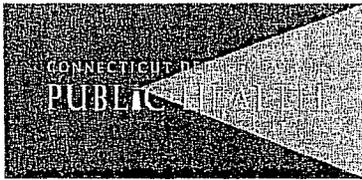
Cynthia

Cynthia van Zelm  
Executive Director  
Mansfield Downtown Partnership  
1244 Storrs Road  
PO Box 513  
Storrs, CT 06268  
860-429-2740 (phone)  
860-429-2719 (fax)  
vanzelmca@mansfieldct.org

THIS PAGE LEFT

BLANK

INTENTIONALLY



Keeping Connecticut Healthy

STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH  
Health Care Quality, Statistics, Analysis & Reporting

Item #21

M. Jodi Rell  
Governor

J. Robert Galvin, M.D., M.P.H.  
Commissioner

**ESTIMATED POPULATIONS IN CONNECTICUT AS OF JULY 1, 2003**

Population estimates of Connecticut's eight counties and 169 towns for 2003 were prepared for distribution by the Connecticut Department of Public Health (DPH), Health Care Quality, Statistics, Analysis, and Reporting Unit, within the Division of Health Information Systems Reporting. These estimates constitute the basis of birth, death, and other population-based rates for 2003 and forward.

**Method of Estimation**

*County and Town Estimates*

Town population estimates for July 1, 2003 were released by the U.S. Census Bureau's (USCB) Population Estimates Program on June 24, 2003.<sup>(1)</sup> The USCB figures were adopted for the state's town-level estimates, with modifications made to correct misallocations in the April 1, 2000 Census population of 3 towns that have been certified by the USCB but that have not yet been incorporated into their 2003 estimates.<sup>(2)</sup> Although one correction involved a shift among two towns within the same county, the population of a third town was increased slightly without an accompanying offset, and this affects the county and state estimates published by the USCB. The method used by the USCB to generate population estimates has been described in detail ([http://www.census.gov/popest/topics/methodology/2003\\_su\\_meth.html](http://www.census.gov/popest/topics/methodology/2003_su_meth.html)).

**2003 Population Estimates**

The July 1, 2003 population estimate for the state of Connecticut, compared to the July 1, 2000 population estimated by the Connecticut DPH,<sup>(3)</sup> is shown below. The 2003 estimate was 73,841 higher than the 2000 estimate of 3,409,549. Population estimates for Connecticut's counties and towns are given in the attached table.

**ESTIMATED POPULATION OF CONNECTICUT AS OF JULY 1, 2003**

Estimated Population	Change in Population, 2000-2003	
	Number	Percent
3,483,390	+73,841	+2.17%

*For further information please contact:*

Connecticut Department of Public Health, Division of Health Information Systems & Reporting  
410 Capitol Avenue, MS#11HCQ, P.O. Box 340308, Hartford, CT 06134-0308

Phone: (860) 509-7120

Fax: (860) 509-7160

E-mail: [webmaster.dph@po.state.ct.us](mailto:webmaster.dph@po.state.ct.us)

CONNECTICUT POPULATION ESTIMATES AS OF JULY 1, 2003

BY COUNTY AND TOWN

(State Total = 3,483,390)

County		County	
County	Est. Pop.	County	Est. Pop.
Fairfield	899,152	New Haven	841,873
Hartford	871,457	New London	264,007
Litchfield	187,801	Tolland	145,039
Middlesex	161,439	Windham	112,622

Town	Est. Pop.	Town	Est. Pop.	Town	Est. Pop.	Town	Est. Pop.
Andover	3,165	East Haven	28,710	Monroe	19,614	Sherman	4,055
Ansonia	18,818	East Lyme	18,537	Montville	19,718	Simsbury	23,496
Ashford	4,294	East Windsor	10,185	Morris	2,388	Somers	10,870
Avon	16,709	Eastford	1,676	Naugatuck	31,700	South Windsor	25,270
Barkhamsted	3,656	Easton	7,482	New Britain	71,572	Southbury	19,279
Beacon Falls	5,524	Ellington	13,952	New Canaan	19,839	Southington	41,397
Berlin	19,322	Enfield	45,539	New Fairfield	14,179	Sprague	2,989
Bethany	5,331	Essex	6,800	New Hartford	6,548	Stafford	11,743
Bethel	18,566	Fairfield	58,407	New Haven	124,662	Stamford	120,107
Bethlehem	3,579	Farmington	24,507	New London	26,201	Sterling	3,278
Bloomfield	19,803	Franklin	1,906	New Milford	28,211	Stonington	18,206
Bolton	5,199	Glastonbury	32,789	Newington	29,695	Stratford	50,182
Bozrah	2,423	Goshen	2,928	Newtown	26,299	Suffield	14,217
Branford	29,136	Granby	10,869	Norfolk	1,670	Thomaston	7,857
Bridgeport	139,664	Greenwich	61,972	North Branford	14,228	Thompson	9,157
Bridgewater	1,882	Griswold	11,087	North Canaan	3,375	Tolland	14,264
Bristol	60,722	Groton	40,020	North Haven	23,628	Torrington	35,756
Brookfield	16,037	Guilford	22,082	North Stonington	5,165	Trumbull	35,013
Brooklyn	7,487	Haddam	7,459	Norwalk	84,170	Union	735
Burlington	8,808	Hamden	58,476	Norwich	36,227	Vernon	29,206
Canaan	1,099	Hampton	1,912	Old Lyme	7,483	Voluntown	2,598
Canterbury	4,918	Hartford	124,387	Old Saybrook	10,535	Wallingford	44,331
Canton	9,413	Hartland	2,068	Orange	13,572	Warren	1,317
Chaplin	2,372	Harwinton	5,495	Oxford	10,729	Washington	3,697
Cheshire	29,187	Hebron	9,047	Plainfield	15,174	Waterbury	108,130
Chester	3,839	Kent	2,920	Plainville	17,461	Waterford	19,034
Clinton	13,645	Killingly	16,940	Plymouth	12,067	Watertown	22,178
Colchester	15,158	Killingworth	6,373	Pomfret	3,996	West Hartford	61,424
Colebrook	1,522	Lebanon	7,145	Portland	9,264	West Haven	53,004
Columbia	5,228	Ledyard	15,003	Preston	4,801	Westbrook	6,583
Cornwall	1,464	Lisbon	4,204	Prospect	9,161	Weston	10,239
Coventry	12,108	Litchfield	8,531	Putnam	9,079	Westport	26,320
Cromwell	13,471	Lyme	2,094	Redding	8,572	Wethersfield	26,398
Danbury	77,353	Madison	18,698	Ridgefield	24,131	Willington	6,198
Darien	19,921	Manchester	55,390	Rocky Hill	18,528	Wilton	17,909
Deep River	4,746	Mansfield	23,324	Roxbury	2,279	Winchester	10,781
Derby	12,593	Marlborough	6,094	Salem	4,008	Windham	23,014
Durham	7,134	Meriden	58,962	Salisbury	4,033	Windsor	28,565
East Granby	4,977	Middlebury	6,745	Scotland	1,640	Windsor Locks	12,256
East Haddam	8,711	Middlefield	4,301	Seymour	16,045	Wolcott	16,024
East Hampton	11,660	Middletown	46,918	Sharon	3,011	Woodbridge	9,249
East Hartford	49,596	Milford	53,869	Shelton	39,121	Woodbury	9,557
						Woodstock	7,685

**Notes:**

- (1) SUB-EST2003-05-09, *Annual Estimates of the Population for Minor Civil Divisions in Connecticut, Listed Alphabetically Within County: April 1, 2000 to July 1, 2003*, Population Division, U.S. Census Bureau, Release Date June 24, 2004 (<http://www.census.gov/Press-Release/www/releases/archives/population/001856.html>).
- (2) As part of their Count Question Resolution (CQR) process, the USCB has certified seventeen corrections to the original April 1, 2000 population figures (<http://www.census.gov/dmd/www/CQR.htm>). These changes involved offsetting gains and losses for fourteen towns, and among twelve, were related to the misallocation of non-institutional group quarters facilities, e.g. students in university dormitories. In addition, three towns were increased in population without an offset in other town figures, producing a net state population increase. The following changes that were not reflected in the 2003 estimates released by the USCB, were incorporated into the DPH 2003 estimates:
  - a) 18 of the 4/1/2000 population were added to Groton,
  - b) 150 of the 4/1/2000 population were moved from Hamden to New Haven.
- (3) *Estimated Populations in Connecticut as of July 1, 2000*. Hartford: Connecticut Department of Public Health, Office of Policy, Planning, and Evaluation, September 2001.

THIS PAGE LEFT

BLANK

INTENTIONALLY



## TOWN OF MANSFIELD

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

June 6, 2005

Mr. Jason Sirois, Environmental Analyst II  
State Department of Public Health  
410 Capitol Avenue, MS#51 WAT  
Post Office Box 340308  
Hartford, CT 06134

**RE: *University of Connecticut Water Supply Plan***

Dear Mr. Sirois:

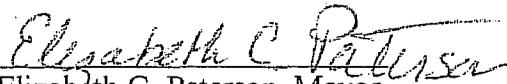
Pursuant to your April 18, 2005 referral, Mansfield officials have reviewed the University of Connecticut's November, 2004 draft Water Supply Plan, Volumes 1 and 2. At their respective May 16, 2005, and May 23, 2005 meetings, Mansfield's Planning and Zoning Commission and Town Council authorized the following comments to be sent to the State Department of Public Health and University of Connecticut for consideration:

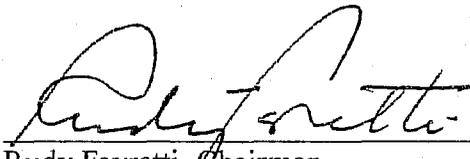
1. Mansfield officials commend and support the University of Connecticut's continuing efforts to upgrade its water supply system and provide a safe and adequate supply of potable water for existing and future needs. Although this letter identifies some issues for further review, the draft water supply plan documents numerous recent improvements in the University system and many additional planned actions that will further improve the water supply system, particularly with respect to preventative maintenance, improved water pumping and treatment equipment and system and regulatory oversight. We appreciate these actions by the University and pledge our continued cooperation in helping to protect wellfield aquifer areas and working with UConn officials on water supply issues of mutual interest.
2. In previous communications to the State Department of Public Health, Mansfield officials have raised issues regarding the Fenton River wellfield registration and the amount of water that can be withdrawn from this wellfield without inappropriate environmental impact. In a proactive manner, the University completed a Level A Aquifer Study for

this wellfield and is nearing completion on a Fenton River Aquatic Study. The aquatic study is expected to provide important information that should be considered with respect to the pending water supply plan update. It is respectfully recommended that the draft plan not be acted upon until the aquatic study has been completed and its recommendations for wellfield usage and management be considered.

3. Comment number 4 from the attached May 18, 2005 report from Mansfield's Director of Planning identifies some existing and potential demand information that needs to be reviewed and appropriately updated.
4. In 2002, Milone and MacBroom, Inc., completed a Water Supply Plan for the Town of Mansfield. At the Town's request, Milone and MacBroom was asked to review the University's draft water supply plan. The attached June 6, 2005 report from Jeanine Armstrong Boin, P.E., raises a number of issues regarding the draft submittal. Town Officials and our representatives are available to meet to discuss the findings of this report and it is respectfully requested that all supply, demand and safe yield calculations be carefully reviewed by the Department of Health and University of Connecticut.

If you have any issues regarding these comments, please contact Mansfield's Director of Planning, Gregory J. Padick, at (860) 429-3329.

  
Elizabeth C. Paterson, Mayor  
Town of Mansfield

  
Rudy Favretti, Chairman  
Mansfield Planning and Zoning Commission

cc: James Okrongly, DPH Drinking Water Division  
Linda Flaherty-Goldsmith, Vice President and Chief Operating Officer, UConn  
Dale Dreyfuss, Vice President for Operations, UConn  
Thomas Callahan, Special Assistant to the President, UConn  
Richard Miller, Director of Environmental Policy, UConn  
Eugene Roberts, Director of Facilities Operations, UConn  
George Kraus, Director of Architectural and Engineering Services, UConn  
Paul Ritsick, Ritsick Engineering  
Barbara Buddington, Director, Windham Region Council of Governments  
✓ Mansfield Town Council  
Mansfield Planning and Zoning Commission  
Mansfield Conservation Commission

Memo to: Town Council  
Planning and Zoning Commission  
From: Gregory J. Padick, Director of Planning  
Date: 5/18/05

Re: University of Connecticut Water Supply Plan, November, 2004 draft

In accordance with statutory requirements and State Dep't. of Public Health (DPH) regulations, the University of Connecticut has updated its water supply plan for the Storrs and Depot campuses. The Water Supply Plan was last revised in 1999 with supplemental modifications in 2000. The current UConn Water Supply Plan was approved by the DPH on May 8, 2001. Annual status reports have been prepared and submitted for Town review since 1995. Any Mansfield comments on the draft Water Supply Plan must be submitted to the State Dep't. of Public Health by June 6, 2005. At its 5/16/05 meeting, the Planning and Zoning Commission authorized its officers to work with staff and the Town Council to submit to the DPH Mansfield comments on UConn's draft Water Supply Plan.

In previous Town Council and PZC packets, the Water Supply Plan's Table of Contents, List of Tables and Introduction, Executive Summary and History sections were distributed. A full copy of the draft Water Supply Plan is available for review in the Planning Office, and University officials have been asked for an additional review copy for the Mansfield Library. The following comments are considered particularly important for Mansfield officials and reflect a staff review by the Director of Public Works and Director of Planning.

1. The November, 2004 draft Water Supply Plan provides up-to-date information about existing water supply, treatment and distribution systems, the Willimantic River and Fenton River wellfields, water consumption trends and projections and existing and projected safe yields. The report is well organized and presented in a clear manner. The update includes, as Volume 2, an October 2004 "Assessment of Well Water Supply and Pumping Rates" study, prepared by Ritsick Engineering, which is considered a core component of the plan update. The University's draft plan concludes that existing wells provide "sufficient supply to accommodate increases in system demands" which includes UConn 2000/21<sup>st</sup> Century UConn projects. The report also specifies that numerous actions, particularly with respect to preventive maintenance, better controls for water pumping, water treatment and cross-connection prevention, improved water treatment equipment and system and regulatory oversight, need to be taken.
2. All of the University's water supply is obtained from wells located in stratified drift aquifer areas along the Willimantic and Fenton Rivers. The Willimantic River wellfield, which is located west of Route 32 between Route 44 and Merrow Road, consists of four wells with a combined wellfield registration of 2.3007 million gallons per day (MGD). The Fenton River wellfield, which is located west of the Fenton River north of Gurleyville Road, consists of 4 wells with a wellfield registration of .8443 MGD. UConn's total wellfield registration is 3.152 MGD. The existing pump/distribution system can provide 2.85 MGD (entire Fenton registered capacity of .84 plus 2.01 of the Willimantic 2.3 registered capacity). The draft plan notes that future system improvements can increase this capacity and that the wellfields have a "safe yield" potential of 3.89 MGD. The plan also emphasizes the importance of the University's 7.5 million gallon storage capacity.
3. Many sections of the report provide information regarding existing and potential demand. Table 4-2, Table 7-6, Part 9, which includes a summary of safe yields and pumping capacities and page 25 of Volume 2, Section 8, are attached and provide more specific information on existing and potential demand. Of particular importance, from 1999 to 2003, the existing system had an average daily demand of 1.29 MGD, a maximum peak month average daily demand of 1.64 MGD and a peak one-day demand of 2.1 MGD. The demand is expected to increase to an average daily demand of 1.45 MGD in the next 5 to 10 years and a short-term average day demand of 1.58 MGD. (See comments on existing and potential demand in comment 4 below.) The existing demand and future demand estimates P. 195 significantly below existing pumping capacity, existing

registered capacities and the report's calculated safe yield potential. Based on the report's demand projections, the plan concludes that there is no need to consider additional water sources for existing or anticipated needs.

Mansfield's staff does not have the in-house technical expertise to confirm the University's calculations and, due to the importance of this issue, we plan to seek review assistance from Milone and MacBroom, Inc., who completed a water study for the Town in 2002. Ultimately, the Town will rely on the DPH to carefully review the supply, demand and safe yield calculations.

4. The existing and potential demand portions of the plan include population information that should be reviewed and appropriately updated. Table 4-2 indicates a University dormitory population of 10,408, which is less than the fall, 2003 population total of 10,990 provided to the Town by the University's Dep't. of Residential Life and the Fall, 2004 total of 11,155. This table indicates that the dorm population will not significantly increase, and this conclusion should be reviewed with respect to UConn's current Residential Life data and the Campus Master Plan, which is now being updated. Population and equivalent population estimates for the Depot Campus also should be reviewed for consistency with the University's Master Plan for this area. In addition, Table 4.5 indicates a Bergin Correctional Institution population of 700 residents and no future growth, which is inconsistent with the existing population of 950 for this facility.

With respect to demand projections, Section 4 indicates a Storrs Downtown residential population of 300, which is inconsistent with the draft MDP, which indicates that between 500 and 800 residential units are planned. It also is noted that the draft plan appropriately indicates that additional demand may be associated with a potential extension of water service to the Four Corners area and for potential private residential developments adjacent to the campus. In the past few months, additional discussion between the town and University has taken place on these potential projects and, at a minimum, some preliminary water demand information should be included in the plan. Potential water service areas also were included in Mansfield's 2002 water study. In the early 1990's, sewage demand estimates were generated in conjunction with the University's sewer treatment plant expansion, and an equivalent demand analysis should be considered in the Water Supply Plan demand projections.

5. The draft plan references the ongoing Fenton River Aquatic Study, which is expected to be completed in the next few months. This report will provide information about the Fenton River wellfield system and potential impacts to the river habitat. The report is expected to include potential wellfield management recommendations and valuable information to be considered in any future system modifications. Upon completion, these recommendations should be considered for inclusion in the water supply plan to help minimize potential environmental impacts.
6. Part 10 of the draft plan includes source and aquifer protection information and a commitment to monitor and protect wellfield areas. This section includes "source water assessment reports" for the Fenton and Willimantic wellfields that were conducted by the DPH. These reports designated the Fenton wellfield as a "low" risk and the Willimantic wellfield as a "moderate" risk. The risk susceptibility assessments are based on land uses in the wellfield areas and potential contamination sources. The reports note that a Level A aquifer study has been completed for the Fenton wellfield and remains to be completed for the Willimantic wellfield. Regulation revisions are expected to be adopted within the next year by the Planning and Zoning Commission, acting as Mansfield's Aquifer Protection Agency.
7. Part 8 of the draft water supply plan includes an updated water conservation plan. Significant water conservation improvements have been made in the last decade, and the plan reflects a continuing commitment to incorporating water conservation measures in all new construction and renovation projects. The revised plan emphasizes that the University used less water in 2003 than it did 15 years ago. The updated plan is contained in Appendix L.
8. Part 13 of the plan notes that the University's emergency contingency plan was updated in October of 2004. This plan has not been made public for "security reasons."

9. The draft plan provides information about the University's water quality testing program and documents that the system's water quality is consistently high. Numerous system improvements have been implemented over the past 5 years, and the plan includes information about planned future improvements.

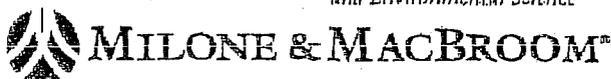
#### Summary/Recommendation

UConn's 2004 draft Water Supply Plan update provides, in a clear, well-organized format, valuable information regarding the existing system and future water supply needs. The plan provides information that indicates that the existing system has adequate supply and distribution capacity for currently identified projects and that there are no existing water quality problems. The plan suitably addresses ongoing monitoring, maintenance and improvement responsibilities. The University of Connecticut has demonstrated a clear commitment to providing a safe and suitable water supply system for the foreseeable future. Mansfield's staff review indicates that, although no major issues are anticipated, additional technical review of the draft water supply plan is appropriate, and that the town should forward review comments before the June 6<sup>th</sup> deadline, to the Dep't. of Public Health

During the past few years, the importance of water supply planning for both the town and university has resulted in the town's 2002 water study, conducted by the engineering firm of Milone and MacBroom and in numerous discussions between town, university and State officials. A number of important recommendations contained in Mansfield's draft Plan of Conservation & Development update are directly linked with working with the university to provide sewer and water service to the Four Corners areas and for potential higher-density housing opportunities in areas proximate to the existing UConn water supply and sewage disposal system. The staff review also has identified some demand data in the draft plan that should be reviewed and, as appropriate, updated, and it is recommended that more specific reference to the Fenton River Aquatic Study be included in the plan and, if possible, recommendations from this study should be directly incorporated into the water supply plan. Staff also intends to seek additional review assistance from Milone and MacBroom, Inc.

Due to the June 6<sup>th</sup> comment deadline established by the DPH, the PZC's 5/18/05 action to authorize its officers to approve comments for submittal to DPH and the town's current policy of consolidating, wherever possible, town comments to State officials, **it is recommended that the Town Council authorize the Mayor to submit to the State Dep't. of Public Health joint Town Council/Planning and Zoning Commission review comments on the November, 2004 University of Connecticut draft Water Supply Plan. The town's letter to DPH will incorporate staff review comments as documented in a 5/18/05 memo from the Director of Planning.**

Engineering,  
Landscape Architecture  
and Environmental Science



June 6, 2005

Mr. Lon R. Hultgren, P.E., Director  
Town of Mansfield Department of Public Works  
Four South Eagleville Road  
Mansfield, CT 06268-2599

**RE: Review of UConn Water Supply Plan  
Mansfield, Connecticut  
MMI #2111-01**

John M. Milone, P.E.  
James G. MacBroom, P.E.  
Vincent C. McDonnell, P.A., S.L.A.  
Robert A. Jaksyn, L.S.  
John R. Gilmore, P.E.  
Edward A. Hart, P.E.  
Rodney J. Shaw, L.A.  
Thomas A. Shell, L.A.  
David R. Noyes, P.E., L.S.  
Stephen R. Blazko, P.E.  
David W. Dickson, L.A.  
Jeanine A. Rubin, P.R.  
Thomas J. Daly, P.E.  
W. Andrew Green, P.E.  
Darin L. Owsen, P.E.  
Anthony A. Ciriello, P.E.  
Nicole Hummer, P.R.  
Mark Arigoni, L.A.  
Michael J. Joyce, P.E.  
Michael F. Mangfaldt, L.S.  
David Murphy, P.E.  
Garret Harkin, L.A.  
Joseph M. McDonnell, L.A.  
Thomas R. Bollock, P.R.  
Paul F. Hills, P.E.  
Ken W. Kleber, P.E.  
Penelope B. Soutelot, L.A.

Dear Lon:

As requested, Milone & MacBroom, Inc. (MMI) has reviewed Volumes 1 and 2 of the University of Connecticut's 2004 Water Supply Plan (the Plan). Volume 1 is dated November 4, 2004 and contains the core components of the Plan. Volume 2 is dated October 2004 and contains an assessment of the well water supply for the Fenton and Willimantic River wellfields. The subject water supply plan is a revision and update to the University's October 1999 Water Supply Plan (with supplemental modifications made in 2000).

The UConn water supply system is the largest public supply system in the Town of Mansfield, serving facilities both on and off campus. The water supply plan has a bearing on areas beyond the geographic limits of the University campus, in that its findings, recommendations, and strategy for growth will directly affect the potential to serve additional off-campus areas.

### Regulatory Background

Water supply planning is regulated under Section 25-32d of the Connecticut General Statutes as amended and Section 25-32d-1 through 25-32-d-6 of the Regulations of Connecticut State Agencies. Updated Water Supply Plan regulations were adopted in the year 2000. Under these regulations, all private or municipal water companies, departments, or utilities serving more than 250 customers or more than 1,000 people, or as requested by the Commissioner of Public Health, must submit a "Water Supply Plan." The goal of each water supply plan is to evaluate the water supply needs in a particular service area and to propose a strategy to meet such needs. Additional goals, as defined by the Connecticut Department of Public Health, are to: (1) ensure an adequate quantity of pure drinking water, both now and in the future; (2) ensure orderly growth of the system; and (3) make efficient use of available resources.

It is understood that the University is under no legal mandate to prepare a water supply plan. However, as stated on page 7 of their Plan, the University intends to address the requirements of Section 25-32d of the Connecticut General Statutes.

### Mansfield Townwide Assessment

In 2002, Milone & MacBroom, Inc. completed a Water Supply Plan for the Town of Mansfield, even though Mansfield is not subject to the State of Connecticut Department of Public Health statutory

and regulatory requirements to prepare such a plan. The need for a townwide water supply plan in Mansfield came, in part, from the uncertainty associated with the continued supply from the University of Connecticut system. Representatives of UConn had indicated that extension of their system and provision of water off campus could be limited in the future, particularly in light of plans for expansion and growth of the Storrs campus. UConn will give priority to its own needs before committing additional resources to off-campus development. However, the University has expressed its intention to work with the Town of Mansfield to explore how the two could work together to extend water in some areas. In that cooperative spirit, UConn representatives were participants in the development of Mansfield's townwide water supply plan, and provided review comments at various stages of its development.

Mansfield's Water Supply Plan included the following:

- An evaluation of existing water utilities and small systems in town;
- An assessment of future townwide water needs according to user type (i.e. commercial, university-related, residential, and institutional) and geographic location;
- An evaluation of potential water supply sources and solutions to meeting projected demands;
- An assessment of regional water supply planning issues; and
- An appraisal of potential water supply scenarios and associated economic considerations.

The majority of residents in Mansfield obtain their drinking water supplies from private on-site water supply wells. Geographically, the vast majority of Mansfield (including most of the area east of Route 195) is not expected to require public water supply in the future and will continue to rely on water supply wells. However, several areas with existing or potential future water demand were identified as being better suited for service by a public water supply system, due to their density, land use, underlying bedrock type, ground water quality concerns, or because these areas are currently served by inadequate public water supply systems. These can generally be grouped into three regions:

1. Northern Mansfield, including Mansfield Four Corners and areas adjacent to UConn's Main and Depot campuses.
2. Northwest Mansfield, including the Village of Merrow and the Route 195 corridor (including Club House Apartments, Hunting Lodge Apartments, and Jensen's mobile home park); and
3. Southern Mansfield, from Perkins Corner to Conantville and the Eastbrook Mall.

Two additional small areas located in central Mansfield have water quality concerns. These are the Mansfield Middle School and the Spring Hill residential area.

Since the University's water supply system is the largest public system in Mansfield, it was the subject of particular focus in the townwide water supply plan. In order to generate the best possible information, representatives of the University were invited to and participated in the process of developing the townwide plan, including various review cycles.

Future residential, commercial, and institutional growth is expected to occur in Mansfield in each of the above identified geographical areas, potentially requiring extension or expansion of public water supply distribution systems. At the time of the townwide assessment, the most substantial development was expected to occur:

- as part of the main UConn campus at Storrs (primarily the planned North Campus development area and additional student housing);
- at the Depot campus;
- in the Downtown Storrs Planned Business Area (PBA);
- in Mansfield Four Corners; and
- in the commercial and higher density residential land in southern Mansfield.

Most other areas of anticipated development in Town are expected to be far less intense, but will nevertheless have water demands. These include additional development near Route 195/Route 6, new development near Route 195/Route 32, and additional development at Perkins Corner (Routes 31/32).

Projected new water demands in the Town of Mansfield were evaluated for five-year incremental planning horizons through the 20-year forecast, yielding the following projections:

<i>Description</i>	<i>Projected New Demand (Incremental)</i>			
	<i>0-5 Years</i>	<i>5-10 Years</i>	<i>10-15 Years</i>	<i>15-20 Years</i>
Committed UConn Water System	+216,600 gpd	+82,500 gpd	+64,500 gpd	+26,500 gpd
Areas Not Served by UConn Water System	+17,800 gpd	+290,900 gpd	+148,700 gpd	+7,600 gpd
<i>Total Projected Incremental New Water Demand</i>	<i>234,400 gpd</i>	<i>373,400 gpd</i>	<i>213,200 gpd</i>	<i>34,100 gpd</i>
<i>Total Cumulative New Water Demand</i>	<i>234,400 gpd</i>	<i>607,800 gpd</i>	<i>821,000 gpd</i>	<i>855,100 gpd</i>

In total, over 850,000 gallons per day of water demand was projected, both on- and off-campus.

Water main extensions from the consolidated UConn campus system could physically serve additional development in Storrs, including the North Campus development, Mansfield Four Corners, and planned business areas near the campus and near the former Mansfield Training School. All of these areas are located within one mile or closer to the existing UConn system water mains. However, in 2002, the University had committed to serving only the following four areas of planned development:

- Downtown Storrs Planned Business Area @ 60,000 gpd;
- North Campus Development @ 155,600 gpd;
- Additional Student Housing @ 49,200 gpd; and
- Holinko Apartment Complex Expansion @ 5,800 gpd.

Other development that was expected to occur immediately adjacent to the UConn system in the zero to five-year planning horizon included the North Eagleville/King Hill PBA and planned expansion of the Caleron Square Apartments. The combined projected demand of these developments was expected to be on the order of 24,100 gpd. Given the proximity of the demand areas in relation to the

existing system, coupled with the low demands, the townwide plan recommended that the University accommodate these areas.

In the longer term planning horizons, the following areas near UConn were identified as potentially in need of public water:

<i>Reference</i>	<i>Projected Demand</i>	<i>Planning Horizon</i>
Downtown Storrs PBA (later phases)	4,300 gpd	5-10 Years
North Campus Development (later phases)	71,000 gpd	5-20 Years
Depot Campus	95,300 gpd	5-20 Years
Holinko Apartments (later phases)	2,900 gpd	5-10 Years
Mansfield Four Corners	36,200 gpd	5-10 Years
Meadowood Subdivision	5,500 gpd	5-10 Years
Mansfield Four Corners – North Residential Area	13,700 gpd	10-15 Years
Hillyndale-Lynwood-Farmstead Subdivision	23,300 gpd	5-10 Years
Carriage House Apartments	12,600 gpd	5-10 Years
Knollwood Acres Apartments	20,500 gpd	5-10 Years
Land along Hunting Lodge Road	71,400 gpd	5-10 Years
Land on North Side of South Eagleville Road	15,900 gpd	5-10 Years
Land on East Side of Separatist Road	22,900 gpd	10-15 Years
Land Between N. and S. Eagleville Roads	7,600 gpd	5-20 Years
<i>Total Demand Near UConn System</i>	<i>393,110 gpd</i>	

**General Overview of UConn Plan**

The University's water supply plan contains the following elements:

- An introduction, executive summary, and history;
- A discussion of the University's structure and land ownership;
- A general system description;
- A discussion of historic population served;
- An assessment of well water supply and pumping rates;
- A listing of planned capital improvement projects;
- A discussion of water demand (past, present and future);
- A summary of water conservation practices, as well as a copy of the water conservation plan; and
- A discussion of source and aquifer protection, water quality, and consumer confidence reports.

In broad terms, the University does not project any significant growth, either from increased water demands within its *existing* service area or from geographic service area *expansion*. This excludes service to almost all new off-campus development in the Town of Mansfield. Numerous expansion projects are identified within the Main and Depot campuses, but most are not projected by UConn to place significant additional demands on the system.

The available well supply yield analysis presented by UConn indicates that existing supplies are capable of meeting long-range demands and therefore no new sources are being contemplated or explored. This conclusion assumes that no significant increases in water demand will occur either

on- or off-campus, and that no diminution of water withdrawal will be imposed as a result of the ongoing Fenton River instream flow study.

Plan Content and Organization

The organization and scope of UConn's Plan does not follow the Connecticut Department of Public Health regulations or guidelines regarding water supply plans. As a result, UConn's Plan lacks certain information and analysis that is typically found in a water supply plan. However, because the University is not considered to have company status, it is understood that they are under no legal mandate to conform to either the regulations or the guidelines. Notable elements that are required in *regulated* water supply plans, and absent from UConn's Plan include the following:

- The Plan does not report on the type, capacity, age, condition, specifications, or operation and maintenance protocols for basic system components. This type of information is normally included in a water supply plan, and would include elements such as well pumps, distribution system pumps, storage tanks, source meters, and the like. The Plan does provide a description of the overall scheme of system operation and reports storage capacity of the tanks, which is helpful. It is silent on emergency power capabilities, emergency supply sources, and utility design criteria.
- The Plan does not contain a description of existing transmission and distribution facilities (i.e. age, materials, capacity, condition), as is required in regulated water supply plans.
- The Plan does not report on the occurrence of or results of cross connection or sanitary surveys within the service area. However, it does state that the University is working with the Department of Public Health under a Consent Agreement to install cross connection control devices, where needed.
- The Plan does not contain a description of the meter reading and testing program or extent of metering, as is required in regulated water supply plans.
- The Plan does not contain a general discussion of the water supply system's fire flow capabilities, as is required in regulated water supply plans.
- The discussion on service area population is difficult to quantify. The numbers are not additive, making a meaningful assessment difficult. UConn's service area population varies widely due to the flux in students and faculty throughout the day and throughout the year. Even so, the population history presented in Section 4.0 of the Plan does not appear to correlate with customer usage reported in Table 7-3 on page 48, and it is difficult to correlate current and future population projections with current enrollment levels or planned expansion efforts at the University. There is also no discussion of the flux in "seasonal demands" (i.e. academic versus summer population) or its impact on meeting peak demands.
- No attempt has been made in the Plan to separate water demands (past, present, or future) into standard user categories (i.e. residential, commercial, industrial, institutional, or special use), as is required in regulated water supply plans. Additionally, there is no computation of non-revenue

or unaccounted-for water either in the water supply plan or the water conservation plan. However, this may not be possible, if a significant percentage of the system is unmetered. Metering would be a first step to quantifying water that is lost to leakage or inefficient use.

- The Plan has not adopted the standard planning horizons of five, 20, and 50 years. The five year planning horizon is typically computed from the date that the Plan is prepared. The 20- and 50-year horizons are computed from the most recent census data, in this case, the year 2000. Accordingly, the standard planning horizons would be 2009, 2020 and 2050. This standard was adopted by the Department of Public Health such that different water supply plans of neighboring, regional, or statewide systems could be compared with relative ease.
- The Plan does not provide maximum month or peak day demand projections for future planning horizons, as is required in regulated water supply plans. This makes it difficult to evaluate the adequacy of future supplies under those peak conditions. Margin of safety was computed for existing conditions, but not for future projected conditions. These numbers would provide very useful information. Finally, the use of storage in computing peak day margin of safety is not consistent with the water supply plan regulations.
- The Plan does not present the University's plan for strategic ground water monitoring in conformance with the strategic ground water monitoring plan pursuant to Section 22a-354aa of the Connecticut General Statutes, as is required in regulated water supply plans.
- The Plan does not discuss interconnections with neighboring utilities. Even in systems that do not require additional water to meet projected demands, emergency interconnections are generally included in the evaluation. Similarly, the Plan contains no assessment of alternative or emergency water supplies in the event of a catastrophic failure of one of the wellfields.

### Supply Source Assessment

The University relies upon eight stratified drift wells at two wellfields to supply its system – four wells at the Fenton River Wellfield and four wells at the Willimantic River Wellfield. Total registered diversions are reported as 3.152 million gallons per day (mgd).

The previous water supply plan for UConn reported an available yield of 2.29 mgd. Volume 2 of the water supply plan (*Well Water Supply and Pumping Rates*) reports available water as 0.8443 mgd for the Fenton River wellfield and 2.010 mgd for the Willimantic Wellfield. This results in total system available water of 2.8543 mgd.

Safe yield is reported as follows: Fenton River Wellfield @ 1.29 mgd; Willimantic Wellfield @ 2.60 mgd; and a combined total safe yield of 3.89 mgd, which is greater than the registered diversion of 3.152 mgd. Individual well yields are not reported, and it is unclear whether the safe yield numbers have been accepted by either Department of Environmental Protection or the Department of Public Health. The safe yield assessment may not conform to current regulations. Although each wellfield has been subject to a yield test where one, two, or three wells have been pumped simultaneously, neither wellfield has been tested with all four wells pumping simultaneously, which is generally

required. Absent of a cumulative pump test, the regulations require that certain downward adjustments be made. This was not done for the UConn wellfields.

If the wells were not clustered as part of larger wellfields, the pump tests and subsequent well yield computations appear to be reasonable. The computation using 18 hours of pumping versus 24 hours (i.e. 75%) of the total daily water to calculate safe yield is legitimate and consistent with the regulations.

Future Service Area Assessment and Demand Analysis

The UConn Plan includes detailed projections of future growth. For comparison purposes, the table below presents the projections contained in Mansfield's 2002 Water Supply Plan (by MMI), along with those included in UConn's Plan.

**Comparison of Projections and Information of Mansfield's 2002 WSP to UConn WSP**

Location	5-Year Projection		5-10 Year Projection	
	UConn	Mansfield	UConn	Mansfield
Total UConn Campus	+141,000 gpd	+216,600 gpd	+23,500 gpd	+82,500 gpd
Town of Mansfield	0 gpd	+17,800 gpd	0 gpd	+209,900 gpd
<i>Breakdown</i>				
North Campus	+0 gpd	+84,600 gpd	+0 gpd	+27,300 gpd
Downtown Storrs PBA	+50,000 gpd	+55,800 gpd	+10,000 gpd	+4,300 gpd
Additional UConn Housing	+1,000 gpd	+49,200 gpd	+12,500 gpd	+0 gpd
Holinko Apartment Expansion	+0 gpd	+2,900 gpd	+0 gpd	+2,900 gpd
Celeron Apartments	+37,000 gpd	+19,100 gpd	ibid	+0 gpd
N. Eagleville Rd/King Hill Rd PBA	+0 gpd	+5,000 gpd	+0 gpd	+48,000 gpd
Students, Faculty, and Staff	+4,000 gpd	+0 gpd	+1,000 gpd	+0 gpd
Cogeneration Plant	49,000 gpd	+0 gpd	+0 gpd	+0 gpd
<i>Subtotal</i>	<i>141,000 gpd</i>	<i>216,000 gpd</i>	<i>23,500 gpd</i>	<i>82,500 gpd</i>

\*Note that demand projections are incremental, not additive.

The following differences among the two sets of projections are noted:

- UConn's on-campus demand projections for the five and ten year projections are 75,000 gpd and 134,000 gpd lower than the projections contained in Mansfield's water supply plan. More notable, however, is UConn's zero increase in "non-campus" demand. The Town's 2002 water supply plan projected 17,800 gpd of additional demand in the five-year term within the town (off-campus) and 227,700 gpd in the ten-year term (cumulative projection).
- In the five-year projection, the Town's water supply plan included 84,600 gpd associated with the north campus development; with an additional 27,300 gpd in the ten-year projection. UConn eliminated the student housing component, with no additional demand projections for the north campus in either planning period.
- The Town's and UConn's projections for Downtown Storrs PBA were similar.

- The Town's projections for additional UConn housing were greater than UConn's projections. UConn does not anticipate a change in student water demands, even though population is projected to increase.
- UConn did not specifically include the Holinko Apartment Expansion in their projections. However, this may be lumped in with another number.
- The Town's Celeron Apartment projections were about half of UConn's projection.
- UConn did not include the North Eagleville Road/King Hill Road PBA in their projections.
- UConn included a 49,000 gpd projected *increase* in demand due to the cogeneration plant. The Town's water supply plan did not carry a projection for this use.

#### Summary of Issues

- UConn's Water Supply Plan is not consistent with the Department of Public Health regulations and guidelines regarding water supply planning. However, it is important to note that UConn is not required to meet the regulatory standards or recommended guidelines for water supply plans. Additional valuable information would be available in the Plan if it conformed to current regulations and guidelines. Of particular interest would be the development of maximum monthly and peak day projections, along with computed margins of safety. This would provide UConn and the Town a better understanding of excess available water.
- Population projections are integrally linked with demand projections. The population data that is reported in the Plan is difficult to assimilate, in that the reported population subsets are not additive. These subsets of population are reported under several categories, making it impossible to compute a total "equivalent population." It is also difficult to ascertain whether these numbers are consistent with planned expansions at the University, documented enrollment numbers, or planned development in the community, and they do not address the cyclical population trends that result from the academic environment. This is not a straight-forward analysis, given the mix of on-campus versus off-campus students, and the transient nature of staff and students who live off-campus. However, a more rigorous assessment would be extremely beneficial to the understanding of existing and potential future water demand trends.
- An initial review of the safe yield analysis for the two wellfields indicates that it may not be consistent with the water supply plan regulations. In fairness to UConn, those regulations were adopted *after* the pump testing was completed in 1999. It is unclear whether or not either the Department of Environmental Protection or the Department of Public Health have approved the safe yield numbers, or if they will require downward adjustments to account for simultaneous pumping of the wells.
- A comparison of the reported safe yield values with projected average day water demands indicates that UConn appears to have an abundant supply to meet average day demands over the next 20 years. However, these projections assume that no significant increases in water demand

Mr. Lon Hultgren, P.E.  
June 6, 2005

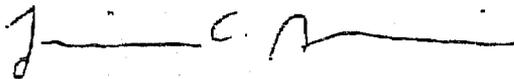
will occur either on- or off-campus, and that no diminution of water withdrawal will be imposed as a result of the ongoing Fenton River instream flow study.

- It is unusual that a long-term strategic water supply plan would not evaluate future or emergency supply sources, even when supply and demand projections appear adequate. If UConn were to lose a wellfield due to contamination or, in the case of the Fenton River, due to environmental protection constraints, they would be in a difficult position to react to such an event, with no identified emergency or alternate water supplies.
- The Town of Mansfield underwent a comprehensive townwide water supply planning effort in 2001 and 2002 to evaluate the short and long-term water supply needs in the Town. Almost 400,000 gpd of potential demand was identified in areas proximal to the UConn system. Of short-term and intermediate-term importance were the Downtown Storrs PBA, North Eagleville/King Hill PBA, Holinko Apartments, Mansfield Four Corners, the Meadowood Subdivision, Hillyndale-Lynwood-Farmstead Subdivision, Carriage House Apartments, Knollwood Acres Apartments, Land along Hunting Lodge Road, and Land on the North Side of South Eagleville Road. The UConn Plan reflects plans to provide service to the Downtown Storrs PBA, but to none of the other areas. Given the apparent abundance of supply in the University system, the Town may wish to approach UConn and request that they consider supplying at least the highest priority areas. Mansfield Four Corners and the North Eagleville/King Hill PBA would be likely candidates.

Having worked with the Town for more than a year in developing its water supply plan, I commend your efforts to foster a collaborative relationship with the University and urge you to continue a positive dialogue towards identifying mutually beneficial goals. Please feel free to contact me should you have any questions regarding this review.

Very Truly Yours,

MILONE & MACBROOM, INC.



Jeanine Armstrong Bonin, P.E.  
Principal

UConn Water Supply Plan Letter.doc

To strengthen  
and promote  
cities as centers  
of opportunity,  
leadership, and  
governance.



**National League  
of Cities**

301 Pennsylvania Ave., N.W.  
Washington, DC 20004-1763

202-626-3000

Fax: 202-626-3043

www.nlc.org

**2005 Officers**

*President*

Anthony A. Williams  
Mayor  
Washington, DC

*First Vice President*

James C. Hunt  
Councilman  
Clarksburg, West Virginia

*Second Vice President*

Bart Paterson  
Mayor  
Indianapolis, Indiana

*Immediate Past President*

Charles Lyons  
Selectman  
Arlington, Massachusetts

*Executive Director*

Donald J. Borut

May 20, 2005

The Honorable Elizabeth C. Paterson  
Mayor  
City of Mansfield  
4 South Eagleville Road  
Mansfield, CT 06268

Dear Mayor Paterson:

I regret to inform you that we are unable to include the City of Mansfield in this year's *Cities Supporting Parents of Young Children Technical Assistance Project* sponsored by the National League of Cities' Institute for Youth, Education, and Families (YEF Institute). We received a strong group of applications for this project, and so we have been forced to make tough choices in the selection process.

However, I do hope that the YEF Institute will be able to help you in other ways as you proceed with your efforts to strengthen the community's support for parents with young children. My staff certainly will be glad to respond to any specific questions you may have as you seek to move forward.

Also, I hope that you will consider sending a team of city leaders to NLC's *2005 National Summit on Your City's Families* in San Antonio, Texas, September 25-28, 2005. The Summit will be the largest and most important gathering of municipal leaders who are committed to work on behalf of children, youth, and families in their communities. The gathering will showcase innovative policies and programs that can be replicated or adapted to meet the needs of residents in your city. I am confident that you will find the Summit to be a rewarding and inspiring experience.

Again, thank you for your interest in the *Cities Supporting Parents of Young Children Project*. We wish you the very best in your ongoing efforts, and hope that you will not hesitate to contact us if we can be of assistance in some other way.

Sincerely,

Clifford M. Johnson  
Executive Director

cc: Matthew Hart

*Past Presidents:* Karen Anderson, Mayor, Minneapolis, Minnesota • Clarence E. Anthony, Mayor, South Bay, Florida • John DeStefano, Jr., Mayor, New Haven, Connecticut • William H. Hudnut, III, Mayor, Town of Chevy Chase, Maryland • Shampo James, Mayor, Newark, New Jersey • Brian J. O'Neill, Councilman, Philadelphia, Pennsylvania • *Directors:* Lorraine Anderson, Councilmember, Arvada, Colorado • Tommy Baker, Alderman, Decade, Arkansas • Vickie Barton, Mayor, Farmington, Michigan • Phil Bazemore, Mayor Pro Tem, Monticue, North Carolina • Daniel Boardley, Jr., Executive Director, Rhode Island League of Cities and Towns • Thomas Bradweg, Executive Director, Iowa League of Cities • Kenneth Busche, Executive Director, Colorado Municipal League • Rosemarie Burt, Council Member, West Columbia, South Carolina • Nora Campa, Councilmember, San Jose, California • Roosevelt Costa, Councilman, Cleveland, Ohio • Jim Condo, Council Chair, South Burlington, Vermont • Lisa Dooley, Executive Director, West Virginia Municipal League • Clay Ford, Jr., Mayor Pro Tem, Gulf Breeze, Florida • Eddy Ford, Mayor, Farragut, Tennessee • Danny George, Executive Director, Oklahoma Municipal League, Inc. • Matthew Groller, Executive Director, Indiana Association of Cities and Towns • Ken Howard, Executive Director, Association of Idaho Cities • Lester Holke, Mayor, Wilmar, Minnesota • Jim Higdon, Executive Director, Georgia Municipal Association • Ruth Hopkins, Councilmember, Prairie Village, Kansas • Tod Jennings, Mayor, Brewton, Alabama • Ronald Lowridge, Mayor, Riverside, California • Joseph Maszas, Councilor, Espanola, New Mexico • Michael McGlynn, Mayor, Medford, Massachusetts • James Mitchell, Jr., Council Member, Charlotte, North Carolina • Joe Morris, Alderman, Chicago, Illinois • Ed Oakley, Councilmember, Dallas, Texas • Margaret Paterson, Councilmember At Large, West Valley City, Utah • Dottie Reuder, Mayor, Sumnule, Florida • Terry Riley, Council Member, Kansas City, Missouri • John Russo, City Attorney, Oakland, California • Ron Schmitt, Council Member, Sparks, Nevada • Doug Scott, Mayor, Rockland, Illinois • Liborato Silva, Vice Mayor, Flagstaff, Arizona • Shep Stahl, Mayor Pro Tem, Plano, Texas • Charleta Taverso, Council Member, Columbus, Ohio • Ted Todorco, Mayor, Piquette, Michigan • Dick Traini, Assembly Chairman, Anchorage, Alaska • Jacques Wigginton, Councilmember, Lexington, Kentucky • Evelyn Woodson, Councilor, Columbus, Georgia

THIS PAGE LEFT

BLANK

INTENTIONALLY

## American Community Survey Fact Sheet

---

America is changing, and so is the census. In January 2005, a rolling sample of housing unit addresses nationwide began receiving questionnaires from the new American Community Survey each month. The survey collects demographic, socio-economic and housing data – the same type of information that has been collected every 10 years from the long-form questionnaire of the census, which the American Community Survey will replace.

By 2010—sooner for more populous areas—American communities will no longer need to wait 10 years for an up-to-date statistical “snapshot.” Instead, the American Community Survey will provide an annual moving picture of community characteristics. Elected officials, community leaders and businesses will have access to current data to address a wide range of current social and economic issues – a more efficient use of taxpayer dollars.

### WHAT?

- **WHAT IT IS.** The American Community Survey is a nationwide survey designed to give communities current, and accurate information every year about their demographic, socio-economic and housing characteristics.
- **SHORT FORM-ONLY CENSUS.** The American Community Survey is scheduled to replace the long form in the decennial (once every 10 years) census, beginning in 2010. From that time on, censuses will consist of a short form only. This is expected to result in operational efficiencies and anticipated higher response rates.
- **QUALITY TESTING.** The American Community Survey has been tested since 1996 to ensure that it will yield the same high quality data as the census long form.
- **QUESTIONS.** There are more than 60 questions on the American Community Survey, and they are comparable to those on the Census 2000 long form. Questions are mandated by federal law, federal regulations and court decisions.
- **WHERE THE QUESTIONS COME FROM.** For background information on each question, go to:  
<http://www.census.gov/acs/www/SBasics/SQuest/fact.htm>.

(more)

- **CONFIDENTIALITY.** All individual census answers are anonymous and confidential. Any Census Bureau employee who violates their oath of confidentiality is subject to a prison term, a fine, or both.

#### WHO?

- **RECIPIENTS.** In the United States and Puerto Rico, about 250,000 addresses per month, or 2.5 percent of the population per year, will receive the survey. This is equal to about 1-in-480 addresses a month, or 1-in-40 a year. During Census 2000, about 1-in-6 addresses received the long form.
- **SMALLER AREAS.** A larger proportion of addresses in small governmental units (American Indian reservations, small counties and towns) will receive the survey. The monthly sample size is designed to approximate the ratio used in Census 2000, requiring more intensive distribution in these areas.
- **MINIMIZING BURDEN.** The odds of receiving the American Community Survey in any 10-year period are less than 1-in-4. No address will receive the survey more than once in any five-year period.

#### WHERE?

- **LOCATIONS.** The American Community Survey is in all 3,141 counties, American Indian reservations, Alaska Native tribal areas, and Hawaiian homelands in the United States.

#### WHEN?

- **START.** The full nationwide mailout began in January 2005, with a new mailing each successive month. The ACS has been operating in 1,239 counties across the nation since 2000.
- **RESULTS.** Under the current timetable, annual results will be available for areas with populations of 65,000 or more beginning in the summer of 2006, for areas with populations of 20,000 or more in the summer of 2008, and for all areas—down to census tract level—by the summer of 2010. This schedule is based on the time it will take to collect data from a sample size large enough to produce accurate results for different size geographic units.

#### WHY?

- **TEN YEARS IS TOO LONG FOR COMMUNITIES TO WAIT FOR CURRENT DATA.** With the American Community Survey, for the first time communities will have current information to assess local needs, such as where to build new roads, schools or senior centers. The survey also will help ensure that communities get their fair share of government and business funding.

(more)

- **CURRENT DATA ARE CRITICAL.** Every year, more than \$200 billion in federal funds are awarded to localities based on census numbers. Federal agencies currently are reviewing policies that would fund changes on a more timely basis.
- **TIMELINESS IS MONEY.** The American Community Survey not only can save money, it also can avoid costly mistakes—such as deciding to build an elementary school in the wrong place.
- **IMPROVING THE NEXT CENSUS.** The American Community Survey also will improve census operations by streamlining address updates and allowing the census to focus on its constitutionally mandated purpose: counting the population.
- **AUTHORITY.** The American Community Survey is part of the ten-year census. As such, its legal authority derives from the same statutes that authorize the census: Title 13 of the U.S. Code, Sections 141 and 193. As with the ten-year census, responding to the American Community Survey is mandatory.

#### HOW?

- **RESPONSES AND FOLLOW-UP.** Surveys are mailed every month to a random sample of addresses in each county. If a household does not respond in six weeks, Census Bureau staff will attempt to contact the respondent by telephone to complete the survey. If that, too, fails, 1-in-3 addresses remaining will be visited by Census Bureau staff for an in-person interview.
- **FOLLOW-UP COSTS.** The cost to taxpayers of a follow-up interview for households that do not mail back their completed questionnaires is up to ten times greater than if the questionnaire were received by mail.

For more information, visit the American Community Survey Web page at <http://www.census.gov/acs/www>.

###

Media contact:

Stephen Buckner  
Public Information Office  
U.S. Census Bureau  
(301) 763-3691  
e-mail: [pio@census.gov](mailto:pio@census.gov)

U S C E N S U S B U R E A U

*Helping You Make Informed Decisions*

[www.census.gov](http://www.census.gov)

THIS PAGE LEFT

BLANK

INTENTIONALLY

CONNECTICUT COALITION  
FOR **JUSTICE**  
IN EDUCATION FUNDING

Contact:

Dianne deVries (860) 461-0320 / (603) 325-5250 cell

**News Briefing**

To Release the  
**Connecticut Education Adequacy Cost Study** } 107 pgs

**Wednesday, June 1**

**10:30 - 11:30 am**

**Legislative Office Building, Room 1A, Hartford**

Agenda

10:30 Greetings by Hon. Carl Amento, Mayor of Hamden and President of CCJEF  
10:40 Presentation of the study by Augenblick, Palaich and Associates  
11:00 Media and audience Q & A

Expected to Appear at the Briefing

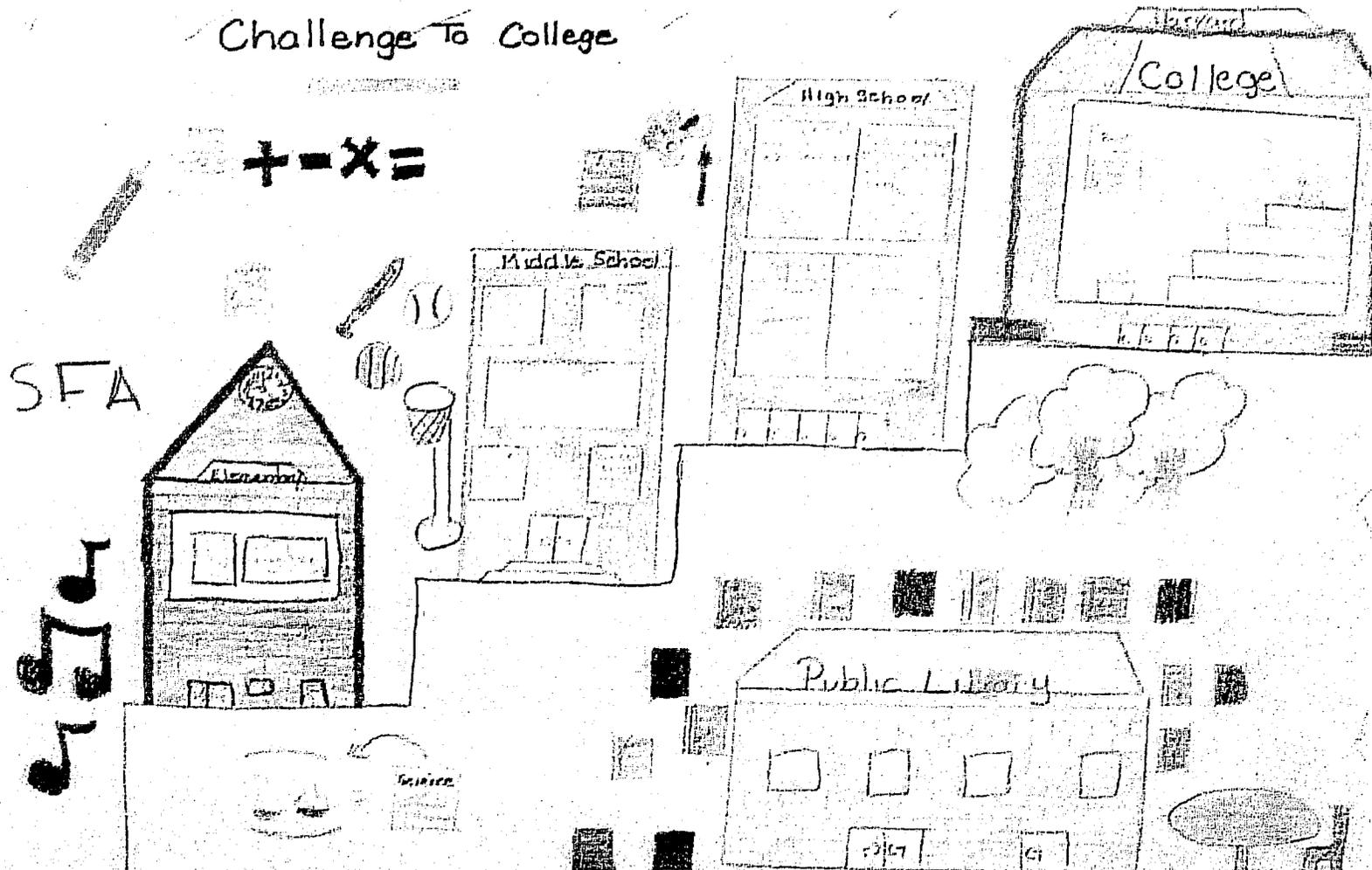
- All legislators and relevant state agency heads have been invited to attend.
- Mayors, first selectmen, and town managers from numerous municipalities will be in attendance
- Superintendents and board of education members from numerous CT school districts will attend
- Education professional associations, advocacy organizations, and others interested in education adequacy and equity will be present

Press Packets

Packets at the door will include hard copies of the 100-page APA report and CCJEF town-by-town publication and/or a CD-ROM containing same.

# THE COST OF AN ADEQUATE EDUCATION IN CONNECTICUT

Challenge To College



Untitled Drawing by Victoria Vo, 5<sup>th</sup>-grade student at Parkville Elementary School, Hartford, on Exhibit at The Wadsworth Atheneum

**Connecticut Coalition for Justice in Education Funding  
June 2005**

# ESTIMATING WHAT IT WILL TAKE TO PROVIDE STUDENTS EQUAL OPPORTUNITY FOR A QUALITY EDUCATION

## CCJEF's Interpretation of the Cost Study by Augenblick, Palaich and Associates

What does it *really* cost to educate students in Connecticut? And what should be the performance standard to which we must hold all schools and students accountable if we are to adequately prepare young people for full participation in the high-skilled workforce needed for our increasingly global economy, to successfully undertake postgraduate studies and continue as lifelong learners, and to be contributing members of a democratic society committed to justice, ethical behavior, tolerance for others, involvement in community, and strong families? How much more does it take to ensure that children from low-income homes, children with disabilities, and those whose native language is not English receive the extra services they require to succeed in school? What will it cost to ensure equal educational opportunity across Connecticut's racially and economically diverse communities? What does all this cost, both statewide and on a town-by-town basis? How can policymakers, educators, economists, and others realistically plan for a better future without answers to these and other such questions?

Fortunately, the education adequacy cost study carried out by Augenblick, Palaich and Associates (APA) provides important new information useful in answering these challenging questions. As experts from Maryland, New Jersey, and New York described at the April 11 conference hosted by CCJEF ("Education Adequacy and Equity in Connecticut," Legislative Office Building, Hartford — see CCJEF website for details), adequacy cost studies have been undertaken within some 30 states since the early 1990s. Such studies provide a basis for revamping school finance formulas, setting foundation aid levels, and determining appropriate weights to adjust for student needs and other district characteristics.

Adequacy cost studies provide policymakers with a rational basis on which to make funding decisions by generating the best data that current social science tools can elicit concerning the anticipated cost to schools for appropriately meeting the diverse learning needs of their students. While imperfect, adequacy studies are certainly superior to basing funding formulas (and annual changes thereto) primarily on political might or "as-available" revenues. Courts across the nation increasingly rely upon adequacy cost studies to help determine the sufficiency of state funding levels and compliance with constitutional provisions pertaining to children's fundamental right to quality schooling.

CCJEF commissioned this landmark study to move forward the urgent issue of school finance reform in Connecticut. The study's results are being presented to the Executive and Legislative branches of state government and to the state's education community, cities and towns, advocacy organizations for children and families, and to the public at large.

### Methods

The APA study employed two separate well-recognized research methods: an analysis of Successful School Districts and the Professional Judgment approach. Each costing-out method used a different standard for student performance outcomes and considered only current expenditures, i.e., school districts' operating costs (minus pupil transportation and food service).

The **Successful School District research** identified 35 districts (K-12 and K-6/8) whose CMT and CAPT reading and math assessment scores over the past 3 years meet the state's proficiency requirements under No Child Left Behind (NCLB) for 2007-08. After backing out all federal revenue and state and local spending for programs and services related to students with special needs, a "base cost" for the 2003-04 school year was arrived at across these 35 districts. Later, APA generated an equation that applied this base cost across all 166 of the state's school districts, and weights (established by the Professional Judgment process) were added to

reflect each district's special needs population. In this manner, the "2003-04 adequacy starting point" was determined.

The **Professional Judgment process** brought together 44 highly qualified educators from across the state, working in five 2-day panels, to construct hypothetical schools and school districts, specifying the resources (e.g., personnel, staffing ratios, technology, support service personnel and programs) needed within each of four school/district contextual scenarios that described increasingly at-risk student bodies. Panelists were drawn primarily drawn from the Successful School Districts, but also included geographic and urban representation. A sixth 1-day panel overviewed the work of the others, and provided an opportunity for representatives of statewide organizations and the State Department of Education to contribute.

Professional judgment panelists were instructed to design schools and districts to meet existing state and federal standards, not to construct their "dream schools." They defined adequacy to include research-proven interventions and "best practices," such as ample professional development for all staff, universal pre-K and full-day kindergarten, extra-curricular activities (including the performing arts and athletics), and after-school and summer school programs. The instructional designs, staffing patterns, and other strategies they devised were heuristic and not cost-prohibitive of other modes of school/district organization or instructional delivery. Panelists identified resources, and later APA added the cost figures to those resources using state-provided data mined from ED001 and other records.

The Professional Judgment research yielded not only a base cost for bringing 95% of all students up to state goal on the CMT and CAPT reading and math assessments, but equally importantly, this process produced the appropriate student weights for varying conditions of student need — poverty (as measured by free/reduced lunch counts), English Language Learners, and students receiving Special Education services, for which disability categories were later assigned to one of three cost categories (mild, medium, and severe).

The use of both research methods not only increases the robustness of the cost study, but also provides enhanced usefulness to policy-makers. The Successful School Districts method, given its backward examination of actual expenditures to which realistic student weightings have been added, provides a lower initial cost of adequacy. Thus its results can serve as a fiscal starting point for phasing in the higher-cost targeted level of adequacy that meets state and federal goals for student performance and better comports with the public's high expectations for Connecticut schools.

As a whole, the APA cost study considered only school and district operating costs (current expenditures). Not addressed were pupil transportation, meals service, school construction, other capital expenditures, debt service, and adult education. Interdistrict magnet schools, regional vocational-technical high schools, and charter schools were not included in this study. (Some of these unaddressed costs will be captured via follow-up studies.)

### Key Findings

- **The estimated cost of providing adequate learning opportunities sufficient for 95% of all Connecticut school-children to achieve state goal on the CMT and CAPT in reading and math — "targeted adequacy," as per the APA report — is \$7.684B (in 2003 dollars).**
- **In 2003-04, more than 87% (145) of school districts spent \$2.047B less than the amount estimated necessary for meeting targeted adequacy.**
- **The 2003-04 adequacy starting point for all 166 districts totals \$5.925B, based on the Successful School District figures. Some 55% (91) of all districts fell short of funding levels deemed necessary for meeting even these modest 2007-08 NCLB Adequate Yearly Progress requirements. Inasmuch as that AYP standard represents relatively "low-to-average" student performance (worthy of a "C/C-" grade,**

perhaps), these results should not be taken lightly. Moreover, even among the districts not on this list, there are numerous low-performing districts that most probably are also under-resourced in their efforts to successfully implement needed improvements in teaching and learning.

- **Underfunding of the 2003-04 adequacy starting point amounts to \$481M.** Nearly half of the 91 districts on this list are in the 10% to 29% underfunded range, and last year nearly half of all towns on the list had property tax rates that exceeded 30 mills.

### But Where's the Money for Adequacy to Come From?

Adequacy cost studies do not address such questions as where the money will come from or what the state and local division of the cost burden ought to be. These are questions traditionally left to subsequent policy negotiations and other research, often jointly undertaken by state and local government, education and advocacy organizations, and other interested stakeholders.

With mill rates and related fiscal overload causing widespread consternation in towns and cities across the state, it is safe to assume that little or no additional monies for education adequacy can be expected from local property taxes.

As the table opposite shows, **Connecticut is far from reaching a 50% funding share of districts' operating expenses. The state is covering just 25% of total current expenditures** after excluding pupil transportation, land, building, capital, debt service, adult education, and state-funded education services (CSDE's budget, interdistrict magnet and charter schools, the Vocational-Technical High School system, DCF and Corrections schools, Teachers' Retirement Board contributions, etc.).

**The adequacy starting level shortfall needs to be made up by the state as rapidly as possible. To reach targeted adequacy, the state will clearly also need to contribute more than 50%.**

Below is the CCJEF comparison of state, federal, and local revenue shares of school district current expenditures for 2003-04.

<b>CURRENT EXPENDITURES, 2003-04 (Unaudited)</b>			
<b>STATE</b>	25.04%	\$1,362,877,000	(As per Table 2, "CT Public School Expenditures," <a href="http://www.state.ct.us/sde">www.state.ct.us/sde</a> )
<b>FEDERAL</b>	5.82%	\$316,873,124	
<b>LOCAL</b>	69.14%	\$3,762,666,073	
<b>TOTAL</b>	100.00%	\$5,442,416,197	
State Share (less current Federal \$)	50%	\$2,562,771,537	Minimum Goal
<b>2003-04 STATE FUNDING SHORTFALL WITHOUT ADEQUACY</b>		\$1,199,894,537	
<b>ADEQUACY STARTING LEVEL*</b>			
Total Estimated for Adequacy Starting Point, 2003-04	100%	\$5,924,886,620	Annual Total Cost
State Share (less current Federal \$)	50%	\$2,804,006,748	Minimum Goal
<b>FUNDING SHORTFALL FOR 91 DISTRICTS</b>		\$480,903,779	Immediate Need
<b>TARGETED ADEQUACY FUNDING LEVEL*</b>			
Total Estimated for Targeted (Full) Adequacy, by 2010-11	100%	\$7,683,508,856	Annual Total Cost
State Share (less current Federal \$)	50%	\$3,683,317,866	Minimum Goal
	80%	\$5,893,308,586	2010-11 Goal
<b>FUNDING SHORTFALL FOR 145 DISTRICTS</b>		\$2,047,451,652	

\* Inflation from 2003-04 not included.

### District-by-District / Town-by-Town Calculations

Town-by-town results for school districts funded below the two adequacy levels described in the APA study are provided on the following pages. Each table begins by summarizing the standard on which the study (Professional Judgment or Successful School Districts) is based. While the first table looks to longer-term goals (2010-11), it is the targeted adequacy level that supports what the State Board of Education and the education community at large have determined to be "the Connecticut standard."

# 145 DISTRICTS FUNDED BELOW TARGETED ADEQUACY LEVEL

What will it cost to provide equal educational opportunity sufficient to enable 95% of all students to reach state goal on the CMT and CAPT reading and math assessments by 2013-14? Results from the APA Professional Judgment Study

District / Town	Type <sup>1</sup>	Resident Students	Comparable 2003-04 Current Expenditures <sup>2</sup>		TARGETED ADEQUACY <sup>3</sup>		\$ Below Targeted Adequacy <sup>4</sup>	% Increase Needed To Meet Targeted Adequacy
			Total	Per Pupil	Total	Per Pupil		
Andover	2	647	\$5,487,760	\$8,482	\$6,607,955	\$10,213	\$1,120,195	20.4%
Ansonia	1	2,791	\$21,626,586	\$7,749	\$37,187,697	\$13,324	\$15,561,111	72.0%
Ashford	2	831	\$7,409,354	\$8,916	\$9,188,012	\$11,057	\$1,778,658	24.0%
Avon	1	3,265	\$28,878,583	\$8,845	\$36,912,338	\$11,305	\$8,033,755	27.8%
Barkhamsted	2	606	\$5,935,605	\$9,795	\$6,618,860	\$10,922	\$683,255	11.5%
Berlin	1	3,414	\$28,157,083	\$8,248	\$41,007,036	\$12,011	\$12,849,953	45.6%
Bethany	2	1,089	\$10,028,378	\$9,209	\$11,296,469	\$10,373	\$1,268,091	12.6%
Bethel	1	3,264	\$31,229,610	\$9,568	\$38,739,490	\$11,869	\$7,509,880	24.0%
Bloomfield	1	2,755	\$30,880,620	\$11,209	\$34,982,228	\$12,698	\$4,101,608	13.3%
Bloomington	1	969	\$9,483,960	\$9,787	\$10,812,628	\$11,159	\$1,328,668	14.0%
Branford	2	395	\$3,555,047	\$9,000	\$4,933,218	\$12,489	\$1,378,171	38.8%
Bridford	1	3,738	\$35,085,536	\$9,386	\$47,897,855	\$12,814	\$12,812,319	36.5%
Bridgeport	1	24,104	\$222,990,434	\$9,251	\$382,180,903	\$15,855	\$159,190,469	71.4%
Bristol	1	9,051	\$80,267,430	\$8,868	\$123,528,305	\$13,648	\$43,260,875	53.9%
Brookfield	1	3,123	\$26,971,305	\$8,636	\$34,543,001	\$11,061	\$7,571,696	28.1%
Brooklyn	2	1,350	\$11,354,946	\$8,411	\$15,938,250	\$11,806	\$4,583,304	40.4%
Canterbury	2	823	\$8,378,547	\$10,180	\$10,125,849	\$12,304	\$1,747,302	20.9%
Canton	1	1,631	\$14,391,190	\$8,824	\$18,523,759	\$11,357	\$4,132,569	28.7%
Cheshire	1	5,185	\$46,070,258	\$8,885	\$62,800,253	\$12,112	\$16,729,995	36.3%
Chester	2	550	\$5,909,587	\$10,745	\$5,967,565	\$10,850	\$57,978	1.0%
Clinton	1	2,204	\$22,411,609	\$10,169	\$26,338,273	\$11,950	\$3,926,664	17.5%
Colchester	1	3,179	\$25,818,270	\$8,122	\$37,506,478	\$11,798	\$11,688,208	45.3%
Colebrook	2	257	\$2,743,297	\$10,674	\$2,774,757	\$10,797	\$31,460	1.1%
Columbia	2	946	\$7,993,438	\$8,450	\$10,661,623	\$11,270	\$2,668,185	33.4%
Coventry	1	2,148	\$17,379,744	\$8,091	\$25,660,767	\$11,946	\$8,281,023	47.6%
Cromwell	1	1,891	\$17,335,515	\$9,167	\$22,304,535	\$11,795	\$4,969,020	28.7%
Danbury	1	9,742	\$88,415,471	\$9,076	\$140,726,698	\$14,445	\$52,311,227	59.2%
Darien	1	4,281	\$47,410,874	\$11,075	\$50,926,804	\$11,896	\$3,515,930	7.4%
Derby	1	1,635	\$13,633,165	\$8,338	\$21,025,059	\$12,859	\$7,391,894	54.2%
Eastford	2	246	\$2,755,650	\$11,202	\$3,056,771	\$12,426	\$301,121	10.9%

District / Town	Type <sup>1</sup>	Resident Students	Comparable 2003-04 Current Expenditures <sup>2</sup>		TARGETED ADEQUACY <sup>3</sup>		\$ Below Targeted Adequacy <sup>4</sup>	% Increase Needed To Meet Targeted Adequacy
			Total	Per Pupil	Total	Per Pupil		
East Granby	1	896	\$9,385,571	\$10,475	\$9,885,227	\$11,033	\$499,656	5.3%
East Haddam	1	1,422	\$13,309,054	\$9,359	\$17,009,901	\$11,962	\$3,700,847	27.8%
East Hampton	1	2,113	\$17,986,118	\$8,512	\$24,760,711	\$11,718	\$6,774,593	37.7%
East Hartford	1	8,198	\$74,867,315	\$9,132	\$118,731,074	\$14,483	\$43,863,759	58.6%
East Haven	1	4,150	\$37,233,374	\$8,972	\$54,906,363	\$13,230	\$17,672,989	47.5%
East Lyme	1	3,061	\$28,043,474	\$9,162	\$37,001,486	\$12,088	\$8,958,012	31.9%
Easton	2	1,515	\$15,102,985	\$9,969	\$15,756,596	\$10,400	\$653,611	4.3%
East Windsor	1	1,653	\$13,319,911	\$8,058	\$20,899,481	\$12,643	\$7,579,570	56.9%
Ellington	1	2,418	\$20,610,518	\$8,524	\$26,757,449	\$11,066	\$6,146,931	29.8%
Enfield	1	6,860	\$62,081,199	\$9,050	\$90,062,642	\$13,129	\$27,981,443	45.1%
Essex	2	916	\$9,570,937	\$10,449	\$9,836,475	\$10,739	\$265,538	2.8%
Fairfield	1	8,857	\$101,599,916	\$11,471	\$110,493,954	\$12,475	\$8,894,038	8.8%
Farmington	1	4,343	\$38,138,664	\$8,782	\$51,104,266	\$11,767	\$12,965,602	34.0%
Franklin	2	317	\$3,242,278	\$10,228	\$3,575,609	\$11,280	\$333,331	10.3%
Glastonbury	1	6,732	\$55,740,074	\$8,280	\$85,720,840	\$12,733	\$29,980,766	53.8%
Granby	1	2,203	\$19,136,994	\$8,687	\$24,496,696	\$11,120	\$5,359,702	28.0%
Greenwald	1	2,021	\$16,998,823	\$8,411	\$24,342,521	\$12,045	\$7,343,698	43.2%
Hamden	1	5,875	\$59,577,648	\$10,141	\$81,439,647	\$13,862	\$21,861,999	36.7%
Hamden	1	3,922	\$36,285,332	\$9,252	\$46,564,836	\$11,873	\$10,279,504	28.3%
Hamden	1	7,141	\$73,961,111	\$10,357	\$96,226,184	\$13,475	\$22,265,073	30.1%
Hartford <sup>5</sup>	1	24,054	\$292,260,852	\$12,150	\$402,194,683	\$16,720	\$109,933,831	37.6%
Hartland	2	392	\$3,695,488	\$9,427	\$4,275,138	\$10,906	\$579,650	15.7%
Hebron	2	1,959	\$15,938,047	\$8,136	\$19,716,894	\$10,065	\$3,778,847	23.7%
Kent	2	403	\$4,323,631	\$10,729	\$4,442,284	\$11,023	\$118,653	2.7%
Killingly	1	2,769	\$25,240,213	\$9,115	\$38,064,050	\$13,746	\$12,823,837	50.8%
Lebanon	1	1,312	\$10,964,335	\$8,357	\$15,665,926	\$11,940	\$4,701,591	42.9%
Ledyard	1	2,871	\$25,995,542	\$9,055	\$34,071,071	\$11,867	\$8,075,529	31.1%
Lisbon	2	827	\$6,722,724	\$8,129	\$9,560,775	\$11,561	\$2,838,051	42.2%
Litchfield	1	1,382	\$12,845,716	\$9,295	\$15,557,333	\$11,257	\$2,711,617	21.1%
Madison	1	3,807	\$31,701,184	\$8,327	\$45,387,777	\$11,922	\$13,686,593	43.2%
Manchester	1	7,979	\$78,126,447	\$9,792	\$111,501,726	\$13,974	\$33,375,279	42.7%
Mansfield	2	2,074	\$22,678,203	\$10,935	\$23,261,512	\$11,216	\$583,309	2.6%
Marlborough	2	1,159	\$10,292,533	\$8,881	\$11,969,205	\$10,327	\$1,676,672	16.3%
Meriden	1	9,675	\$98,936,554	\$10,226	\$142,162,678	\$14,694	\$43,226,124	43.7%
Middletown	1	5,321	\$51,171,146	\$9,617	\$73,074,645	\$13,733	\$21,903,499	42.8%
Milford	1	7,572	\$76,074,090	\$10,047	\$100,499,463	\$13,273	\$24,425,373	32.1%
Monroe	1	4,229	\$36,031,018	\$8,520	\$48,897,799	\$11,562	\$12,866,781	35.7%

District / Town	Type <sup>1</sup>	Resident Students	Comparable 2003-04 Current Expenditures <sup>2</sup>		TARGETED ADEQUACY <sup>3</sup>		\$ Below Targeted Adequacy <sup>4</sup>	% Increase Needed To Meet Targeted Adequacy
			Total	Per Pupil	Total	Per Pupil		
Montville	1	3,018	\$27,317,583	\$9,052	\$38,530,085	\$12,767	\$11,212,502	41.0%
Naugatuck	1	5,555	\$46,829,651	\$8,430	\$74,938,147	\$13,490	\$28,108,496	60.0%
New Britain	1	11,070	\$106,509,745	\$9,621	\$194,521,903	\$17,572	\$88,012,158	82.6%
New Fairfield	1	3,065	\$26,638,248	\$8,691	\$35,159,075	\$11,471	\$8,520,827	32.0%
New Hartford	2	1,154	\$11,261,586	\$9,759	\$11,870,188	\$10,286	\$608,602	5.4%
New Haven	1	20,221	\$243,887,465	\$12,061	\$310,106,343	\$15,336	\$66,218,878	27.2%
Newington	1	4,599	\$41,916,967	\$9,114	\$57,778,296	\$12,563	\$15,861,329	37.8%
New London <sup>6</sup>	1	3,567	\$41,342,162	\$11,590	\$66,845,343	\$18,740	\$25,503,181	61.7%
New Milford	1	5,234	\$41,507,157	\$7,930	\$67,775,912	\$12,949	\$26,268,755	63.3%
Newtown	1	5,515	\$46,158,557	\$8,370	\$66,882,974	\$12,127	\$20,724,417	44.9%
North Branford	1	2,591	\$20,879,622	\$8,059	\$30,030,084	\$11,590	\$9,150,462	43.8%
North Canaan	2	502	\$5,326,190	\$10,610	\$6,012,006	\$11,976	\$685,816	12.9%
North Haven	1	3,886	\$33,970,948	\$8,742	\$47,061,547	\$12,111	\$13,090,599	38.5%
North Stonington	1	879	\$9,021,117	\$10,263	\$10,626,212	\$12,089	\$1,605,095	17.8%
Norwalk	1	11,145	\$127,005,078	\$11,396	\$155,735,564	\$13,974	\$28,730,486	22.6%
Norwich	1	5,807	\$52,608,503	\$9,059	\$84,072,913	\$14,478	\$31,464,410	59.8%
North Saybrook	1	1,589	\$15,683,158	\$9,870	\$19,057,069	\$11,993	\$3,373,911	21.5%
Norwich Range	2	2,552	\$24,854,347	\$9,739	\$26,658,288	\$10,446	\$1,803,941	7.3%
Oxford	2	1,866	\$15,748,033	\$8,439	\$20,379,076	\$10,921	\$4,631,043	29.4%
Plainfield	1	2,533	\$23,298,994	\$9,198	\$32,035,799	\$12,647	\$8,736,805	37.5%
Plainville	1	2,645	\$25,586,149	\$9,673	\$33,709,750	\$12,745	\$8,123,601	31.7%
Plymouth	1	2,030	\$17,126,974	\$8,437	\$25,059,774	\$12,345	\$7,932,800	46.3%
Pomfret	2	767	\$6,424,197	\$8,376	\$8,822,153	\$11,502	\$2,397,956	37.3%
Portland	1	1,437	\$13,703,908	\$9,536	\$16,605,995	\$11,556	\$2,902,087	21.2%
Preston	2	779	\$7,343,363	\$9,427	\$9,784,334	\$12,560	\$2,440,971	33.2%
Putnam	1	1,397	\$14,987,944	\$10,729	\$18,449,708	\$13,207	\$3,461,764	23.1%
Ridgefield	1	5,503	\$53,390,250	\$9,702	\$65,942,197	\$11,983	\$12,551,947	23.5%
Rocky Hill	1	2,489	\$22,880,774	\$9,193	\$28,787,841	\$11,566	\$5,907,067	25.8%
Salem	2	848	\$7,154,203	\$8,437	\$9,320,985	\$10,992	\$2,166,782	30.3%
Seymour	1	2,553	\$21,343,525	\$8,360	\$29,197,627	\$11,437	\$7,854,102	36.8%
Shelton	1	5,774	\$50,076,599	\$8,673	\$71,600,259	\$12,400	\$21,523,660	43.0%
Sherman	2	655	\$5,797,898	\$8,852	\$7,287,322	\$11,126	\$1,489,424	25.7%
Simsbury	1	5,035	\$46,671,233	\$9,269	\$63,696,974	\$12,651	\$17,025,741	36.5%
Somers	1	1,731	\$14,465,635	\$8,357	\$18,889,724	\$10,913	\$4,424,089	30.6%
Southington	1	6,743	\$62,457,841	\$9,263	\$84,737,987	\$12,567	\$22,280,146	35.7%
South Windsor	1	5,277	\$44,370,847	\$8,408	\$66,770,272	\$12,653	\$22,399,425	50.5%
Sprague	2	477	\$5,010,126	\$10,503	\$6,187,413	\$12,972	\$1,177,287	23.5%

District / Town	Type <sup>1</sup>	Resident Students	Comparable 2003-04 Current Expenditures <sup>2</sup>		TARGETED ADEQUACY <sup>3</sup>		\$ Below Targeted Adequacy <sup>4</sup>	% Increase Needed To Meet Targeted Adequacy
			Total	Per Pupil	Total	Per Pupil		
Stafford	1	2,006	\$17,868,938	\$8,908	\$23,883,237	\$11,906	\$6,014,299	33.7%
Stamford	1	15,487	\$176,856,788	\$11,420	\$229,783,556	\$14,837	\$52,926,768	29.9%
Sterling	2	582	\$5,113,379	\$8,786	\$7,435,932	\$12,777	\$2,322,553	45.4%
Stonington	1	2,520	\$22,923,516	\$9,097	\$29,841,443	\$11,842	\$6,917,927	30.2%
Stratford	1	7,834	\$67,946,140	\$8,673	\$106,742,744	\$13,626	\$38,796,604	57.1%
Suffield	1	2,376	\$19,247,348	\$8,101	\$26,402,052	\$11,112	\$7,154,704	37.2%
Thomaston	1	1,399	\$11,290,645	\$8,071	\$16,756,167	\$11,977	\$5,465,522	48.4%
Thompson	1	1,474	\$11,948,966	\$8,106	\$17,180,446	\$11,656	\$5,231,480	43.8%
Tolland	1	3,092	\$26,322,655	\$8,513	\$35,952,048	\$11,627	\$9,629,393	36.6%
Torrington	1	5,145	\$44,537,360	\$8,656	\$71,804,965	\$13,956	\$27,267,605	61.2%
Trumbull	1	6,659	\$63,206,636	\$9,492	\$78,734,697	\$11,824	\$15,528,061	24.6%
Union	2	107	\$758,062	\$7,085	\$1,155,328	\$10,797	\$397,266	52.4%
Vernon	1	4,023	\$39,769,272	\$9,885	\$52,595,052	\$13,074	\$12,825,780	32.3%
Voluntown	2	458	\$4,142,041	\$9,044	\$5,478,502	\$11,962	\$1,336,461	32.3%
Wallingford	1	7,284	\$65,127,409	\$8,941	\$93,722,517	\$12,867	\$28,595,108	43.9%
Waterbury	1	17,510	\$184,266,268	\$10,523	\$285,516,707	\$16,306	\$101,250,439	54.9%
Waterford	1	3,163	\$32,384,804	\$10,239	\$38,077,986	\$12,039	\$5,693,182	17.6%
Waterbury	1	3,527	\$27,756,611	\$7,870	\$44,117,869	\$12,509	\$16,361,258	58.9%
Westbrook	1	1,057	\$9,746,568	\$9,221	\$11,824,153	\$11,187	\$2,077,585	21.3%
West Hartford	1	9,853	\$94,003,950	\$9,541	\$135,755,830	\$13,778	\$41,751,880	44.4%
West Haven	1	7,694	\$71,877,505	\$9,342	\$105,900,540	\$13,764	\$34,023,035	47.3%
Wethersfield	1	3,771	\$34,348,147	\$9,108	\$48,507,277	\$12,863	\$14,159,130	41.2%
Willington	2	908	\$9,442,536	\$10,399	\$9,460,634	\$10,419	\$18,098	0.2%
Wilton	1	4,230	\$45,591,843	\$10,778	\$49,812,344	\$11,776	\$4,220,501	9.3%
Winchester	1	1,624	\$16,452,126	\$10,131	\$20,714,862	\$12,755	\$4,262,736	25.9%
Windham <sup>6</sup>	1	3,574	\$39,489,151	\$11,049	\$65,794,385	\$18,409	\$26,305,234	66.6%
Windsor	1	4,714	\$47,411,874	\$10,058	\$64,414,223	\$13,664	\$17,002,349	35.9%
Windsor Locks	1	2,028	\$20,265,333	\$9,993	\$25,236,484	\$12,444	\$4,971,151	24.5%
Wolcott	1	3,249	\$24,897,593	\$7,663	\$39,524,432	\$12,165	\$14,626,839	58.7%
Woodstock	2	1,386	\$11,485,088	\$8,286	\$15,483,727	\$11,172	\$3,998,639	34.8%
Reg'l. District No. 5	3	2,527	\$26,187,446	\$10,363	\$28,871,539	\$11,425	\$2,684,093	10.2%
Reg'l. District No. 6	1	1,000	\$11,266,960	\$11,267	\$12,316,625	\$12,317	\$1,049,665	9.3%
Reg'l. District No. 7	3	1,046	\$10,766,561	\$10,293	\$12,194,824	\$11,659	\$1,428,263	13.3%
Reg'l. District No. 8	3	1,607	\$14,243,722	\$8,864	\$17,980,678	\$11,189	\$3,736,956	26.2%
Reg'l. District No. 10	1	2,705	\$22,782,801	\$8,422	\$30,067,415	\$11,115	\$7,284,614	32.0%
Reg'l. District No. 13	1	2,186	\$21,490,157	\$9,831	\$24,452,532	\$11,186	\$2,962,375	13.8%
Reg'l. District No. 14	1	2,144	\$20,040,828	\$9,347	\$24,069,657	\$11,227	\$4,028,829	20.1%

District / Town	Type <sup>1</sup>	Resident Students	Comparable 2003-04 Current Expenditures <sup>2</sup>		TARGETED ADEQUACY <sup>3</sup>		\$ Below Targeted Adequacy <sup>4</sup>	% Increase Needed To Meet Targeted Adequacy
			Total	Per Pupil	Total	Per Pupil		
Reg'l. District No. 15	1	4,505	\$40,291,421	\$8,944	\$55,338,852	\$12,284	\$15,047,431	37.3%
Reg'l. District No. 16	1	2,627	\$21,776,925	\$8,290	\$29,972,633	\$11,409	\$8,195,708	37.6%
Reg'l. District No. 17	1	2,420	\$22,645,981	\$9,358	\$27,642,160	\$11,422	\$4,996,179	22.1%
Reg'l. District No. 19	3	1,218	\$12,451,921	\$10,223	\$15,516,825	\$12,740	\$3,064,904	24.6%
<b>TOTALS</b>		<b>543,713</b>	<b>N/A<sup>7</sup></b>	<b>N/A<sup>7</sup></b>	<b>N/A<sup>7</sup></b>	<b>N/A<sup>7</sup></b>	<b>\$2,047,451,652</b>	<b>N/A<sup>7</sup></b>

<sup>1</sup> District Type: 1 = K-12, 2 = K-6 or K-8, 3 = HS

<sup>2</sup> "Current Expenditures" are district operating costs. To make current expenditures comparable to resources costed out in the adequacy study, APA subtracted pupil transportation costs and food services from district ED001 data supplied by CSDE. (Transportation costs will be studied later.) Current expenditures, in CT and elsewhere, routinely exclude the cost of land, buildings, capital, debt service, and adult education.

<sup>3</sup> "Targeted Adequacy" for all 166 districts totals \$7,683,508,856. This does not include inflation from 2003-04 onwards. This total is about 0.4% greater than that included in the APA cost report due to adjustments to the figures for Hartford, New London, and Windham described below in notes 5 and 6.

<sup>4</sup> Underfunding is in 2003 dollars.

<sup>5</sup> Hartford adequacy figures here reflect the district's >95% free/reduced lunch student counts, correcting an aberration in state records for 2003-04 showing eligibility at 66%. That figure reflected the parent response rate to an informal meal survey issued by CSDE, not an actual eligibility rate. Corrected data are based on APA-provided figures. The change, in total, amounts to a difference in the targeted adequacy for Hartford of \$7,039,679.

<sup>6</sup> New London and Windham adequacy figures here include the .121 "urban factor" weight that CCJEF believes should be applied to all ERG I districts. Corrected data are based on APA-provided figures. The changes, in total, amount to a difference in the targeted adequacy for New London in the amount of \$11,680,966, and for Windham, \$11,687,958.

<sup>7</sup> These column totals are not relevant because they omit data for the 21 districts whose 2003-04 expenditures were above the anticipated (non-inflation adjusted) targeted adequacy level. See note 3.

# 91 DISTRICTS FUNDED BELOW ADEQUACY STARTING LEVEL, 2003-04

*What is the minimum level of adequacy at which districts should have been funded in 2003-04? Results from the APA Successful School District Study that calculated the "adequacy starting point" based on the 2003-04 expenditures of 35 districts wherein at least 79-82% of students scored at the proficiency level on the CMT and CAPT reading and math assessments, thereby meeting the state's NCLB AYP requirements for 2007-08*

District / Town	2003-04 ADEQUACY STARTING POINT <sup>1</sup>					FUNDING FACTORS IMPACTING TOWNS <sup>2</sup>			
	Total	Per Pupil	\$ Below Starting Point in Total	\$ Below Starting Point Per Pupil	% Below Starting Point	ECS ALLOCATION		LOCAL TAX RATES	
						ECS Total 2004-05	ECS Per Pupil 2004-05	Mill Rate 2004-05	Equalized Mill Rate 2002-03
Andover	\$6,168,260	\$9,534	\$680,500	\$1,052	11.0%	\$1,841,892	\$2,846	31.30	21.05
Ansonia	\$27,865,510	\$9,984	\$6,238,924	\$2,235	22.4%	\$12,250,910	\$4,391	30.27	19.47
Ashford	\$8,575,125	\$10,319	\$1,165,771	\$1,403	13.6%	\$3,305,321	\$3,978	31.00	21.34
Barkhamsted	\$6,178,684	\$10,196	\$243,079	\$401	3.9%	\$1,171,787	\$1,940	26.10	16.95
Berlin	\$30,990,426	\$9,077	\$2,833,343	\$830	9.1%	\$4,363,230	\$1,278	27.43	17.41
Bethany	\$10,540,306	\$9,679	\$511,928	\$470	4.9%	\$1,535,633	\$1,410	25.66	17.57
Bridgman	\$4,606,068	\$11,661	\$1,051,021	\$2,661	22.8%	\$1,027,166	\$2,597	22.00	12.79
Canterbury	\$36,351,993	\$9,725	\$1,266,457	\$339	3.5%	\$1,320,582	\$353	23.94	16.93
Colchester	\$292,125,742	\$12,119	\$69,135,308	\$2,868	23.7%	\$142,435,547	\$5,909	38.99	32.54
Bristol	\$95,167,215	\$10,515	\$14,899,785	\$1,646	15.7%	\$33,692,367	\$3,740	32.83	18.03
Brooklyn	\$14,867,597	\$11,013	\$3,512,651	\$2,602	23.6%	\$5,823,363	\$4,314	27.34	14.69
Canterbury	\$9,450,475	\$11,483	\$1,071,928	\$1,302	11.3%	\$4,205,104	\$5,109	30.50	15.66
Cheshire	\$48,381,828	\$9,331	\$2,311,570	\$446	4.8%	\$7,348,603	\$1,417	25.75	17.28
Colchester	\$28,255,843	\$8,888	\$2,437,573	\$767	8.6%	\$11,730,657	\$3,494	31.02	20.88
Columbia	\$9,949,333	\$10,517	\$1,955,895	\$2,068	19.7%	\$2,082,730	\$2,201	29.20	17.99
Coventry	\$19,048,982	\$8,868	\$1,669,238	\$777	8.8%	\$7,473,503	\$3,479	31.85	17.49
Danbury	\$108,416,997	\$11,129	\$20,001,526	\$2,053	18.4%	\$16,280,329	\$1,671	24.86	13.76
Derby	\$15,660,406	\$9,578	\$2,027,241	\$1,240	12.9%	\$5,877,240	\$3,612	36.20	19.69
Eastford	\$2,854,464	\$11,604	\$98,814	\$402	3.5%	\$929,409	\$3,802	29.40	17.81
East Hampton	\$18,371,128	\$8,694	\$385,010	\$182	2.1%	\$6,089,176	\$2,882	30.19	18.05
East Hartford	\$91,471,388	\$11,158	\$16,604,073	\$2,025	18.2%	\$33,111,495	\$4,010	40.33	25.55
East Haven	\$41,888,264	\$10,094	\$4,654,890	\$1,122	11.1%	\$16,262,481	\$3,919	33.90	19.31
East Windsor	\$15,565,602	\$9,417	\$2,245,691	\$1,359	14.4%	\$4,339,446	\$2,626	26.20	16.62
Enfield	\$69,384,995	\$10,114	\$7,303,796	\$1,065	10.5%	\$23,220,663	\$3,384	34.24	22.18
Farmington	\$39,080,178	\$8,998	\$941,514	\$217	2.4%	\$1,057,476	\$244	23.30	13.71
Franklin	\$3,338,739	\$10,532	\$96,461	\$304	2.9%	\$784,061	\$2,448	20.63	15.27
Glastonbury	\$66,040,035	\$9,810	\$10,299,961	\$1,530	15.6%	\$3,754,507	\$558	30.90	18.83
Griswold	\$18,098,548	\$8,955	\$1,099,725	\$544	6.1%	\$9,208,415	\$4,555	27.28	16.65
Groton	\$62,741,769	\$10,679	\$3,164,121	\$539	5.0%	\$22,541,802	\$3,837	22.62	12.91

District / Town	2003-04 ADEQUACY STARTING POINT <sup>1</sup>					FUNDING FACTORS IMPACTING TOWNS <sup>2</sup>			
	Total	Per Pupil	\$ Below Starting Point in Total	\$ Below Starting Point Per Pupil	% Below Starting Point	ECS ALLOCATION		LOCAL TAX RATES	
						ECS Total 2004-05	ECS Per Pupil 2004-05	Mill Rate 2004-05	Equalized Mill Rate 2002-03
Hamden	\$74,133,438	\$10,381	\$172,327	\$24	0.2%	\$18,406,824	\$2,578	40.88	20.44
Hartford <sup>3</sup>	\$307,544,521	\$12,786	\$15,283,669	\$635	5.0%	\$164,710,547	\$6,846	56.32	27.36
Hartland	\$3,991,643	\$10,183	\$296,155	\$755	7.4%	\$1,186,871	\$3,043	26.50	17.62
Hebron	\$18,381,378	\$9,383	\$2,443,331	\$1,247	13.3%	\$5,454,605	\$2,755	31.48	19.55
Killingly	\$28,513,228	\$10,297	\$3,273,015	\$1,182	11.5%	\$13,236,337	\$4,835	23.50	11.96
Lebanon	\$11,686,189	\$8,907	\$721,854	\$550	6.2%	\$4,502,497	\$3,431	23.30	15.18
Lisbon	\$8,923,061	\$10,790	\$2,200,337	\$2,661	24.7%	\$3,352,797	\$4,057	21.00	11.61
Madison	\$34,477,567	\$9,056	\$2,776,383	\$729	8.1%	\$1,074,283	\$284	20.22	13.22
Manchester	\$85,901,840	\$10,766	\$7,775,393	\$974	9.1%	\$25,405,053	\$3,184	36.07	19.64
Marlborough	\$11,167,252	\$9,635	\$874,719	\$755	7.8%	\$2,654,220	\$2,290	29.23	19.47
Meriden	\$109,523,288	\$11,320	\$10,586,734	\$1,094	9.7%	\$44,602,319	\$4,610	39.09	24.79
Middletown	\$56,297,303	\$10,580	\$5,126,157	\$963	9.1%	\$12,805,754	\$2,406	28.00	18.00
Milford	\$77,425,607	\$10,225	\$1,351,517	\$178	1.7%	\$9,530,651	\$1,263	31.34	15.70
Monroe	\$37,340,645	\$8,830	\$1,309,627	\$310	3.5%	\$5,503,273	\$1,307	22.88	15.07
Montville	\$28,962,833	\$9,597	\$1,645,250	\$545	5.7%	\$10,432,200	\$3,476	27.97	17.25
Naugatuck	\$57,732,961	\$10,393	\$10,903,310	\$1,963	18.9%	\$25,075,944	\$4,534	35.40	20.53
New Britain	\$147,551,716	\$13,329	\$41,041,971	\$3,707	27.8%	\$60,651,057	\$5,487	46.90	29.61
Newington	\$44,320,228	\$9,637	\$2,403,261	\$523	5.4%	\$9,873,784	\$2,147	34.24	18.48
New London <sup>4</sup>	\$48,472,127	\$13,589	\$7,129,965	\$1,999	14.7%	\$20,011,436	\$5,611	25.34	17.55
New Milford	\$52,215,116	\$9,976	\$10,707,959	\$2,046	20.5%	\$10,400,277	\$1,989	26.16	16.20
Newtown	\$51,527,189	\$9,343	\$5,368,632	\$973	10.4%	\$3,803,077	\$690	24.90	15.93
North Branford	\$22,438,234	\$8,660	\$1,558,612	\$602	6.9%	\$6,808,105	\$2,627	29.12	18.57
North Canaan	\$5,612,743	\$11,181	\$286,553	\$571	5.1%	\$1,769,435	\$3,522	23.00	13.93
North Haven	\$35,784,754	\$9,209	\$1,813,806	\$467	5.1%	\$1,662,364	\$428	30.53	16.08
Norwich	\$64,770,459	\$11,154	\$12,161,956	\$2,094	18.8%	\$27,218,195	\$4,688	25.69	19.05
Orange	\$24,905,435	\$9,759	\$51,088	\$20	0.2%	\$722,720	\$283	31.20	15.79
Oxford	\$19,000,448	\$10,182	\$3,252,415	\$1,743	17.1%	\$3,753,686	\$2,000	27.69	14.81
Plainfield	\$23,916,932	\$9,442	\$617,938	\$244	2.6%	\$13,079,007	\$5,163	24.68	15.33
Plymouth	\$18,631,081	\$9,178	\$1,504,107	\$741	8.1%	\$8,165,362	\$4,021	39.20	23.38
Pomfret	\$8,234,176	\$10,736	\$1,809,979	\$2,360	22.0%	\$2,559,781	\$3,297	26.24	14.78
Preston	\$9,132,129	\$11,723	\$1,788,766	\$2,296	19.6%	\$2,527,683	\$3,295	24.70	13.27
Salem	\$8,699,088	\$10,258	\$1,544,885	\$1,822	17.8%	\$2,681,493	\$3,163	31.00	19.74
Seymour	\$21,804,384	\$8,541	\$460,859	\$181	2.1%	\$8,177,461	\$3,203	30.49	18.92
Shelton	\$55,161,424	\$9,553	\$5,084,825	\$881	9.2%	\$4,420,284	\$766	22.73	14.59
Sherman	\$6,802,368	\$10,385	\$1,004,470	\$1,534	14.8%	\$156,877	\$240	14.00	19.98
Simsbury	\$49,072,669	\$9,746	\$2,401,436	\$477	4.9%	\$2,180,766	\$433	34.00	19.98
Southington	\$65,282,837	\$9,682	\$2,824,996	\$419	4.3%	\$15,627,356	\$2,318	28.43	17.35
South Windsor	\$51,440,363	\$9,748	\$7,069,516	\$1,340	13.7%	\$9,691,322	\$1,857	31.23	20.01

District / Town	2003-04 ADEQUACY STARTING POINT <sup>1</sup>					FUNDING FACTORS IMPACTING TOWNS <sup>2</sup>			
	Total	Per Pupil	\$ Below Starting Point in Total	\$ Below Starting Point Per Pupil	% Below Starting Point	ECS ALLOCATION		LOCAL TAX RATES	
						ECS Total 2004-05	ECS Per Pupil 2004-05	Mill Rate 2004-05	Equalized Mill Rate 2002-03
Sprague	\$5,776,639	\$12,110	\$766,513	\$1,607	13.3%	\$2,289,293	\$4,801	30.50	14.08
Stamford	\$177,027,127	\$11,431	\$170,339	\$11	0.1%	\$5,698,844	\$370	29.16	11.82
Sterling	\$6,941,575	\$11,927	\$1,828,196	\$3,141	26.3%	\$2,600,935	\$4,491	27.75	14.78
Stratford	\$82,235,481	\$10,497	\$14,289,341	\$1,824	17.4%	\$15,599,182	\$2,000	36.99	20.36
Suffield	\$19,665,863	\$8,277	\$418,515	\$176	2.1%	\$4,216,030	\$1,767	23.61	15.55
Thomaston	\$12,494,460	\$8,931	\$1,203,815	\$860	9.6%	\$4,625,313	\$3,299	37.18	18.46
Thompson	\$12,806,368	\$8,688	\$857,402	\$582	6.7%	\$6,492,720	\$4,413	24.63	12.37
Tolland	\$27,052,443	\$8,749	\$729,788	\$236	2.7%	\$8,540,183	\$2,757	35.40	19.79
Torrington	\$55,319,131	\$10,752	\$10,781,771	\$2,096	19.5%	\$19,515,415	\$3,794	32.76	21.77
Union	\$1,079,007	\$10,084	\$320,945	\$2,999	29.7%	\$195,963	\$1,831	22.66	14.44
Vernon	\$40,061,482	\$9,958	\$292,210	\$73	0.7%	\$14,954,708	\$3,714	35.33	20.37
Voluntown	\$5,114,885	\$11,168	\$972,844	\$2,124	19.0%	\$2,253,006	\$4,932	27.65	19.08
Wallingford	\$72,204,592	\$9,913	\$7,077,183	\$972	9.8%	\$18,029,067	\$2,478	25.50	15.46
Waterbury	\$217,654,856	\$12,430	\$33,388,588	\$1,907	15.3%	\$93,053,342	\$5,314	53.31	37.27
Watertown	\$33,391,112	\$9,467	\$5,634,501	\$1,598	16.9%	\$9,787,334	\$2,775	20.37	13.88
West Hartford	\$104,587,400	\$10,615	\$10,583,450	\$1,074	10.1%	\$10,584,178	\$1,075	42.12	20.28
West Haven	\$81,586,641	\$10,604	\$9,709,136	\$1,262	11.9%	\$35,315,574	\$4,591	39.30	20.27
Wethersfield	\$36,829,817	\$9,767	\$2,481,670	\$658	6.7%	\$5,078,486	\$1,341	28.35	18.98
Windham <sup>4</sup>	\$47,680,208	\$13,341	\$8,191,057	\$2,292	17.2%	\$20,564,121	\$5,771	27.84	21.29
Windsor	\$49,478,030	\$10,496	\$2,066,156	\$438	4.2%	\$8,855,610	\$1,878	28.83	18.81
Wolcott	\$29,804,037	\$9,173	\$4,906,444	\$1,510	16.5%	\$10,850,973	\$3,371	30.83	20.59
Woodstock	\$14,443,101	\$10,421	\$2,958,013	\$2,134	20.5%	\$4,411,848	\$3,191	25.00	13.91
Reg'l. District No. 15	\$42,401,681	\$9,412	\$2,110,260	\$468	5.0%	By Town	By Town	By Town	By Town
Reg'l. District No. 16	\$22,407,003	\$8,530	\$630,078	\$240	2.8%	By Town	By Town	By Town	By Town
<b>TOTALS</b>	<b>N/A<sup>5</sup></b>	<b>N/A</b>	<b>\$480,903,779</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

<sup>1</sup> The 2003-04 Adequacy Starting Point for all 166 districts totals \$5,924,886,620. This does not include inflation from 2003-04 onwards. This total is about 0.3% greater than that included in the APA cost report due to adjustments to the figures for Hartford, New London, and Windham described below in notes 3 and 4.

<sup>2</sup> The factors listed here -- the state's ECS allocations, the ECS cap, and mill rates -- are just a few the many factors that affect towns' ability to fund their schools adequately.

<sup>3</sup> Hartford adequacy starting figures here reflect the district's >95% free/reduced lunch student counts, correcting an aberration in state records for 2003-04 showing eligibility at 66%. That figure reflected the parent response rate to an informal meal survey issued by CSDE, not an actual eligibility rate. Corrected data are based on APA-provided figures. The change, in total, amounts to a difference in the adequacy starting point for Hartford of \$5,423,426.

<sup>4</sup> New London and Windham adequacy figures here include the 0.121 "urban factor" weight that CCJEF believes should be applied to all ERG I districts. Corrected data are based on APA-provided figures. The changes, in total, amount to a difference in the adequacy starting point for New London in the amount of \$6,698,361, and for Windham, \$6,703,656.

<sup>5</sup> This column total is not relevant because it omits data for the 75 districts whose 2003-04 expenditures were above the minimal adequacy level determined by the APA Successful School District study.

## The Connecticut Coalition for Justice in Education Funding

The mission of CCJEF is to provide leadership, research, education, and advocacy for the development, promotion, and implementation of a public school finance system for Connecticut that will afford equal educational opportunity to all students and tax equity for taxpayers and municipalities.

CCJEF intends to be at the forefront of the shift from an outmoded, inequitable, and inadequate school funding system based on Grand Lists and property taxes to a modern, equitable, and adequately funded system that is based on the needs of students. A coalition of municipalities, local boards of education, professional associations, unions, and advocacy organizations, as well as concerned educators, parents, and taxpayers, CCJEF was incorporated in late November 2004 as a 501(c)(3) nonprofit. Its office is located at 250 Main Street #616, Hartford, CT 06106, tel. (860) 461-0320 / (603) 325-5250 mobile.

Membership inquiries are welcome, as are contributions to support ongoing research and public engagement efforts.

*President* — Hon. Carl Amento, Mayor, Town of Hamden

*Vice-President* — Hon. Eddie Perez, Mayor, City of Hartford

*Secretary* — Hon. Domenique Thornton, Mayor, City of Middletown

*Treasurer* — Dr. John Yrchik, Executive Director, CT Education Association

Hon. Mark Boughton, Mayor, City of Danbury

Hon. John DeStefano, Mayor, City of New Haven

Hon. John Fabrizi, Mayor, City of Bridgeport

Richard Brown, City Manager, New London

Hon. Alex Knopp, Mayor, City of Norwalk

Hon. Dannel Malloy, Mayor, City of Stamford

Hon. Daniel Rovero, Mayor of Putnam

James Blair, Past President, CT Council of Administrators of Special Education

Roch Girard, President, CT Federation of School Administrators

Rev. Dr. Alvan Johnson, Jr., President, Greater Hartford Interfaith Coalition for Equity & Justice

Dr. David Larson, Executive Director, CT Assoc. of Public School Superintendents

Patrice McCarthy, Esq., Deputy Director, CT Association of Boards of Education

Marilyn Ondrasik, Executive Director, Bridgeport Child Advocacy Coalition

Sharon Palmer, President, American Federation of Teachers/CT

*Board Consultants:*

*Project Director* — Dr. Dianne Kaplan deVries

*Corporation Counsel* — Prof. Robert A. Solomon, Yale Law School, Community & Economic Development Clinic

# CONNECTICUT CONFERENCE OF MUNICIPALITIES

900 Chapel St., 9th Floor, New Haven, CT 06510-2807 • Phone (203) 498-3000 • FAX (203) 562-8314

Date: June 7, 2005

PLEASE DELIVER IMMEDIATELY TO MAYOR, FIRST SELECTMAN, CITY/TOWN MANAGER & FINANCE DIRECTOR

## STATE BUDGET UPDATE: IMPACT ON Mansfield

Item #26

The House passed early this morning – and the Senate is expected to pass today – a state budget for FY 2005-06. The budget will increase municipal aid to cities and towns by at least \$138.4 million (5.9%) over the current year. The increase includes a \$114.2 million (5.9%) increase in education aid and a \$24.2 million (5.9%) increase in non-education aid. Below is CCM's preliminary analysis of the impact on Mansfield under this plan for certain key grant programs.

Grant *	FY 2004-05	FY 2005-06			Difference:	
	Current Year (OPM estimates)	Governor's Proposal	Appropriations Proposal	Adopted Budget	Adopted Budget 2005-06 over Current Year 2004-05	
	\$	\$	\$	\$	\$	%
<b>Education</b>						
Adult Education	0	0	0	0	0	n/a
ECS grant	8,524,816	8,695,312	8,780,560**	8,780,560	255,744	3.0%
Non-public School Transportation	0	0	0	0	0	n/a
Public School Transportation	239,669	242,117	242,117	242,117	2,448	1.0%
<b>Subtotal: Education</b>	<b>8,764,485</b>	<b>8,937,429</b>	<b>9,022,677</b>	<b>9,022,677</b>	<b>258,192</b>	<b>2.9%</b>
<b>Non-Education</b>						
LoCIP	170,159	170,159	170,159	170,159	0	0.0%
Pequot/Mohegan grant	1,338,509	1,704,829	1,704,829	1,704,829	366,320	27.4%
PILOT: Colleges & Hospitals	0	0	0	0	0	n/a
PILOT: State-owned Property	6,343,657	7,149,918	7,810,069	7,677,148	1,333,490	21.0%
Town Aid Road grant	127,680	127,680	191,777	178,957	51,277	40.2%
<b>Sub-Total: Non-Education</b>	<b>7,980,006</b>	<b>9,152,586</b>	<b>9,876,834</b>	<b>9,731,093</b>	<b>1,751,087</b>	<b>21.9%</b>
<b>Total: Education &amp; Non-Education</b>	<b>16,744,491</b>	<b>18,090,015</b>	<b>18,899,511</b>	<b>18,753,770</b>	<b>2,009,279</b>	<b>12.0%</b>

\* Certain grants are not listed because town-by-town amounts are not available. (See separate report for statewide totals of all grants).

\*\* The Appropriations Committee proposed more than the Governor for the ECS grant. Its most specific proposal guaranteed each town a 3% increase over the current year. The figure here reflects that 3% increase.

### Adopted budget in brief:

ECS – Increase of \$62.5 million was twice the amount recommended by the Governor, but less than the increase called for by present statutes. Special Education Excess Cost – Increased by \$21.7 million to \$88.8 million in FY 2005-06. The reimbursement threshold was lowered to 4.5 times a town's average per-pupil expenditure. In addition, the legislature reinstated the Excess Cost – Equity grant, appropriating \$3 million to it for FY 2005-06.

Magnet Schools – Grants for magnet schools increased by \$15 million to \$84.5 million.

Housing PILOT and Tax Abatement – These grants were zeroed-out in the Governor's and Appropriations Committee's budgets, but they were reinstated in the final budget for \$2.7 and \$2.1 million, respectively.

PILOT: Manufacturing Equipment – Increased \$4.6 million to \$55.3 million in FY 2005-06.

PILOT: State-owned Property – Increased \$5.4 million to \$77.9 million in FY 2005-06.

PILOT: Colleges and Hospitals – Increased \$5.3 million to \$111.0 million in FY 2005-06.

Town Aid Road Grant – Additional \$8 million (40.2%) in FY 2005-06, raising grant to \$27.9 million.

Other Notes – Over \$68 million in State aid came from FY 2004-05 surplus funds, including \$25.1 million for the ECS grant, \$8 million for the Town Aid Road grant, and \$8.8 million for the Special Education Excess Cost grant.

Notes to Individual Grants:			
Pequot/Mohegan .....	\$86.3 million statewide	Public School Transportation .....	\$48.0 million statewide
Town Aid Roads .....	\$27.9 million statewide	ECS .....	\$1.625 billion statewide
LoCIP .....	\$30 million statewide	Non-Public School Transportation .....	\$4.0 million statewide
PILOT: State-Owned Property .....	\$ 77.9 million statewide	Adult Education .....	\$18.6 million statewide
PILOT: Colleges and Hospitals .....	\$111.0 million statewide	Special Educ., Excess Cost	\$88.8 million statewide

◆◆◆

If you have any questions, please call Adam Stern, Jim Finley, or Gian-Carl Casa of CCM at (203) 498-3000.

THIS PAGE LEFT

BLANK

INTENTIONALLY