



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, May 8, 2006
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

	Page
CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES	1
MOMENT OF SILENCE	
OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
OLD BUSINESS	
1. Housing Code for the Town of Mansfield (Item #3, 04-24-06 Agenda)	21
2. An Ordinance Regulating Cats (Item #11, 04-24-06 Agenda)	41
3. Fenton River (Item #4, 04-24-06 Agenda) (no attachment)	
4. Campus/Community Relations (Item #5, 04-24-06 Agenda) (no attachment)	
NEW BUSINESS	
5. Proclamation in Recognition of Emergency Services & Public Safety Personnel... 47	47
6. Purchase of Ferno Basket Set for Mansfield Fire and Emergency Services	49
7. Town of Mansfield Annual Report, Fiscal Year 2004/05	51
8. Management Letter Comments and Audit Adjustments for Year Ended June 30, 2005	53
9. Agreement between Thames Valley Council for Community Action, Inc. and the Town of Mansfield.....	65
DEPARTMENTAL REPORTS	69
QUARTERLY REPORTS (to be distributed)	
REPORTS OF COUNCIL COMMITTEES	
REPORTS OF COUNCIL MEMBERS	
TOWN MANAGER'S REPORT	
FUTURE AGENDAS	
PETITIONS, REQUESTS AND COMMUNICATIONS	

10.	CCM re: Preliminary Analysis of Adopted State Budget for FY 06-07: Impact on Mansfield	79
11.	Connecticut Department of Transportation re: State Matching Grant Program Application	81
12.	M. Hart re: Partnership Grant Program 2006	83
13.	Mansfield Self & RV Storage re: Assistance to Mansfield Residents.....	85
14.	Notice and Warning of Annual Town Meeting	87
15.	E. Paterson re: University Spring Weekend	91
16.	C. vanZelm to DECD re: March 30, 2006 Progress Report for the Downtown Mansfield Revitalization and Enhancement Project	97

EXECUTIVE SESSION

SPECIAL MEETING-MANSFIELD TOWN COUNCIL
APRIL 24, 2006

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:30 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

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

II. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

III. NEW BUSINESS

Mr. Haddad moved and Mr. Schaefer seconded to remove \$18,000 from the Legislative Budget under Professional and Technical Services and add it as an expenditure in the Capital Non-Recurring Fund.

Motion so passed.

Mr. Schaefer read the following resolution and moved its adoption.

Resolved: That the General Fund Budget for the Town of Mansfield, appended totaling \$30,152,810 is hereby adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2006 to June 30, 2007.

Resolved: That the Capital Fund Budget for the Town of Mansfield, appended totaling \$3,887,500 is hereby adopted as the capital improvements to be undertaken during the fiscal year 2006/07 or later years.

Resolved: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2006 to June 30, 2007 in the amount of \$2,138,640 be adopted.

Seconded by Mr. Clouette the motion so passed.

Mr. Schaefer read the following resolution and moved its adoption.

It is further resolved, that the following Appropriations Act be recommended for adoption at the annual Town Meeting for budget consideration:

Resolved: That the proposed General Fund Budget for the Town of Mansfield for fiscal year July 1, 2006 to June 30, 2007 in the amount of \$30,152,810 which proposed budget was adopted by the Council on April

24, 2006, be adopted and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

Resolved: That in accordance with Connecticut General Statutes Section 10-51, the proportionate share for the Town of Mansfield of the annual budget for Regional School District No. 19 shall be added to the General Fund Budget appropriation for the Town of Mansfield for fiscal year July 1, 2006 to June 30, 2007 and said sums shall be paid by the Town to the Regional School District as they become available.

Resolved: That the proposed Capital Projects Budget for fiscal year July 1, 2006 to June 30, 2007 in the amount of \$3,887,500 be adopted provided that the portion proposed to be funded by bonds or notes shall, at the appropriate times, be introduced for action by the Town Council subject to a vote by referendum as requires by Section 407 of the Town Charter.

Resolved: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2006 to June 30, 2007 in the amount of \$ 2,138,640 be adopted.

Seconded by Ms. Koehn the motion passed.

IV. ADJOURNMENT

Ms. Blair moved and Mr. Paulhus seconded to adjourn the meeting at 7:15 p.m.

Motion so passed.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

REGULAR MEETING-MASFIELD TOWN COUNCIL
APRIL 24, 2006

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

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Clouette moved to approve the minutes of the April 3rd special meeting as corrected, seconded by Mr. Hawkins the motion passed.

Mr. Clouette moved to approve the minutes of the April 5th special meeting, seconded by Mr. Hawkins the motion passed with Ms. Blair abstaining.

Mr. Clouette moved to approve the minutes of the April 10th special meeting as corrected, seconded by Mr. Hawkins the motion passed with Ms. Redding abstaining.

Mr. Clouette moved to approve the minutes of the April 10th regular meeting, seconded by Mr. Hawkins the motion passed with Ms. Redding abstaining.

Mr. Clouette moved to approve the minutes of the April 17th special meeting, as corrected, seconded by Mr. Hawkins the motion passed with Mr. Haddad abstaining.

Mr. Clouette moved to approve the minutes of the April 19th special meeting, seconded by Mr. Hawkins the motion passed.

III. MOMENT OF SILENCE

Mayor Paterson requested a moment of silence in recognition of our troops serving abroad.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Richard Pellegrine observed that Spring Weekend went smoothly and was impressed that the Police were enforcing the open container ordinance. He also requested that the Town Council consider moving District 3 voting back to Southeast School.

Richard DeBoer requested more bus stops on Route 195 and asked that the Council also consider water and sewer lines in this area.

2. Mayor Paterson asked the Council to join her in the front of the room for the reading and presentation of the Proclamation in Honor of the Mansfield Middle School Clean Energy Team. The members of the team, Nick Briere, Nic Dinsmore, Justin Enis and Chad Vincente were acknowledged and thanked for their work.

V. PUBLIC HEARING

Mayor Paterson called the public hearing on the proposed Housing Code for the Town of Mansfield to order at 7:45 p.m. Matt Hart, Acting Town Manager, and Michael Nintean, Building Official, presented an overview of the ordinance including a new effective date and an amendment that allows staff to revoke a certificate if a dwelling falls out of compliance.

Tom Callahan, Special Assistant to the President of the University of Connecticut, applauded the effort to enact effective protection for the people who rent the properties and for those who are their neighbors.

Jim Knox, 148 Birch Road, complimented the Council on addressing the housing issue and requested they investigate the four people per house rule. He asked if perhaps a written procedure establishing the number of occupants in a house could be established.

Ken Gankofskie, 112 Hillyndale Road, would like to see the proposed code be self-funded. He suggested perhaps an increase in the fees or a renter's impact fee be established.

John Mihalopoulos, Hunting Lodge Road, stated that he tries to maintain his property and would like suggestions from the Town Council on how to educate student so that they are not destructive.

Pat Hempel, 28 Holly Drive, noted that she was on PZC during the hearings for Celeron Square and they were told that property values in the area would increase. They have not and she sees a similar situation developing on Hanks Hill Road.

Colin Brennan, a member of the Undergraduate Student Government, speaking on behalf of the Recommendations subcommittee of the Mansfield Community Campus Partnership expressed support for the concept. He stated that the housing code is a necessary measure to improve the quality of life in Mansfield and create a cohesive community.

Laura Sharpe, Deputy Advisor of Town Affairs for the Undergraduate Student Government and a member of the Recommendations Committee, supports the code and thinks it will be helpful to students and residents alike.

Jane Howard, 138 Hillyndale Road, supports the concept but feels that the fees may be too low and questioned why parking issues and weeds were not included in the code. She also questioned whether or not septic systems would be addressed in this code.

Robert Coughlin, 49 Storrs Heights Road, wondered if it would be possible to have the certificates identify the names of the renters and for the town to keep a copy of the rental contracts on file. He supports the housing code.

Christopher Kueffner, 192 Ravine Road, suggested that maybe the real issues at stake are those of aesthetics and behavior and wonders if the approach the town is taking will address those. He suggested that the Council start more slowly to see if the approach works.

Thomas Tavar, 1012 Storrs Road, made the following comments: the fees will be passed to the lessee, rental landlords do not usually make use of the schools and other public services in town, and that the code groups both single family and multifamily zones under the same regulations. He also suggested that the number of bedrooms should determine the number of people allowed to inhabit a house.

Julie Bell Elkins, Assistant Dean of Students, stated that she was surprised by the intense feelings on the part of the students regarding problems with their landlords. She also stated that the students need the skills to become good neighbors. The Town and the University are working together to define the expectations of the students and landlords and are helping the students develop those skills needed to be good neighbors. She stated that one of the missions of a public institution such as the University is to make their students better citizens.

William Jordan, 243 South Eagleville Road, complimented the Council on their efforts. He noted that property value is more than money; it is being able to look out your window and see another valued property.

Karen Ann Lipinski, 506 A Stafford Road, suggested landlord training and requested that requiring a 10- year lithium battery for tamper resistant smoke detectors would be helpful.

Brian Malachowsky, a member of the Campus Community Partnership and University Student Government, lamented that students have no one to go to when there is a problem with their housing. The students are supportive of an Office of Off Campus Student Services to help with housing issues. He hopes that the town will do their part.

David Ferrero, 91 Depot Road, stated that he is thinking of renting a room in his house and wanted to know how the code would apply to him.

Richard Pellegrine, 269 Clover Mill Road, mentioned that he has heard of students being exploited by landlords. He is also bothered by the reports of student damage in houses that landowners are trying to maintain. He believes that once a student rents an off campus house he/she is no longer a university student for that purpose and should be treated like any other citizen.

Gaye Needy, questioned whether or not the staff would be licensed or does the landlord need to provide a licensed professional for the inspection.

Philip Richard, 506 Stafford Road, also questioned the need for a licensed individual to do the inspection.

Richard De Boer, 62 Blacksmith Road, thinks that density is the problem in the campus area and requested more buses and water lines in other parts of town.

Theodore Panagopoulos, Vernon, CT, asked who is responsible when the renters destroy his property. He stated that he tries to keep his houses maintained but it is difficult.

Mayor Paterson closed the hearing at 9:30 p.m. She noted that if the Council passes the ordinance tonight it will take affect July 1, 2006.

VI. OLD BUSINESS

3. Housing Code for the Town of Mansfield

Mr. Clouette moved to adopt the Ordinance for Adoption of the International Property Maintenance Code, a Housing Code for the Town of Mansfield, as presented by staff its draft dated April 24, 2006, and which ordinance shall become effective on July 1, 2006. Mr. Schaefer seconded the motion.

Mr. Hawkins offered, in a friendly amendment, to add the following: After the issuance of a certificate, if, upon reinspections pursuant to this code, it is determined by the code official that the dwelling or dwelling unit is no longer in substantial compliance with this code, the certificate may be revoked by the code official in writing stating the reasons for the revocation. The addition was accepted.

Mr. Clouette stated his concern that the issues of water, parking and septic are not fully addressed. Mr. Nintean, Building Official, commented that there is a provision that allows the housing official to deny the certificate

if there are any concern regarding water and septic. A discussion regarding the violation and fine procedures, the testing of water, room size, fees and rubbish disposal ensued.

Mr. Hawkins and Ms. Koehn seconded to move to table the motion until the next regular meeting on May 8, 2006.

In favor: Ms. Blair, Mr. Haddad, Mr. Hawkins, Ms. Koehn, Mr. Paulhus, Ms. Redding

Against: Mr. Clouette, Ms. Paterson

Abstaining: Mr. Schaefer.

The motion passed.

4. Fenton River

5. Campus/Community Relations

Mayor Paterson recognized Fire Chief Dave Dagon and District Chief William Jordan who presented a preliminary report on Spring Weekend. They reported a remarkable degree of coordination and felt that the overall approach was very successful. Council members relayed their experiences noting that the underlying problems should continue to be addressed.

VII. NEW BUSINESS

6. Appointment of Town Council Designee to Mansfield Downtown Partnership, Inc

Mr. Clouette moved and Ms. Koehn seconded, effective April 24, 2006, to appoint Council member Alan Hawkins to a three-year term commencing on July 1, 2006 and expiring on June 30, 2009, to the Board of Directors of the Mansfield Downtown Partnership, Inc.

Motion so passed

7. Appointment of Auditor to Conduct Financial Audit for Fiscal Year 2005/2006

Mr. Haddad moved and Mr. Hawkins seconded, effective April 24, 2006, to refer this item to the Finance Committee for their recommendation.

Motion so passed.

8. Transfer of Uncollected Taxes to Suspense Tax Book

Mr. Schaefer moved and Mr. Hawkins seconded, effective April 24, 2006, to transfer \$34,019.39 in uncollected property taxes to the Mansfield Property Tax Suspense Book, as recommended by the Collector of Revenue.

Motion so passed.

9. WINCOG Region Enhancement Grant – Confirmation of Local Match Support

Mr. Haddad resolved, by the Town Council of the Town of Mansfield to accept the Federal Transportation Grant Funds for the Downtown Streetscape Project in the amount of approximately \$1,173,000 and to provide the local 20-percent match at the appropriate time as required by the Department of Transportation's funding guidelines. Furthermore, as previously provided and approved by the Town Council in its 2002 action to apply for this grant, the Council hereby reconfirms its commitment to operate and to maintain the facilities constructed by this grant.

Seconded by Mr. Hawkins, the motion passed.

10. Safe Roads to School Grant Application

Ms. Koehn moved and Mr. Hawkins seconded, effective April 24, 2006, to authorize the Director of Public Works to submit the attached application seeking \$422,120 in funding from the Federal Safe Roads to Schools Program.

Motion so passed.

11. An Ordinance Regulating Cats

Matt Hart, Acting Town Manager, stated that additional work needs to be done on the ordinance and that it will be presented at the next meeting.

VIII. DEPARTMENTAL REPORTS

IX. REPORTS OF COUNCIL COMMITTEES

X. REPORTS OF COUNCIL MEMBERS

XI. TOWN MANAGER'S REPORT

Matt Hart, Acting Town Manager, announced the Annual Town Meeting is scheduled for 8:00 p.m. on Tuesday, May 9, 2006.

Mr. Hart announced that the Charter Revision Commission would hold its first meeting on April 25, 2006 at 5:00 p.m.

Mr. Hart reported that he has received correspondence indicating that the University supports the concept of an assisted/independent living facility and would be willing to negotiate the particulars.

Mr. Hart noted that the town was recently honored as one of the first towns to receive the Connecticut Clean Energy Communities Award. Ms. Koehn reported that the first Conservation Workshop was held last Saturday.

Mr. Hart announced the "Tour de Mansfield, Village by Village" bike ride.

Mr. Hart reported the staff is still researching the details of the video taping of Council meetings.

XII. FUTURE AGENDAS

XIII. PETITIONS, REQUEST AND COMMUNICATIONS

12. Connecticut Conference of Municipalities Legislative Update, April 19, 2006.
13. Public Management, April 2006, "Golden Years are Active Years, Study Shows"
14. A letter regarding the organization of the Emergency Service Staff, distributed at the meeting by Mr. Hawkins
15. An email regarding the cat ordinance from Joan Lamont to Mr. Schaefer, distributed at the meeting

XIV. ADJOURNMENT

Ms. Blair moved and Ms Redding seconded to adjourn the meeting at 11:00 p.m.

Motion so passed.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk



Town of Mansfield

Proclamation in Honor of the Mansfield Middle School Clean Energy Team

Whereas, in July 2005 the Town of Mansfield officially joined Connecticut's clean energy campaign; and

Whereas, as an environmental project for their 7th grade special studies class Nick Briere, Nic Dinsmore, Justin Enis and Chad Vincente formed a Clean Energy Team and focused on enrolling a minimum of 20 Mansfield residents to sign up for the CTCleanEnergyOptionsSM program, in order to realize the 100 residential signup threshold needed to qualify the town to receive a free 1kW solar energy system; and

Whereas, the Clean Energy Team created an informational flyer on clean energy and distributed the flyers to all Mansfield public schools, and reinforced those efforts by e-mailing town employees and encouraging them to support clean energy by signing up for the program through their local utility provider; and

Whereas, on Friday, February 3, 2006 at the Mansfield Middle School open gym night, team-member Chad Vincente pushed Mansfield over the top by signing up the 100th customer for the CTCleanEnergyOptionsSM program, thereby qualifying Mansfield for a free 1 kW solar energy system from the Connecticut Clean Energy Fund; and

Whereas, the Team's efforts have earned Mansfield the distinction of becoming the first eastern Connecticut town to achieve the 100 residential signup threshold under the CTCleanEnergyOptionsSM program:

NOW, THEREFORE, BE IT RESOLVED, that I, Elizabeth C. Paterson, Mayor of Mansfield, Connecticut, on behalf of the Town Council and the citizens of Mansfield do hereby issue this proclamation in honor of the Mansfield Middle School Clean Energy Team. Thank you for your excellent work!

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 13th day of February in the year 2006.

Elizabeth C. Paterson
Mayor, Town of Mansfield

4/24/2006

THOMAS TAVAR

1012 STORRS RD

STORRS, CT

To: Mansfield Town Council

I would like to submit the following three points and suggestions to amend the proposed Housing Code for the Town of Mansfield.

1). I would like the council to take into consideration the fact that the fee proposed by the code will be passed down to the lessee. Further, any cost associated with making the units comply with the regulations will also ultimately be passed down to the lessee.

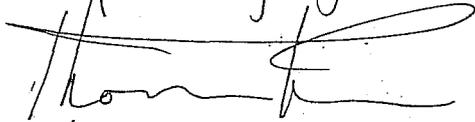
2). Rental landlords do not general make use of the schools or other public services that the town offers. Yet rental landlords pay the same mill rate as other landlords. I believe that the \$150.00 proposed fee should be waived because of this.

3). This regulation will group single family and multifamily zones under the same regulations. I believe this will allow for a litigation loop hole which will surely be tested in P.12 courts.
T n n
1 H I P n 1 1 1 1 1

Family houses for rent which are legally larger than 4 bedrooms, be allow to rent to as many students as the legal number of bedrooms the house may have.

Thank you for your consideration.

Respectfully Yours



Thomas Tavar

Connecticut Department of Transportation
Safe Routes to School (SR2S)
2006 Infrastructure Program

Application Form – Interim
Applications due: May 15, 2006

I. Applicant Information:

Applicant: (Project Sponsor) Town of Mansfield

Address: 4 South Eagleville Road

City: Storrs/Mansfield, CT Zip Code 06268-2599

Contact Person: Lon Hultgren (Director of Public Works)

Phone: 860-429-3332 Ext.: E-mail: HultgrenLR@Mansfieldct.org

School Name(s): Goodwin Elementary School

School District(s): Mansfield (K - 8)

(Regional/Metropolitan Planning Organization): Windham

Total number of project applications being submitted by your agency: 1

If more than one application is being submitted, what is the priority of this application? N/A

Project Classification: (See Eligible Infrastructure Projects on page 5)

- Sidewalk Improvements
- Traffic Calming and Speed Reduction
- Bicycle Parking Facilities
- Traffic signals
- Crosswalks
- Warning Devices.
- Signing
- Pavement Markings
- Other Completion of Bikeway near school

II. Project Evaluation Criteria

Note: In order to qualify for funding, projects must be within a 2-mile radius of an elementary or middle school site. Schools to benefit from project must have a SR2S Master Plan.

The applicant's responses to the following will be used to evaluate the proposed project. Please limit responses to each question to two pages.

1. Describe the problem(s) that the project is addressing.
 - a. What are the safety hazards (physical or perceived) or risks facing children who walk and/or bicycle to and from the school site(s)?
 - b. Cite any other concerns using accident data, traffic counts, demographics, community and school surveys or audits, traffic volumes, and other environmental factors, as appropriate.
 - c. Include a description of the neighborhood traffic issues in the vicinity of school site that may provide some background for the project.
 - d. Provide a map showing a 2-mile radius of the school and identify the general area with existing and proposed changes. Please limit map sizes to 11" x 17".
2. Provide a detailed description of the project scope.
 - a. How will project address the identified problem(s) cited in question 1?
 - b. How will the project reduce child pedestrian and bicycle related injuries?
 - c. How will the project encourage more students to walk or bicycle to school?
 - d. What percentage of the students walking/bicycling will benefit from this improvement?
 - e. What is the expected percentage increase in walkers/bicyclists from this project?
3. Describe the ongoing Safe Routes to School program efforts at school site(s).
 - a. Provide the following information for each school affected by program.
 - i. School name
 - ii. Student population within grades K-8.
 - iii. Estimated number of students who currently walk to school. 0
 - iv. Estimated number of students who currently bike to school.
 - v. Percentage of students living within 2 miles of school.
 - vi. Number of students who are bussed.
 - vii. Distance eligibility for riding a bus (in miles)

Goodwin Elementary School – Safe Routes to School Grant Application

Project Evaluation Criteria

1a. Safety hazards or risks

There are no sidewalks, walkways or shoulders in the vicinity of the school. There is essentially no safe non-vehicular access to the school grounds.

1b. Other concerns

There is no safe emergency evacuation route (by foot) leading away from the school grounds.

1c. Neighborhood Traffic

Hunting Lodge Road serves as a major shortcut to the University of Connecticut. Average daily traffic is about 2,500 vehicles per day with an average speed of 31 mph and an 85% speed of 39 mph. Neighborhood complaints about speeding on the road and the movement of traffic through the wide intersection at Hunting Lodge and Birch Roads just to the south of the school have been made in recent years to the Mansfield Traffic Authority. A major portion of the Town's North-South bikeway is proposed to run along Birch Road a few hundred feet south of the school.

1d. Map – see attachment A

2a. How the Project would address problems identified in (1) above

The proposed project would both provide a walkway from the Hunting Lodge Road/Birch Road intersection to the school and complete the bikeway to this intersection along Birch Road. Non-vehicular access to the school via bikeway/walkway would be provided from the many apartments on Hunting Lodge Road to the South and on Birch Road to the North and East. Additionally, the Town is constructing a roundabout this construction season (2006) that will provide safe crossings through the intersection at Hunting Lodge Road and Birch Road. The walkway away from the school to the south would provide a safe emergency route (on foot) away from the school as well.

2b. Reduced injuries

By providing separate bikeways and walkways to the school, we expect to reduce injuries and accidents that occur whenever students and/or parents travel to this school outside of a motor vehicle.

- b. Provide information on any current program, efforts targeted towards bicycle and pedestrian safety awareness.
 - c. Provide an outline of documented infrastructure deficiencies (safety hazards) and recommended improvements documented in Safe Routes to School Master Plan.
4. Who are your partners – what collaborations have you created to ensure the success of your project?
- a. Include letters of agreements from participating school districts, school principals, and government entity acknowledging their participation in this project.
 - b. Identify project partners that are in concurrence with this project. (Possible project partners may include school officials, local traffic engineers, law enforcement agencies, public health organizations, school-based organizations, local elected officials, nonprofit organizations, etc.)

III. Project Cost Estimate: Eligible costs are generally limited to those cost directly associated with engineering and construction of project.

Preliminary Engineering Fees *	\$ <u>0 - Bikeway is designed; Town will</u> Engr. Walkway
Rights of Way Costs (If applicable)**	\$ <u>1,000 - one easement for walkway</u> (bikeway easements completed)
Utility Relocation Costs	\$ <u>0</u>
Estimated Construction Costs (Include Detailed Estimate, if available)	\$ <u>walkway: \$71,000 bikeway: \$275,000</u>
Construction Engineering (Inspection, Materials Testing) (15%)	\$ <u>51,900</u>
Contingencies (State Guidelines suggest 7% of Construction Cost for projects under \$1,000,000)	\$ <u>24,200</u>
Total Project Cost	\$ <u>422,120</u>

***Preliminary Engineering Fees:** Surveying; ConnDOT Coordination, Plan/Specification Reviews; Regulatory Permits and Meetings; Town Meetings (wetlands, public informational); Preparation of Property Taking and Easement Maps; Engineering Design; Construction Quantity and Cost Estimates; Specifications; Printing of Plans & Specifications for Bidding, Consulting fees, etc.

****Rights of Way:** For the acquisition of property, easements or rights from property owners other than the municipality or State. In general, projects are to be constructed on public property. Projects primarily constructed on private property P. 17 have easements for public access.

2c. Encourage students to walk or ride

By providing a safe bikeway/walkway to the school, parents can elect to have their children access the school/schoolyard via foot or bike. This would apply to after-hours, weekends and summers as well as during the school day.

2d. Percentage of students to benefit

Currently no students walk or bike to Goodwin School (as it is not safe) and all are bussed. After the bikeway, walkway and roundabout are constructed, this mode will be safe and it is possible some children (parents) will take this route to the school. Certainly this route will be used to access the school grounds after hours and during the summers.

2e. Percentage of increase

As there are no bikers/walkers currently, any increase in the number will be a significant increase. After the connection is made and the roundabout is constructed, school administrators will be able to re-evaluate their bussing practices from the neighborhood apartments and residences along the bikeway.

3a.	i. <u>School name:</u>	Dorothy C. Goodwin School
	ii. <u>Student population (K – 8):</u>	205 (K-4)
	iii. <u>Students currently walking:</u>	0
	iv. <u>Students currently biking:</u>	0
	v. <u>% of students living within 2 mi.:</u>	+/-65%
	vi. <u># students bussed:</u>	205
	vii. <u>distance eligibility for riding a bus:</u>	K – 1 mile (Board of Education policy 1-3 – 1 mile although students are bussed inside 1 mile presently)

3b. Current bike safety awareness

Each year in the physical education health curriculum a section on bicycle safety is taught to all students.

3c. Safe Routes to School Master Plan

The proposed improvements are in keeping with the Safe Routes to School plan.

4a. Letter from Mansfield School District
(see attachment B)

- 4b. Project Partners
- Town Department of Public Works
 - Town Transportation Advisory Committee
 - Mansfield School System

IV. Project Schedule:

Estimate dates of completion for major milestones shown below:

Complete Environmental Document: 7/1/06

Obtain Right of Way Clearance: 9/1/06 (~~One case~~ *only*)

Advertise Project for Construction: Dec 1, 06

Award Construction Contract: Feb 1, 07

Completed Construction: Sept 1, 07

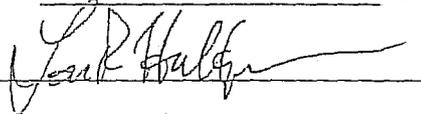
V. Application Signatures

Local Agency Official

Name: Lon R. Hultgren

Title: Director of Public Works

Phone Number: 860-429-3332 Email address: HultgrenLR@Mansfieldct.org

Signature: 

School Official

Name: Frederick A. Baruzzi

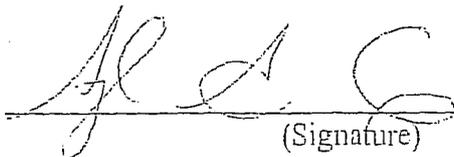
Title: Assistant Superintendent of Schools

Phone Number: 860-429-3356 Email address: BaruzziFA@Mansfieldct.org

Signature: _____

Local Law Enforcement Agency Approval

It is recommended that the applicant obtain a letter of support from the local law enforcement agency to show acknowledgement and support of the project or have a local law enforcement representative sign below:


(Signature)

Sergeant Sean Cox

(Print Name)

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *Matt*
CC: Martin Berliner, Town Manager; Robert Miller, Director of Health;
 Michael Nintean, Building Official; Dennis O'Brien, Town Attorney;
 Gregory Padick, Director of Planning
Date: May 8, 2006
Re: Housing Code for the Town of Mansfield

Subject Matter/Background

At the public hearing and the Town Council's subsequent discussion at its last meeting, we received many comments and suggestions regarding the proposed housing code. Most of those who spoke were in favor of the ordinance, and the Council requested that staff examine the issues that were raised and report back at the next meeting.

Staff has consolidated the comments and questions that we received into seven major subject areas, and has reviewed each issue in detail. Our thoughts and recommendations regarding these various concerns are as follows:

- 1) *Drinking water.* The Town Council has asked staff to examine the feasibility of testing drinking water for potability when conducting inspections within the rental certification zone. This is not an issue for approximately 72 percent of the units within the zone that are served by community well systems or UConn water, as these types of water sources are tested regularly. For the remaining 28 percent of the units on private wells, we think that it would be problematic for staff to conduct the test as part of the inspections. As an alternative, however, we do think that it would be possible to require landlords to provide evidence that the drinking water is potable and meets certain minimum standards.

If the Town Council wishes to amend the code to include such a provision, we suggest the following:

NEW 505.2.1 Prior to a Rental Certificate being issued pursuant to Chapter 9 of this code, a copy of a water test indicating that the water supply meets the following minimum standards must be submitted to the Code Official:

- Chloride \leq 250 mg/l
- Nitrate \leq 10 mg/l

- Nitrite \leq 1.0 mg/l
- Manganese \leq 0.5 mg/l
- Chlorine, Residual $<$.05 mg/l
- Coliform Bacteria 0 col/100ml

The sample must be drawn and tested by a firm certified by the State of Connecticut Department of Public Health to perform such duties. The provisions of this section shall not apply to dwelling units that are served by a public water supply or are regulated by the Water Quality Monitoring Schedule directed by the Connecticut Department of Public Health.

The inclusion of this provision within the code would not be too onerous to administer, and would help to ensure that those units served by private wells provide safe drinking water. The cited standards are used by the Connecticut Public Health Code to determine acceptable potability for new wells. Any wells that do not meet this standard will be referred to the Eastern Highlands Health District for follow-up action. The cost for the landlord to conduct such a test would total approximately \$75 per exam, which staff does not see as excessive. Please note that we have added this new section to the proposed ordinance, in the draft dated May 8, 2006.

- 2) *Septic*. The Town Council has also asked staff to consider whether, as part of the rental certification program, the code should include an inspection to ensure that septic systems are functioning properly, cleaned regularly and of sufficient capacity. The proposed housing code and the Connecticut Public Health Code do regulate sanitary drainage, and these provisions would be enforced on a complaint basis. However, staff is unaware of any significant problem with septic failures in town and to require regular testing of septic systems would add a financial burden to the landlords and administrative work for the housing office. Consequently, at this time we do not recommend adding a septic testing and inspection requirement to the proposed code. Yet, the septic testing concept is not without merit and the Town Council may wish to consider a stand-alone ordinance that would apply to every property in town.
- 3) *Parking*. Members of the public and the Town Council spoke in favor of adding provisions to the proposed housing code to regulate parking, particularly as it relates to a maximum number of vehicles per dwelling unit. Staff recognizes that this is an issue, and that having a large number of cars parked at a residence can be unsightly and negatively affect the character of the neighborhood. Also, having the ability to limit the number of cars at any one residence would allow the town to better control and limit large off-campus parties.

Such a provision, however, would be very difficult to enforce, as we would not have staff available to patrol town neighborhoods on a regular basis. Also, it might be legally difficult to limit the application of such a parking requirements to rental properties alone. Consider, for example, a situation in which you have two houses next to one another and one is a rental unit and the other is owner-occupied. Would

it be legitimate to restrict the tenants living in the rental unit to a certain number of vehicles while allowing the owners of the house next door to park an unlimited number of cars at their residence? We believe this scenario would be problematic.

For the reasons listed above, staff does not recommend the addition of parking regulations to the housing code. Yet, if the Town Council is committed to addressing this issue, we recommend that it consider enacting a stand-alone ordinance to regulate parking for all residential properties, both rental units and owner-occupied. This ordinance could potentially be enforced by both code enforcement staff and police, and could apply to the entire town or be limited to zones with a certain density of housing. Other alternatives would be to ask the planning and zoning commission to examine the possibility of establishing a special student zone adjacent to campus in which parking could be more tightly regulated and enacting anti-bligh ordinance provisions that ban parking on lawns or other areas not specifically designated for parking on a regular basis.

- 4) *Civil penalties.* The Town Council has raised some concerns regarding the ability of a housing inspector to assess a civil fine, as opposed to a criminal penalty, for violations of the code other than a violation of the rental certification program. The code as written provides the option of civil or criminal enforcement under section 106.4. In staff's experience, we believe it wise to prosecute unabated violations as criminal activity because as a rule they constitute safety issues, and these issues tend to be resolved more quickly under the threat of fines and jail time. Under the proposed code, the code official has options with regard to enforcement, e.g., seeking injunctive relief in court or condemning a particularly hazardous unit or building and relocating the tenants, and we do not think that additional civil penalties are advisable at this time.
- 5) *Fines and fees.* In order to increase revenues and to make the program self-supporting, some members of the public have suggested that the Town Council increase the fines and fees set out in the proposed ordinance. The ordinance carries only one fine – the \$100 per day citation for violations of the rental certification program. And, as you will recall, the proposed fee for a rental certificate is \$150 per unit.

The Town Council certainly has the discretion to raise the proposed fines and fees. From staff's perspective, the proposed fines and fees are fair and will be effective to fulfill the purposes of the Code. When preparing the draft, we did consider what other Connecticut municipalities charge for a housing inspection, and our proposed fee is on the high side. We are also cognizant of the fact that, if market conditions permit, the typical landlord will pass the cost of the certificate on to his/her tenants, and rents in Mansfield are expensive. Furthermore, please remember that the \$100 per day citation for violations of the rental certification program does accrue daily, and will serve as a sufficient deterrent. Unless the Town Council wishes to raise the level of the fines and fees at this time, staff recommends that we begin the program

with the fines and fees set at the amounts that staff has proposed, and gradually increase the level of those costs over time.

- 6) *Sampling*. The Town Council has asked that, for apartment complexes, staff consider the possibility of inspecting a representative sample of those units, thereby reducing the overall number of inspections and the staffing needs. While this concept has merit, we are concerned about limiting the effectiveness of the program, and would prefer to inspect all of the units, at least initially. In addition, we are not sure that reducing the number of inspections would substantially impact our staffing needs as we have projected those needs based upon estimates and staff's past experience with administering a housing code. Furthermore, if we conduct fewer inspections we would lose revenue. Consequently, at this point staff would prefer not to amend the code to effect this change. After we have conducted one or two rounds of inspections and are comfortable that the housing stock meets certain minimum standards, it may very well be advisable to transition to a system in which we inspect only a representative sample of multi-family units.
- 7) *Text edits*. Council member Schaefer has suggested a minor revision to the text of the proposed ordinance. We have incorporated this suggestion.

Recommendation

As staff has explained, we believe that the adoption of the housing code would have many benefits for our community. The Town of Mansfield now has several residential rental properties with deteriorating conditions. This development adversely affects the character and quality of life in some of our neighborhoods, especially those adjacent to campus. The adoption of the housing code and the implementation of the housing inspection program would provide staff with a significant tool to address these problems. In particular, the code would allow us to ensure that residential rental housing units meet basic safety criteria and are maintained. The code would also provide staff with another mechanism to prevent against blight and to preserve the character of our neighborhoods.

We have examined and considered the comments and suggestions raised at the public hearing and the Town Council's most recent discussion of the code. We believe the public hearing and related discussions were useful, and the ideas presented have merit and should be reviewed further as stand-alone ordinances or future amendments to the housing code. With respect to these issues, staff has presented the Town Council with a proposed section to require landlords seeking a rental certificate to provide evidence that the drinking water is potable and meets certain minimum standards. We believe that it is imperative that town begin its housing inspection program with a code that we can effectively enforce and believe can sustain various legal challenges. The proposed housing code is not designed to serve as a panacea to solve all of our problems, but it will make a positive difference within our community.

For the reasons enumerated above, staff recommends that the Town Council adopt the proposed ordinance at this time, preferably with the incorporation of new section 505.2.1 to regulate drinking water. Our proposed effective date remains July 1, 2006.

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

Move, to adopt the Ordinance for Adoption of the International Property Maintenance Code, a Housing Code for the Town of Mansfield, as presented by staff in its draft dated May 8, 2006, which includes a proposed new section 505.2.1 requiring as part of the rental certification program a test to ensure that water meets certain minimum potability standards, and which ordinance shall become effective on July 1, 2006.

Attachments

- 1) Proposed Ordinance for Adoption of the International Property Maintenance Code, A Housing Code for the Town of Mansfield
- 2) Map of Proposed Rental Certification Zone



Town of Mansfield Code of Ordinances

“Ordinance for Adoption of the International Property Maintenance Code,
A Housing Code for the Town of Mansfield”

May 8, 2006 Draft

The Town Council of the Town of Mansfield finds that inadequate maintenance of some residential rental property within the community has created a public health hazard and blight, and is therefore detrimental to the public welfare, health and safety of the people of Mansfield. Accordingly, pursuant to the various police, health, and public safety authority granted to municipalities by Connecticut General Statutes section 7-148, the Town of Mansfield seeks to better protect, preserve and promote the health, safety, welfare and quality of life of its people by regulating the conditions and maintenance of residential rental property, as set forth in this code:

An ordinance of the Town of Mansfield adopting the 2003 edition of the *International Property Maintenance Code*, regulating and governing the conditions and maintenance of residential rental property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the Town of Mansfield; and providing for the issuance of permits and collection of fees therefore.

Therefore, the Town Council of the Town of Mansfield does ordain as follows:

Section 1. That a certain document, a copy of which is on file in the office of the Town Clerk of Town of Mansfield, being marked and designated as the *International Property Maintenance Code*, 2003 edition, as published by the International Code Council, be and is hereby adopted as the *Housing Code of the Town of Mansfield*, in the State of Connecticut for regulating and governing the conditions and maintenance of residential rental property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; and providing for the issuance of permits and collection of fees therefore. Each and all of the regulations, provisions, penalties, conditions and terms of said *Housing Code of the Town of Mansfield* on file in the office of the Town Clerk are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, prescribed in Section 6.

Section 2. That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or ultra vires, such decision shall not affect the validity of the remaining portions of this ordinance. The Town Council hereby declares that it would have

passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or ultra vires.

Section 3. That nothing in this ordinance or in the *Housing Code of the Town of Mansfield* hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 6 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

Section 4. That the Town of Mansfield Town Clerk is hereby ordered and directed to cause this ordinance to be published in a newspaper having circulation within the town.

Section 5. That this ordinance and the rules, regulations, provisions requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after July 1, 2006.

Section 6. The following sections of said 2003 edition of the International Property Maintenance Code are hereby revised as follows:

SECTION 101 GENERAL

(Amend) 101.1 Title. These regulations shall be known as the Housing Code of the Town of Mansfield, hereinafter referred to as "this code."

(Amend) 101.2 Scope. The provisions of this code shall apply to all existing residential rental housing units and their associated premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises; and for administration, enforcement and penalties.

Exception: All existing residential rental housing units that are the property of the State of Connecticut shall be exempt from this code. This exemption shall not include residential rental housing units owned by an entity leasing real property from the State of Connecticut.

(Amend) 101.3 Intent. This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of residential rental housing units, structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein. Repairs, alterations, additions to and change of occupancy in existing buildings shall comply with the:

- Connecticut State Building Code and Connecticut Supplement
- Connecticut Fire Safety Code

- Connecticut Public Health Code
- Town of Mansfield Code of Ordinances
- Town of Mansfield Zoning Regulations

SECTION 102
 APPLICABILITY

(Amend) 102.1 General. The provisions of this code shall apply to all matters affecting or relating to residential rental housing units, structures and premises, as set forth in Section 101. Where, in a specific case, different sections of this code specify different requirements, the most restrictive shall govern.

(Amend) 102.3 Application of other codes. Repairs, additions or alterations to a residential rental housing unit, structure, or premises, or changes of occupancy, shall be done in accordance with the procedures and provisions of the codes and documents outlined in Section 101.3. Nothing in this code shall be construed to cancel, modify or set aside any provision of the codes and documents listed in Section 101.3.

(Amend) 102.7 Referenced codes and standards. The codes and standards referenced in this code shall be those that are listed in Chapter 8 and considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between provisions of this code and the referenced standards, the provisions of the referenced standards shall apply.

SECTION 103
 (Amend) DEPARTMENT OF BUILDING INSPECTION

(Amend) 103.1 General. The department of building inspection is hereby authorized and directed to enforce this code, and the executive official in charge thereof shall be known as the "code official."

(Amend) 103.2 Appointment. The Town Manager of Mansfield shall appoint the code official; and the code official shall be subject to the Town Personnel Rules and Regulations or appropriate union contract.

(Amend) 103.5 Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the schedule set forth in Chapter Nine of this code.

SECTION 104
 DUTIES AND POWERS OF THE CODE OFFICIAL

(Amend) 104.3 Inspections. The code official shall make all of the required inspections, or shall accept reports of inspection by approved agencies or individuals. All reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The code official is authorized to engage such expert opinion as deemed

necessary to report upon unusual technical issues that arise, subject to the approval of the Town Manager.

(Amend) 104.8 Coordination of inspections. Whenever an inspector from any agency or department observes an apparent or actual violation of some provision of some law, ordinance or code not within the inspector's authority to enforce, the inspector shall report the findings to the code official having jurisdiction.

SECTION 106 VIOLATIONS

(Amend) 106.3 Prosecution of Violation. The code official shall retain discretion to refer any violation of this code to the authority of the State of Connecticut for prosecution according to state law.

SECTION 107 NOTICES AND ORDERS

(Delete without Substitution) 107.2.6.

(Amend) 107.5 Transfer of ownership. The code official may cause to be filed upon the Land Records of the Town of Mansfield any written notice of violation or order issued by the code official. In any such case, if and when compliance with this code is subsequently attained, the code official shall cause to be filed on the Land Records a writing that documents and explains any such result without delay.

(Amend) 109.6 Hearing. Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person or persons severally or jointly aggrieved by any decision of the Housing Code Board of Appeals shall thereafter have the right to appeal such order to the Connecticut Superior Court.

SECTION 110 DEMOLITION

(Amend) 110.1 General. Per Connecticut General Statutes Section 29-253, the code official shall order the owner of any premises upon which is located any structure which in the code official's judgment is "unsafe," meaning a building that constitutes a fire hazard or is otherwise dangerous to human life or the public welfare, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary or to demolish and remove at the owner's option.

SECTION 111
MEANS OF APPEAL

(Amend) 111.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Housing Code Board of Appeals, provided that a written application for appeal and a filing fee of \$100 is filed with the Clerk of the Board within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of the code or the rules legally adopted thereunder have been incorrectly interpreted or applied, the provisions of this code are not fully applicable, or the requirements of this code are adequately satisfied by other means.

(Amend) 111.2 Membership of Board. The Housing Code Board of Appeals shall consist of three electors of the community who, in the opinion of the appointing authority, the Town Council, possess the experience, capability and judgment to pass on matters pertaining to this Code. The members shall serve staggered and overlapping terms of three years, but in the beginning, the three who are initially appointed shall serve terms of one, two and three years, respectively.

(Amend) 111.2.1 Alternate members. The Town Council shall appoint two or more alternate members who shall be called by the Board chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.

(Amend) 111.2.4 Secretary. The Town Manager shall designate a qualified person to serve as secretary to the Board. The secretary shall keep and file a detailed record of all proceedings in the office of the Town Clerk.

(Amend) 111.2.5 Compensation of members. Members shall not be compensated.

SECTION 201
GENERAL

(Amend) 201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the *Codes and Regulation listed in Section 8*, such terms shall have the meanings ascribed to them as in those codes.

SECTION 202
GENERAL DEFINITIONS

(Amend) BATHROOM. A group of fixtures including or excluding a bathtub or shower consisting of a water closet and lavatory located together in the same room.

(Add) RESIDENTIAL RENTAL STRUCTURES. Shall include all dwelling and housing units defined by this code that are residential and rental structures except for those owned by the State of Connecticut. The terms "dwelling unit(s)" and "housing unit(s)" shall be considered

synonymous for purposes of this code.

SECTION 302
EXTERIOR PROPERTY AREAS

(Delete without substitution) 302.4 Weeds.

(Delete without substitution) 302.8 Motor vehicles.

SECTION 304
EXTERIOR STRUCTURE

(Amend) 304.3 Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 3 1/2 inches high with a minimum stroke width of 0.5 inch.

(Amend) 304.14 Insect screens. During the period from May 1 to October 15, every door, window and other outside opening required for ventilation of habitable rooms, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm) and every swinging door shall have a self closing device in good working condition.

(Delete without substitution) 304.18.1 Doors.

SECTION 305
INTERIOR STRUCTURE

(Amend) 305.1 General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure, which they occupy or control, in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, apartments, two or more dwelling units shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

SECTION 306
HANDRAILS AND GUARDRAILS

(Amend) 306.1 General. Every exterior and interior flight of stairs having four or more risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails and guardrails shall be in accordance with the codes and regulations listed in Section 8.

Exception: Guards shall not be required where exempted by the adopted building code.

SECTION 308
EXTERMINATION

(Amend) 308.3 Single occupant. The occupant of a one-family dwelling shall be responsible for extermination on the premises.

SECTION 401
GENERAL

(Amend) 401.3 Alternative devices. In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the *Building Codes and regulations listed in Chapter 8* shall be permitted..

SECTION 402
LIGHT

(Amend) 402.2 Common halls and stairways. Every common hall and stairway in residential occupancies, other than in one- and two-family dwellings, shall be lighted at all times with at least a 60watt standard incandescent light bulb for each 200 square feet (19 m²) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet (9144 mm).

SECTION 403
VENTILATION

(Delete without substitution) 403.4 Process ventilation.

SECTION 404
OCCUPANCY LIMITS

(Amend) 404.1 Privacy. Dwelling units, housekeeping units, rooming units and apartment units shall be arranged to provide privacy and be separate from other adjoining spaces.

SECTION 502
REQUIRED FACILITIES

(Delete without substitution) 502.3 Hotels

(Delete without substitution) 502.4 Employees' facilities.

(Delete without substitution) 502.4.1 Drinking facilities.

SECTION 503
TOILET ROOMS

(Delete without substitution) 503.3 Location of employee toilet facilities

(Delete without substitution) 503.4 Floor surface.

SECTION 505
WATER SYSTEM

(Amend) 505.1 General. Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the *Building Code and Regulations listed in Chapter 8.*

(New) 505.2.1. Water test. Prior to a Rental Certificate being issued pursuant to Chapter 9 of this code, a copy of a water test indicating that the water supply meets the following minimum standards must be submitted to the Code Official:

- Chloride \leq 250 mg/l
- Nitrate \leq 10 mg/l
- Nitrite \leq 1.0 mg/l
- Manganese \leq 0.5 mg/l
- Chlorine, Residual $<$.05 mg/l
- Coliform Bacteria 0 col/100ml

The sample must be drawn and tested by a firm certified by the State of Connecticut Department of Public Health to perform such duties. The provisions of this section shall not apply to dwelling units that are served by a public water supply or are regulated by the Water Quality Monitoring Schedule directed by the Connecticut Department of Public Health.

SECTION 602
HEATING FACILITIES

(Amend) 602.2 Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms based on the winter outdoor design temperature for the locality indicated in the Building Code listed in Chapter 8. Cooking appliances shall not be used to provide space heating to meet the requirements of this section.

(Amend) 602.3 Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling unit, rooming unit, dormitory or guestroom on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat to maintain a temperature of not less than 68°F (20°C) in all habitable rooms, bathrooms, and toilet rooms.

Exception: When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in the Building Code and regulations listed in Chapter 8.

Per Connecticut General Statutes section 19a-109, a temperature in any residential rental housing unit of less than sixty-five degrees Fahrenheit in such unit shall be deemed injurious to the health of the occupants thereof and violative of this code.

(Delete without substitution) 602.4 Occupiable workspaces.

SECTION 604
ELECTRICAL FACILITIES

(Amend) 604.2 Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with the Building Code and Regulations listed in Chapter 8. Dwelling units shall be served by a three-wire, 120/240-volt, single-phase electrical service having a rating of not less than 60 amperes.

SECTION 702
MEANS OF EGRESS

(Amend) 702.1 General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the Building Codes and Regulations listed in Chapter 8.

(Delete without substitution) 702.2 Aisles.

(Amend) 702.3 Locked doors. All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the Building Codes and Regulations listed in Chapter 8.

SECTION 704
FIRE PROTECTION SYSTEMS

(Amend) 704.1 General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the Building Codes and Regulations listed in Chapter 8.

(Amend) 704.2 Smoke alarms. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings not regulated in Group R occupancies, regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.

3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split-levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Single or multiple-station smoke alarms shall be installed in other groups in accordance with the Building Codes and Regulations listed in Chapter 8.

(Amend) Chapter 8 Referenced Standards. The provisions of this code shall be govern by the following:

- Connecticut State Building Code and Connecticut Supplement
- Connecticut Fire Safety Code
- Connecticut Public Health Code
- Town of Mansfield Code of Ordinances
- Town of Mansfield Zoning Regulations

(ADD) CHAPTER 9 RENTAL CERTIFICATION AND INSPECTIONS

SECTION 901 CERTIFICATION

Findings. The Town Council of the Town of Mansfield finds that inadequate maintenance of some residential rental property within the community is especially prevalent and concentrated in certain areas of the Town, and that since the Town of Mansfield has limited resources to regulate and control such inadequate maintenance Town-wide, it is necessary to concentrate deployment of said limited resources in areas of the Town in which the detriment to public welfare, health and safety caused by inadequate maintenance of residential rental property is more prevalent and concentrated.

901.1 Scope. No owner, agent or person in charge of a residential rental housing unit offered for rent within the Rental Certification Zone shall allow any person to occupy the same as a tenant or lessee for a valuable consideration, unless **the owner, agent or person in charge** ~~he/she~~ holds a valid certificate of compliance issued by the code official for the specific housing unit.

Rental Certification Zone: The provisions of this chapter shall apply only to those residential rental housing units located within the Rental Certification Zone, hereinafter referred to as the "Certification Zone." A map of the Certification Zone is attached as an appendix to this code.

Exception: The provisions of this chapter shall not apply to those housing units that are:

1. Age-restricted to persons aged fifty-five (55) and older.

2. Owned by the Mansfield Housing Authority.
3. Owned by the State of Connecticut. This exception shall not include those dwellings or dwelling units located within the Certification Zone that are owned by an entity leasing real property from the State of Connecticut.
4. Newly constructed housing units for the first five years after issuance of an initial certificate of occupancy by the Town of Mansfield Building Department.
5. Housing units in any building consisting of no more than four units, one of which is owner occupied and serves as the owner's primary domicile.
6. Single-family dwelling units rented or leased for a period not to exceed one year when the original owner occupant will return to that unit as his or her primary residence at the end of the rental term or lease.
7. Single-family dwelling units sold and rented or leased by the buyer to the seller as a condition of the sale to provide the seller with extended occupancy for a period not to exceed one year.

Implementation Schedule: The provisions of this chapter shall be implemented pursuant to a schedule, hereinafter referred to as the "implementation schedule," developed and maintained by the code official. No owner, agent or person in charge of a dwelling or dwelling unit located within the Certification Zone shall be found in violation of this chapter until such time as he/she fails to obtain a valid certificate of compliance within the period of time specified by the implementation schedule.

Term of Certificate: Every rental certificate of compliance shall expire at the end of two (2) years following the date of issuance. The fee for a certificate of compliance shall be one hundred-fifty dollars (\$150) for the two-year period.

901.2 Conditions for issuance of certificates. Upon request of the owner, agent or other person authorized to rent a dwelling unit (hereinafter referred to as the "applicant"), the code official will be available at an appointed time, within a reasonable amount of time, agreed upon by the code official and the applicant, or later if the applicant requests, to inspect such dwelling or dwelling unit. If such inspection establishes that the dwelling or dwelling unit is in substantial compliance with this code, the code official shall issue a certificate of compliance for said dwelling or dwelling unit. One (1) copy of the certificate of compliance shall be handed to or sent by mail to the applicant; a second copy shall be posted by the owner or his/her designated agent in a conspicuous location inside the dwelling or dwelling unit for the information of the tenant and shall not be removed by or at the direction of anyone other than the tenant; and a third copy shall be kept on file in the code official's office. After the issuance of a certificate, if, upon reinspection pursuant to this code it is determined by the code official that the dwelling or dwelling unit is no longer in substantial compliance with this code, the certificate may be revoked by the code official in a writing stating the reasons for the revocation.

901.3 Reinspections. If said dwelling or dwelling unit does not comply with the code standards, the code official shall furnish the applicant with a written list of the specific violations, which would have to be corrected before a certificate of compliance could be issued for the dwelling or dwelling unit. Upon the representation of the applicant that the listed violations have been corrected, the code official shall re-inspect said dwelling or dwelling unit and issue a certificate of compliance or a list of violations, as above provided.

901.4 Waiver pending correction. Any applicant who is delayed in correcting violations necessary to entitle him/her to a certificate of compliance and who has a valid contract in writing with a person for the performance of the work may petition the code official in writing for a temporary waiver of compliance. The petition shall contain the information therein which is reasonably necessary for a decision and shall include a written and signed statement by the person under contract to correct the violation, specifying the date of beginning and completion of the work. If the code official shall find that the delay in the correction of the violation is reasonable, taking into consideration the availability of persons to do the work and the current work load, and that the work can reasonably be undertaken and completed while the premises are occupied or that appropriate provision has been made for housing the tenant elsewhere during the necessary period when the dwelling or dwelling unit will not be habitable because of the work of correcting the code violation, the code official shall issue a temporary waiver of compliance expiring on the date when the corrective work should be completed. The applicant shall, on or before that said date, request a reinspection. The code official shall reinspect the dwelling or dwelling unit and issue the certificate of compliance or list any remaining violations as above provided.

901.5 Appeals. Any applicant aggrieved by the decision of the code official to issue a certificate of compliance may appeal to the Housing Code Board of Appeals as set forth in section 111, above.

901.6 Violations and penalties. Any owner, agent or other authorized persons who shall let for occupancy any dwelling or dwelling unit in the Town of Mansfield who does not hold a valid certificate of compliance from the code official, may, upon a finding of violation, be assessed a fine of not more than one hundred dollars (\$100.00) for each and every day that such violation continues.

SECTION 902 INSPECTIONS

902.1 Scope. The code official is hereby authorized and directed to make periodic inspections within the purview of this chapter and such inspections as are required by a code compliance program of the Town of Mansfield, by and with the consent of the owner, occupant or person in charge, to determine the condition of dwellings, dwelling units, rooming units and premises within this town for the purpose of determining compliance with the provisions of this chapter or this code. Occupants may also request inspections under this chapter or this code

A. For the purpose of making such inspections, the code official, with the consent of the owner, occupant or person in charge, is hereby authorized to enter, examine and survey all dwellings,

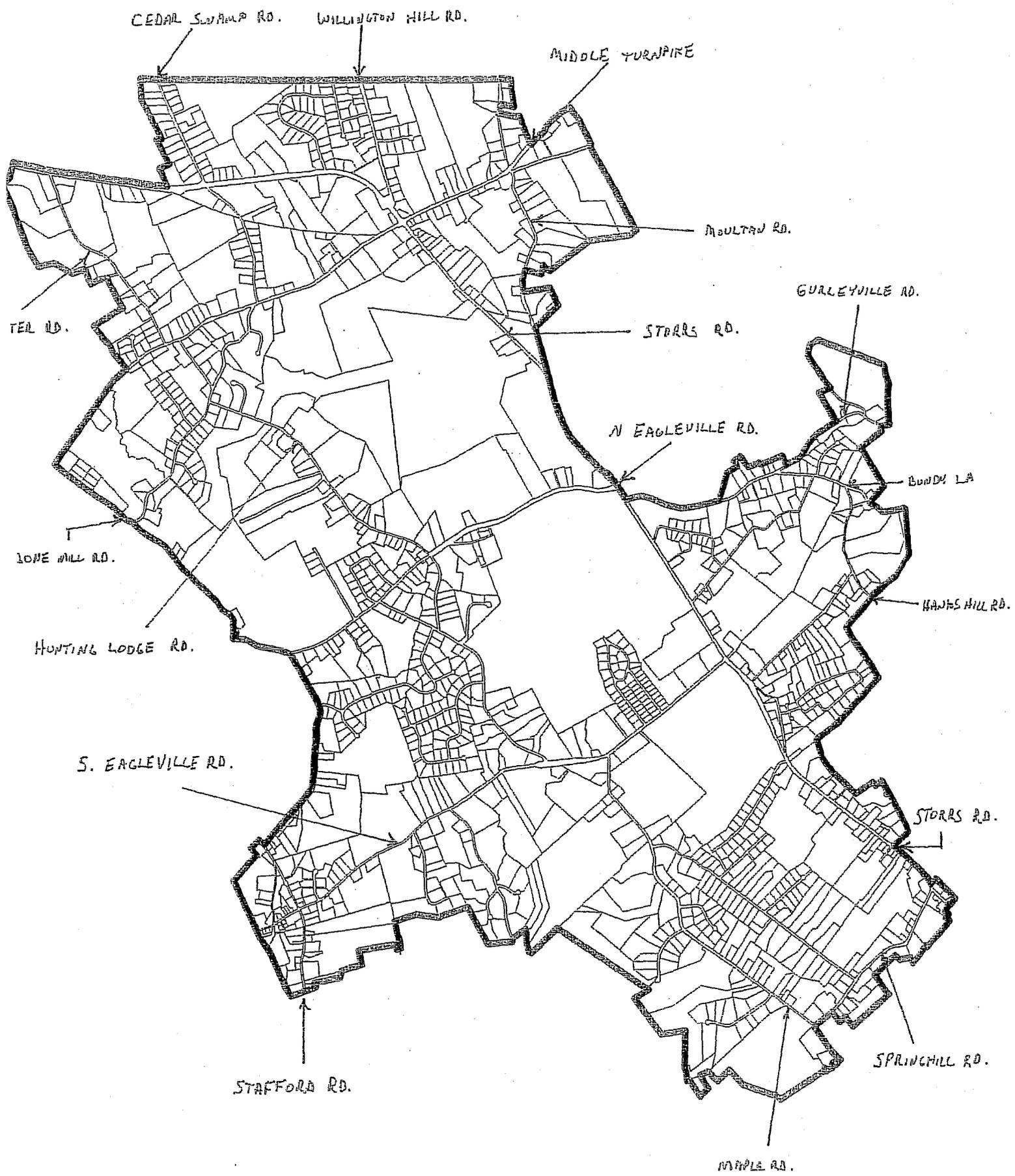
dwelling units, rooming units and premises at such time mutually satisfactory to and agreed upon by the code official and the owner or occupant of a dwelling, dwelling unit or rooming unit or the person in charge thereof. Such inspection, examination or survey shall not have for its purpose the undue harassment of owner or occupant, and such inspection, examination or survey shall be made so as to cause the least amount of inconvenience to said owner or occupant, consistent with an efficient performance of the duties of the code official. To further ensure that the policy of this chapter, which is to achieve compliance through cooperation of owners and occupants, shall be successfully maintained, it shall be the practice of the code official whenever practicable, to provide reasonable advance notice to owners and/or occupants of projected special inspections or inspections of a routine nature. Ultimately, no owner or occupant of a residential rental housing unit or rooming unit may unreasonably withhold from the code official consent to access the premises for the purpose of performing any inspection authorized by this code.

B. The occupant of each dwelling, dwelling unit, rooming unit or premises, or the person in charge thereof, upon presentation by the code official of his/her proper credentials, may give the code official entry to the dwelling, dwelling unit, rooming unit or premises and free access to every part thereof.

C. Whenever an owner, occupant or person in charge of a dwelling, dwelling unit, rooming unit or premises shall deny the code official right of entry for the purpose of inspection, examination or survey, the code official shall not enter until he/she presents a duly issued search warrant or other written authorization describing the dwelling, dwelling unit, rooming unit or premises to the owner, occupant or person in charge thereof.

D. Nothing in this section shall be construed to preclude the entry of the code official at any time when, in his/her judgment, an emergency tending to create an immediate danger to the public welfare or safety exists, or when such entry is requested by the owner, occupant or person in charge of the dwelling, dwelling unit, rooming unit or premises, or when the Code Official presents a duly issued search warrant to said owner or occupant or person in charge thereof.

902.2 Access to remedy. Per Connecticut General Statutes section 47a-16, every occupant of a residential rental housing unit or rooming unit shall not unreasonably withhold from the owner thereof, or his/her agent or employee, consent to access any part of such dwelling, dwelling unit or rooming unit, or its premises, for the purpose of making such repairs or alterations as are necessary to effect compliance with the provisions of this chapter or with any lawful rule or regulation adopted or any lawful order issued pursuant to the provisions of this chapter.



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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *Matt*
CC: Martin Berliner, Town Manager; Noranne Nielsen, Animal Control Officer
Date: May 8, 2006
Re: An Ordinance Regulating Cats

Subject Matter/Background

Attached please find a proposed Ordinance Regulating Cats, which has been prepared by staff in consultation with the Town Attorney. We believe such an ordinance would be necessary to help control the problem we have with an excessive cat population, particularly feral cats, that is presenting a legitimate public health issue for the community.

If the Town Council were to adopt this ordinance, our Animal Control Officers would enforce the law in a manner similar to which they enforce the state roaming and nuisance laws. This would involve enforcing the ordinance on a case-by-case basis after the officer receives a complaint from a resident about a problem or if the officer encounters a violation in the line of duty. The officer would try to work with the owner first and provide a notice to comply and an answer date. If the owner does not comply, and depending upon the situation, the officer could issue a \$90 citation or the owner could sign the cat over to the town's shelter. Also, it would make sense for our staff to ask for a cat spay/neuter certificates while conducting the annual door-to-door survey in search of unvaccinated pets and unlicensed dogs.

In staff's opinion, the ordinance would not affect responsible cat owners and would help to reduce the cat population in Mansfield. We do wish to emphasize that no town in Connecticut has introduced an ordinance of this type. However, similar ordinances have been successfully implemented in other municipalities around the nation, for example the SNIP (spay, neuter program) in Denver, Colorado. For more success stories regarding efforts to control and reduce the nation's pet overpopulation problems, please visit http://www.phsspca.org/SNiP/success_stories.htm.

Every reputable humane organization advocates prevention as the "cure" to control the cat overpopulation problem.

Financial Impact

The ordinance would not have a significant financial impact on the town, as the Animal Control Department would be able to enforce this ordinance without a staff increase. If the ordinance proves successful, the town may see a decrease in expenditures related to cats.

Legal Review

The ordinance has been prepared in consultation with the Town Attorney.

Recommendation

In keeping with our customary procedure, staff recommends that the Town Council schedule a public hearing to solicit public comment regarding the proposed ordinance.

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

Move, effective May 8, 2006, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on May 22, 2006, to solicit public comment regarding the proposed Ordinance Regulating Cats.

Attachments

- 1) Proposed Ordinance Regulating Cats



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

May 8, 2006 Draft

Section 1. Title.

This chapter shall be known and may be cited as “the Ordinance Regulating Cats” or “Cat Population Control Ordinance.”

Section 2. Legislative Authority.

This chapter is enacted pursuant to the provisions of C.G.S. section 7-148, et seq., as amended.

Section 3. Findings and Purpose.

The Town Council of the Town of Mansfield finds that there is an overpopulation of stray and unwanted cats in the Town, evidenced in part by the impoundment of an increasing number of cats every year during the past six years by the Animal Control Officer. It is the purpose of this chapter to promote the health, safety and general welfare of the residents of the Town of Mansfield by reducing the number of stray/abandoned cats. This chapter shall serve to reduce the excessive numbers of unwanted animals and thereby contribute to the welfare of cats and elimination of unnecessary euthanization of “surplus” cats by restricting the breeding practices of pet owners and breeders. It is also found that other communities with such ordinances have experienced significant decreases in the number of cat surrenders.

Section 4. Mandatory Spaying/Neutering.

- A. No person shall own, harbor or keep a cat over the age of six months which has not been spayed or neutered, unless such person holds an unaltered animal permit for the animal (see **Unaltered Animal Certification; Administration**, below). Any such person who violates this provision may be cited and fined by the Animal Control Officer for such violation.
- B. Any person intentionally providing care or sustenance for a cat shall be deemed to be the owner and shall comply with this section.
- C. Any owner of an unaltered cat who has been cited or fined by the Animal Control Officer for failing to obtain a permit shall have his or her citation or fine dismissed if proof of altering in the form of an official neuter or spay certificate is presented within 30 days of the issuance of the citation or the owner obtains the necessary permit within 30 days of the issuance of the citation **and** the animal has not reproduced.
- D. Individuals who are aware of cat abandonment are encouraged to notify the Animal Control Officer of said event:
 - 1) To ensure that the animal is not simply lost
 - 2) To identify potential problem areas

- 3) To receive assistance with spay/neuter and/or placement of the animal(s)

Those complying will not be subject to penalty for having an unaltered animal on the premises if they are willing to surrender it to the Animal Control Officer.

Section 5. Penalties.

- A. The penalty for violation of this Ordinance shall be \$90, payable to the municipal Neuter Assistance and Education Fund. If the violation is not corrected within 30 days and the fine is not paid, the continuing violation becomes a second offense, the fine for which shall be an additional \$90. A fine of \$90 will be assessed for each additional 30-day violation.
- B. The Animal Control Officer may, at his/her discretion, waive the citation and/or penalty if the animal(s) is surrendered to the Animal Control Department for placement, or for other good cause to be determined by the Animal Control Officer.
- C. The penalty shall not be waived by the Department upon the transfer or abandonment of the cat by the noncompliant owner except as specified in subsection B, above.

Section 6. Unaltered Animal Certification; Administration.

The Animal Control Department shall administer a permit program to allow for unaltered animals over the age of six months when the following conditions have been met:

- A. The annual permit fee of \$75 is paid at the time of application and upon each annual renewal.
- B. The animal is examined annually by a licensed veterinarian and is following the preventative program recommended by the veterinarian.
- C. The animal is current on rabies vaccination.
- D. The owner otherwise complies with any applicable local/state law concerning the care and housing of animals and has not been in violation of animal related ordinance/laws in the past 24 months.
- E. The owner furnishes the Animal Control Officer with a signed statement agreeing to the following conditions:
 - 1) Offspring of the unaltered animal will not be sold or adopted until they are at least eight weeks of age.
 - 2) Records will be kept documenting how many offspring were produced and who adopted or purchased them (name, address, phone number).
 - 3) Offspring must be immunized against common diseases.
 - 4) The Seller/adoptioner must disclose the permit number in any advertisement.

Section 7. Sterilization of Impounded Animals.

On a first or subsequent impoundment of a cat, the Animal Control Officer may require that, as a condition for return to its owner or keeper, (a) the animal must be altered and (b) the cost incurred must be paid by the owner or keeper, or that the owner or keeper obtain Unaltered Animal Certification per this chapter.

Section 8. Exemptions from this Ordinance.

Persons owning animals in the care of the following organizations or meeting the following conditions are exempt from the provisions of this Ordinance:

- A. Animal shelters and rescue organizations that have implemented an ongoing spay/neuter program.
- B. Medical - A licensed veterinarian has determined that an animal is medically unsuited to undergo the surgical procedure and has signed a statement to that effect specifying the medical grounds for the exemption.
- A. Temporary medical - The veterinarian may specify a temporary medical condition including the prognosis of when the surgery may be performed, which shall become the expiration date of the temporary exemption.
- B. Transitory status - An animal that is temporarily in the Town to participate in a show or event sponsored by a nonprofit, sanctioned animal organization.

Section 9. Neuter Assistance and Education Fund.

All fees and penalties collected under the provisions of this chapter shall be deposited into a special fund known as the Neuter Assistance and Education Fund ("the Fund"). The purpose of the Fund shall be to offer financial assistance to qualified residents for the spaying and neutering of their cats and to create public awareness regarding efforts to control pet overpopulation in the Town. Additionally, the Animal Control Department shall maintain a current list of resources for reduced-price spay/neuter services for distribution to residents of the Town.

Section 10. Sale in Public Places.

A person shall not display any cat in a public place for the purpose of selling or giving the animal away. The term "public place" shall include but not be limited to streets, highways, areas exterior to shops or businesses, carnivals, sidewalks and flea markets. This section does not apply to a registered rescue group or animal welfare society.

Section 11. Cats Roaming at Large.

No owner or keeper of any cat or kitten shall allow such cat or kitten to roam at large if the cat or kitten is not altered. Any such owner or keeper who violates this section will be subject to a citation and fine of \$90 by the Animal Control Officer.

Section 12. Appeals Procedure.

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

Section 13. Construction.

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

Section 14. Savings Clause.

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



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *Matt*
CC: Martin Berliner, Town Manager; Resident Trooper Sergeant Sean Cox; Fire Chief David Dagon
Date: May 8, 2006
Re: Proclamation in Recognition of Emergency Services and Public Safety Personnel

Subject Matter/Background

Attached please find a proposed proclamation to recognize the efforts of the emergency services and public safety personnel who assisted the community during UConn Spring Weekend 2006. From our perspective, the volunteers and the employees who were involved in the planning and the response to the weekend did a great job, and we could not manage an event of this magnitude without their assistance. The volunteers and employees put in countless hours, ranging from the planning stage through the after-action review process, on behalf of our community. We truly are grateful for their efforts.

Recommendation

Staff recommends that the Town Council authorize the Mayor to issue the attached proclamation:

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

Move, effective May 8, 2006, to authorize the Mayor to issue the attached Proclamation in Recognition of Emergency Services and Public Safety Personnel, to acknowledge the efforts of the volunteers and employees who worked tirelessly on behalf of the community during UConn Spring Weekend 2006.

Attachments

- 1) Proposed Proclamation



Town of Mansfield

Proclamation in Recognition of Emergency Services and Public Safety Personnel

Whereas, the University of Connecticut held its annual Spring Weekend celebration from Thursday, April 20, 2006 through Sunday, April 23, 2006; and,

Whereas, emergency services and public safety personnel from the Town of Mansfield, the State of Connecticut and area communities conducted extensive planning to prepare for the event, and then worked tirelessly and effectively throughout the weekend to manage the activities and to respond to various incidents; and,

Whereas, the town has received numerous positive comments from students, the university and the general public regarding the efforts of the emergency services and public safety personnel who assisted the community during Spring Weekend 2006; and

Whereas, the Mansfield Town Council wishes to express its appreciation to the Mansfield Fire Department, the Mansfield Resident Trooper's Office and the Fire Marshal's Office, as well as all of the other state and area emergency services and public safety departments that provided assistance during Spring Weekend 2006:

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Town Council, on behalf of the community, does hereby express its gratitude to the members of the Mansfield Fire Department, the Mansfield Resident Trooper's Office and the Fire Marshal's Office, as well as all of the other responding state and area emergency services and public safety departments for their assistance to the Town of Mansfield during Spring Weekend 2006.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 8th day of May in the year 2006.

Elizabeth C. Paterson
Mayor, Town of Mansfield



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager; Fire Chief David Dagon
Date: May 8, 2006
Re: Purchase of Ferno Basket Wheel Set for Mansfield Fire and Emergency Services

Subject Matter/Background

The town would like to recognize our volunteer fire personnel for their commendable performance over Spring Weekend 2006 and for the valuable contribution they make to the town all year long. In the name of these volunteers, we would like to purchase a Ferno basket wheel set for the Mansfield Fire Department as a token of our appreciation.

A Ferno basket wheel set is a set of wheels that attaches to a stokes basket (a rigid portable stretcher). With a Ferno basket wheel set, emergency personnel are able to transport an injured person without having to carry them by hand when the injured person is located in an area that emergency vehicles cannot access.

The Mansfield Fire Department purchased one Ferno basket wheel set in preparation for Spring Weekend 2006. It proved very helpful to our fire personnel who used it throughout the weekend to transport people at Carriage House and Celeron Square to the triage area for treatment.

Financial

The estimated cost for this piece of equipment is \$1050.00.

Recommendation

Staff believes our volunteer fire personnel are well-deserving of this token of appreciation and recommends the town purchase the stretcher in the name of these volunteers.

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

Move, effective May 8, 2006, to authorize staff to purchase a Ferno basket wheel set for the Mansfield Fire Department in the name of Mansfield's volunteer fire personnel for their commendable performance over Spring Weekend 2006 and for the valuable contribution they make to the town all year long.

Attachments

1) Description and picture of Ferno basket wheel set

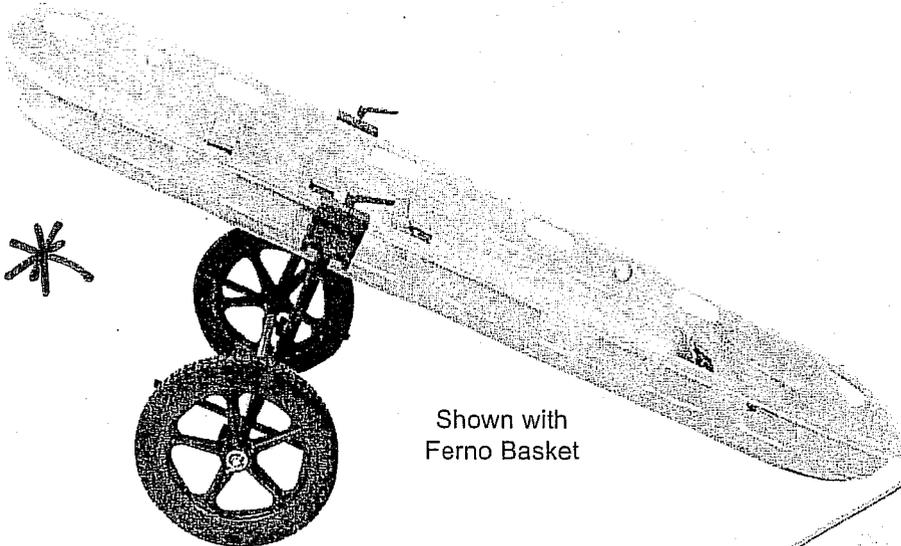


DEPLOYMENT SYSTEM

SR601F/J

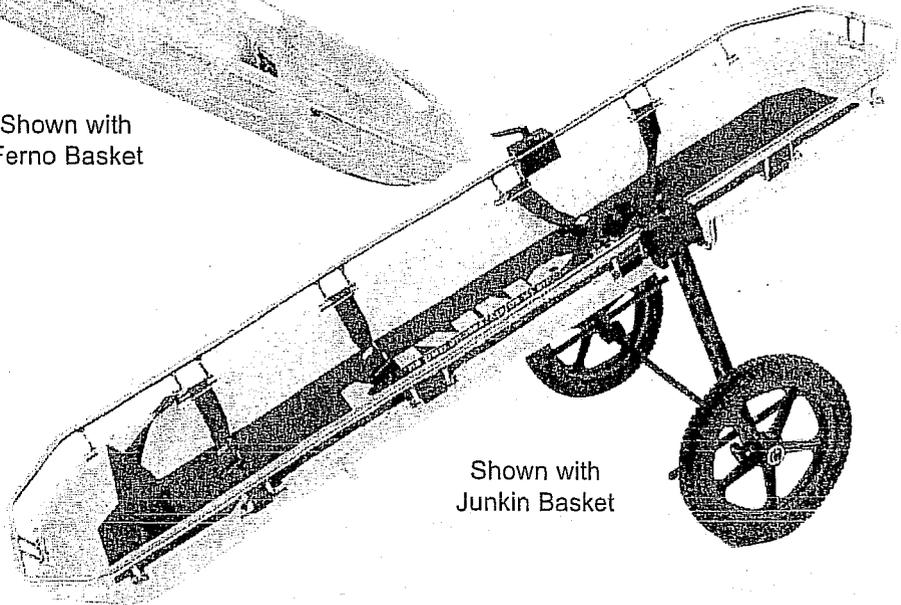
NSN# 6530-01-529-4463

The SR601F/J was designed to meet the needs of Search & Rescue personnel who use the Stokes Basket in their rescue operations. The super compactness and light weight of the SR601F/J make this unit ideal for what it was designed for; assist personnel when and where possible in the extraction of injured by allowing rescuers to wheel the Basket wherever possible and carry the Basket when they have to without increasing weight. Because of the integrated design of The Charlie's Horse® Deployment System the SR601F/J can be adapted to fit any Basket or Stretcher by simply replacing the clamps atop the stanchions. This allows the user to change and upgrade equipment as necessary without having to replace the wheel sets. Available accessories include Dual Wheels (CH471 NSN# 3920-01-511-3701). Unit weighs 25 lbs. with a weight capacity of 500 lbs. Basket dimensions depend upon the Basket selected. Please specify F (FERNO) or J (Junkin) when ordering.

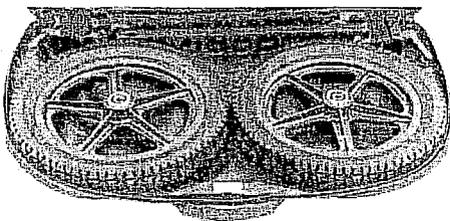


Shown with Ferno Basket

DIMENSIONS
ASSEMBLED 29" X 31" X 96"
SHIPPING 4 1/2" X 22" X 28"
SHIPPING WEIGHT 30 lbs.



Shown with Junkin Basket



PATENTS 6,142,491 / 6,164,671 / 6,270,092 / 6,561,529 / 7,017,939 B2



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MH*
CC: Martin Berliner, Town Manager; Sara-Ann Chaine, Management Assistant
Date: May 8, 2006
Re: Town of Mansfield Annual Report, Fiscal Year 2004/2005

Subject Matter/Background

We have attached the Annual Report for Fiscal year 2004/05. As staff had recommended, and the Town Council had approved, we have made a limited number of hard copies of the report. Residents may access the report online at www.mansfieldct.org, or may obtain a hard copy from the Town Clerk's Office, the Mansfield Public Library, the Mansfield Senior Center or the Town Manager's Office.

The report was prepared primarily by Sara-Ann Chaine, Management Assistant in the Town Manager's Office, and we commend her on a job well done.

Attachments

- 1) Annual Report

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *Matt H*
CC: Martin Berliner, Town Manager; Jeffrey Smith, Director of Finance
Date: May 8, 2006
Re: Management Letter Comments and Audit Adjustments for Year Ended June 30, 2005

Subject Matter/Background

In accordance with the instructions received from our auditors Kostin, Ruffkess & Company LLC, please find the following documents attached for review:

- Recommendations to Management for the year ended June 30, 2005
- Corrective Action Plan in response to the Recommendations to Management
- A copy of the passed audit adjustments for the year ended June 30, 2005

Recommendation

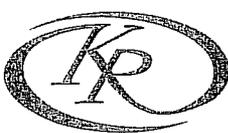
It is my recommendation that the Town Council forward these documents to the Finance Committee for further review and discussion.

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

Move, effective May 8, 2006, to refer the Management Letter Comments and Audit Adjustments for Year Ended June 30, 2005 to the Finance Committee.

Attachments

- 1) Recommendations to Management for the year ended June 30, 2005
- 2) Corrective Action Plan in response to the Recommendations to Management
- 3) A copy of the passed audit adjustments for the year ended June 30, 2005



**KOSTIN,
RUFFKESS
& COMPANY, LLC**

Business Advisors and Certified Public Accountants

Farmington • New London
Springfield, MA

Pond View Corporate Center
76 Batterson Park Road
Farmington, CT 06032

Main Line: (860) 678-6000
Toll Free: (800) 286-KRCCO
Fax: (860) 678-6110
Web: www.kostin.com

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF BASIC FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Town Council
Town of Mansfield, Connecticut

We have audited the basic financial statements of the Town of Mansfield, Connecticut, as of and for the year ended June 30, 2005, and have issued our report thereon dated November 16, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

In planning and performing our audit, we considered the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

However we noted other matters involving the internal control over financial reporting and its operation that we are reporting to the management of the Town in the attached Recommendations to Management.

This report is intended solely for the information and use of management, the Town Council, THE Office of Policy and Management state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties.

Kostin, Ruffkess & Company, LLC

Farmington, Connecticut
November 16, 2005



TOWN OF MANSFIELD, CONNECTICUT

RECOMMENDATIONS TO MANAGEMENT FOR THE YEAR ENDED JUNE 30, 2005

We present for your consideration our comments and recommendations relating to internal control and other operating and administrative matters, which came to our attention during the course of the audit.

TOWN

Departmental Revenue Testing

During our testing of the various departments and funds, we noted that amounts collected were not being forwarded to the revenue collection on a timely basis.

We recommend that revenues collected be forwarded to the revenue collector on a daily basis.

Solid Waste

During our revenue testing we noted that the register/collection reports were not retained that supported the amounts deposited for these type of collections.

We recommend that the reports be run daily and retained to agree to/support the deposit amount or that the weekly reports be reconciled to the deposits made.

Parks & Recreation Department

During our receipt testing we noted that cash vs checks amounts per the register report did not agree to the amounts deposited. In most but not all cases the deposit was short by the same amount.

We recommend that greater care be taken in entering this information as the transaction type is a critical control. If there are differences, they should be investigated and explained, with documented management approval.

We also noted that the centerbucks amounts reported were did not agree to the supporting documentation.

We recommend that the centerbucks amount be reconciled to the register reports and any difference properly documented and approved by management.

Tax Collector

During our testing of the tax collector's report, we noted that there was not adequate supporting documentation for the additions, the supporting documentation for deductions did not agree to the totals on the tax collector report, and there was no supporting documentation for posted corrections. We also noted that the certificate of correction report does not identify which accounts had been transferred to suspense.

We recommend that there should be supporting documentation for all amounts on the tax collector report. We also recommend that the certificate of correction report identify accounts or total accounts that have been transferred to suspense.

TOWN OF MANSFIELD, CONNECTICUT
RECOMMENDATIONS TO MANAGEMENT (CONTINUED)

TOWN (CONTINUED)

Accounts Payable Cut-Off

During our testing of all funds, we noted that the established cutoff procedures for accounts payable at June 30, are not being adhered to by the various departments. Invoices are not identified and forwarded to the Finance Department on a timely basis.

We recommend that the cutoff procedures for recording accounts payable be properly followed to ensure that invoices, which are received after the closing of the Town's general ledger that are for goods or services related to the prior fiscal year, be recorded in that year.

Compensated Absences

We noted that the Town relies on the payroll system balances for calculating compensated absences.

We recommend that there should be a documented (signed) semi-annual or at least annual certification by each employee for the balances of sick and vacation time in the system.

Cash

We noted that the credit card bank account is not completely reconciled to the general ledger balance.

We recommend that the credit card account be reconciled to the general ledger on a monthly basis.

Day Care (Mansfield Discovery Depot, Inc.)

- During our receipt testing we noted that in many cases the cash vs checks amounts per the register report did not agree to the amounts deposited.

We recommend that greater care be taken in entering this information as the transaction type is a critical control. If there are differences, they should be investigated and explained, with documented management approval.

- During our testing, we noted that certain transactions are not recorded through the register, but are recorded in a manual adjustment register.

We recommend that if possible all activity should be recorded through the register. If this is not possible, the manual adjustment register should be formalized and pre numbered receipts should be used to document the collections. The Director should review and approve the manual register activity.

TOWN OF MANSFIELD, CONNECTICUT
RECOMMENDATIONS TO MANAGEMENT (CONTINUED)

TOWN (CONTINUED)

Day Care (Mansfield Discovery Depot, Inc.) Continued

- During our testing, we noted that the software tracks the amount of fees owed to the Depot, but this report is not provided to the Finance Department and therefore not reflected in the financial statement of the Depot.

BOARD OF EDUCATION

Cafeteria

During testing, we noted the following items:

- Southeast School deposits are not being timely forwarded to the revenue collector.
- There was one instance of no supporting documentation available for one of the deposits from Southeast School.
- There was an instance where an amount was manually added to the register amount to agree to the deposit amount
- The amounts recorded as cash and check on the "Daily Revenue Sheet" did not always agree with the amounts recorded as cash and check on the "Account Deposit Report" from the schools.

To correct the above mentioned deficiencies, we recommend the following:

- That all schools forward the deposits to the revenue collector on a daily basis
- That all schools retain the supporting documentation for all deposits made.
- That all transactions be recorded in the register.
- That the cash and checks be accurately entered into the cash register system so that the deposit forwarded to the revenue collector can be reconciled between the "Account Deposit Report" and the "Daily Revenue Sheet."

**Town of Mansfield
Responses to Management Comments for the Fiscal Year Ended June 30, 2005**

Departmental Revenue Testing

Comment:

During our testing of the various departments and funds, we noted that amounts collected were not being forwarded to the revenue collection on a timely basis.

We recommend that revenues collected be forwarded to the revenue collector on a daily basis.

Response:

Management agrees with this comment. Written procedures are being drafted to ensure that all deposits are forwarded to the Revenue Collector on a timely basis. Departments within Town Hall have been instructed to forward their collections to the Collector's office daily. Collections from offsite buildings will be picked up on a daily basis by bonded personnel and brought to the Collector's office. Procedures will include specific instructions for each building.

Solid Waste

Comment:

During our revenue testing we noted that the register/collection reports were not retained that supported the amounts deposited for these type of collections.

We recommend that the reports be run daily and retained to agree to/support the deposit amount or that the weekly reports be reconciled to the deposits made.

Response:

Management agrees and will develop procedures to ensure supporting documentation is retained and reports are run on a daily basis.

Parks & Recreation Department

Comment:

- During our receipt testing we noted that cash vs checks amounts per the register report did not agree to the amounts deposited. In most but not all cases the deposit was short by the same amount.

We recommend that greater care be taken in entering this information as the transaction type is a critical control. If there are differences, they should be investigated and explained, with documented management approval.

- We also noted that the centerbucks amounts reported were did not agree to the supporting documentation.

We recommend that the centerbucks amount be reconciled to the register reports and any difference properly documented and approved by management.

Response:

Management agrees with this comment. Procedures will be developed and reviewed with the employees on the reception desk to ensure that data entry accurately reflects the actual activity for the day. Any discrepancies found during the deposit process will be investigated and corrections documented. Procedures will allow for reconciliation of Centerbucks to the register reports.

Tax Collector

Comment:

During our testing of the tax collector's report, we noted that there was not adequate supporting documentation for the additions, the supporting documentation for deductions did not agree to the totals on the tax collector report, and there was no supporting documentation for posted corrections. We also noted that the certificate of correction report does not identify which accounts had been transferred to suspense.

We recommend that there should be supporting documentation for all amounts on the tax collector report. We also recommend that the certificate of correction report identify accounts or total accounts that have been transferred to suspense.

Response:

Management agrees with this recommendation and will develop procedures to ensure supporting documentation is retained and that it agrees to the tax collector's report.

Accounts Payable Cut-off

Comment:

During our testing of all funds, we noted that the established cutoff procedures for accounts payable at June 30, are not being adhered to by the various departments. Invoices are not identified and forwarded to the Finance Department on a timely basis.

We recommend that the cutoff procedures for recording accounts payable be properly followed to ensure that invoices, which are received after the closing of the Town's general ledger that are for goods or services related to the prior fiscal year, be recorded in that year.

Response:

Management agrees with this comment and has reinforced the importance of accurate fiscal reporting with all department heads and school principals. Detailed cut-off instructions are distributed in the beginning of June to all departments and schools.

Compensated Absences

Comment:

We noted that the Town relies on the payroll system balances for calculating compensated absences.

We recommend that there should be a documented (signed) semi-annual or at least annual certification by each employee for the balances of sick and vacation time in the system.

Response:

Management agrees with this recommendation and will issue annual statements to all employees for verification of available sick and vacation time as reflected in the system.

Cash

Comment:

We noted that the credit card bank account is not completely reconciled to the general ledger balance.

We recommend that the credit card account be reconciled to the general ledger on a monthly basis.

Response:

Management agrees with this comment and will reconcile the credit card account on a monthly basis.

Day Care (Mansfield Discovery Depot)

Comment:

- During our receipt testing we noted that in many cases the cash vs checks amounts per the register report did not agree to the amounts deposited.

We recommend that greater care be taken in entering this information as the transaction type is a critical control. If there are differences, they should be investigated and explained, with documented management approval.

- During our testing, we noted that certain transactions are not recorded through the register, but are recorded in a manual adjustments register.

We recommend that if possible all activity should be recorded through the register. If this is not possible, the manual adjustment register should be formalized and pre numbered receipts should be used to document the collections. The Director should review and approve the manual register activity.

- During our testing, we noted that the software tracks the amount of fees owed to the Depot, but this report is not provided to the Finance Department and therefore not reflected in the financial statements of the Depot.

Response:

Management agrees with these comments and will work with the director to ensure that the recommendations are implemented.

Board of Education

Responses to Management Comments for the Fiscal Year Ended June 30, 2005

Cafeteria

Comment:

During testing, we noted the following items:

- Southeast School deposits are not being timely forwarded to the revenue collector.
- There was one instance of no supporting documentation available for one of the deposits from Southeast School.
- There was an instance where an amount was manually added to the register amount to agree to the deposit amount.
- The amounts recorded as cash and check on the "Daily Revenue Sheet" did not always agree with the amounts recorded as cash and check on the "Account Deposit Report" from the schools.

To correct the above mentioned deficiencies, we recommend the following:

- That all schools forward the deposits to the revenue collector on a daily basis.
- That all schools retain the supporting documentation for all deposits made.
- That all transactions be recorded in the register.
- That the cash and checks be accurately entered into the cash register system so that the deposit forwarded to the revenue collector can be reconciled between the "Account Deposit Report" and the "Daily Revenue Sheet."

Response:

Management agrees with the recommendations dealing with the Cafeteria Fund and will work with the director to develop procedures to ensure that the recommendations are implemented.

Town-wide Cash Collection Policy

Narrative: The Town of Mansfield collects money throughout the town for services provided by the town, the Mansfield Board of Education, the Region 19 Board of Education and the Discovery Depot. These monies are delivered to the Collector's Office within the Town Hall and recorded and deposited accordingly.

Timeliness of the deposits is a vital component in the Town's control on safeguarding its assets or the assets of other entities. This policy sets forth a guideline for the facilitation of timely deposits with the Collector's Office.

The entities are:

Southeast School, Annie E Vinton School, E.O Smith School, Mansfield Middle School, Goodwin School, Mansfield Discovery Depot, Mansfield Town Library, Mansfield Senior Center, Mansfield Community Center, Landfill, Town Hall Departments:

Designated Collection Agents from the Town are:

William Hammon

Allen Corson

Gary Drew

OFFSITE INSTRUCTIONS:

- Each site will be given 2 deposit bags
- 1. Each morning each department around the town will prepare the deposit for the morning inter-office pickup. The Report of Collections will be completed and the cash and checks verified and secured in the bank bag.
- 2. The Agent from the Building Maintenance Department will be handed the bank bag as prepared by the designated contact for the Department.
- 3. The Agent will place the bank bag in a non-descript satchel within the Town Vehicle until arriving back at the Town Hall.
- 4. The Agent will deliver all bank bags in the satchel to the Collector's Office.
- 5. The Collector's Office will process the deposits and report the collections to the treasurer the next day.
- 6. The Collector's Office will deposit the collections the next day to the bank.

ONSITE INSTRUCTIONS:

- Each department will submit to the Collector's department daily any amounts in excess of \$100.00.

Name of Department	Responsible for delivery of bank bag
Annie E Vinton	Denise Desjardins or Manager
Goodwin	Anne Dumont or Manager
Southeast	Helenanne Sipple or Manager
Middle School	Manager
Town Library	Manager
Senior Center	Senior Center
Landfill	THEY DELIVER THEMSELVES DAILY
E.O Smith	THEY DELIVER THEMSELVES DAILY
Mansfield Discovery Depot	Mary Jane Newman or Manager
Community Center	Finance
Animal Control	Noranne Nielsen
Downtown Partnerships	Cynthia Van Zelm



TOWN OF MANSFIELD, CONNECTICUT

FOR THE YEAR ENDED JUNE 30, 2005

Management's belief that the effects of any uncorrected financial statement misstatements aggregated by Kostin, Ruffkess and Company, LLC during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

PASSED ADJUSTING JOURNAL ENTRIES

GENERAL FUND

<u>PAJE No.</u>	<u>DESCRIPTION OF PROPOSED AJE</u>	<u>ACCOUNT NAME</u>	<u>DEBIT</u>	<u>CREDIT</u>
1	To adjust investement to balance	Investment Income Investment	\$ 294	\$ 294
2	To adjust deferred tax revenue liability account	Deferred Tax Revenue Tax Revenue	1,901	1,901

CAPITAL PROJECTS FUND

<u>PAJE No.</u>	<u>DESCRIPTION OF PROPOSED AJE</u>	<u>ACCOUNT NAME</u>	<u>DEBIT</u>	<u>CREDIT</u>
1	To record accounts payable	Expenditures Accounts payable	\$ 8,319	\$ 8,319

NONMAJOR FUND

<u>PAJE No.</u>	<u>DESCRIPTION OF PROPOSED AJE</u>	<u>ACCOUNT NAME</u>	<u>DEBIT</u>	<u>CREDIT</u>
1	To record accounts payable	Expenditures Accounts payable	\$ 12,015	\$ 12,015

GOVERNMENT WIDE

<u>PAJE No.</u>	<u>DESCRIPTION OF PROPOSED AJE</u>	<u>ACCOUNT NAME</u>	<u>DEBIT</u>	<u>CREDIT</u>
1	To adjust investement to balance	Investment Income Stif Investment	\$ 294	\$ 294
2	To adjust deferred tax revenue liability account	Deferred tax revenue Tax revenue	1,901	1,901
3	To record accounts payable	Expenditures Accounts payable	20,334	20,334



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Assistant Town Manager *MWH*
CC: Martin Berliner, Town Manager; Kevin Grunwald, Director of Social Services
Date: May 8, 2006
Re: Agreement between Thames Valley Council for Community Action, Inc. and the Town of Mansfield

Subject Matter/Background

This is a proposal to allow the Thames Valley Council for Community Action, Inc. (TVCCA) to utilize the kitchen at the Mansfield Senior Center to prepare approximately 200 meals a week for seniors in Mansfield, Willington, Ashford, Columbia and Willimantic. TVCCA currently prepares and delivers both the congregate meal and "meals-on-wheels" that are offered through our Senior Center meal program.

By allowing TVCCA to prepare these meals on site, the Town of Mansfield will benefit through:

- Better utilization of the existing kitchen facility
- Increased quality in prepared meals served at the Senior Center
- Shared responsibility for the cost of maintenance and repair of equipment owned by the Senior Center
- Access to quarterly "special meals" supported by TVCCA.

The town already employs a "site server" for nineteen hours a week at the Senior Center, and no additional staffing is required to host this service. Training and support would be provided to existing staff by TVCCA.

Financial Impact

There is no financial impact to the town as a result of this proposed agreement. The town provides TVCCA approximately \$1460 per year to fund the "meals-on-wheels" program. Participants make a suggested contribution of \$3 per meal when they participate in this program.

Legal Review

Section 3, paragraph H of this agreement is a "hold harmless" clause. The town will be named as an additional insured on TVCCA's general liability insurance.

Recommendation

Staff recommends that the town enter into this agreement with TVCCA, as this arrangement would improve the quality of meals offered to Mansfield's seniors, while at

the same time providing support to a regional program that benefits our surrounding towns.

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

Move, effective May 8, 2006, to authorize the Town Manager to execute the proposed Agreement between Thames Valley Council for Community Action, Inc. and the Town of Mansfield.

Attachments

- 1) Proposed Agreement

COPY

AGREEMENT BETWEEN THAMES VALLEY COUNCIL
FOR COMMUNITY ACTION, INC., AND THE TOWN OF MANSFIELD
FOR SENIOR NUTRITION MEAL SITE #50

This agreement entered into as of this 1st day of Oct 2006, by and between the Thames Valley Council for Community Action, Inc. of the Town of Lisbon, State of Connecticut, hereafter referred to as TVCCA, and the Town of Mansfield, State of Connecticut.

Witnesseth that:

TVCCA and the Town of Mansfield do mutually agree as follows:

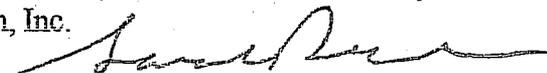
1. Nutrition Meal Site #50 of the TVCCA Senior Nutrition Program will be housed at the Mansfield Senior Center for approximately *five (5)* hours Monday through Friday for Congregate and Meals on Wheels meals.
2. The town agrees to provide the following on an in-kind basis:
 - A. A site server who will be responsible to the Nutrition Project Director for the Operation of the Meal Site in accordance with local, state, and federal regulations and who will attend required Nutrition Project meetings.
 - B. Space, *use of kitchen equipment for a TVCCA employee to prepare congregate lunches Monday – Friday (beginning October 1, 2006) for Mansfield and participating surrounding towns of Willington, Ashford, Columbia and Willimantic Senior Centers totally approximately 200 meals/week*, custodial service, heat, utilities, telephone services, garbage collection.
 - C. Refrigerator/Freezer space *for both congregate prep foods and home delivered meals that are rethermalized on site*, locked storage space, storeroom space *for food prep supplies*, tables, chairs, and other miscellaneous equipment already in the facility may be utilized by TVCCA as needed.
 - D. Coordinate volunteers for Meals on Wheels on a daily basis for Mansfield.
3. TVCCA agrees to provide the following:
 - A. *“Home Style” prepared meals for Congregate and rethermalized meals to the home delivered persons sixty (60) years of age and over on a demand forty-eight (48) hour prior reservation basis; the number of meals to be limited only by space or funding constraints.*
 - B. Training to staff and volunteers as necessary to assure compliance with program regulations.
 - C. All serving utensils and disposable items necessary for the serving of the meals.

- D. One single bay refrigerator used for storage of cold foods and one Henny Penny oven HC 900 for rethermalization of meals. *(TVCCA will be responsible for repairs and maintenance of these units.) Mansfield and TVCCA staff will be responsible to keep the equipment clean. Equipment owned by Mansfield will be maintained by both TVCCA and Mansfield, sharing the cost of maintenance and repair. (Beginning October 1, 2006.)*
- E. TVCCA Senior Nutrition office staff will administer the Home Delivered Meal Program in cooperation with the Senior Center. All referrals for the home delivered meals will contact the Senior Nutrition Program office, who will in turn prepare the necessary information for eligibility of the program. When an opening the Home Delivered Meals Program is available, the Center will be notified of the starting date.
- F. TVCCA will procure and maintain insurance against claims for injuries or losses to persons or properties that are alleged to have arisen in connection with activities of TVCCA and any agent, representative, subcontractors or employees. TVCCA's insurance company must be licensed by the State of Connecticut. The cost of such insurance, including required endorsements or amendments, will be the sole responsibility of TVCCA. Full disclosure of any nonstandard exclusion is required for all required coverage.
- G. TVCCA will provide the Town with a certificate of Insurance stating that they have Comprehensive General Liability coverage naming the Town as an additional insured, written on an occurrence basis: \$1,000,000 per occurrence; \$1,000,000 aggregate. Workers' Compensation Insurance (as per Connecticut law) and employers' liability coverage \$100,000/500,000/100,000 limits.
- H. TVCCA agrees to protect, indemnify, save and keep harmless the Town against and from any and all loss, cost, damage, or expense, including attorneys' fees, arising out of, or from any accident or occurrence that arises in connection with the activities of TVCCA.

4. Either TVCCA or the Town may terminate this Agreement upon written sixty (60) day notice, for any reason.

In witness whereof, TVCCA and the Center have executed this Agreement as of the date first above written.

Thames Valley Council for Community
Action, Inc.

By: 

Director
Senior Nutrition Program

Town of Mansfield

By _____

Town Manager

Attest:

Attest: 

TOWN OF MANSFIELD
CHARTER REVISION COMMISSION
APRIL 25, 2006

I. WELCOME AND INTRODUCTIONS

Mayor Elizabeth Paterson called the first meeting of the Charter Revision Commission to order at 5:00 p.m. in the Council Chambers of the Audrey P. Beck Building. The Mayor welcomed all the members and commended them for volunteering for this important endeavor.

The Mayor asked each Commission member to introduce themselves. Present were Stephen Bacon, Aline Booth, Nancy Cox, David Dzurec, Lisa Eaton, Shawn Grunwald, Denise Keane, Henry Krisch, Gene Nesbitt, Sheila Quinn Clark and Lucinda Weiss.

II. ELECTION OF OFFICERS

Mayor Paterson requested nominations for the Chairman of the Commission. Sheila Quinn nominated Stephen Bacon. Aline Booth seconded the nomination. Hearing no additional nomination the Mayor called for a vote and Stephen Bacon was unanimously elected Chair.

Mayor Paterson requested nominations for Vice Chair. Lucinda Weiss nominated Aline Booth. Hearing no additional nominations the Mayor called for a vote and Aline Booth was unanimously elected Vice Chair.

After some discussion regarding the position of Secretary it was decided that Matt Hart, Acting Town Manager, would investigate the possibility of having a staff person fill that position.

III. TOWN COUNCIL'S CHARGE TO THE COMMISSION

Mr. Hart outlined the issues that the Town Council has requested the Commission review noting, however, that the Commission has the authority to review any section of the Charter.

IV. LEGAL AUTHORITY AND RESPONSIBILITIES

Dennis O'Brien, the Town Attorney, reiterated to the Commission that they may propose changes in any section of the Charter. Attorney O'Brien outlined the process noting a deadline date of April 2, 2007. He apprised the Commission of the requirement to have a public hearing prior to doing any substantive work as well as the requirement to have a public hearing after the submission of the draft report. He suggested that a regular meeting date of twice a month might be appropriate.

The Commission discussed their rights and obligations under the Freedom of Information Act as well as their rights to talk to the public about their efforts.

The Commission requested an e-mail address @mansfieldct.org so that anyone on the Commission can access the same information.

Attorney O'Brien explained the procedure after the submission of the draft to the Town Council. The Town Council will review the draft and may make recommendations and may send it back to the Commission. The two bodies will then meet and discuss the concerns. The Commission can either make the changes or not and the draft is returned to the Council. The Council can accept or reject the Commission's work. If they accept it the revised Charter goes to referendum, if they do not the only way to bring it to a vote is by petition.

V. SUPPORT SERVICES

All Department Heads, the Town Manager and the Town Attorney will be available as needed to assist the Commission. Town Council Members will be available. The Town Manager's office will post the agenda, the minutes, and assist with any mailings. The Commission may decide to retain the services of a consultant or a facilitator.

VI. MEETING SCHEDULE

Stephen Bacon, Charter Revision Commission Chair, polled the members regarding the best times for scheduling meetings. After discussion it was decided to hold regular meetings on the 2nd and 4th Tuesday of each month at 7:00p.m. The first meeting will be on May 23, 2006.

The Commission also agreed to hold its initial public hearing on May 18, 2006 at 7:30 in the Council Chambers of the Audrey P. Beck Building. The Commission will prepare a press release informing citizens about the public hearing.

VII. ADJOURNMENT

Dave Dzurec moved and Sheila Quinn Clark seconded to adjourn the meeting at 6:40 p.m.

Motion so passed.

Mary Stanton, Town Clerk



Mansfield Downtown Partnership

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

May 2, 2006

Board of Directors
Mansfield Downtown Partnership

Re: Item #3 - Meeting Minutes

Dear Board members:

Attached please find the minutes for the Board meeting held on April 4, 2006.

The following motion would be in order:

Move, to approve the minutes of April 4, 2006.

Sincerely,

A handwritten signature in black ink that reads "Cynthia van Zelm". The signature is written in a cursive style with a long, sweeping tail on the "m".

Cynthia van Zelm
Executive Director

Attach: (1)

MANSFIELD DOWNTOWN PARTNERSHIP, INC.
BOARD OF DIRECTORS MEETING
Mansfield Downtown Partnership Office
Tuesday, April 4, 2006

MINUTES

Present: Stephen Bacon, Martin Berliner, Tom Callahan, Bruce Clouette, Mike Gergler, Al Hawkins, Janet Jones, Philip Lodewick, Betsy Paterson, Dave Pepin, Steve Rogers, Phil Spak, Betsy Treiber, Frank Vasington, David Woods

Staff: Cynthia van Zelm

1. Call to Order

Philip Lodewick called the meeting to order at 4:00 pm.

Tricia Rogalski, the Partnership's new Administrative Assistant, was welcomed.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes

Betsy Treiber made a motion to approve the minutes. Mike Gergler seconded the motion. The motion was approved unanimously.

4. Director's Report

Cynthia van Zelm said there was an open house scheduled for Thursday, April 6 at 5:30 pm. The previous open house in February had been attended by over 30 people.

Ms. van Zelm also noted that the Partnership was working with the Town on a bike tour on June 24 with three different routes followed by picnic and music at the Community Center.

5. Update on Storrs Center Project and Next Steps

Ms. van Zelm said the team was continuing to work on applications to the Planning and Zoning Commission for the special design district and for the 1A building. She said these applications might be ready in April with public hearings in May. She asked the Board to keep in mind the Planning and Zoning Commission meeting dates of the first and third Mondays when there might be Board presence needed.

With respect to funding, Ms. van Zelm said that grassroots letters to our Congressman and Senators with respect to the parking garage were still being solicited. We hope to know the status of our request for funding by early fall.

The team is working on providing the Dept. of Economic and Community Development with follow-up information for its Urban Action grant by late this week or early next week. Mr. Lodewick asked about the level of support at the state. Ms. Paterson said that State Senator Don Williams and State Representative Denise Merrill had been very supportive and that Senator Williams had made a request for funding for the parking garage through the legislative process. If approved, this funding would still need to go through the Bond Commission just like the Urban Action grant. Tom Callahan said the key is to get a request on the Bond Commission agenda where Senator Williams and Governor Rell would play key roles.

6. Review of DRAFT Partnership Key Roles Through mid-2007

Ms. van Zelm referred to the memo of key Partnership roles by Committee. Mr. Callahan asked if the 1A building would be outside of the Planning and Design review process. Ms. van Zelm said she thought so because the special design district and review process would not have been considered by the Planning and Zoning Commission before commencing the submittal of the application to the Planning and Zoning Commission for building 1A. She was going to double check with Macon Toledano.

7. Report from Committees

Advertising and Promotion

Ms. van Zelm gave the report as Dean Woods had been out of the country for the last Committee meeting.

She said the next Committee meeting is May 30 and Monica Quigley, VP for Marketing for Leyland, and Mr. Toledano will attend to brainstorm some upcoming promotional ideas including groundbreaking.

Ms. van Zelm said a subcommittee led by Andrew Ewalt and including Kristin Schwab and Joe Muro, were looking into the idea of bricks or tiles in the town square to recognize supporters of Storrs Center, and provide fundraising for the Partnership.

Ms. van Zelm said she is still looking into the update of the Mansfield Visitor and Information Guide. She said that Board member Dianne Doyle, in her capacity as chair of the Mansfield Business and Professional Association, had committed to \$500 to help with the update.

Janet Jones said she had corresponded with Ms. Quigley about the idea of signage on the Store 24 building to announce that Storrs Center was coming! Ms. Quigley will review the site on May 30.

Betsy Paterson asked if the groundbreaking could be tied into the Festival.

Festival on the Green

Ms. Paterson said the Festival on the Green Committee had been discussing whether the fireworks could be moved to Farrell Fields to provide more continuity with the Festival. The fireworks company actually liked this venue more than the Mansfield Hollow State Park.

She said that music coordinator Bruce John was looking for a headliner at a cost of \$8 to \$10,000 which would bring attention to the Festival.

This year there will be a display of art in tents.

Janet Jones is working on the food and will look to get non-profits involved as a fundraiser for them.

Dennis Pierce, head of UConn Dining Services, will help with providing tents to cover the food vendors.

Bruce Clouette asked if there would be neighborhood concerns with moving the fireworks to Farrell Fields. Ms. Paterson said this would have to be reviewed with the neighbors.

Ms. Paterson said we would be looking for business sponsors again. She urged the Board to help as well.

Finance and Administration

Mr. Callahan said adjustments had been made to the budget based on changes to Ms. van Zelm's salary. He said that the Board needed to address the bonus issue as well. Mr. Callahan made a motion to increase Ms. van Zelm's salary by \$4,000 as of her anniversary date of March 18, 2006, allow her to carry over 7 vacation days, and provide a \$1500 bonus in the form of 6 additional vacation days. Ms. Paterson seconded the motion. The motion was approved unanimously.

Mr. Callahan said the Finance Committee had reviewed the roles and responsibilities and were comfortable with the list.

Membership Development

Ms. Treiber said there are now 297 members with the goal to reach 350 by the end of the year. There has been \$17,280 collected in membership dues vs. \$17,355 last year. She said the Committee is continuing to call people who have not renewed.

Ms. Paterson said she would be at the UConn Open House on Saturday and would be promoting the Partnership there as well.

Mr. Lodewick and Ms. van Zelm will be speaking to the UConn Alumni Association Board on April 29.

Ms. Treiber said that Dolan Evanovich at UConn has also helped with placing information in the UConn Parents/Guardians newsletter about the project.

Ms. Paterson noted that at the UConn orientation sessions last year, many people knew about the project.

Mr. Callahan congratulated the Committee on their work.

Planning and Design

Steve Bacon said the Planning and Design Committee had reviewed the sustainability guidelines at its last meeting. He is hoping to bring drafts of the livability and sustainability guidelines to the Board for its review at the next Board meeting.

Mr. Bacon said that a member of the public from Ashford had raised concerns about light pollution from the project. This gentleman was pleased with language in the guidelines that indicated that light fixtures would be facing downward.

Mr. Clouette asked if the design guidelines would be put forward in a public hearing. Mr. Bacon said this had not been considered.

Mr. Clouette asked if the sustainability guidelines follow the tone of LEED certification. Mr. Bacon said that while LEED certification will not be required on the buildings, many of the tenets of LEED are included in the guidelines.

Mr. Bacon thought copies of the design guidelines could be made available at the Town Hall, Library, and/or on-line.

Mr. Clouette suggested a public presentation on the guidelines if not a public hearing.

Mr. Bacon said an alternative would be to do this during one of the regularly scheduled open houses.

Everyone agreed that a public meeting or hearing would be beneficial to consensus on the design guidelines.

Mr. Bacon noted that the guidelines, particularly the sustainability guidelines are far reaching.

Mr. Clouette said an overview of the guidelines such as what Mr. Bacon did with the Municipal Development Plan would be an excellent approach.

Dave Pepin noted that the guidelines are extensive and this should be kept in mind when asking the public to weigh in. Mr. Clouette likened them to the Plan of Conservation and Development.

Ms. Paterson and Ms. van Zelm said the key is timing. It is important not to get out ahead of the Planning and Zoning Commission in terms of review.

Mr. Callahan asked if it would be beneficial to have a public forum on the sustainability guidelines separate from the livability guidelines as most of the sustainability guidelines do not fall under the Planning and Zoning Commission purview. Mr. Bacon thought they should be linked.

Mr. Bacon said he will review the timeline and Ms. van Zelm said she would talk to the team about an approach for review by the public vis a vis the timeline.

8. Other

Martin Berliner said the Town was out to bid on the plaza being created between the Town Hall and the Community Center which would connect to the downtown.

We are still waiting to hear on the status of the STEAP grant for building 1A. The Bond Commission had a full agenda last month and did not review STEAP applications.

Mr. Berliner said that the Coventry Town Council voted to not provide its match on a transportation enhancement grant so the money would come to the Town of Mansfield Storrs Road project which was ranked 2nd in priority by the WINCOG Board of Directors three years ago. The amount is about \$1 million, and Ms. van Zelm, Mr. Toledano and BL Companies are working with Lon Hultgren, Mansfield Director of Public Works, on this initiative.

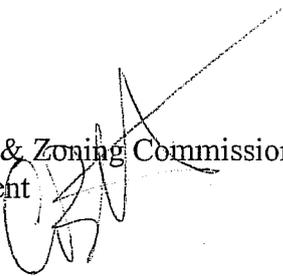
Mr. Callahan recognized Mr. Berliner for his excellent work in pursuing these grants as well as USDA grants in the past.

9. Adjourn

Mr. Callahan made a motion to adjourn at 5:07 pm. Ms. Treiber seconded the motion. The motion was approved unanimously.

Meeting notes taken by Cynthia van Zelm.

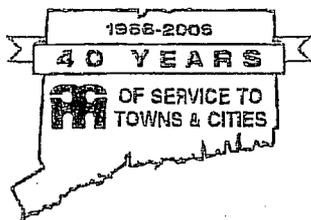
To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: May 2, 2006



Re: **Monthly Report of Zoning Enforcement Activity**
For the month of April, 2006

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	25	12	18	153	160
Certificates of Compliance issued	8	6	10	132	163
Site inspections	79	61	42	577	578
Complaints received from the Public	8	4	3	52	35
Complaints requiring inspection	5	4	3	33	28
Potential/Actual violations found	4	8	2	34	52
Enforcement letters	9	7	6	106	93
Notices to issue ZBA forms	3	1	2	14	8
Notices of Zoning Violations issued	7	2	2	40	40
Zoning Citations issued	1	1	2	10	15

Zoning permits issued this month for single family homes = 3 multi-fm = 0
 2005/06 Fiscal year total: s-fm = 34 multi-fm = 13



CONNECTICUT CONFERENCE OF MUNICIPALITIES

900 Chapel St., 9th Floor, New Haven, CT 06510-2807 • Phone (203) 498-3000 • Fax (203) 562-6314 • www.ccm-ct.org

Item #10

May 1, 2006

PRELIMINARY ANALYSIS OF
ADOPTED STATE BUDGET FOR FY 06-07:
IMPACT ON Mansfield

Today, May 1st the General Assembly adopted a revised state budget for FY 06-07. State aid to towns and cities was a key winner in state budget negotiations.

The adopted budget would increase aid to municipalities by at least \$113 million (4.6%) in FY 06-07 over the current year. The proposal includes a \$61 million (3.0%) increase in education aid and a \$52 million (12.1%) increase in non-education aid.

Key budget items include:

- 1) A new \$33 million property tax relief grant.
- 2) An \$18 million increase in the special education reimbursement grant.
- 3) Increasing the ceiling of the property tax credit on the state personal income taxes from a \$350 to \$500.

The table below shows Mansfield's major statutory formula grants for the current year (FY 05-06) and next year (FY 06-07), under the Governor's proposed budget and the Appropriations Committee's proposed budget. Other grants have been excluded, as individualized town data is not yet available.

Grant	FY 05-06	FY 06-07			Change:	
	This Year	Governor's Proposal	Appropriations Committee's Proposal	Adopted Budget	Adopted Budget (FY 06-07) over This Year (FY 05-06)	
	(\$)	(\$)	(\$)	(\$)	(\$)	(%)
Education						
Adult Education	0	0	0	0	0	n/a
NEW: Additional Special Education *	0	0	0	11,764	11,764	n/a
ECS Grant	8,780,560	8,804,430	8,804,430	8,804,430	23,870	0.3%
Non-public School Transportation	0	0	0	0	0	n/a
Public School Transportation	240,856	240,856	240,856	240,856	0	0.0%
Sub-Total: Education	9,021,416	9,045,286	9,045,286	9,057,050	35,634	0.4%
Non-Education						
Local Capital Improvement	174,061	174,061	174,061	174,061	0	0.0%
PILOT: Colleges & Hospitals	0	0	0	0	0	n/a
PILOT: State-owned Property	7,703,004	7,316,810	7,597,689	7,597,668	-105,336	-1.4%
Pequot-Mohegan Grant	1,436,767	1,256,558	1,256,558	1,256,558	-180,208	-12.5%
NEW: Property Tax Relief Grant **	0	0	0	359,404	359,404	n/a
Town Aid Road Grant	186,038	186,038	232,734	199,380	13,342	7.2%
Sub-Total: Non-Education	9,499,870	8,933,467	9,261,043	9,587,071	87,201	0.9%
Total: Education & Non-Education	18,521,286	17,978,753	18,306,329	18,644,121	122,835	0.7%

* The line item "Additional Special Education" is based on an OFA-estimate of the increase in your school district's special education - excess cost grant. According to the State Dept. of Education, your district's increase could vary significantly from the amount shown. If an n/a appears in the table above for this grant, your town is part of a regional school district, and an individual town breakout is not available at this time. If you would like information for your regional school district, please contact Adam Stern at CCM (203) - 498 - 3000.

** This grant is paid to municipalities and is in lieu of the Appropriations Committee's proposal for an "Energy Assistance Grant" that would have been paid to school districts. The "Property Tax Relief" grant distribution formula is a component of the Pequot-Mohegan grant and is a needs-based formula.

Details on Grant Programs:

ECS – The adopted budget increases ECS aid by \$8 million (0.4%) to \$1,627 million in FY 06-07 compared to this year (FY 05-06). The Governor and Appropriations Committee had both proposed ECS increases of \$7 million.

Special Education Excess Cost grants – The student-based grant would increase by \$18 million (20%) to \$106.6 million in FY 06-07 compared to this year (FY 05-06). In addition, the excess cost – equity grant would be retained at \$4 million for FY 06-07. Together the grants are for \$110.6 million. This combined amount is \$20 million higher than the Governor’s proposal and \$6.7 million less than the Appropriations Committee’s proposal.

PILOT: Colleges and Hospitals – The \$111 million grant would increase by \$9 million (8%) over the current year, to \$120 million. This is \$9 million more than the Governor’s proposal and identical to the Appropriations Committee’s proposal.

PILOT: State-owned Property – The \$78 million grant would increase by \$3 million (4%) over the current year, to \$81 million. This is \$3 million more than the Governor’s proposal and identical to the Appropriations Committee’s proposal.

Mashantucket Pequot-Mohegan grant – The \$86.3 million grant would increase by \$4.8 million (5.6%) over the current year, to \$91.1 million. The Governor and the Appropriations Committee had proposed a \$4.8 million increase.

Town Aid Road grant – The \$28 million grant would increase by \$2 million (7.2%) over the current year, to \$30 million. This is \$2 million more than the Governor’s proposal and \$5 million less than the Appropriations Committee’s proposal.

PILOT: Manufacturing Machinery & Equipment – The grant would decrease by \$431,000 from the current year. This year, it has been funded at the 80% reimbursement rate outlined in statute. Next year’s reduction is consistent with anticipated property tax rolls. In addition, the program would start a phase-out of the tax and a phase-in of state reimbursement beginning in FY 07-08 (the year after next year).

Appropriations Committee’s Recommendations (Statewide Totals): FY 06-07

Adult Education.....	\$18.6 million statewide.	LoCIP.....	\$30 million statewide.
ECS.....	\$1,627 billion statewide.	Mashantucket Pequot-Mohegan.....	\$90.1 million statewide.
Non-Public School Transportation.....	\$4 million statewide.	PILOT: Colleges and Hospitals.....	\$120 million statewide.
Public School Transportation.....	\$48 million statewide.	PILOT: Manufacturing machinery & equip.....	\$52 million statewide.
Special Ed. – Excess Cost grants.....	\$106.6 million statewide.	PILOT: State-Owned Property.....	\$81 million statewide.
Property Tax Relief.....	\$33 million statewide.	Town Aid Road.....	\$30 million statewide.



For more information on the state budget and its impact on Connecticut’s municipalities, please attend CCM’s May 16th Legislative Committee meeting at the Four Points Sheraton in Meriden, CT.

If you have questions, please call Adam Stern, Jim Finley, or Gian-Carl Casa of CCM at (203) 498-3000.

CCM 05/01/2006

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

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

Phone:

Item #11

April 11, 2006

Mr. Martin H. Berliner, Town Manager
Town of Mansfield
4 South Eagleville Road
Storrs, CT 06268

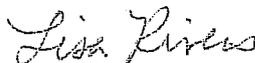
Dear Mr. Berliner:

Subject: State Matching Grant Program Application

This letter confirms that the Department has received your application for the State Matching Grant Program for Elderly and Disabled Demand Responsive Transportation for State Fiscal Year 2007. Based upon our review, your application has been approved for a grant award in the amount of \$32,071. An agreement package will be forwarded to you in the near future.

Thank you for your efforts in submitting a timely and accurate application. Should you have any questions, please contact me at (860) 594-2834 or Cynthia Gollareny at (860) 594-2832.

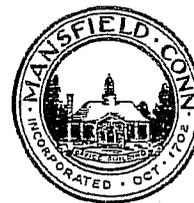
Very truly yours,



Lisa Rivers
Transportation Supervising Planner
Bureau of Public Transportation

cc: Kevin Grunwald
Windham Region Council of Governments

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TOWN OF MANSFIELD
TOWN MANAGER'S OFFICE

Matthew W. Hart, Acting Town Manager

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

April 20, 2006

Ms. Charlene Cutler
Partnership Grant Program 2006
Quinebaug-Shetucket Heritage Corridor
107 Providence Street
Putnam, CT 06260

Dear Ms. Cutler:

On behalf of the Town of Mansfield, I write to support the grant request made by Joshua's Trust for a part-time professional staff person. The town has long been a partner with the Trust on a number of projects, including land acquisition and stewardship. As you know, the Trust is a regional organization, serving 14 towns, and its responsibilities have grown to the point that hiring staff is essential. The Trust has ambitious but realistic plans to expand membership to support staff in future years. A grant at this point in time would enable the Trust to continue with its active program of conservation and public outreach.

The Trust is a strong volunteer organization with a record of accomplishments and deserves your support at this time. I hope you will fully fund their request.

Sincerely,

Matthew W. Hart
Acting Town Manager

Cc: Madge Manfred, President, Joshua's Trust
Martin Berliner, Town Manager ✓
Gregory Padick, Director of Planning
Curt Vincente, Director of Parks and Recreation
Jennifer Kaufman, Parks Coordinator

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**Mansfield Self
& RV Storage**

533 Route 32
Mansfield, CT 06250

Item #13

860-423-5677

April 12, 2006

Mr. John Jackman, Fire Marshal
Mr. David J. Dagong, Fire Chief
4 South Eagleville Road
Mansfield, CT 06268-2599

Dear Sirs,

Mansfield Self Storage, LLC would like to offer assistance to our Mansfield neighbors who suffer the loss or severe fire damage to their Mansfield homes. Hopefully, our neighbors will not need this service, but in the event that they do, we felt that this would be our small way of lessening their loss. We will provide a 10' X 15' storage unit rent-free for 3 months to them in the event of a fire.

The units will be non-climate controlled units and subject to availability. This offer will be effective when we open in May and continue until the end of 2007, at which time we will review extending this service after 2007. Unfortunately, due to limited space, we have to limit this offer to Mansfield residents and the rental must start within one month of the fire damage.

Please let all of the appropriate Mansfield Fire Departments personnel aware of this offer.

Feel free to call me if you have any questions.

Very truly yours,
Mansfield Self Storage, LLC

A handwritten signature in black ink, appearing to read 'James Boisvert', written over a horizontal line.

James Boisvert,
Member

✓ cc Martin Berliner, Town Manager

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NOTICE AND WARNING OF ANNUAL TOWN MEETING
TOWN OF MANSFIELD

The Electors of the Town of Mansfield and all persons who are entitled to vote in Town Meeting mentioned in the following warning are hereby warned and notified that the Annual Town Meeting for Budget Consideration will be held on Tuesday, May 9, 2006 at the Middle School Auditorium, at 8:00 p.m. for the following purpose:

To act upon the Proposed Budgets for the Town's fiscal year of July 1, 2006 to June 30, 2007, which Proposed Budgets were adopted by the Town Council on April 24, 2006 and to appropriate the sums estimated and set forth in said Budgets to the purposes indicated.

Dated and signed at Mansfield, Connecticut this 28th day of April 2006.

Mary Stanton. Town Clerk

The following Proposed Budgets were adopted by the Town Council of the Town of Mansfield on April 24, 2006 and will be acted upon at the Town Meeting for Budget Consideration on May 9, 2006, at the Middle School, at 8:00 p.m.

Resolved: That the General Fund Budget for the Town of Mansfield, appended totaling \$30,152,810 is hereby adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2006 to June 30, 2007.

Resolved: That the Capital Fund Budget for the Town of Mansfield, appended totaling \$3,887,500 is hereby adopted as the capital improvements to be undertaken during the fiscal year 2006/07 or later years.

Resolved: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2006 to June 30, 2007 in the amount of \$2,138,640 be adopted.

It is further resolved, that the following Appropriations Act be recommended for adoption at the annual Town Meeting for budget consideration:

Resolved: That the proposed General Fund Budget for the Town of Mansfield for fiscal year July 1, 2006 to June 30, 2007 in the amount of \$30,152,810 which proposed budget was adopted by the Council on April 24, 2006, be adopted and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

Resolved: That in accordance with Connecticut General Statutes Section 10-51, the proportionate share for the Town of Mansfield of the annual

budget for Regional School District No. 19 shall be added to the General Fund Budget appropriation for the Town of Mansfield for fiscal year July 1, 2006 to June 30, 2007 and said sums shall be paid by the Town to the Regional School District as they become available.

Resolved: That the proposed Capital Projects Budget for fiscal year July 1, 2006 to June 30, 2007 in the amount of \$3,887,500 be adopted provided that the portion proposed to be funded by bonds or notes shall, at the appropriate times, be introduced for action by the Town Council subject to a vote by referendum as requires by Section 407 of the Town Charter.

Resolved: That the proposed Capital and Non-Recurring Reserve Fund \$2,138,640 be adopted.

TOWN OF MANSFIELD/MANSFIELD BOARD OF EDUCATION
EXPENDITURE BUDGET SUMMARY

	Actual 04/05	Adj Appr 05/06	Town Council Proposed 06/07
General Government	\$ 1,380,492	\$ 1,348,465	\$ 1,362,270
Public Safety	2,349,453	2,370,520	2,495,150
Public Works	2,253,443	2,400,085	2,664,380
Community Services	1,429,951	1,523,340	1,588,480
Community Development	229,522	251,860	233,460
Mansfield Board of Education	16,999,052	18,298,350	18,923,220
Town-Wide Expenditures	1,772,148	2,559,620	2,258,350
Other Financing Uses	560,500	783,000	627,500
Sub-Total	26,974,561	29,535,240	30,152,810
Education - Region 19	7,728,079	8,112,410	8,686,870
Total Expenditures	<u>\$ 34,702,640</u>	<u>\$ 37,647,650</u>	<u>\$ 38,839,680</u>

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Martin H. Berliner, Town Manager

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

May 01, 2006

Chief Robert S. Hudd
Director of Public Safety
University of Connecticut Police Department
126 North Eagleville Road
Storrs, Connecticut 06269

Dear Chief Hudd:

We wish to express our sincere appreciation to you and all the officers who were on duty during the recent University of Connecticut Spring Weekend. The professionalism and courtesy displayed by the university, state and town police served to maintain public order while allowing the students to enjoy their event.

From our perspective, we feel that Spring Weekend has been relatively successful the past three years and that this success can be largely attributed to the efforts of the police and emergency services personnel working the event. We do believe that you all have managed to set a positive tone for the future.

Congratulations on a job well done and please convey our thanks to the department.

Sincerely,

Elizabeth C. Paterson
Mayor

Matthew W. Hart
Assistant Town Manager

CC: Mansfield Town Council
Thomas Callahan, University of Connecticut



TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Martin H. Berliner, Town Manager

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

May 2, 2006

Mr. William Jordan
District Chief
Mansfield Fire and Emergency Services

Dear Chief Jordan:

We wish to express our sincere appreciation to you and all of the emergency services and fire personnel who were on duty during the recent University of Connecticut Spring Weekend. The professionalism and courtesy displayed by the fire departments served to maintain public safety while allowing the students to enjoy their event.

From our perspective, you did a tremendous job in your role as the department's incident commander. We commend you for your leadership and expertise, and recognize that you are a true asset to the town.

Congratulations on a job well done and please convey our thanks to the entire department, especially those who volunteered their services.

Sincerely,


Elizabeth C. Paterson
Mayor


Matthew W. Hart
Assistant Town Manager

CC: Mansfield Town Council
Martin Berliner, Town Manager
David Dagon, Fire Chief

TOWN OF MANSFIELD
MANSFIELD TOWN COUNCIL



Elizabeth C. Paterson, Mayor

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

May 2, 2006

Mr. Leonard C. Boyle
Commissioner
Connecticut Department of Public Safety
1111 Country Club Road
Middletown, Connecticut 06457

Dear Commissioner Boyle:

We wish to express our sincere appreciation to you and all the officers who were on duty during the recent University of Connecticut Spring Weekend. The professionalism and courtesy displayed by the state police served to maintain public order while allowing the students to enjoy their event.

From our perspective, we believe that the many resources that your department dedicates to the spring weekend event are absolutely essential to protect public safety, and we are certain that the weekend's event would prove much more problematic without the assistance of the Connecticut State Police.

We greatly appreciate your efforts on behalf of the Town of Mansfield. Congratulations on a job well done and please convey our thanks to the department.

Sincerely,

Elizabeth C. Paterson
Mayor

Martin H. Berliner
Town Manager

CC: Mansfield Town Council

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

May 2, 2006

Mr. David J. Dagon
Fire Chief
Mansfield Fire and Emergency Services

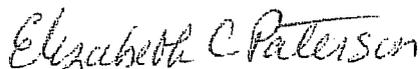
Dear Chief Dagon:

We wish to express our sincere appreciation to you and all of the emergency services and fire personnel who were on duty during the recent University of Connecticut Spring Weekend. The professionalism and courtesy displayed by the fire departments served to maintain public safety while allowing the students to enjoy their event.

From our perspective, in your role as Mansfield's first career fire chief you did an excellent job with coordinating the department's response for this year. We commend you for your leadership skills.

Congratulations on a job well done and please convey our thanks to the entire department.

Sincerely,


Elizabeth C. Paterson
Mayor


Matthew W. Hart
Assistant Town Manager

CC: Mansfield Town Council
Martin Berliner, Town Manager

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Martin H. Berliner, Town Manager

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

May 2, 2006

SGT Sean Cox
Resident State Trooper Supervisor
Town of Mansfield

Dear SGT Cox:

We wish to express our sincere appreciation to you and all the officers who were on duty during the recent University of Connecticut Spring Weekend. The professionalism and courtesy displayed by the state and Town police served to maintain public safety while allowing the students to enjoy their event.

In addition to spring weekend, we appreciate the time and the energy that you and our police officers have dedicated towards improving community-campus relations. Your initiative and meticulous record keeping has helped us to better understand the dynamics of off-campus living which has enabled us to more effectively work with the University to improve policies and procedures. We believe that your efforts are making a difference, both during spring weekend and throughout the year.

Congratulations on a job well done and please convey our thanks to all of our officers.

Sincerely,

Elizabeth C. Paterson
Mayor

Matthew W. Hart
Assistant Town Manager

CC: Mansfield Town Council
Martin Berliner, Town Manager
LT Alaric Fox, Connecticut State Police

PAGE
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Mansfield Downtown Partnership
Helping to Build Mansfield's Future

May 1, 2006

Mr. Dimple Desai
CT Department of Economic and Community
Development (DECD)
Infrastructure and Real Estate Division
505 Hudson Street
Hartford, CT 06106-7106

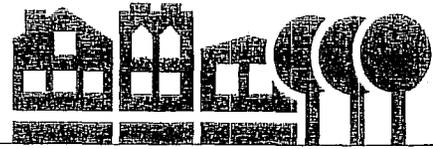
Re: March 30, 2006 Progress Report for the Downtown Mansfield Revitalization and
Enhancement Project

Dear Mr. Desai: *Dimple*

I am pleased to provide you with the March 30, 2006 Progress Report for the Downtown
Mansfield Revitalization and Enhancement Project.

Over the last quarter, the Mansfield Downtown Partnership, Inc. ("Partnership"), has been working with the master developer LeylandAlliance, on the applications to the Mansfield Planning and Zoning Commission needed to create 1) an initial building that will house as many of the businesses to be relocated as part of the project as possible, and 2) a Special Design District and subsequent changes to the zoning regulations for the project area. We have been working closely with Mansfield Town Planning Director Gregory Padick to provide the information required. It is expected that this process will take through the summer of 2006. We continue to work with local and state agencies on the master engineering approvals and plan formal submittals after the zoning is approved.

One of the other major efforts this quarter has been to continue to work with businesses that may be displaced as part of the new development and start working with these businesses on their business needs. Phil Michalowski with Harrall-Michalowski Associates, Inc., the Partnership's relocation consultant, has met with all the business owners individually. In addition, Lisa Israelovitch with LeylandAlliance's retail consultant Live Work Learn Play has met with business owners about their interest in being part of the new development. Two meetings were held in October and January to update the business owners on the relocation efforts and "casting" of businesses into the development. Another meeting will be held in spring of 2006. Individual meetings are on-going with respect to future plans including the initial building referenced above. Working with local business owners will be a major part of the efforts over the next several months.



Mansfield Downtown Partnership

Helping to Build Mansfield's Future

Design guidelines are being created to guide the development of a Special Design District for the downtown project, and related changes to the zoning regulations. The Partnership, Looney Ricks Kiss, and LeylandAlliance have been working with the Partnership's Planning and Design Committee, the Town of Mansfield's Planning and Zoning Commission, and the Town Director of Planning on these issues. The Planning and Design Committee has taken the lead in reviewing the design guidelines and in the last quarter met on January 16, February 21, and March 21. The next step is to determine which sections of the guidelines will be incorporated into the zoning regulations. The majority of the design guidelines, which include a large sustainability section, will be finalized after the Planning and Zoning Commission approves zoning regulations related to the creation of the Special Design District.

Finally, bids were received last week on the walkway between the Mansfield Community Center, the Town Hall, and the Mansfield downtown. Once these bids are reviewed, a contract will be negotiated and work will begin this spring on the Community Center walkway.

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

Sincerely,

Cynthia van Zelm
Executive Director

cc: Sheila Hummel, DECD
Mostafa Monshi, DECD Compliance and Review Section
✓ Martin Berliner, Mansfield Town Manager
Cherie Trahan, Mansfield Comptroller
Mansfield Downtown Partnership, Inc., Board of Directors
Lee Cole-Chu, Cole-Chu Ciccarone, LLC, Partnership Attorney