



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, November 27, 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	
PUBLIC HEARING	
1. Expansion of Membership to Conservation Commission.....	17
OLD BUSINESS	
2. Expansion of Membership to Conservation Commission, Amendment to Chapter 11 of the Mansfield Code of Ordinances (Item #4, 11-13-06 Agenda).....	19
3. Community/Campus Relations (Item #5, 11-13-06 Agenda).....	21
4. Issues Regarding the UConn Landfill (Item #1, 11-13-06 Agenda)	23
5. Community Water and Wastewater Issues, Four Corners Sewer Study (Item #2, 11-13-06 Agenda)	27
6. Videotaping and Broadcasting of Town Council Meetings (Item #6, 11-13-06 Agenda).....	31
7. Acceptance of Various Town Roads (Item #8, 11-13-06 Agenda).....	33
8. Financial Statements for the Period Ending September 30, 2006 (Item #9, 11-13-06 Agenda).....	39
NEW BUSINESS	
9. Animal Control Issues	41
10. Connecticut Department of Transportation – Chaffeeville Road Project.....	43
11. Agreement between the Eastern Highlands Health District and the Town of Mansfield	49
12. Social Services Block Grant Application.....	55
13. Fiscal Year 2006/07 Wage Adjustment for Nonunion Personnel	61

14. Department of Information Technology	63
15. Town Council Meeting Schedule for 2007	65
DEPARTMENTAL REPORTS	67
REPORTS OF COUNCIL COMMITTEES	
REPORTS OF COUNCIL MEMBERS	
TOWN MANAGER'S REPORT	
FUTURE AGENDAS	
PETITIONS, REQUESTS AND COMMUNICATIONS	
16. Department of Public Works re: Hunting Lodge/Birch Road	75
17. VNA East re: December Health Screenings.....	77
EXECUTIVE SESSION	
18. Status Report re Pending Claims and Litigation	

REGULAR MEETING-MANSFIELD TOWN COUNCIL

November 13, 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: Clouette, Haddad, Hawkins, Koehn (7:50 p.m.), Paterson, Paulhus, Redding, Schaefer
Absent: Blair

II. APPROVAL OF MINUTES

Mr. Clouette moved and Mr. Hawkins seconded to approve the minutes of the October 23, 2006 meetings with minor corrections.
Motion so passed.

III. MOMENT OF SILENCE

Mayor Paterson requested a moment of silence in honor of and respect for our troops around the world. The Mayor also asked the public to include the memory of Ann Robb in their thoughts. Mrs. Robb, proprietor of Barrows and Burnham for many years, was a special person in Mansfield.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Minati Roychoudhuri, 7 Fieldstone Drive, described a recent dog attack that occurred when she was walking on Spring Hill Road. She described her injuries as significant and stated that this was the dog's second attack. Ms. Roychoudhuri expressed concern that the dog will attack someone else noting that the owner's house backs up to the Mansfield Middle School.

Matt Hart, Town Manager, is meeting with the parties this week and stated that the dog is currently under a restraining order.

Helen Mulkern, who lives in Mansfield Center near Joshua's Trust property, asked whether or not the Town has a leash law. She often walks on the trails and encounters dogs that are not leashed.

Matt Hart stated that the town parks have leash laws but there is no town ordinance requiring dogs to be leashed.

Chandrasek Roychoudhuri, 7 Fieldstone Drive, commented that he was not supportive of laws that are too restrictive and that the problem with the dog that attacked his wife is that it is a trained attack dog.

Diane Sauer, 26 Fieldstone Drive, who often walks with Ms Roychoudhuri, asked if restraining the dog to the house is enough.

Tom Stachelsky, Depot Road, asked the Council what could be done to slow down traffic on Depot Road. He and his wife have trouble getting in and out of their driveway because the cars speed over the speed bumps. He suggested that maybe different speed bumps or a one-way designation might help the situation.

The Town Manager stated that the issue has been referred to the Traffic Authority who will take a fresh look at the situation.

Norma Stachelsky, 82 Depot Road, worries about her grandchildren and the speed of the traffic.

Mayor Paterson requested that a motion be made to move Item 6, Videotaping and Broadcasting of Town Council Meeting, as the next item of business. The motion was made by Mr. Haddad, seconded by Mr. Schaefer and passed by all.

Mike Nelson of Charter Communications described some of the technical options available to the town for the filming of the Town Council meetings. In response to a question from Mr. Clouette, Mr. Nelson promised that he would provide some samples of the productions in other area towns. Mr. Haddad suggested that the Council look at an overall technical upgrade of the Council Chambers.

V. OLD BUSINESS

1. Issues Regarding the UConn Landfill

Matt Hart, Town Manager, stated that when a report is received regarding the UConn Landfill it will be forwarded to the Department of Health for review and that review will be incorporated into the larger report for the Council. Mr. Hawkins asked that the Manager investigate the reasons for the sampling anomalies.

2. Community Water and Wastewater Issues

The committee looking at these issues has hired a consultant and once that person is up to speed a public session will be announced.

3. Retirement Agreement between the Town of Mansfield and Martin H. Berliner

Mr. Hawkins moved and Ms. Koehn seconded to pass the following resolution.

Resolved, to authorize Mayor Elizabeth C. Paterson to execute the proposed Retirement Agreement between the Town of Mansfield and Martin H. Berliner, the terms of which Agreement are retroactive to July 1, 2006.

Motion so passed.

4. Expansion of Membership to Conservation Commission

Mr. Haddad moved and Mr. Clouette seconded, effective November 13, 2006, to schedule a public hearing for 7:30 p.m. at the Town Council's regular meeting on November 27, 2006, to solicit public comment regarding the proposed amendment to Section 11-3 of the Mansfield Code of Ordinances (Mansfield Conservation Commission).

Motion so passed.

5. Community/Campus Relations

Matt Hart commented that the colder weather has curtailed much of the disruptive behavior around campus and that staff will use the winter months to examine police coverage and other options. Mayor Paterson said that she is encouraged because students keep coming back to the Partnership meetings and want to participate. Mr. Hawkins commented that anecdotal evidence shows that the Housing Code has been beneficial for the students.

VI. NEW BUSINESS

6. Videotaping and Broadcasting of Town Council Meetings

Addressed above.

7. Traffic Concerns on Depot Road

Mr. Paulhus moved and Mr. Schaefer seconded, effective November 13, 2006 to refer the issue of traffic concerns on Depot Road to the Traffic Authority, which shall review the matter and report back to the Town Council.

Council members discussed the general issue of shortcut roads in town and specifically what might be done on Depot Road especially since traffic is expected to increase with the opening of the Reynolds School.

Motion so passed.

8. Acceptance of Various Town Roads

Mr. Haddad moved and Mr. Clouette seconded, effective November 13, 2007, to refer the acceptance of Jackson Lane, Jonathan Lane and Monticello Road as town roads to the Planning and Zoning Commission for review pursuant to Section 8-24 of the Connecticut General Statutes. Motion so passed.

9. Financial Statements for the Period Ending September 30, 2006

Mr. Schaefer moved and Mr. Paulhus seconded, effective November 13, 2006, to refer the Financial Statements Dated September 30, 2006 to the Finance Committee for review. Motion so passed.

Mr. Hart inquired whether the Council members would be opposed to the financial reports being immediately disseminated to the Finance Committee. Mr. Schaefer agreed that the moment the financial statements are ready they should be forwarded to the members of the Finance Committee with copies to the other Council members. This would allow the Finance Committee to report back to the Council in a timely fashion.

By consensus the Council agreed that reports to standing committees would be direct referrals with copies of the reports disseminated to other Council members.

10. Memorandum of Agreement between the Department of Emergency Management and Homeland Security and the Town of Mansfield

Mr. Haddad moved and Mr. Clouette seconded, effective November 13, 2006, to authorize the Town Manager, Matthew W. Hart, to execute the attached Memorandum of Agreement between the State of Connecticut and the Town of Mansfield for federal fiscal year 2006 State homeland Security Grant Funds, and to authorize by resolution the Town Manager, Matthew W. Hart, to direct and execute the terms of the grant. Motion so passed.

11. Proclamation in Honor of Martin H. Berliner

Mr. Clouette moved and Mr. Hawkins seconded, effective November 13, 2006 that the Mayor be authorized to issue the Proclamation in Honor of Martin H. Berliner. Motion so passed.

12. Successor Collective Bargaining Agreement for Local 2001, CSEA, SEIU Professional and Technical Employees

Mr. Hawkins moved and Ms. Redding seconded, effective September 13, 2006, to authorize the Town Manager to execute the proposed successor Collective Bargaining Agreement between the Town of Mansfield and Local 2001, CSEA, SEIU-Professional and Technical Employees, which agreement shall enter into effect on July 1, 2006 and expire on June 30, 2009.

Mr. Hart commented that this agreement is good for the town and good for the employees. Some of the changes include a sick leave buyout, short and long term disability provisions, retiree health insurance adjustments, minor changes to health care and changes to overtime compensation.

Motion so passed.

13. Assisted/Independent Living Project

Mr. Paulhus moved and Mr. Hawkins seconded, effective November 13, 2006, to endorse the proposed next steps for the assisted/independent living project, and to authorize staff to proceed with the project as presented.

Mr. Clouette requested that there be a representative of the Council on the Advisory Committee. He would also prefer to have the Council vote on the preferred developer. Mr. Hawkins agreed stating that it is important that the developer sell the proposal to the Town Council.

Mr. Paulhus moved and Mr. Hawkins seconded to table the motion.
Motion so passed.

Mr. Hart will incorporate the suggestions and report back to the Council.

VII. DEPARTMENTAL REPORTS

VIII. REPORTS OF COUNCIL COMMITTEES

IX. REPORTS OF COUNCIL MEMBERS

Mr. Paulhus reported that he, the Mayor and the Town Manager attended the Veterans Day event at the Senior Center and at UCONN. He also was a speaker at the service in Willimantic.

Mayor Paterson attended the celebration of the laying of the cornerstone at the amphitheater. She described the theater as a great addition to the town.

X. TOWN MANAGER'S REPORT

Report attached

Additions to the Report

The Connecticut Recreation and Parks Association is honoring Curt Vincente, Director of Recreation. He will be receiving their highest award, the Distinguished Service Award.

The Personnel Committee will be meeting soon to discuss non-union personnel issue.

XI. FUTURE AGENDAS

XII. PETITIONS, REQUEST AND COMMUNICATIONS

14. Advance University Reducing Reliance on Fenton River
15. CCM, Candidate Bulletin
16. Metro Hartford alliance re: Comprehensive Economic Development Strategy
17. D. Owen re: Arts Advisory Committee
18. M. Stanton re: Special Town Meeting
19. Parks and Recreation re: The Nutcracker Ballet
20. State of Connecticut Department of Public Health re: Estimated Populations in Connecticut as of July 1, 2005
21. PA Times Making Big Plans: Bush Expands Use of National Strategies
22. M. Jodi Rell re: Strategic Prevention Framework State Incentive Grant
23. WINCOG re: Executive Director

XIII. EXECUTIVE SESSION

Mr. Paulhus moved and Ms. Redding seconded to move into Executive Session.

Motion so passed

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

Also Present: Matt Hart

Status Report re Pending Claims and Litigation

XIV. ADJOURNMENT

Mr. Paulhus moved and Ms. Redding seconded to adjourn the meeting.
Motion so passed.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

**MEMORANDUM OF AGREEMENT
BETWEEN
THE STATE OF CONNECTICUT,
DEPARTMENT OF EMERGENCY MANAGEMENT & HOMELAND SECURITY,
AND
THE TOWN OF MANSFIELD
REGARDING STATE USE OF FFY 2006 HOMELAND SECURITY GRANT FUNDING**

WHEREAS, The State of Connecticut's Department of Emergency Management & Homeland Security (DEMHS) is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security, Office of Grants and Training, for the federal Fiscal Year 2006 State Homeland Security Grant Program (SHSGP), Law Enforcement Terrorism Prevention Program (LETPP), Metropolitan Medical Response System (MMRS) and Citizen Corps Program (CCP), Grant Number 2006-GE-T6-0008;

WHEREAS, The Emergency Management & Homeland Security Coordinating Council has approved the allocation formula for grant funds available under the SHSGP, LETPP, MMRS, and CCP Grants;

WHEREAS, DEMHS is retaining local funds from Grant Number 2006-GE-T6-0008 in the total amount of \$6,342,520, on behalf of local units of government for the following six regional set-aside projects designed to benefit the state's municipalities:

1. Expanded Regional Collaboration
2. Connecticut Intelligence/Fusion Center
3. Medical Preparedness and Response
4. Interoperable Communications and State Interagency Coordination Center
5. Natural Disaster and CBRNE Preparedness
6. All Hazards Planning and Outreach;

WHEREAS, The Town of Mansfield is a sub-state local jurisdiction recognized by the SAA as an eligible jurisdiction to receive grant funds not included in the set-aside projects listed above, in the amount of \$9,365.00, which sum will be made available to the jurisdiction, or to a regional planning organization or other sub-grantee at the direction of the jurisdiction, upon execution of the grant application and the acceptance by the jurisdiction and/or its designee of the grant award and associated conditions;

THEREFORE, The SAA and the Town of Mansfield enter into this Memorandum of Agreement (MOA) authorizing the SAA to act as the agent of the Town of Mansfield and allowing the SAA to retain and administer grant funds provided under Grant Number 2006-GE-T6-0008 for the six regional set-aside projects listed above.

1. Effective Date.

The terms of this agreement will become effective when all parties have executed it.

2. Authority to Enter Agreement.

The SAA is authorized to enter into this Agreement through the Commissioner of the Department of Emergency Management & Homeland Security pursuant to the authority provided under Connecticut General Statutes §4-8 and Title 28. The Town of Mansfield is authorized to enter into this agreement through its \$9,365.00, authorized pursuant to the attached original or certified copy of resolution, ordinance, or other legal instrument.

3. Duration of Agreement.

This MOA, as modified with the consent of both parties, remains in full force and effect until the end of the grant period or any extension thereof, unless cancelled by the SAA, giving the Town of Mansfield written notice of such intention at least thirty (30) days in advance. The SAA reserves the right to cancel the MOA without prior written notice when the funding for the grant is no longer available.

4. SAA and Town of Mansfield Responsibilities.

The SAA agrees to administer the grant funds of \$6,342,520 in furtherance of the six regional set-aside projects listed above. The parties agree that the maximum amount payable directly to the Town of Mansfield shall be \$9,365.00.

The Town of Mansfield agrees to allow the SAA to provide financial and programmatic oversight of the \$6,342,520 for the purpose of supporting the allocations and uses of funds under this grant consistent with the 2006 State Homeland Security Strategy that has been reviewed and approved by the federal Department of Homeland Security, Office of Grants and Training and supported by the Initial Strategy Implementation Spending Plan (ISIP) approved by the Emergency Management & Homeland Security Coordinating Council. The Town of Mansfield agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the six regional set-aside projects listed above.

5. Amendment of the Agreement.

This agreement may be modified upon the mutual written consent of the parties.

6. Litigation.

The Town of Mansfield agrees that the sole and exclusive means for the presentation of any claim against the SAA arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Town of Mansfield further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

7. Audit Compliance.

The Town of Mansfield must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder. The Town of Mansfield agrees that all fiscal records pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

8. Lobbying, Debarment, and Suspension.

The Town of Mansfield commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants

and Training Financial Guides.

9. State Liability.

The State of Connecticut assumes no liability for payment under the terms of this MOA until the Town of Mansfield is notified by the SAA that this MOA has been approved and executed by the Department of Emergency Management & Homeland Security and by any other applicable state agency.

10. Points of Contact.

The point of contact for the SAA is:

Elizabeth K. Graham, Manager
Strategic Planning & Grant Administration
Department of Emergency Management & Homeland Security
25 Sigourney Street, 6th Floor
Hartford, CT 06106
Phone: 860-256-0910
Fax: 860-256-0915
Email: libby.graham@po.state.ct.us

The point of contact for the Town of Mansfield is:

John Jackman, Emergency Management Director
4 South Eagleville Road
Mansfield, CT 06268
Phone: 860-429-3328
Fax: 860-429-3388
E-mail: jackmanje@mansfieldct.org

11. Other provisions.

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or the Town of Mansfield. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates written below:

THE TOWN OF MANSFIELD

By: _____ Date: _____
Matthew Hart, Town Manager
Duly Authorized per attached Resolution

THE DEPARTMENT OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

By: _____ Date: _____
James M. Thomas,
Commissioner of Emergency Management & Homeland Security
Duly Authorized

AUTHORIZING RESOLUTION OF THE
Town of Mansfield, Town Council

CERTIFICATION:

I, Mary Stanton, the Town Clerk of Mansfield, do hereby certify that the following is a true and correct copy of a resolution adopted by the Mansfield Town Council at its duly called and held meeting on Monday, November 13, 2006, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Mansfield Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and FURTHER RESOLVED, that Matthew Hart, as Town Manager of the Town of Mansfield, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Mansfield and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

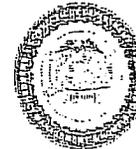
The undersigned further certifies that Matt Hart now holds the office of Town Manager and that he has held that office since October 3, 2006.

IN WITNESS WHEREOF: The undersigned has executed this certificate this ____ day of _____ 2006.

(Name and title of record keeper)

PLACE
SEAL
HERE (or
"L.S." if no seal)

FFY2006 HOMELAND SECURITY GRANT PROGRAM



DESIGNATION OF ADMINISTRATOR FORM

DUE AUGUST 15, 2006

The Town of Mansfield will receive the following allocation from the FY 2006 State Homeland Security Grant Program (SHSGP):

PROGRAM	ALLOCATION
State Homeland Security Grant Program	\$8,132
Law Enforcement Terrorism Prevention Program	\$1,233
Citizen Corps Program	\$0
Metropolitan Medical Response System	\$0
Total Fiscal Year 2006 Municipal Allocation	\$9,365

This allocation was developed by the FY 2006 Homeland Security Working Group and approved by the Connecticut Department of Emergency Management & Homeland Security Coordinating Council.

In addition to the jurisdictional allocations, the Coordinating Council approved the following set asides from the local portion of the SHSGP for initiatives, administered by DEMHS, which benefit first responders on a statewide basis:

PROGRAM	PROJECT	ALLOCATION	PROJECT	ALLOCATION
SHSGP	Expanded Regional Collaboration	\$2,114,324	Interoperable Communications & State Interagency Coordination Center	\$191,320
	CT Intelligence/Fusion Center	\$31,020	Natural Disaster & CBRNE Preparedness	\$2,449,488
	Medical Preparation & Response	\$927,904	All Hazards Planning & Outreach	\$628,464
TOTAL:				\$6,342,520

The Jurisdictions have the following options to administer their grant allocations: (Check the applicable options and indicate dollar allocations. The sum of both options must equal total municipal allocation.)

	SHSP \$	LETPP \$
1. ADMINISTER MUNICIPAL ALLOCATION AT THE LOCAL LEVEL		
2. ADMINISTER MUNICIPAL ALLOCATION AT THE REGIONAL LEVEL THROUGH A REGIONAL PLANNING ORGANIZATION Designate the RPO: Windham Regional Council of Governments	\$8,132	\$1,233
TOTAL	\$8,132	\$1,233

PLEASE NOTE

All participating jurisdictions must submit a signed Memorandum of Agreement (MOA) and authorizing resolution (or equivalent) before they will be eligible to receive grant funds. The MOA is a federal requirement and allows the State of Connecticut Department of Emergency Management & Homeland Security (DEMHS) to use a portion of the Homeland Security Grant for the aforementioned set aside projects. The jurisdiction will receive an MOA and grant application upon submission of this form.

JURISDICTIONS WILL NOT BE ALLOWED TO ENCUMBER OR EXPEND ANY GRANT FUNDING UNTIL THEY HAVE RECEIVED AN EXECUTED GRANT AWARD INDICATING THE APPLICATION HAS BEEN APPROVED.

The grantee will assume all administrative functions including grant reporting requirements as outlined in the grant application. The grantee will be permitted to ^{p. 12}down funds up to 120 days prior to expenditure/disbursement subject to the requirements and guidelines stated in the grant

application. A maximum of 3% of the total allotment may be used for administrative purposes as detailed in the grant guidelines. The grantee must comply with all requirements detailed in the FFY 2006 Homeland Security Program Guidance (<http://www.ojp.usdoj.gov/odp/docs/fy2006hsgp.pdf>) and U.S. Department of Homeland Security, Office of Grant Operations Financial Management Guide (http://www.dhs.gov/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf).

Incentive funding program: Jurisdictions that designate a RPO to administer 100% of their funds will benefit from the incentive program. The RPO will receive an additional \$2,000 per municipality not to exceed \$76,000.

Jurisdictions designating a Regional Planning Organization as the administrator of their funds are responsible for ensuring that their individual needs will be met with regional administration. RPOs will not be required to maintain separate jurisdictional accounts.

The signature below indicates approval of your jurisdiction's FY 2006 State Homeland Security Grant Program allocation, designation of fund administrator, and set aside projects from the local portion of the FY 2006 Homeland Security Grant.

Signature of CEO, Manager, or Executive Director

Date

Martin H. Berliner, Town Manager, Town of Mansfield

Typed Name & Title of CEO, Manager, or Executive Director
Name of Jurisdiction

This completed form must be returned on or before August 15, 2006.

Please mail the ORIGINAL form to:

Department of Emergency Management & Homeland Security
Attention: Strategic Planning & Grant Administration
25 Sigourney Street, 6th Floor
Hartford, CT 06106

Memo

To: Town Council
From: Matt Hart, Town Manager *Matt H*
CC: Town Employees
Date: November 13, 2006
Re: Town Manager's Report

Below please find a report regarding various items of interest to the Town Council, staff and the community:

- Linda Kwong, Graduate Intern, is in the process of scheduling the next meeting of the Strategic Planning Team. It appears as though Tuesday, November 21 works for the majority of the team, and we will confirm that date shortly. At the meeting, team members will be asked to review and comment on a request for qualifications to select a consultant/facilitator to assist with this project.
- Since we have so many energy-related projects underway, I have formed an energy committee comprised of town staff to review and coordinate all of our related initiatives, including the Siemens project and a proposal to install a commercial-sized solar array on the Mansfield Community Center.
- The Town/University Relations Committee meets tomorrow, November 14, 2006, at 4:00 PM in the Council Chambers.
- The Mansfield Charter Revision Commission also meets tomorrow, November 14, 2006, at 7:00 PM in the Council Chambers.
- In the near future, I plan to present you with a proposal to create a separate Department of Information Technology that would support the Town and the Mansfield Public Schools. We are fortunate to have many talented IT employees in our system, and this is an exciting initiative that has many potential benefits for the community.
- Fire Prevention and Safety Education, during the month of October Fire Department personnel, both volunteer and career, presented fire prevention and safety educational programs to the elementary schools, middle school and a number of daycare homes and centers. The program provided community members with age appropriate information that is designed to teach life-long fire safety behaviors.
- Telecommunications - staff is in the process of evaluating proposals to install voice-over internet protocol (VOIP) for the town's phone systems.

- It is now possible to use a limited version of the Assessor's database and mapping on line. Go to <http://www.mainstreetmaps.com/CT/Mansfield> , click the button to load the map interface, then click on the map tools to zoom in or pan to see the parcel map in detail. Fill in the check box to the right to see the aerial photos (careful on dial-up connections, very data intensive). Clicking on the "address" or "owner" links at the top of the map allows look-up of individual lots and Assessor records. Lots can then be displayed and printed.
- The Public Works Department recently completed the installation of a pilot "automated vehicle locating system" (AVL) which reports the location of each plow truck to the computer map at the DPW offices. During winter operations, it will now be possible to manage and track the Town's trucks from the Superintendent's computer screen. The system also provides a vehicle history (i.e. we can produce records of where and when a truck was on a particular road).
- The preliminary design of the walkway/bikeway along Hunting Lodge Road between North Eagleville Road and Carriage House Drive is essentially complete. Public and Council review will take place later this fall. The final design and property easements will be completed this winter so that construction can begin in 2007.
- Mansfield Public Library staff and their consultant, Chris Bradley, have been working during the summer and early fall to outline goals, objectives, and activities for Mansfield Public Library's 5 Year Plan, based on information developed from two community planning meetings in late spring. Fifteen community members, representing various constituencies in Mansfield (arts, business, youth, Seniors, teens, health, religious, education, government, etc.) participated in the spring meetings. Mansfield Public Library will present its Strategic Library Plan at a dinner meeting on Thursday, November 16 from 6:00 p.m. to 8:00 p.m. in the Buchanan Auditorium.
- The Parks and Recreation Department will sponsor Family Fun Night at the Community Center on November 17, 6-9 p.m. There will be giant inflatables in the gym and in the pool. The track is open for families, and children 12 years old and up can work out with their parents in the fitness center. There will be drop-in games in the Community room, family use hours in the therapy pool, the teen center will be open for high school and middle school students. All this is free for full use members and off-peak members get 50% off the regular drop-in rate. Non-members just pay the daily fee.
- The 10th annual Turkey Shoot will take place on Sat., Nov. 18 in the Mansfield Community Center Gym. This is a basketball-shooting contest where one child and one parent team up in an appropriate age division to shoot "fowl" shots and bonus shots to take home a Thanksgiving turkey. Grades 1-2 and 7-8 start at 9 a.m. and grades 3-4 and 5-6 start at 10:30 a.m. There is a \$10 fee/per team for Mansfield residents and \$15 per team for non-residents. There is an additional \$5 fee for walkups on the day of the event.
- The 8th Annual Nutcracker tickets are now on sale at the Mansfield Community Center. This year's shows will be on Dec. 16 at 6 p.m. and Dec. 17 at 2 p.m. This year's performances will feature over 110 local children ranging in age from 3-14 dancing in traditional roles. The first 4 rows of seats are already sold out for both performances. The \$8 and \$6 are still available and will be sold at the Community Center and at the door (if not sold out in advance). Come and share the holiday joy.

PAGE
BREAK

LEGAL NOTICE
TOWN OF MANSFIELD
PUBLIC HEARING NOVEMBER 27, 2006
EXPANSION OF MEMBERSHIP TO CONSERVATION COMMISSION

The Mansfield Town Council will hold a public hearing at 7:30 p.m. at their regular meeting on November 27, 2006 to solicit public comment concerning the proposed amendment to Section 11-3 of the Mansfield Code of Ordinances (Mansfield Conservation Commission). This hearing will be held in the Council Chambers of the Audrey P. Beck Building.

At this hearing persons may address the Town Council and written communication may be received.

Copies of said proposed changes to the ordinance are on file and available at the Town Clerk's office, 4 South Eagleville Road, Mansfield.

Dated at Mansfield Connecticut this 17th day of November 2006.

Mary Stanton
Town Clerk

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *M.H.*
CC: Mary Stanton, Town Clerk; Dennis O'Brien, Town Attorney
Date: November 27, 2006
Re: Expansion of Membership to Conservation Commission – Amendment to Chapter 11 of the Mansfield Code of Ordinances

Subject Matter/Background

As you will recall, the Mansfield Conservation Commission requested that the Town Council consider expanding the size of the commission to include alternate members. The commission explained that its current members have many commitments, and that it is often difficult to obtain a quorum. The addition of alternate members would help to alleviate this problem. After review by the Committees on Committees and the Town Attorney, it was found that the Connecticut General Statutes would permit this change, but the town would need to amend its code of ordinances to provide for the designation of alternate members. Consequently, the committee proposed to add the following second paragraph to Section 11-3 of the code:

The Commission shall also include two (2) alternate members who shall be appointed by the Town Manager. Of the two (2) alternate members first appointed to office, one (1) shall be appointed to serve for one (1) year, and one (1) shall be appointed to serve for two (2) years. Thereafter, appointment of alternate members to the Commission shall be for terms of three (3) years.

At its November 13, 2006 meeting, the Town Council scheduled tonight's public hearing to solicit public comment regarding the proposed amendment.

Recommendation

Unless the public hearing raises any additional issues that we have not considered, staff recommends that the Town Council adopt the amendment to the Mansfield Code.

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

Move, to adopt an amendment to Chapter 11 of the Mansfield Code of Ordinances (Conservation Commission) as prepared by staff in its draft dated November 11, 2006, and which amendment shall become effective 21 days after publication in a newspaper having circulation in the Town of Mansfield.

Attachments

1) Amendment to Section 11-3

Town of Mansfield
Proposed Amendment to Conservation Ordinance
Chapter 11, Mansfield Code of Ordinances

November 13, 2006 Draft

Amendment to Section 11-3. Filling of expired terms

All expired terms shall be filled by appointment for full three-year terms.

(New) The Commission shall also include two (2) alternate members who shall be appointed by the Town Manager. Of the two (2) alternate members first appointed to office, one (1) shall be appointed to serve for one (1) year, and one (1) shall be appointed to serve for two (2) years. Thereafter, appointment of alternate members to the Commission shall be for terms of three (3) years.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Michael Ninteau, Director of Building and Housing Inspection
Date: November 27, 2006
Re: Community/Campus Relations

Subject Matter/Background

I have asked Michael Ninteau, Director of Building and Housing Inspection, to attend our meeting to discuss the progress of our new housing inspection program. Mike has previously met with the Town/University Relations Committee, and I believe that you will find his presentation to be informative.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

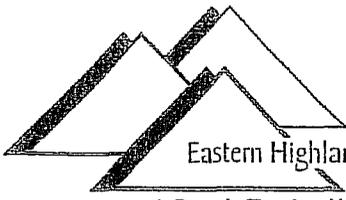
To: Town Council
From: Matt Hart, Town Manager *Matt Hart*
CC: Robert Miller, Director of Health
Date: November 27, 2006
Re: Issues Regarding the UConn Landfill

Subject Matter/Background

Attached please find correspondence from the Director of Health in response to the Council's questions regarding copper in drinking water and water sampling/testing protocols. Please let us know if you have any additional questions regarding this matter.

Attachments

- 1) R. Miller re: Copper in Drinking Water and Water Sampling/Testing Protocols
- 2) Lead and Copper Rule Exceedances



Eastern Highlands Health District

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

Memo

To: Matt Hart, Mansfield Town Manager

From: Robert Miller, Director of Health

Date: 11/19/2006

Re: Copper in drinking water & Water sampling/testing protocols - Questions

Per your request, please find attached the latest raw data copper results for both the main water supply system and depot campus system at the University of Connecticut. The University is required to test for copper every three years. These samples were grabbed throughout the distribution system. As we discussed, the systems would be considered in violation if more than 10% of the results exceeded the action level of 1.3 mg/l. These results indicate the systems are in compliance.

Also per your request, you asked that I respond to a question regarding the need to evaluate or assess water sampling/lab testing protocols given the apparent problem associated with the detection of metals in active residential wells detailed in the most recent landfill monitoring report. Fortunately, there is a large body of ground water quality data that was generated over the past number of years as a result of the landfill study. This data gives us an indication of what we can expect with respect to private drinking water quality in the area, particularly as it pertains to land fill contamination. This combined with test results of samples grabbed both before and after the specific exceedence of concern, which are in compliance and consistent with the body of data available, would suggest that a systemic problem with sampling and laboratory analysis does not exist. If however, a pattern of some type were to emerge over the course of a few sampling rounds in the absence of a suspected source of pollution, which is inconsistent with the body of data, then an evaluation of the data quality control plan for the monitoring program would be appropriate at that time.

I hope this answers your questions. Please let me know if I can be of any further service.

Lead and Copper Rule Candidate Exceedances

CT0780011 - UNIVERSITY OF CONNECTICUT, DEPOT CAMPUS - C - A

Compliance Period: 1/1/2002 - 12/31/2004

COPPER 90TH % VALUE = 0.36

No. of Samples: 10

Sample ID	Collection Date	Analyte (Code)	Sample Point	Result
DRL-B-PBCU	6/1/2004	COPPER (1022)	4	0.03 MG/L
BB-B-PBCU	6/1/2004	COPPER (1022)	4	0.02 MG/L
BB-A-PBCU	6/1/2004	COPPER (1022)	4	0.17 MG/L
WH-B-PBCU	6/1/2004	COPPER (1022)	4	0.01 MG/L
WH-A-PBCU	6/1/2004	COPPER (1022)	4	0.11 MG/L
DRL-A-PBCU	6/1/2004	COPPER (1022)	4	0.32 MG/L
DD-B-PBCU	6/1/2004	COPPER (1022)	4	0.04 MG/L
DD-A-PBCU	6/1/2004	COPPER (1022)	4	0.47 MG/L
LS-B-PBCU	6/1/2004	COPPER (1022)	4	0.11 MG/L
LS-A-PBCU	6/1/2004	COPPER (1022)	4	0.36 MG/L

CT0780021 - UNIVERSITY OF CONNECTICUT, MAIN CAMPUS - C - A

Compliance Period: 1/1/2003 - 12/31/2005

COPPER 90TH % VALUE = 0.434

No. of Samples: 32

Sample ID	Collection Date	Analyte (Code)	Sample Point	Result
E507378-3-3PBCU	7/12/2005	COPPER (1022)	4	0.1 MG/L
E507C03-1-1PBCU	7/27/2005	COPPER (1022)	4	0.15 MG/L
E507378-9-9PBCU	7/12/2005	COPPER (1022)	4	0.15 MG/L
E507378-8-8PBCU	7/12/2005	COPPER (1022)	4	0.31 MG/L
E507378-7-7PBCU	7/12/2005	COPPER (1022)	4	0.03 MG/L
E507378-6-6PBCU	7/12/2005	COPPER (1022)	4	0.25 MG/L
E507378-11-11PBC	7/12/2005	COPPER (1022)	4	0.23 MG/L
E507378-4-4PBCU	7/12/2005	COPPER (1022)	4	0.29 MG/L
E507806-1-1PBCU	7/19/2005	COPPER (1022)	4	0.27 MG/L
E507378-2-2PBCU	7/12/2005	COPPER (1022)	4	0.25 MG/L
E507C03-6PBCU	7/27/2005	COPPER (1022)	4	0.031 MG/L
E507C03-5PBCU	7/27/2005	COPPER (1022)	4	0.024 MG/L
E507C03-4-4PBCU	7/27/2005	COPPER (1022)	4	0.049 MG/L
E507C03-3-3PBCU	7/27/2005	COPPER (1022)	4	0.5 MG/L
E507C03-2-2PBCU	7/27/2005	COPPER (1022)	4	0.065 MG/L
E507378-5-5PBCU	7/12/2005	COPPER (1022)	4	0.18 MG/L
E507806-8-8PBCU	7/19/2005	COPPER (1022)	4	0.18 MG/L
E508465-2-2PBCU	8/9/2005	COPPER (1022)	4	0.25 MG/L
E508465-1-1PBCU	8/9/2005	COPPER (1022)	4	0.5 MG/L
E507806-13-13PBC	7/19/2005	COPPER (1022)	4	0.044 MG/L
E507806-12-12PBC	7/19/2005	COPPER (1022)	4	0.26 MG/L
E507806-11-11PBC	7/19/2005	COPPER (1022)	4	0.13 MG/L
E507378-10-10PBC	7/12/2005	COPPER (1022)	4	0.11 MG/L
E507806-9-9PBCU	7/19/2005	COPPER (1022)	4	0.14 MG/L
E507378-1-1PBCU	7/12/2005	COPPER (1022)	4	0.46 MG/L
E507806-7-7PBCU	7/19/2005	COPPER (1022)	4	0.1 MG/L
E507806-6-6PBCU	7/19/2005	COPPER (1022)	4	0.28 MG/L
E507806-5-5PBCU	7/19/2005	COPPER (1022)	4	0.33 MG/L
E507806-4-4PBCU	7/19/2005	COPPER (1022)	4	0.33 MG/L
E507806-3-3PBCU	7/19/2005	COPPER (1022)	4	0.082 MG/L
E507806-2-2PBCU	7/19/2005	COPPER (1022)	4	0.043 MG/L
E507806-10-10PBC	7/19/2005	COPPER (1022)	4	0.71 MG/L



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Lon Hultgren, Director of Public Works; Greg Padick, Director of Planning
Date: November 27, 2006
Re: Community Water and Wastewater Issues, Four Corners Sewer Study

Subject Matter/Background

Our consultant, EarthTech, has completed the data-gathering phase of the Four Corners sewer project and is ready to meet with the Town Council to explain the progress to date. At Monday's meeting, staff and EarthTech representatives plan to brief council members on the data collected and a tentative service area, and to ask the Council to set a date for a public information meeting.

Financial Impact

This is only a progress report at this time. If the Town decides to proceed with the sewerage of this area, there will be some financial impact both to the properties in the service area and the Town as a whole.

Recommendation

Because we already have two presentations scheduled for the December meeting, staff recommends that the Town Council set a public information session to discuss this project at its first meeting in January 2007.

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

Move, effective November 27, 2006, to schedule a public information session regarding the Four Corners sewer project for 7:30 PM at the Town Council's regular meeting on January 8, 2007.

Attachments

- 1) Mansfield Four Corners Sewer Facilities Study
- 2) Tentative service area map



Town of Mansfield Mansfield Four Corners Sewer Facilities Study November 2006

Draft

The Town of Mansfield has initiated a study to determine the best means for sewage disposal in the Four Corners area, generally identified as the area surrounding the intersection of Routes 195 and 44. Earth Tech, Inc. of Glastonbury, Connecticut, has been retained to conduct the study and began work this past summer.

The first phase of this study is to evaluate current sewage disposal practices, future needs and determine the service area for community based wastewater disposal alternatives.

A review of prior studies, regulatory agency records, wetlands maps, surficial geology data, zoning regulations, conservation and development plans, and sensitive environmental area data has been undertaken and considered in development of a proposed community based service area.

The investigation has determined that numerous properties have had and continue to have chronic wastewater disposal difficulties due to a combination of density of development, lot size, or site constraint factors. Soils throughout the study area are consistently rated by the USDA Natural Resources Conservation Service to be "very limited" for septic tank absorptions fields. This rating indicates that the soil has one or more unfavorable features that cannot be overcome without major soil reclamation, special design or expensive installation procedures. Some of the properties within the

study area have lot sizes or configurations that do not allow sufficient room to site a water supply well and a septic tank absorption field in conformance with Connecticut Department of Health technical standards. Other parcels have existing development densities that cannot be supported within the parcel's site constraints.

The attached map indicates the proposed service area under consideration for a community solution to long term wastewater disposal needs in conformance with Department of Environmental Protection, and Department of Health regulations and consistent with the Town of Mansfield's recently updated Plan of Conservation and Development.

A public presentation to the Town Council will occur on _____ to review the data gathered to date and to discuss a recommended service area prior to proceeding with the remainder of the study.

Future public presentations will be made regarding wastewater disposal alternatives, and associated costs. Notice of the dates and times of these presentations will be provided as these presentations are scheduled.

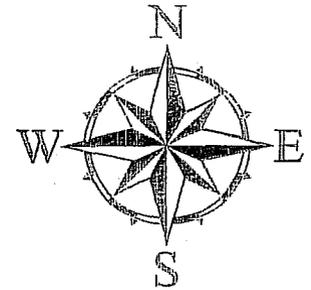
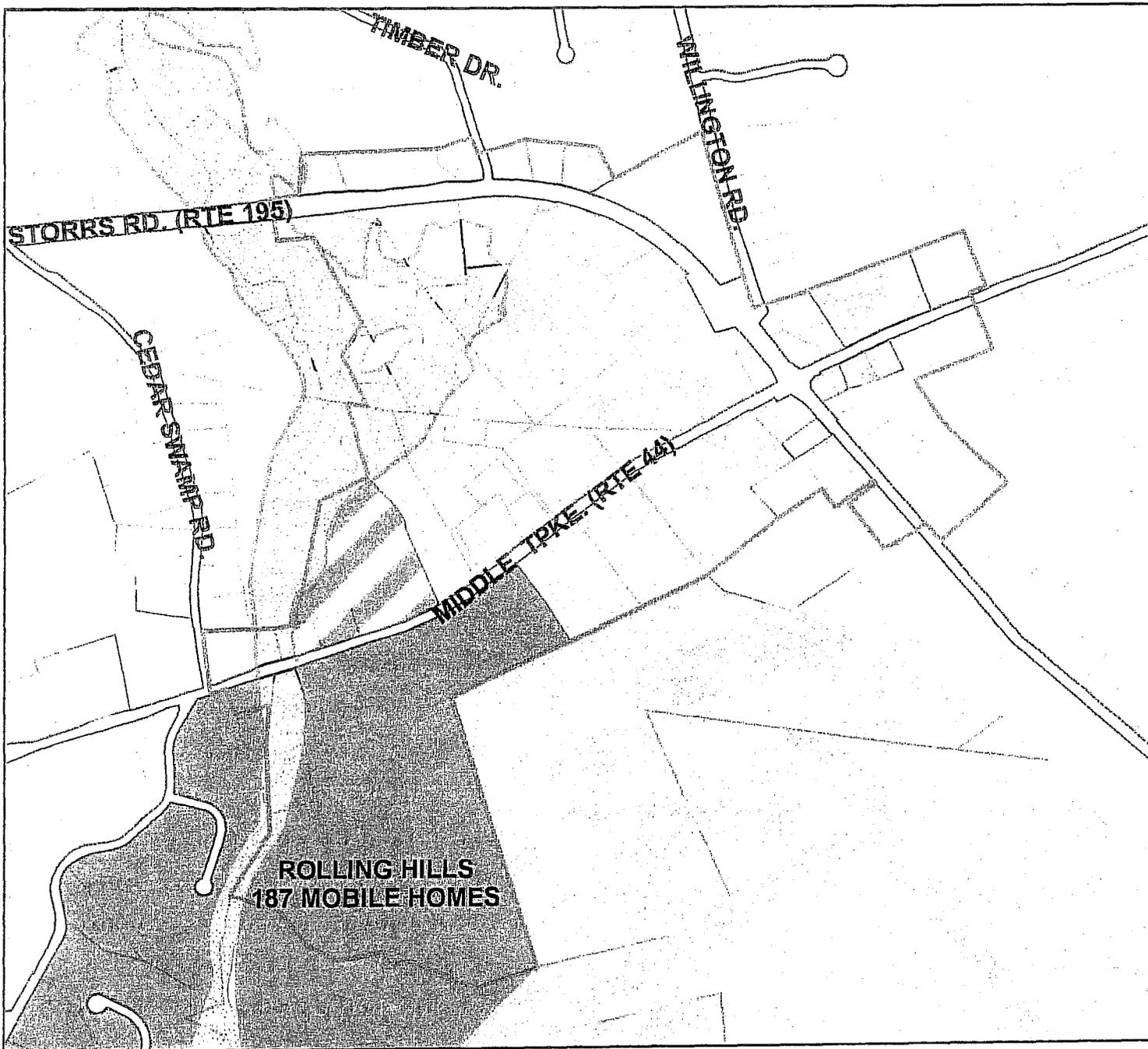
The Four Corners Sewer Facilities study is being funded by the Town of Mansfield, in cooperation with the State of Connecticut Department of Environmental Protection.

For more information ...

Contact:

Lon Hultgren, Director of Public Works
Audrey P. Beck Municipal Building
4 South Eagleville Road, Storrs, CT 06268-2599
Phone: (860) 429-3332
Fax: (860) 429-6863
HultgrenL@MansfieldCT.org





Legend

-  Wetlands
- Planned Development Areas**
-  Flood Zone
-  Low Density Residential
-  Medium to High Density Age Restricted Resid
-  Medium to High Density Institutional/Mixed Use
-  Medium to High Density Residential
-  Planned Business/Mixed Use
-  Planned Office/Mixed Use
-  Proposed Service Area

P.29

Town of Mansfield
 Mansfield Four Corners
 Sewer Facilities Study

PAGE
BREAK



Item #6

**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager
CC: Sara-Ann Chaine, Management Assistant
Date: November 27, 2006
Re: Videotaping and Broadcasting Town Council Meetings

Subject Matter/Background

As you will recall, at your last meeting we had what I would describe as an informative discussion with a representative from Charter Communications who described how other municipalities videotape and broadcast public meetings. There appear to be a range of equipment options, depending on how sophisticated we would like the system to be. However, regardless of what equipment we wish to purchase, I believe that we will need to recruit volunteer staff to actually film the meetings.

Recommendation

The Mayor and I have discussed this issue, and at this point we would recommend that we form a staff committee to develop an action plan to implement this initiative for the next fiscal year. The plan would include the actions we would need to take to recruit volunteer production and film staff, as well as the equipment we would need to purchase. We would also recommend that we budget to purchase the equipment for the next fiscal year. The staff committee would ask the Town Council to endorse the action plan that it develops, and would provide you with regular updates.

Please let me know by consensus if you support this recommendation, or if you have an alternate plan that you prefer we pursue.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Gregory Padick, Director of Planning; Lon Hultgren, Director of Public Works
Date: November 27, 2006
Re: Acceptance of Various Town Roads

Subject Matter/Background

At the November 13, 2006 Town Council meeting, the Council referred the request for the acceptance of Jonathan Lane, Section 1 segment, Jackson Lane and Monticello Lane to the Planning and Zoning Commission.

Jonathan Lane was approved as part of the Wild Rose Section 1 subdivision off of Mansfield City Road. The initial Section 1 segment has been completed pursuant to approval requirements and applicable Town construction standards and specifications and accordingly is ready for Town acceptance. As part of Section 2 of the Wild Rose Estates subdivision Jonathan Lane will be extended to a second intersection with Mansfield City Road. Nine (9) occupied houses are located on the initial segment of Jonathan Lane. The Planning and Zoning Commission has recommended Town acceptance of Jonathan Lane subject to certain conditions (see attached 11/21/06 letter from the PZC).

The other two subdivision roadways, Jackson Lane and an extension of Monticello Lane, remain under staff review.

Financial Impact

Jonathan Lane will be added to the inventory of Town roads maintained by the Public Works Department. Other than routine maintenance (sanding and snow plowing during the winter season etc.) no special costs are anticipated.

Legal Review

All road deeds and easements have been reviewed and approved by the Town Attorney.

Recommendation

Subject to conditions noted below, the initial segment of Jonathan Lane is ready for Town acceptance. The following motion is recommended:

Move, effective November 27, 2006, to authorize the Town Manager, subject to the conditions cited below, to accept the initial segment of Jonathan Lane as a Town road. Town acceptance shall be subject to the following conditions:

1. *Developer completion and certification of road monumentation and setting of boundary pins as depicted on approved subdivision plans.*
2. *Developer submission of acceptable as-built plans for road and associated drainage improvements.*
3. *Execution by the Planning and Zoning Commission Chairman, Mansfield Controller, and the developer of a one-year maintenance bond agreement that addresses all regulatory requirements and approval conditions including special maintenance requirements for the detention basin. The maintenance bond also shall include developer commitments to take appropriate actions to eliminate an existing drainage problem on lot 9 (56 Jonathan Lane) and to maintain in a safe, passable condition, including all necessary sanding and snow plowing, Phase 2 portions of Jonathan Lane and Bake Lane that provide vehicle turnaround capacity.*

Attachments

- 1) 11/21/06 letter from Planning and Zoning Commission
- 2) 11/1/06 memo from Director of Planning
- 3) 11/16/06 memo from Assistant Town Engineer
- 4) Portion of approved subdivision map depicting Jonathan Lane

**TOWN OF MANSFIELD
PLANNING AND ZONING COMMISSION**

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

Tuesday, November 21, 2006

To: Town Council
From: Planning and Zoning Commission
Re: 8-24 referral, Town acceptance of Jonathan Lane

At a meeting held on 11/20/06, the Mansfield Planning and Zoning Commission adopted the following motion:

“That the Planning and Zoning Commission report to the Town Council that the portion of Jonathan Lane within Section 1 of the Wild Rose Estates subdivision is now ready to be accepted as a Town Road subject to completion of road monumentation and boundary pins, the submission of acceptable as-built plans and an applicant commitment to plow and sand the portion of Jonathan Lane and Blake Lane which provide turnaround capacity for buses and other vehicles. Upon Town Council acceptance of this new road, the PZC Chairman, with staff assistance, is authorized to execute a one-year maintenance bond pursuant to regulatory requirements and to release any bonding no longer required for sections of this subdivision.”

If you have any questions regarding this action, please call the Planning Office at 429-3330.

Very truly yours,



Katherine K. Holt, Secretary
Mansfield Planning & Zoning Commission

TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT

GREGORY J. PADICK, DIRECTOR OF PLANNING

Memo to: Planning and Zoning Commission
From: Gregory Padick, Director of Planning
Date: 11/17/06



Re: 8-24 referral, Town acceptance of:
A. Jonathan Lane, Section 1 segment File #1113-2
B. Jackson Lane, File #1231
C. Monticello Lane, File #1230

On 11/13/06 the Town Council referred requests for the above referenced road acceptances to the PZC for review and comment pursuant to Section 8-24 of the State Statutes. Staff has completed its acceptance review of the portion of Jonathan Lane within section 1 of the Wild Rose Estates Subdivision and subject to certain conditions the subject portion of Jonathan Lane is ready for Town acceptance. The other two subdivision roadways, Jackson Lane and an extension of Monticello Lane remain under staff review and no recommendations are expected prior to the PZC's 11/20/06 meeting.

The first segment of Jonathan Lane is now considered ready for Town acceptance. The basic roadway and drainage systems for this portion of the road have been complete for over 1 year but some landscaping, signage and roadside regrading work were recently completed. Of importance, staff was not ready to recommend acceptance of the roadway until at least the 1st coat of pavement for a turnaround area in phase 2 was completed. This was done within the last 2 weeks and as part of road acceptance, the subdivider should commit to plowing and sanding roadways in section 2 that will provide turnaround capacity for school buses and other vehicles. The Assistant Town Engineer's 11-16-06 report notes that pin and monumentation work need to be completed and an as-built plan needs to be submitted. These requirements can be addressed with a conditional acceptance. The applicant has made arrangements for a new streetlight on Mansfield City Road and staff does not feel road acceptance should be held up until CL&P has installed the light. Any acceptance action should reference the need to retain a 10% cash maintenance bond for at least one year.

Recommendation:

It is recommended **that the Planning and Zoning Commission report to the Town Council that the portion of Jonathan Lane within Section 1 of the Wild Rose Estates subdivision is now ready to be accepted as a Town Road subject to completion of road monumentation and boundary pins, the submission of acceptable as-built plans and an applicant commitment to plow and sand the portion of Jonathan Lane and Blake Lane which provide turnaround capacity for buses and other vehicles. Upon Town Council acceptance of this new road, the PZC Chairman, with staff assistance is authorized to execute a one-year maintenance bond pursuant to regulatory requirements, and to release any bonding no longer required for sections of this subdivision.**

Memorandum:

November 16, 2006

To: Planning & Zoning Commission
From: Grant Meitzler, Assistant Town Engineer
Re: Jonathan Lane - Phase I Acceptance

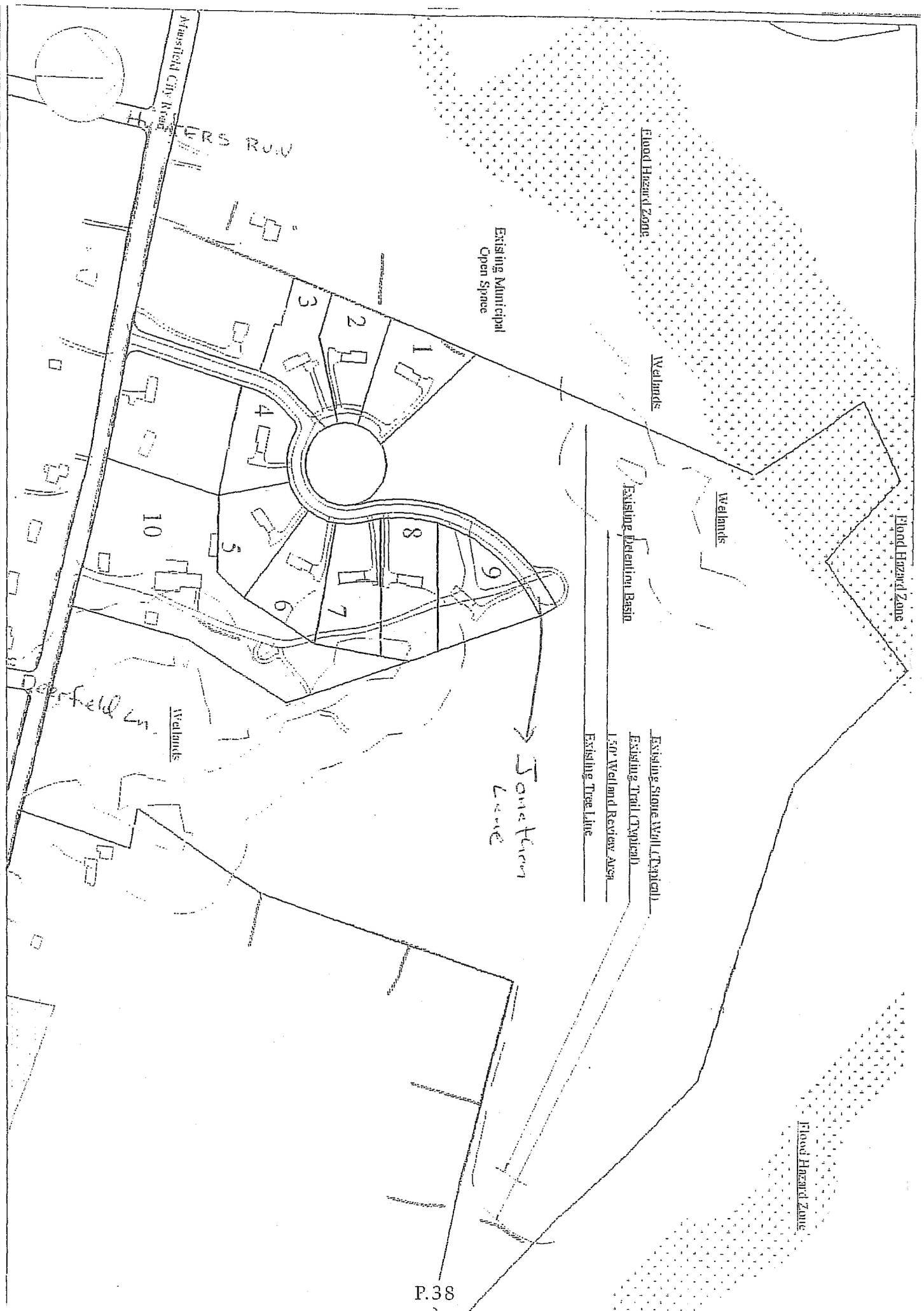
This road is nearly complete with the following items remaining:

1. completion of pin and monument installation
2. submission of an as-built plan for the road
3. installation of a streetlight at Mansfield City Road

The installation of the streetlight is a no cost item and the power company has been very slow installing it. The paperwork has been submitted to them and it should go in shortly.

Monumentation and the As-Built plan submission should be completed before the road acceptance is finalized. I see no problem with agreeing to accept the road once these two items are dealt with.

WILD ROSE ESTATES - Section 1





**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Jeffrey Smith, Director of Finance; Cherie Trahan, Controller/Treasurer
Date: November 27, 2006
Re: Financial Statements for the Period Ending September 30, 2006 (Previously Distributed)

Subject Matter/Background

At its November 20, 2006 meeting, the Finance Committee reviewed the financial statements for the period ending September 30, 2006 and voted to recommend the acceptance of the statements by the Town Council

Recommendation

With the endorsement of the Finance Committee, the following motion is in order:

Move, effective November 27, 2006, to accept the financial statements dated September 30, 2006, as recommended by the Finance Committee.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Noranne Nielsen, Animal Control Officer; Dennis O'Brien, Town Attorney
Date: November 27, 2006
Re: Animal Control Issues

Subject Matter/Background

Following the public comment we received at the last meeting regarding an animal control incident in the community, a Council member has asked that we add this item to the agenda. Staff is in the process of taking additional action to address the enforcement issue.

Also, subsequent to the last meeting, we have had some discussion regarding the interplay of state law and a local leash law. Connecticut General Statutes Section 22-364, "Dogs roaming at large," requires an owner to confine his/her dog to the owner's property. When the dog is off the owner's property, the dog must be "attended or under control" of the owner. The statute makes clear that this provision does not restrict the use of hunting dogs, as long as such dogs are under control of the owner. Our animal control officers do enforce this state law, and our police officers also enforce the provision in automobile collisions involving roaming dogs.

Our Town Attorney is in the process of researching various leash laws. Generally speaking, a local leash law would require that when an owner takes his/her dog off the owner's property, he/she must control the dog with a leash, as opposed to another form of control. I would imagine that that the typical leash law also provides an exception for hunting dogs.

Mansfield does not have a leash law. Our park regulations, however, which apply only to town parks, require that pets must be kept on a leash.

Staff will be available at Monday's meeting to answer any questions you may have, and to otherwise assist with your discussion.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Lon Hultgren, Director of Public Works; Greg Padick, Director of Planning
Date: November 27, 2006
Re: Connecticut Department of Transportation – Chaffeeville Road Project

Subject Matter/Background

Several years ago the Town Council approved the Chaffeeville Road project to improve sight distances at the 195/Chaffeeville intersection. The DOT has now completed a preliminary design. The next step in the process is to have a public information meeting at which the designers could present the design and answer any related questions. The DOT would like to conduct this session at the December 11, 2006 council meeting.

Financial Impact

This project is being designed and funded by the DOT. There will be no financial impact to the Town.

Legal Review

All legal work and property acquisitions are being done by the DOT.

Recommendation

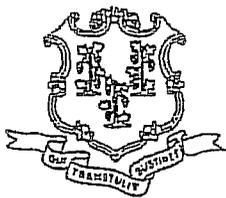
Staff recommends that the Town Council schedule a public information meeting for the December 11, 2006 council meeting.

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

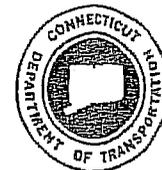
Move, effective November 27, 2006, to schedule a public information session regarding the Chaffeeville Road Project for 7:30 PM at the Town Council's regular meeting on December 11, 2006.

Attachments

- 1) ConnDOT notice of meeting
- 2) 10/24/06 progress meeting minutes



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



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

Phone:

November 15, 2006

Mr. Lon R. Hultgren
Director of Public Works
Town of Mansfield
Audrey P. Beck Building
4 South Eagleville Road
Mansfield, Connecticut 06268-2599

Dear Mr. Hultgren:

Subject: State Project No. 77-206
Federal Aid Project No. STPA-1077(105)
Intersection Improvements on Route 195 at
Chaffeeville Road and Clover Mill Road #1
Town of Mansfield

This is to confirm arrangements made between yourself and Ms. Susan M. Libatique of this office regarding the scheduling of a public informational meeting for the referenced project.

The meeting is to be held on Monday, December 11, 2006 at 7:30 p.m. at the Council Chambers, Audrey P. Beck Building, 4 South Eagleville Road, Mansfield, Connecticut.

It would be appreciated if the custodian in charge of the building could be notified to permit admittance of Department personnel by 6:30 p.m. on that evening so that presentation plans can be set up prior to the start of the meeting.

The Department is proceeding to arrange for publication of notices of the meeting in the Willimantic Chronicle on November 20, 2006 and December 4, 2006. A copy of this notice is enclosed for your convenience. You may wish to distribute this notice to members of your staff for their information.

Should you have any questions regarding this matter, please contact Mr. Timothy J. Gaffey, Project Manager, at (860) 594-3287.

Very truly yours,

Manager of State Design
Bureau of Engineering and
Highway Operations

Enclosure

cc: Mr. Matthew W. Hart, Town Manager, Town of Mansfield

You Are Invited To A
PUBLIC INFORMATIONAL MEETING
Project No. 77-206

**INTERSECTION IMPROVEMENTS
ON ROUTE 195 AT CHAFFEEVILLE ROAD
AND CLOVER MILL ROAD #1
TOWN OF MANSFIELD**

To be held

Monday, December 11, 2006

7:30 p.m.

**Council Chambers
Audrey P. Beck Building
4 South Eagleville Road
Mansfield, Connecticut**

Residents, commuters, business owners,
and other interested individuals are
encouraged to take advantage of this
opportunity to discuss the proposed improvement.

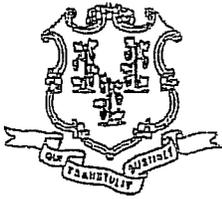
**Department Personnel will be available to
answer questions at 7:00 p.m. prior to the
formal presentation at 7:30 p.m.**

Plans are available for inspection at the
Town's Engineering Office.

Written questions or comments should be forwarded to:

Mr. James H. Norman
Manager of State Design
P.O. Box 317546
Newington, CT 06131-7546
or at email address
james.norman@po.state.ct.us

Please join us on
Monday, December 11, 2006
**THE CONNECTICUT
DEPARTMENT OF TRANSPORTATION**



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546
Phone: (860) 594-3272

November 15, 2006

Mr. Matthew W. Hart
Town Manager
Town of Mansfield
Audrey P. Beck Building
4 South Eagleville Road
Mansfield, Connecticut 06268-2599

Dear Mr. Hart:

Subject: State Project No. 77-206
Federal-Aid Project No. STPA-1077(105)
Intersection Improvements on Route 195 at
Chaffeeville Road and Clover Mill Road #1
Town of Mansfield

Enclosed, for your information and files, is a copy of the report of the Town/ConnDOT Coordination Meeting held on October 24, 2006 at the Mansfield Town Hall. If you agree with its contents, please sign the Report of Meeting and return it to me at the letterhead address. Please retain a copy for your files.

Should you have any questions, please feel free to contact the project manager, Mr. Timothy J. Gaffey, at (860) 594-3287.

Very truly yours,

James H. Norman, P.E.
Manager of State Design
Bureau of Engineering and
Highway Operations

Enclosure

cc: Mr. Lon Hultgren, Director of Public Works, Town of Mansfield.

M. Wong
(413) 746-6285

**STATE DESIGN SECTION
REPORT OF MEETING**

PROJECT NO.: 77-206

DATE: October 24, 2006

FEDERAL-AID

PROJECT NO.: STPA-1077(105)

ROUTE: 195

TOWN: Mansfield

LOCATION OF MEETING: Mansfield Town Hall

SUBJECT: Town/ConnDOT Coordination Meeting

IN ATTENDANCE:

Town of Mansfield

Lon Hultgren, Director of Public Works
Gregory Padick, Director of Planning
Grant Meitzler, Assistant Town Engineer

ConnDOT

Timothy J. Gaffey, Project Manager
Susan M. Libatique, Project Engineer
Erik A. Jarboe, Trans. Engineer

TRANSACTIONS AND DETERMINATIONS:

The purpose of this meeting was to present the preliminary design of the project and establish a date for the Public Informational Meeting. A color plan was displayed and ConnDOT gave a brief description of the project. This project involves the lowering of the crest vertical curve located immediately south of the Route 195/Chaffesville Road intersection and regrading the slope embankment along the east side of Route 195 to improve the intersection sight distance. Additional improvements include the widening of Route 195 to provide bypass capability at its intersection with Chaffesville Road and Clover Mill Road #1 to reduce the potential for rear-end and turning-intersecting path type accidents. The proposed widening will accommodate a 12' travel lane and an 8' bypass shoulder.

Rights-of-way involvement consists of partial acquisitions, slope easements and temporary rights for construction on approximately eleven properties. Relocation of approximately seven utility poles will be required.

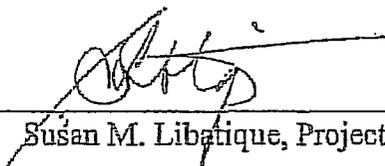
The following comments were offered:

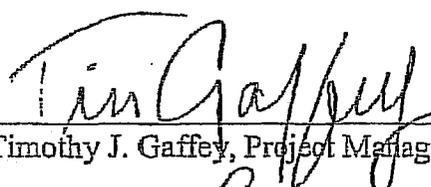
- The Town inquired whether the existing flashing beacon located at the intersection of Route 195 and Chaffeeville Road will be removed or re-installed at the intersection. The Town and ConnDOT agreed that there may not be any need to reinstall the flashing beacon since the sight lines at the intersection will be improved by the proposed project. The Town will verify this with their Legal Traffic Authority and notify ConnDOT of their findings.

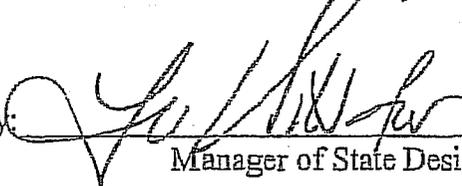
Subsequent to the meeting, the Department's Traffic Engineering Unit confirmed that the flashing beacon at this intersection can be removed if the Town concurred.

- The Town reiterated that there is no need to realign Clover Mill Road #1 due to a low number of accidents related to the approach angle of this road to Route 195.
- The Public Informational Meeting has been scheduled for Monday, December 11, 2006. This meeting will be held in conjunction with the Town Council Meeting which starts at 7:30 p.m. The Town will email a mailing list of residents affected by the project so ConnDOT can notify the abutters of the Public Informational Meeting.

ConnDOT will send a color plan to the Town for their use prior to the Public Informational Meeting.

Submitted By:  Date: 10/27/06
Susan M. Libatique, Project Engineer

Reviewed By:  Date: 10/30/06
Timothy J. Gaffey, Project Manager

Approved By:  Date: 10/30/06
Manager of State Design

Concurred By: _____ Date: _____
Matthew W. Hart, Town Manager
Town of Mansfield



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *M.H.*
CC: Jeffrey Smith, Director of Finance; Robert Miller, Director, Eastern Highlands Health District
Date: November 27, 2006
Re: Agreement Between the Eastern Highlands Health District and the Town of Mansfield

Subject Matter/Background

Attached please find a proposed Agreement Between the Eastern Highlands Health District and the Town of Mansfield for Accounting, Bookkeeping, Data Processing and Human Resources Services. The town has provided these services to the district on an informal basis for several years, and management believes that it would be prudent to formalize the arrangement.

Some key terms of the agreement are as follows:

- The term of the agreement runs from July 1, 2006 to June 30, 2027
- Each party agrees to hold the other party harmless, except in the instance of misconduct by the other party or its officials, agents or employees. Each party shall also carry an appropriate level of insurance coverage and name the other party as an additional insured.
- For this fiscal year, the district shall pay the town a fee of \$10,000 for these services. Thereafter, the fee shall increase on an annual basis.
- The agreement can be terminated under various circumstances - see paragraph 8(b) and 8(c).

Financial Impact

The proposed agreement would result in additional revenue to the town, for services that the town is already providing to the district.

Legal Review

The Town Attorney has reviewed and approved the form of the proposed agreement.

Recommendation

Because the execution of this agreement would formalize existing practice and provide additional revenue to the town, staff recommends that the Town Council authorize staff to execute the agreement as presented. The agreement would also benefit the other members of the health district.

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

Resolved, to authorize the Town Manager, Matthew W. Hart, to execute the proposed Agreement Between the Eastern Highlands Health District and the Town of Mansfield for Accounting, Bookkeeping, Data Processing and Human Resources Services, the terms of which Agreement shall be effective retroactive to July 1, 2006.

Attachments

- 1) Proposed Agreement

**Agreement Between the Eastern Highlands Health District and
the Town of Mansfield For Accounting, Bookkeeping, Data Processing,
and Human Resources Services**

This Agreement is made this ____ day of ____, 2006, by and between the Eastern Highlands Health District (hereafter called the District), and the Town of Mansfield (hereinafter called the Town); witnesseth that:

Whereas, the Town has provided accounting, bookkeeping, information technology and human resource services to the District since June 1997 on an informal basis for an annual fee;

Whereas, the District wishes to formally engage the Town to continue to provide such accounting, bookkeeping, information technology, and human resource services;

Whereas, the Town has within its means the necessary resources to provide said services;

Now therefore the parties do mutually agree as follows;

1. The District agrees to engage the Town, and the Town agrees to perform the services hereinafter set forth.
2. The Town agrees to provide human resource services including but not be limited to:
 - a. Support of the administration of personnel policies adopted by the District Board of Directors;
 - b. Support of the recruitment, retention and training of District employees;
 - c. Management and administration of employee benefits; and
 - d. Management and administration of District personnel records.
3. The Town agrees to provide data processing, information and communication technology services. Such services shall include but not be limited to:
 - a. Hardware and software technical support and maintenance for all district workstations, software systems and accessory components;
 - b. Participation in the Town Local Area Network;
 - c. Participation in the Town Wide Area Network, with remote access and internet connectivity management;
 - d. Use of the Town system server;
 - e. Support of the data processing needs for all District functions; and

- f. Hardware and software technical support for District mobile communication assets.
4. The Town agrees to provide centralized financial management services. It is mutually recognized by the parties that the Director of Health for the District, as the District's Chief Executive Officer, has the authority on questions dealing with the design and implementation of the District's Financial Management System. Such centralized financial management services to be provided by the Town shall include:
 - a. Fiduciary management and administration of the District treasury;
 - b. Management and administration of District accounting and disbursements;
 - c. Management and administration of District revenue collections;
 - d. Management and administration of District payroll;
 - e. Preparation of a comprehensive annual financial report in accordance with GAAP;
 - f. Preparation of quarterly and annual reports and other reports as needed; and
 - g. Service by the Town Director of Finance as the Chief Financial Officer of the District;
5. The Town agrees to hold the Health District and any of the Health District's officers, agents or employees harmless from any liability (including reasonable attorney's fees and all costs) for any and all damages to persons and property resulting from the actions of the Town, unless such damages are caused by, or are the result of the misconduct of the Health District or any of the Health District's officers, agents or employees.
6. The District agrees:
 - a. To pay the Town \$10,000 for the services detailed herein for the fiscal year 2006-2007;
 - b. To pay the Town \$12,430 for the services detailed herein for the fiscal year 2007-2008;
 - c. To pay the Town \$14,860 for the services detailed herein for the fiscal year 2008-2009;
 - d. To pay the Town \$17,290 for the services detailed herein for the fiscal year 2009-2010;

- e. To pay the Town \$19,720 for the services detailed herein for the fiscal year 2010-2011;
 - f. To pay the Town \$22,150 for the services detailed herein for the fiscal year 2011-2012;
 - g. To pay the Town \$24,580 for the services detailed herein for the fiscal year 2012-2013; and
 - h. To pay the Town \$27,000 for the services detailed herein for the fiscal year 2013-2014. Thereafter, said payment shall be adjusted annually based upon the Consumer Price Index or as mutually agreed through the term of this Agreement.
7. The District agrees to hold the Town and any of the Town's officers, agents or employees harmless from any liability (including reasonable attorney's fees and all costs) for any and all damages to persons and property resulting from the actions of the Health District, unless such damages are caused by, or are the result of, the misconduct of the Town or any of the Town's officers, agents or employees.
8. The Town and the District also agree that:
- a. The term of this Agreement shall be from July 1, 2006 to June 30, 2027;
 - b. Either party to this Agreement may terminate the Agreement at the end of any given fiscal year and thereafter be relieved of further performance, but only if the other party materially fails to perform any of the covenants or conditions contained herein, or there is a 20% or more increase or decrease in the total population served by the District as of the date of this Agreement, and provided that written notice is provided to the other party a minimum of 180 days in advance of said termination stating the reasons for the proposed termination, and the party upon whom said notice is given fails to rectify the situation within the 180 day notice period. Said right to terminate shall be cumulative to any other legal right or remedy;
 - c. Either party to this Agreement may terminate this contract without cause at the end of any given fiscal year. Notice of such termination must be provided in writing 360 days prior to the end of the fiscal year.
 - d. This Agreement shall not be altered, changed or amended except for formal written amendment duly executed by both parties hereto. The performance by either party of its obligations under this Agreement shall not operate in any way as a waiver of non-compliance or breach by the other party;
 - e. This Agreement and its contractual obligations shall not be assigned, in whole or part, by either party without prior notification and subsequent written consent of the other party;

- f. All reports, information, dates, etc. provided to or prepared by the Town under this Agreement which the Health District requests to be kept as confidential, shall not be made available without prior approval of the Health District. The Health District agrees that it will comply with the provisions of the CT Freedom of Information Act;
- g. Each party to this Agreement will annually supply the other with a Certificate of Insurance indicating proof of appropriate insurance coverage through the term of this agreement. The other party will be shown on the Certificate of Insurance as an Additional Insured.

SIGNED AND DATED:

TOWN OF MANSFIELD

EASTERN HIGHLANDS HEALTH DISTRICT

Town Manager Date

Director of Health Date

Witness

Witness

Witness

Witness



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Kevin Grunwald, Director of Social Services
Date: November 27, 2006
Re: Social Services Block Grant Application

Subject Matter/Background

The US Department of Health and Human Services funds the Social Services Block Grant. This grant supports the Department of Social Services in the delivery of services to "vulnerable" individuals with special emphasis to serve those groups that are less able than others to care for themselves (e.g. special needs children, youth and elderly). "Vulnerable" or "at-risk" individuals are defined as individuals with a wide range of difficulties ranging from being economically disadvantaged to being in need of mental health or substance abuse services.

The services or activities that are delivered under this grant apply therapeutic (or remedial) processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas include but are not limited to family and marital relationships, parent-child problems, or substance abuse. To be eligible for services clients must have reported incomes at or below 150% of the Federal poverty income guidelines, with some exceptions for specific services provided to vulnerable populations.

Financial Impact

This grant provides a maximum of \$3657 per year to the Department of Social Services. While the State of Connecticut projects that 25 eligible individuals will utilize these services during the grant period, the reality is that well over 100 eligible clients receive these services in Mansfield annually. For that reason, this grant award does not come close to reimbursing the town for the actual cost of the services delivered.

Recommendation

Staff recommends that we submit this grant application. While the grant is inadequate to cover the cost of services delivered, it can be thought of as a subsidy to the Department. If we assume that the mission of the Department of Social Services is to serve these "vulnerable" clients, then we would provide these services regardless of funding. This grant provides a minimal level of funding to support the delivery of counseling services to Mansfield's most needy residents.

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

Move, effective November 27, 2006, to authorize Town Manager Matthew W. Hart to submit an application to the US Department of Health and Human Services for a Social Services Block Grant in the amount of \$3,657.

Attachments

- 1) Excerpt from Grant Application

4. DIRECT PROGRAM STAFF

4a. Program Salaries

Position	Annual Salary	No. of Persons	% funded in this contract	Total Salary
Social Worker	\$ 51,660	1	3%	\$ 1,550
Senior Services Social Worker	\$ 51,660	1	1%	\$ 516
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$

TOTAL PROGRAM SALARIES

\$ 2,066

(Financial Summary, Line 4a)

4b. Program Fringe Benefits and Payroll Taxes

Health Insurance @ 7.60%	of 2,066	\$ 157
Pension @ 2.95%	of 2,066	\$ 61
F.I.C.A. @ 7.65%	of 2,066	\$ 158
Unemployment Compensation @ 1.05%	of 2,066	\$ 22
Worker's Compensation @ 0.66%	of 2,066	\$ 14
LTD @ 0.37%	of 2,066	\$ 8
		\$

TOTAL PROGRAM FRINGE BENEFITS & PAYROLL TAXES

\$ 419

(Financial Summary, Line 4b)

TOTAL DIRECT PROGRAM STAFF

\$

(Financial Summary, Line 4)

5. OTHER COSTS

5a. Program Rent

Item	Unit Cost	Total Cost
	\$	\$
	\$	\$
	\$	\$
	\$	\$

TOTAL PROGRAM RENT

\$ 0

(Financial Summary, Line 5a)

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
APPLICATION FOR SOCIAL SERVICES BLOCK GRANT (SSBG) PROGRAM

I. STATEMENT OF NEED

This grant supports the Mansfield Department of Social Services in the delivery of services to "vulnerable" individuals with special emphasis to serve those groups that are less able than others to care for themselves (e.g. special needs children, youth and elderly). "Vulnerable" or "at-risk" individuals are defined as individuals with a wide range of difficulties ranging from being economically disadvantaged to being in need of mental health or substance abuse services. While the grant award estimates that 25 individuals a year will have a need for these services, approximately 150 clients were served in Fiscal Year 2006, and we can only anticipate that this level of need will continue into this year.

II. DESCRIPTION OF SERVICES

The services or activities that are delivered under this grant apply therapeutic (or remedial) processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas include but are not limited to family and marital relationships, parent-child problems, or substance abuse. To determine eligibility for services clients must have reported incomes at or below 150% of the Federal poverty income guidelines, with some exceptions for specific services provided to vulnerable populations. Services include the following:

- A. "Case Management Services are those services or activities for the arrangement, coordination, and monitoring of services to meet the needs of individuals and families. Component services and activities shall include but are not limited to, individual service plan development; counseling; monitoring, developing, securing, and coordinating services; monitoring and evaluating client progress; and assuring that clients' rights are protected."
- B. "Counseling Services are those services or activities that apply therapeutic (or remedial) processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas include but are not limited to family and marital relationships, parent-child problems, or substance abuse."

C. Target Population

- 1. The Town of Mansfield provides Program services to "vulnerable" individuals with special emphasis to serve those groups which are less able than others to care for themselves (e.g. special needs children, youth and elderly). "Vulnerable" or "at-risk" individuals are defined as those which exhibit one or more of the following conditions (not presented in any ranked order):
 - a. Economically disadvantaged (unemployed, under-employed, or low-income);
 - b. Physically, mentally, neurological, or developmentally disabled;

- c. Abused or neglected (e.g. sexual assault victims, abused or exploited children and elderly);
 - d. In need of language translation and culture-based awareness assistance or technical immigration assistance;
 - e. In need of drug or alcohol services;
 - f. In need of family planning services;
 - g. In need of mental health support services (e.g. distressed families or individuals who may be at risk of institutionalization);
 - h. In need of supportive services to remain in the community;
 - i. In need of shelter assistance.
2. The Town of Mansfield serves those individuals and families who are leaving or have left the Department's 'Temporary Family Assistance' (TFA) program on a priority basis over those who have been determined, by the Contractor, not to be in critical need of contracted services. The Town places in priority those individuals and families who have been referred to us from the 'Infoline-211' program as operated for the Department, by the United Way of Connecticut, Inc.

III. PROGRAM ADMINISTRATION

- A) The Town of Mansfield staffs the Program with the following positions:
- 1. Director, Department of Social Services, 1 full time, @ 35 hours per week
 - 2. Social Worker, Department of Social Services, 1 full time, @ 35 hours per week
 - 3. Senior Service Social Worker, Department of Social Services, 1 full time, @ 35 hours per week
 - 4. Secretary, Department of Social Services, 1 full time, @ 35 hours per week
- B) The Town of Mansfield provides Program services at 4 South Eagleville Road, Mansfield, CT 06238. Standard Program hours of operation are Mondays, Tuesdays, Wednesdays, from 8:15 AM to 4:30 PM, Thursdays from 8:15 AM to 6:30 PM, and Fridays from 8:00 to noon, during the contract period.

In addition, the Senior Service Social Worker provides Program services at the Senior Center at 303 Maple Road, Mansfield, CT 06268. Standard Program hour of operation are Monday through Friday, 8:30 AM to 4:30 PM.

- C) The Town's administrative office is located at 4 South Eagleville Road, Mansfield, CT 06268.
- D) The Town convenes meetings of the full Social Services Department Advisory Committee meetings at least 6 times during the year.

IV. CLIENT-BASED OUTCOMES AND MEASURES

- A) The Town of Mansfield implements the Program and services described to result in the following outcomes on behalf of the clients in the Program. Such outcomes are measured in the manner described herein and documented in the client case records or the Program statistical reports. The Department monitors outcome results achieved pursuant to these terms and conditions.

COUNSELING SERVICES

1. The clients' behavioral health has improved.
 - a. At least 30% of those clients in the Program whose primary treatment need is improved behavioral health will experience such.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
Date: November 27, 2006
Re: Fiscal Year 2006/07 Wage Adjustment for Nonunion Personnel

Subject Matter/Background

The Town Council establishes compensation for town employees on a fiscal year basis (July 1 through June 30). With respect to salary, the town pays regular nonunion personnel according to the Town Administrators pay Plan, which is organized on a pay grade and step system. In recent years, the Town Council's annual adjustment to the Town Administrators Pay Plan has averaged approximately three percent.

Because we have been in negotiations with our professional and technical employees, we have not yet asked the Town Council to set the pay rate and make other compensation changes for nonunion personnel for this fiscal year. Since we have now settled with the union, I would like to present the Town Council with the following recommendations for changes to the compensation for regular, nonunion employees:

- Wages – 3.5% general wage increase, retroactive to July 1, 2006
- Longevity – increase of \$50 per step (same as professional and technical employees)
- Health insurance cost share – increase from 11% to 12% of premium for the Century Preferred PPO Plan; increase from 7% to 8% of premium for the Bluecare POS Plan
- High deductible health insurance plan - as of January 1, 2007, offer Anthem's Health Savings Account Comprehensive PPO Plan as a third health insurance option. Employee would be responsible for 3% of premium and 50% of deductible (\$1250 for single coverage; \$2500 for family coverage) (same as professional and technical employees).
- Contribution to retiree health insurance – convert from percentage of single coverage (35%) to \$180 per month for employees who retire during the current fiscal year (same as professional and technical employees)
- Payment in lieu of health insurance – increase to \$1200 for single coverage; \$2400 for two person coverage; and \$3000 for family coverage (same as professional and technical employees)

Except for wages and the health insurance cost share, all of these changes would mirror what was just ratified by the Town Council for members of the professional and technical employees union. With respect to health insurance, the nonunion employees participate in a PPO plan that has higher out-of-pocket costs than the PPO offered to the union employees. In addition, for the POS plan nonunion employees would pay 2% more of premium than union employees pay. Because the nonunion employees are paying more for their health insurance, and have for the past year as well, I am recommending a higher wage increase (3.5% versus 3.25%) for nonunion employees than was recently awarded to the professional and technical employees union.

Financial Impact

With the wage adjustment and the health insurance package combined, the town's costs should increase approximately 3.3 percent for regular nonunion employees. Also, as we have discussed previously the conversion of the town's contribution from a percentage of premium (35% of single coverage) to a flat dollar amount (\$180 per month) should save the town thousands of dollars over the long term.

Recommendation

I recommend that the Town Council approve the recommended changes to the compensation for regular nonunion employees, as I have described above.

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

Move, effective November 27, 2006, to: 1) increase the pay rates in the Town Administrators Pay Plan by 3.5 percent; 2) authorize the Town Manager to award those employees in the pay plan with a 3.5 percent wage increase retroactive to July 1, 2006; and 3) make the additional changes to the compensation for nonunion employees as recommended by the Town Manager in his memorandum dated November 27, 2006.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Mart*
CC: Gordon Schimmel, Superintendent of Schools; Bruce Silva, Superintendent of Schools; Fred Baruzzi, Deputy Superintendent of Schools; Jeffrey Smith, Director of Finance
Date: November 27, 2006
Re: Department of Information Technology

Subject Matter/Background

In recent months, the information technology (IT) management team, comprised of the Deputy and two Superintendents of Schools, our IT consultant, our Director of Finance and myself, have reviewed the job responsibilities, reporting relationships, and overall management structure of the town and the schools' respective IT programs. Our findings and recommendations are set out below.

Currently, the town's IT office functions as a bureau within the Department of Finance. The town's office is staffed with three positions: an IT Manager, whose salary is shared between the town and the Mansfield Public Schools, as well as a Network Administrator and an Information Specialist. (The Information Specialist position is currently vacant.) The salaries of the Network Administrator and Information Specialist are shared by all three entities – the Town, the Mansfield Public Schools and Regional School District 19. In addition to the three town employees, we have IT staff at the Mansfield Public Schools and EO Smith High School.

The primary mission of the town IT staff is to maintain the integrity of the wide area network, to assist in supporting local area networks at various town and school buildings, and to support major applications such as email, payroll and accounting. Past practice has been for IT staff at all locations to work together informally to jointly develop new applications and solve technical problems.

General Findings and Recommendations

Two issues were addressed in the review: 1) to determine the effectiveness of our current arrangement; and 2) to determine what changes, if any, should be made to our current structure. With respect to the effectiveness of our present system, we have found that the current arrangement has allowed the town and two school districts to build a powerful infrastructure and to stay in the forefront in our use of technology. However, we have also concluded that we can derive many additional benefits by working more closely together in a more formal arrangement.

Within the public sector, technology plays a central role in all areas of our operations and has become increasingly complex and expensive. Because of this, the management team has reached a general consensus that the town and both school systems needed to work more closely together to coordinate our technology initiatives. In order to accomplish this goal, we feel that a change in our current administrative structure is necessary, and we are recommending the following changes:

- 1) Information Technology should become a separate department that serves the town and the two school districts.
- 2) The name of the new department should be the "Department of Information Technology."
- 3) The department should be led by a "Director of Information Technology," which would be a new twelve-month position. The salary for this new position should be shared by all three entities: the Town, Region 19 and the Mansfield Public Schools. Consequently, the Director would report to both Superintendents and the Town Manager. Technically, the new position should be labeled a board of education employee in order to attract certified, as well as non-certified candidates.
- 4) All other IT personnel in the Town, the Mansfield Public Schools and Region 19 should become part of this new department and report to the Director.
- 5) The IT Department and all its employees should be funded through an internal service fund. This is the same funding structure we have used successfully for the past dozen years to jointly fund our health insurance program, and would allow all revenues and associated expenditures to be housed in one discreet area.

Financial Implications

The Director's salary is not currently in the budget. However, in order to begin the implementation of this plan now, we propose using the remaining budget allocation for the town's IT office, supplemented with funding from the management services fund. We would not need an allocation from the general fund this year.

The management team is presently finalizing a job description and conducting a salary survey to determine a salary for the new Director's position. If for some reason we determine that the employee should actually fall within the town's classification system, we would need the Town Council to officially establish and set a pay grade for the new position.

Next Steps

At this point, I would like to know whether there is consensus among the Council members to move forward with this important initiative. We believe that the new IT Department could have many benefits for all three organizations, and that we could enhance many of the services we now offer to our internal users and the community.

At Monday's meeting, the Director of Finance and I will be available to take any questions that you may have regarding this proposal.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matthew Hart, Town Manager *MWH*
CC: Mary Stanton, Town Clerk
Date: November 27, 2006
Re: Town Council Meeting Schedule for 2007

Subject Matter/Background

Attached please find a proposed meeting schedule for 2007, as prepared by the town clerk. The schedule conforms to the town council's normal schedule of holding its regular meetings on the second and fourth Mondays of the month, with the exception of a holiday.

Recommendation

Staff recommends that the town council approve the schedule as presented.

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

Move, effective November 27, 2006, to adopt the Town Council Meeting Schedule for 2007, as presented by the Town Clerk.

Attachments

- 1) Proposed Town Council Meeting Schedule for 2007

Town Council meeting dates for 2007

January 8
January 22

February 12
February 26

March 12
March 26

April 9
April 23

May 14
May 29 (Tuesday)

June 11
June 25

July 9
July 23

August 13
August 27

September 10
September 24

October 9 (Tuesday)
October 22

November 12
November 26

December 10
December 24

Mansfield Board of Education Meeting

October 25, 2006

Minutes

Attendees: William Simpson, Chair, Christopher Kueffner, Secretary,
Gary Bent, Dudley Hamlin, Min Lin, Shamim Patwa

Absent: Mary Feathers, John Thacher, Martha Kelly

I. Call to Order

The meeting was called to order at 7:34 by Mr. Simpson, Chair

II. Approval of Minutes - MOTION by Dr. Patwa, seconded Mr. Hamlin to approve the minutes of the 10/12/06 meeting. **VOTE:** Unanimous in favor.

III. Hearing for visitors - None.

IV. Communications - None, other than a letter in the packet from a parent.

V. Additions to present agenda - None.

Committee reports - Mr. Simpson summarized the meeting of the Building Committee earlier at five o'clock, including a presentation of Mr. Bruce King of Quality Building Services. He requested that all Board members receive a copy of Dr. Jokubaitis' report. There was some discussion by members on how to insure that the project resulted in "green-building" design.

VI. Report of the Superintendent

- A. Group Testing Report** - Mr. Baruzzi provided an overview of the Connecticut Mastery Test - Generation IV result, noting that, in general most of the students achieved or exceeded the state goal. He outlined several steps that are being taken to increase the number of students achieving the state goal in next year's test.
- B. Computer Safety** - Mr. Cryan, Ms Morrell and the elementary principals led an informal discussion of steps the schools have taken to reinforce the safe use of computers at home, as well as in school.
- C. Professional Development** - Dr. Schimmel reported on options now being considered by administrators for a new format for on-going, systematic, district-wide professional development. More discussion on this topic will be on the Board agenda before next year's school calendar is presented. He also reviewed efforts to engage the Neag School of Education at the University of Connecticut in a stronger clinical teaching relationship with the district.
- D. 2007 Board Meeting Calendar - MOTION** by Mr. Kueffner, seconded by Mr. Bent, to approve the calendar as proposed. **VOTE:** Unanimous in favor.
- E. Personnel - MOTION** by Mr. Kueffner, second by Dr. Patwa, to approve the requests of Mss Zawodniak, Hurlock and Moore for maternity leave. **VOTE:** Unanimous in favor.

The superintendent requested a brief Executive Session with the presence of Mr. Cryan and Ms Morrell to discuss a student matter.

VII. Hearing for Visitors - None

VIII. Suggestions for future agenda: Mr. Hamlin requested a report on school security following the reports that will be made by Trooper Cox, *et. al*, and other consultants to the Building Committee; Dr. Patwa ask for a progress report on the work of the new math and language arts consultants; and Mr. Kueffner asked for the effectiveness of the use of technology on student performance.

IX. **MOTION** - by Dr. Patwa, seconded by Mr. Bent, to move into Executive Session.
VOTE: Unanimous in favor at 9:14 p.m.

MOTION - by Mr. Bent, seconded by Dr. Patwa, to move into open session at 9:25 p.m. **VOTE:** Unanimous in favor.

MOTION - by Mr. Hamlin, seconded by Ms Lin, to adjourn. **VOTE:** Unanimous in favor, at 9:25 p.m.

Christopher Kueffner, Secretary
Board of Educations



CHARTER REVISION COMMISSION
Tuesday, November 14, 2006
7:00 p.m.
Audrey P. Beck Municipal Building
Council Chambers

Minutes

I. Call to Order

Chairman Bacon called the meeting to order at 7:01 p.m.

II. Roll Call

Members present: S. Bacon, A. Booth, N. Cox, D. Dzurec, L. Eaton, S. Grunwald, D. Keane, H. Krisch, G. Nesbitt, S. Quinn-Clark,

Members Absent: L. Weiss

III. Opportunity for Public to Comment

At this time Mr. Sikoski presented the Charter Revision Commission with an Open Letter signed by citizens of Storrs/Mansfield requesting that the CRC look at ways to correct the effects of UConn students who vote on Referendum questions/and or Budgets. (letter enclosed)

IV. Approval of Minutes

9-26-06 - Booth MOVED, Grunwald seconded, to approve the 9-26-06 minutes as written. MOTION PASSED UNANIMOUSLY.

10-10-06 - Cox MOVED, Keane seconded, to approve the 10-10-06 minutes as written. MOTION PASSED UNANIMOUSLY.

10-24-06 - Krisch MOVED, Dzurec seconded, to approve the 10-24-06 minutes as written. MOTION PASSED UNANIMOUSLY.

V. New Business

At this time, Chairman Bacon thanked Michael Morrell, Assistant Professor at UConn Department of Political Science, for attending this evening to present the Charter Revision Commission with information regarding Town Budget Processes in Connecticut. the Town Council and Finance Committee along with staff, for taking the time to attend tonight's informational session. Present tonight from the Finance Committee was Bruce Clouette and Allison Blair, along with Town Comptroller Cherie Trahan, and Director of Finance Jeffrey Smith. Town Council members who were present this evening were Mayor Betsy Patterson, Deputy Mayor Gregory Haddad, Bruce Clouette,

Al Hawkins, Helen Koehn (7:45), Christopher Paulhus, and Allison Whitham Blair.

Jeffrey Smith provided the commission with the following responses to the questions posed to the Finance Committee. (SEE ATTACHMENT)

In addition to the responses from Smith, he also included the Town of Mansfield Resource Sharing/Allocation document, Rules and Regulations for the Obtaining of Goods and Services by the Town of Mansfield, West Hartford Town Charter, and Financial Statements dated September 30, 2005. These were distributed to all member of the Charter Revision Commission for their review.

A question and answer session was provided for the Commission members to ask additional questions and gather more information from the members of the Finance Committee and the Town Council. At the conclusion of this session Chairman Bacon and Commissioners thanked all of the members of the Town Council and Town Staff for donating their time and efforts in assisting the Commission in gathering information in order to make recommendations on the sections of the Charter that the Town Council has deemed necessary for review.

VI. Future Agenda Items

a. November 14, 2006-7:00 Mike Morrell & 8:00 Dennis O'Brien, Town Attorney

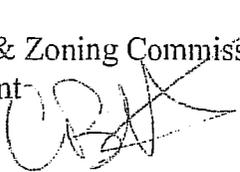
VII. Adjournment

Booth MOVED, Keane seconded to table the minutes and correspondences till the next meeting and adjourn the meeting at 10:05 p.m. MOTION PASSED UNANIMOUSLY.

Respectfully submitted,

Jessie L. Shea
Clerk

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: November 8, 2006



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

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	18	19	13	85	88
Certificates of Compliance issued	30	13	22	78	81
Site inspections	82	65	71	331	318
Complaints received from the Public	7	2	7	22	23
Complaints requiring inspection	5	2	4	12	13
Potential/Actual violations found	3	19	2	39	13
Enforcement letters	7	10	17	39	13
Notices to issue ZBA forms	3	0	1	6	8
Notices of Zoning Violations issued	2	1	6	14	15
Zoning Citations issued	3	3	0	10	6

Zoning permits issued this month for single family homes = 4 multi-fm = 0
 Fiscal year total: s-fm = 17 multi-fm = 3

**TOWN/UNIVERSITY RELATIONS COMMITTEE
COMMITTEE MEETING
Tuesday, October 10, 2006
Town of Mansfield
Council Chambers**

Minutes

Present: T. Callahan, J. Bell-Elkins, R. Hudd, A.J. Papanikou, G. Zimmer,

Staff: M. Hart, G. Padick, C. van Zelm

1. Opportunity for Public to Address the Committee

None.

2. September 18, 2006 Meeting Minutes

No minutes were taken for the September 18, 2006 meeting.

3. Update re: Mansfield Downtown Partnership

Ms. van Zelm discussed the recent Festival on the Green, which was very successful. She also mentioned that the development team was still working on a map and related regulations for the special design district, and hoped to present those items to town staff in the late fall. Also, the partnership's board of directors and planning and design team will hold a joint presentation on October 24 to review the most recent design concepts for the project.

Mr. Zimmer asked whether we could combine the Festival on the Green with UConn Homecoming? The festival planning committee will consider that suggestion.

4. Mansfield Housing Code

Mr. Hart reported that the town's new housing inspection program was proceeding as planned, and that staff had already conducted a number of inspections and issued rental certificates. Also, the Town Council has passed an Ordinance Regarding Landlord Registration, which will require all non-resident landlords (not living on the rental property) to register their address with the town. This ordinance will assist the town in tracking rental units and changes in ownership.

5. Center for Off-Campus Services

Ms. Bell-Elkins reported that the university has established a search committee for this position and that the committee plans to conduct the recruitment this fall.

6. Community/Campus Partnership

Ms. Bell-Elkins reported that the partnership had been awarded a grant of \$50,000 from the Department of Mental Health and Addiction Services (DMHAS). The grant funds will be targeted for peer education. Also, the partnership is working to enhance its website and to conduct a summit with interested legislators.

7. UConn Water and Wastewater Systems Master Plan

Mr. Callahan reported that the selection committee had recommended a combined team from the firms of Milone & McBroom Associates and Tighe & Bond to conduct the master plan. The university hopes to execute a contract shortly.

Mr. Zimmer asked if the study would look at other areas of the town, such as the Four Corners? The study will examine certain key areas of town, such as the Four Corners, where it would potentially make sense to provide public water and sewer service.

8. Other Business

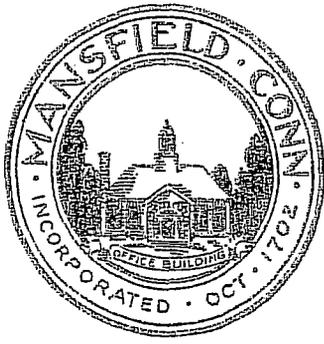
None.

The meeting was adjourned at 4:37 p.m.

Respectfully submitted,

Matthew W. Hart
Town Manager

PAGE
BREAK



TOWN OF MANSFIELD

Item #16

Department of Public Works

4 SOUTH EAGLEVILLE ROAD
STORRS, CONNECTICUT 06268
Tel. 429-1483 429-3331

Lon R. Hultgren
Director

News Item for Immediate Release

for more information contact:

Mark Kiefer: 429-1483

Lon Hultgren: 429-3332

Paving of Hunting Lodge/Birch Road
Roundabout Delayed until 11/27/06
Both Roads to be closed
the week after Thanksgiving

The Mansfield Public Works Department announced that due to contractor delays the paving of the intersection of Hunting Lodge and Birch Roads will take place beginning Monday, November 27th (not the 20th). A roundabout is being constructed at this corner to provide safer (and slower) passage through this intersection. Both sections of Birch Road and Hunting Lodge Road between this intersection and Route 44 will be closed to all but local traffic beginning on the 27th. The road will remain closed overnight - - travel through the construction area will be prohibited (and blocked off).

The road will reopen in its new configuration on Wednesday November 29th.

Motorists are advised that they have to yield to traffic in the roundabout and keep right to traverse around the center island. Slow speeds (15-20 mph) are recommended.

Note: Any changes in scheduling will be posted on the Town's web page (<http://mansfieldct.org>).

PAGE
BREAK

VNA*East*
34 LEDGEBROOK DRIVE, MANSFIELD CENTER, CT 06250-0716
PH: 456-7288 FAX: 456-4267

Item #17

December Health Screenings

VNA East will hold the following clinics:

Blood Pressure Screenings:

Wed	Dec	6	Andover Old Fire Dept	12:30-1:30
Wed	Dec	6	Willington Senior Center	1-2
Thur	Dec	7	Florence Lord Marlborough	11-12
Tues	Dec	12	Hebron Senior Center	10:30-11:30
Tues	Dec	12	Marlborough Senior Center	2-3
Wed	Dec	13	Chaplin Senior Center	9-10
Wed	Dec	13	Sprague Town Hall	12-1
Tues	Dec	19	Lebanon Fire Safety Complex	12:30-1:30
Wed	Dec	20	Scotland Town Hall	12:30-1
Wed	Dec	20	Ashford Senior Center	1:30-3
Thur	Dec	21	Columbia Beckish Senior Center	12:30-1:30
Thur	Dec	21	Marlborough Town Hall	2-3
Tues	Dec	26	Franklin Senior Center	10:30-11:30

Adult Health Screenings - including blood pressure, Cholesterol, HDL Cholesterol, blood glucose, earwax, and foot care. Blood pressure screening is free; other services have a nominal charge. Call (860) 456-7288 for appointments, costs and information on other services. Clinics will be held at the following locations:

Thur	Dec	7	Hebron Senior Center	8:30-1
Thurs	Dec	7	Columbia Beckish Center	1:30-4:30
Thurs	Dec	14	Ashford Senior Center	1:30-4:30
Thurs	Dec	21	Hebron Senior Center	8:30-1

PAGE
BREAK