



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, June 11, 2007
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. Mansfield Charter Revision Commission Report	15
2. Proposed October 1, 2007 Refuse Fee Increases	17
OLD BUSINESS	
3. Proposed October 1, 2007 Refuse Fee Increases (Item #9, 05-29-07 Agenda)	19
4. Community/Campus Relations (Item #2, 05-29-07 Agenda) (No Attachment)	
5. Community Water and Wastewater Issues (Item #3, 05-29-07 Agenda)	23
6. Mansfield Charter Revision Commission Report (Item #6, 05-14-07 Agenda)	25
7. Fiscal Year 2007/2008 Mill Rate (Item #12, 05-29-07 Agenda)	69
NEW BUSINESS	
8. Social Activities Group	71
DEPARTMENTAL AND COMMITTEE REPORTS	73
REPORTS OF COUNCIL COMMITTEES	
REPORTS OF COUNCIL MEMBERS	
TOWN MANAGER'S REPORT	
FUTURE AGENDAS	
PETITIONS, REQUESTS AND COMMUNICATIONS	
9. <u>Chronicle</u> , June 5, 2007, "Mansfield PZC to Approve Downtown Plan"	79
10. Fiscal Year 2005-2006 Annual Report.....	81

- 11. June 18, 2007 Public Hearing on Proposed Driveway Work on 112 Dog Lane.... 127
- 12. Press Release re: New Director of Information Technology 133

EXECUTIVE SESSION

SPECIAL MEETING-MANSFIELD TOWN COUNCIL
MAY 29, 2007

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:00 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

Present: Blair, Clouette, Hawkins, Koehn, Paterson, Paulhus, Schaefer
Present from the Board of Education: Bent, Feathers, Kueffner, Lin, Kelly,
Paulhus, Patwa, Simpson

II. NEW BUSINESS

Town Manager Matthew Hart introduced the planning team of Rick Lawrence from Lawrence Associates, Jim Barrett from DRA and Mike Callahan from Fuss and O'Neill who outlined the process they will undertake in the designing and planning of the proposed renovations to the Town's schools.

III. ADJOURNMENT

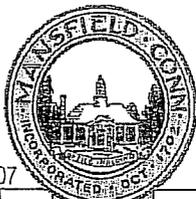
Mr. Paulhus moved and Ms. Blair seconded to adjourn the meeting at 7:20 p.m. Motion passed unanimously.

Elizabeth Paterson, Mayor

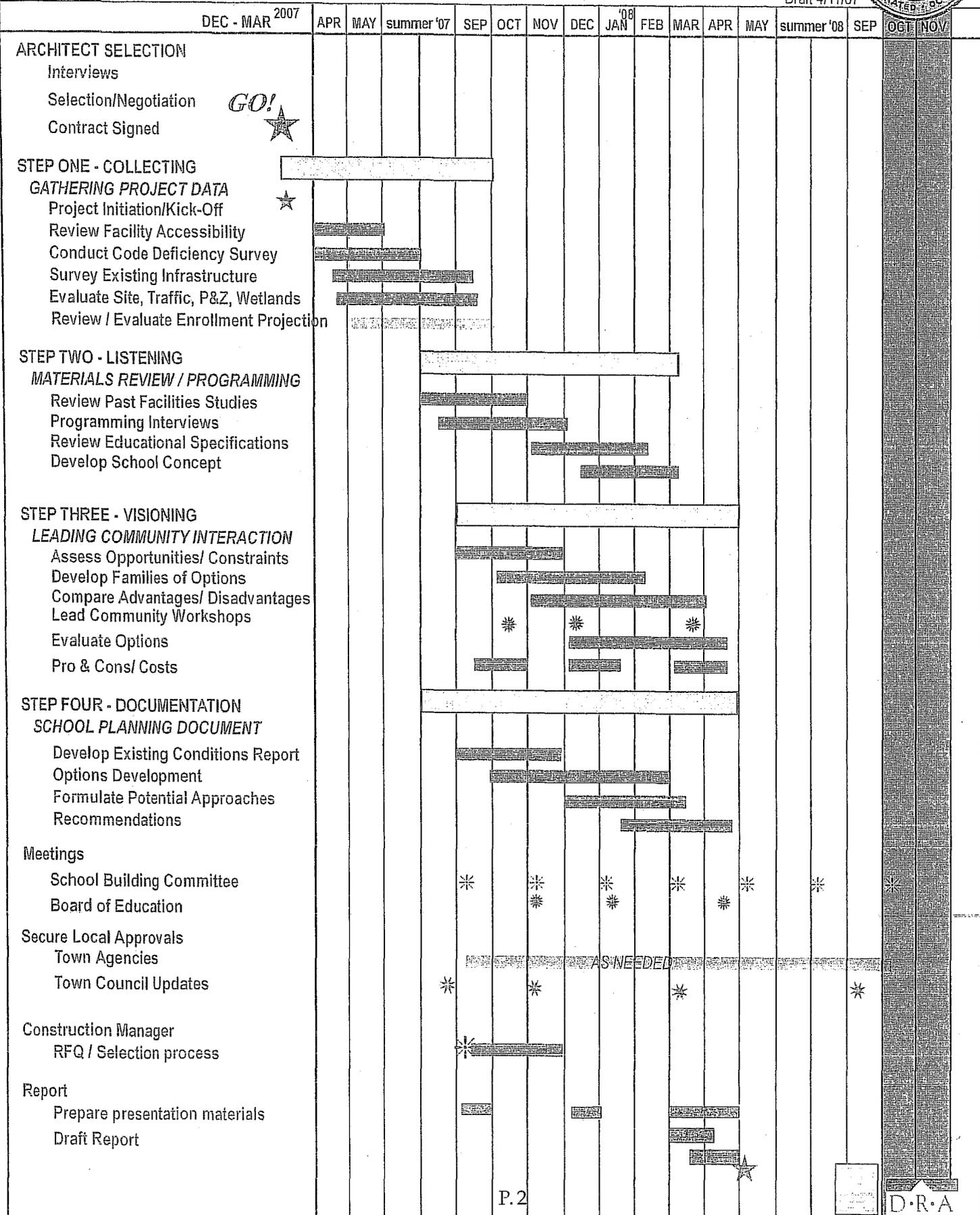
Mary Stanton, Town Clerk

Mansfield - School Modifications Project

Space Needs Assessment - Code Compliance - Infrastructure Analysis



Draft 4/11/07



REGULAR MEETING-MANSFIELD TOWN COUNCIL

May 29, 2007

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

I. ROLL CALL

Present: Blair, Clouette, Duffy, Hawkins, Koehn, Paterson, Paulhus, Schaefer
Absent: Haddad (Legislature in session)

II. APPROVAL OF MINUTES

Mr. Hawkins moved and Mr. Paulhus seconded to approve the minutes of the May 8, 2007 special meeting. Motion passed with Ms. Blair abstaining. Mr. Hawkins moved and Mr. Paulhus seconded to approve the minutes of the May 14, 2007 meeting as presented. Motion passed by all.

III. MOMENT OF SILENCE

Mayor Paterson requested a moment of silence in honor of and respect for our troops around the world.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Betty Wassmundt, 54 Old Turnpike Road, questioned whether the wording of the proposed AT&T Exceleator Technology Grant motion authorized the application for the grant or the purchase of the registration system. She also questioned who owns *MySeniorCenter* and the stability of the company. Ms. Wassmundt also noted that many of the Seniors she has spoken to do not like the idea of a registration system

Mr. Hawkins moved to move Items 6, 7, and 8 to the top of the agenda. Seconded by Mr. Paulhus the motion passed unanimously.
See below

V. OLD BUSINESS

1. Issues Regarding the UConn Landfill

Mathew Hart, Town Manager, in response to a question from Mr. Schaefer explained that the interceptor trenches would not solve the problem of the leachate but serve as part of the collection process.

2. Community/Campus Relations

The Town Manager will invite the new Director of Off Campus Services to meet with the Town Council.

3. Community Water and Wastewater Issues

Lon Hultgren, Director of Public Works, and Greg Padick, Director of Planning, updated the Council on the last meeting of the Committee. A rewrite of the report is being prepared for the June 1, 2007 deadline. The revised report will include the Willimantic Level A water study. Additionally included in the 2007-2008 UConn budget is money for an inflow study and money for a study and startup expenses regarding the use of effluent for cooling and other purposes. This information will be part of the report. Included in the Committee's discussions were the comments of the Mansfield Conservation Committee regarding aquifer protection and UConn owned land. The revised report will state UConn's support of the Fenton River Withdrawal Limitation Study. It was also noted that UConn water for the Downtown Project has been committed, but that water for the Four Corners area has not been included.

4. Financial Statements Dated March 31, 2007

Mr. Schaefer moved and Mr. Clouette seconded effective May 29, 2007, to accept the Financial Statements Dated March 31, 2007, as prepared by town staff and endorsed by the Finance Committee.
Motion passed unanimously.

5. Application to AT&T Excelerator Technology Grant Program

Mr. Schaefer moved and Mr. Clouette seconded, retroactive to April 23, 2007, to authorize staff to submit an application in the amount of \$10,000 to the AT&T Excelerator Grant Program, in order to obtain funding to purchase the MySeniorCenter technology program.

A motion to authorize this grant was previously approved by the Council but was thought to be overly broad and so is again before the Council. Kevin Grunwald, Director of Social Services, commented that the grant is funded by AT&T's philanthropic organization and has no connection to the vendor representing *MySeniorCenter*. The product has been on the market since 2005 and would be thoroughly vetted before purchasing.

John Brubacher, President of the Mansfield Senior Center Association and Jan Scottron, Vice President of the Mansfield Senior Center Association shared their recollections of the events regarding the approval process within the Executive Committee. It was agreed that the Council and the Committee would meet at a future date to be determined.

Mr. Schaefer moved to amend the wording of the motion to read, "...in order to obtain funding to purchase hardware and software to affect operational efficiencies. Seconded by Mr. Clouette the motion passed.

The amended motion passed with Ms. Koehn abstaining.

VI. NEW BUSINESS

6. Proclamation in Recognition of Emergency Services and Public Safety Personnel

Mr. Clouette moved and Ms. Koehn seconded, effective March 29, 2007, to authorize the Mayor to issue the attached Proclamation In Recognition of Emergency Services and Public Safety Personnel.

Motion passed unanimously.

Mayor Paterson read the attached Proclamation in honor of the emergency services and public safety personnel of the Town of Mansfield for all their work and efforts during this year's Spring Weekend at UConn. The Mayor expressed the gratitude of the Town to the members of the Mansfield Fire Department, the Mansfield Resident Trooper's Office, the Office of Emergency Management and the Fire Marshal's Office.

7. Proclamation in Honor of Burnham Thompson, Sr.

Mr. Hawkins moved and Ms. Blair seconded, effective May 29, 2007, to authorize the Mayor to issue the attached proclamation in honor of Burnham W. Thompson, Sr., in recognition of his 50 years of dedicated service to the Town of Mansfield.

Motion passed unanimously.

Mayor Paterson and the Town Council presented a proclamation of gratitude from the Town of Mansfield to Burnham W. Thompson, Sr. for 50 years of service to the Town of Mansfield (attached).

8. Proclamation in Honor of George M Thompson, Jr.

Mr. Schaefer moved and Mr. Paulhus seconded, effective May 29, 2007, to authorize the Mayor to issue the attached proclamation in honor of George M. Thompson, Sr., in recognition of his 50 years of dedicated service to the Town of Mansfield.

Motion passed unanimously.

Mayor Paterson and the Town Council presented a proclamation of gratitude from the Town of Mansfield to George M. Thompson, Jr. for 50 years of active service to the Town of Mansfield (attached).

Fire Chief David Dagon presented both men with the Connecticut State Fire Fighters 50 year award.

District Chief Jordan presented a proclamation to Burnham and George Thompson on behalf of the Mansfield Fire Fighters. The Chief thanked Heidi Hodgkins for initiating this event. He noted that the quiet unassuming giving nature of the Burnhams in all aspects of their lives is the sign of a true volunteer and a quality of great human beings.

9. Proposed October 1, 2007 Refuse Fee Increases

Mr. Schaefer moved and Ms. Koehn seconded to schedule a public hearing for 8:00 P.M. at the Town Council's regular meeting on June 11, 2007, to solicit public comment regarding the October 1, 2007 proposed refuse fee increases.

Motion passed unanimously.

10. Agricultural Land South of Pleasant Valley Road

Gregory Padick, Director of Planning, updated the Council on the status of the land south of Pleasant Valley Road. The Planning and Zoning Commission has yet to rule on the Special Design District they proposed for that area but in the discussion the Town purchase of some of the land was recommended. The Planning and Zoning Commission recommends to the Town Council that this idea be explored on the staff level and with the Open Space Committee. Mr. Padick delineated the areas under consideration for purchase, adding that much of the entire area is prime farmland but that this area also has access to water and sewer, which would make it appropriate for multi-family housing.

11. Update: Residential Development in Mansfield

The Director of Planning presented the most recent information on the number of housing units, subdivision lots, building lots that exist in Town.

Ms. Blair left the meeting at 9:35 P.M.

12. Fiscal Year 2007/2008 Mill Rate

By consensus the Council decided to not address this issue at this meeting.

13. School Building Committee-Architectural/Engineering Study for School Modification Project

Ms. Koehn moved and Mr. Hawkins seconded to approve the following resolutions:

Resolved, effective May 29, 2007, to authorize pursuant to Section C407 of the Town Charter the issuance of bonds not to exceed \$150,000 to conduct the Architectural/Engineering Study for School Modifications Project to Mansfield Public Schools and to amend the Capital Fund Budget by establishing an appropriation for a like amount.

Resolved, effective May 29, 2007, to authorize pursuant to Section C407 of the Town Charter a Town Meeting for 7:30 P.M. at the Town Council's regular meeting on June 25, 2007, to seek authorization to issue bonds not to exceed \$150,000 to conduct the Architectural/Engineering Study for School Modifications Project to Mansfield Public Schools.

Motion passed unanimously.

VII. QUARTERLY REPORTS

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

IX. REPORTS OF COUNCIL COMMITTEES

X. REPORTS OF COUNCIL MEMBERS

Mayor Paterson reported that the Mansfield Middle School was named the Connecticut Middle School of the Year.

Mr. Paulhus attended the League of Women Voters dinner, as did the Mayor. Members noted that the Memorial Day Parade was the right mix of solemnity and celebration and that both Councilor Paulhus and Mayor Paterson did a good job.

XI. TOWN MANAGER'S REPORT

Attached

The Friends of the Library Book Sale is this weekend

Council members will be polled for available times to have a special meeting to set the mill rate.

A tentative agreement has been negotiated with the Fire Fighters. The vote will be tomorrow night.

XII. FUTURE AGENDAS

Mayor Paterson suggested that the Middle School be invited to the June 25th meeting to celebrate their award.

Ms. Koehn requested that the meeting with the Housing Authority be held in a location other than Council Chambers.

XIII. PETITIONS, REQUEST AND COMMUNICATIONS

14. J. Brubacher re: Senior Center Volunteers
15. CBIA and MetroHartford Alliance, "Sustainability & Connecticut's Economy"
16. CCM Legislative Update, "Monster Mandate: Still Bad Public Policy"
17. R. Hudd re: University Spring Weekend
18. L. Hultgren, 2007 Road Surfacing Program
19. N. Moynihan re: Proposed Driveway Alterations at 112 Dog Lane
20. The Chronicle, May 22, 2007, "Mansfield PZC Ends Hearing on Center Plan"
21. The Hartford Courant, May 22, 2007 "Design Center Hearing Ends"
22. The Hartford Courant, May 22, 2007, "UConn Has Sufficient Water, Study Says"
23. UConn Students Living On-campus at Storrs, 1985-2007

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

Mr. Paulhus moved and Mr. Clouette seconded to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 10:00 P.M.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk



Town of Mansfield

Proclamation in Recognition of Emergency Services and Public Safety Personnel

Whereas, the University of Connecticut held its annual Spring Weekend event from Thursday, April 19, 2007 through Sunday, April 22, 2007; and,

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

Whereas, the town has received numerous positive comments from students, the university and the general public regarding the efforts of the emergency services and public safety personnel who assisted the community during Spring Weekend 2007; and

Whereas, the Mansfield Town Council wishes to express its appreciation to the Mansfield Fire Department, the Mansfield Resident Trooper's Office, the Office of Emergency Management and the Fire Marshal's Office, as well as all of the other state and area emergency services and public safety departments that provided assistance during Spring Weekend 2007:

NOW, THEREFORE, BE IT RESOLVED, that the Mansfield Town Council, on behalf of the community, does hereby express its gratitude to the members of the Mansfield Fire Department, the Mansfield Resident Trooper's Office, the Office of Emergency Management and the Fire Marshal's Office, as well as all of the other responding state and area emergency services and public safety departments for their assistance to the Town of Mansfield during Spring Weekend 2007.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 29th day of May in the year 2007.

Elizabeth C. Paterson
Mayor, Town of Mansfield



*Town of Mansfield
Proclamation in Honor of Burnham W. Thompson Sr.*

Whereas, Burnham W. Thompson Sr. is celebrating 50 years of volunteer service to the Town of Mansfield; and

Whereas, Burnham is a life-long resident of Mansfield and has contributed greatly to the economic and civic vitality of the community; and

Whereas, Burnham, along with his brother George and other family members, is an owner of G. Merritt Thompson & Sons, Inc., which is an institution in Mansfield Depot and a true asset to the greater Mansfield community; and

Whereas, Burnham joined the Eagleville Fire Department on May 15th, 1957 and has served the Department in many capacities, including a tenure as President; and

Whereas, Burnham is a member of the Mansfield Firefighters Association; and

Whereas, Burnham and his wife Geraldine raised their children, April, Ellen, and Burnham Jr. in Mansfield, who were encouraged to become responsible and active members of the community; and

Whereas, Burnham is loved and admired by his family, friends and colleagues:

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the citizens of Mansfield the Town Council does hereby recognize Burnham W. Thompson Sr. on his 50 years of dedicated service to the Town of Mansfield.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 29th day of May in the year 2007.

Elizabeth C. Paterson

M~~-----~~ P.10 Town of Mansfield



Town of Mansfield
Proclamation in Honor of George M. Thompson Jr.

Whereas, George M. Thompson Jr. is celebrating 50 years of active service with Mansfield; and

Whereas, George is a life-long resident of Mansfield and has contributed greatly to the economic and civic vitality of the community; and

Whereas, George, along with his brother Burnham and other family members, is an owner of G. Merritt Thompson & Sons, Inc., which is an institution in Mansfield Depot and a true asset to the greater Mansfield community; and

Whereas, George joined the Eagleville Fire Department on May 15th, 1957 and has served the Department in many capacities, including a tenure as Fire Chief; and

Whereas, George is a member of the Mansfield Firefighter Association; and

Whereas, George has three children, George III, Amy, and Sheryl, who were encouraged to become responsible and active members of the community; and

Whereas, George is loved and admired by his family, friends and colleagues:

NOW, THEREFORE, BE IT RESOLVED, that on behalf of the citizens of Mansfield the Town Council does hereby recognize George Thompson Jr. on his 50 years of active service for the Town of Mansfield.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 29th day of May in the year 2007.

Elizabeth C. Paterson
Mayor, Town of Mansfield

Memo

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Town Employees
Date: May 29, 2007
Re: Town Manager's Report

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

- *Mansfield Middle School, CAS Middle Level School of the Year* – I am very proud to report that the Connecticut Association for Schools has chosen Mansfield Middle School as *Middle Level School of the Year* for FY 2007/08. This recognition is well deserved and is an honor for the entire Mansfield community to share. I congratulate Principal Jeffrey Cryan, the middle school faculty and staff, students and parents, and the Mansfield Board of Education and administrators for receiving this award. I also wish to thank them for the fine job that they do each and every day to provide such an outstanding educational experience for Mansfield's children.
- *Memorial Day Commemoration* – I would like to thank Council member Christopher Paulhus and the other members of the Memorial Day Advisory Committee for coordinating yesterday's Memorial Day Commemoration. I would also like to thank Mayor Paterson and Representative Merrill for their remarks, Reverend Nancy Cox for serving as our chaplain, Firefighter Amanda Jordan for her stirring rendition of the National Anthem, and Dr. Michael Dare for presenting the address. The Mansfield Middle School and EO Smith bands also did a fine job, as did our color guard, scout troops, little league, fire department and everyone else who participated in the parade. Thanks to all for a moving ceremony.
- **Upcoming meetings:**
 - Arts Advisory Committee, 7:00 PM, June 4, 2007, Mansfield Community Center
 - Planning
 - Planning and Zoning Commission, 7:30 PM, June 4, 2007, Audrey P. Beck Municipal Building, Council Chambers
 - Regional School District #19, 7:30 PM, June 5, 2007, E.O. Smith High School, Media Center
 - Mansfield Downtown Partnership Annual Meeting, 5:00 PM, June 6, 2007, Mansfield Downtown Partnership Office

- Mansfield Advocates for Children, 6:30 PM, June 6, 2007, Audrey P. Beck Municipal Building, Council Chambers
- Parks Advisory Committee, 7:30 PM, June 6, 2007, Mansfield Community Center
- Assisted/Independent Living Advisory Committee, 9:00 AM, June 7, 2007, Audrey P. Beck Municipal Building, Conf. Rm. C

PAGE
BREAK

LEGAL NOTICE
TOWN OF MANSFIELD
PUBLIC HEARING JUNE 11, 2007
CHARTER REVISIONS

The Mansfield Town Council will hold a public hearing at 7:30 P.M. at their regular meeting on June 11, 2007 to solicit public comment regarding the draft report of the Mansfield Charter Revision Commission.

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

Copies of the draft report are on file and available at the Town Clerk's office, 4 South Eagleville Road, Mansfield.

Dated at Mansfield Connecticut this 30th day of May, 2007

Mary Stanton
Town Clerk

PAGE
BREAK

LEGAL NOTICE
TOWN OF MANSFIELD
PUBLIC HEARING JUNE 11, 2007
REFUSE FEE INCREASES

The Mansfield Town Council will hold a public hearing at 8:00 P.M. at their regular meeting on June 11, 2007 to solicit public comment regarding refuse fee increases.

At this hearing persons may address the Town Council and written communications may be received. Copies of the proposed increases are on file and available at the Town Clerk's office, 4 South Eagleville Road, Mansfield.

Dated at Mansfield Connecticut this 30th day of May, 2007

Mary Stanton
Town Clerk

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; Lon Hultgren, Director of Public Works; Virginia Walton, Solid Waste/Recycling Coordinator
Date: June 11, 2007
Re: Proposed October 1, 2007 Refuse Fee Increases

Subject Matter/Background

At Monday's meeting, the Town Council will conduct a public hearing regarding the proposed amendments to the Refuse Fee Schedule. As you may recall, costs for fuel, supplies, salaries, electricity and tipping fees continue to rise each year and periodically we need to raise the fees that support the solid waste fund so that it maintains a "break even" status. This fund is projected to lose \$48,000 in FY 2007/08 and another \$73,000 in FY2008/09 if fees are not increased, and we have not raised most of the refuse fees for over two years. Fees are collected in three areas: single family residential collection, multi-family residential collection and transfer station fees.

Staff has prepared the proposed increases to the fee schedule, which increases for the most part are approximately eight-percent over the current rates with exceptions for bulky waste (a twenty percent increase), residential brush (a new charge) and extra dumpster collections (which are used only twice a year when the students move out of some of the larger apartment complexes). The Solid Waste Advisory Committee has reviewed and endorsed the proposed amendments to the fee schedule. We have also attached the analysis of the revenue estimates for the new fees, which are projected to raise just enough to return the solid waste fund to a break-even basis.

Financial Impact

If the fees are not raised, the solid waste fund will run out of money in FY 2009/10 and we will have to curtail activities. To prevent that from occurring, we will recommend increases of approximately three to four percent per year to keep pace with future expenditures.

Recommendation

Unless the public hearing raises any additional issues that we have not considered, or if the Town Council wishes to make revisions, staff recommends that the Town Council in its role as the Mansfield Resource Recovery Authority (MRRA) adopt the new fee schedule with an effective date of October 1, 2007. This will allow us to publicize the new fees in the July billing messages so that all residents will have adequate notice of them.

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

Move, to adopt the amendments to the Refuse Fee Schedule as proposed by staff and endorsed by the Solid Waste Advisory Committee, which amendments and revised fee schedule shall be effective October 1, 2007.

Attachments

- 1) October 1, 2007 Proposed Refuse Fee Schedule
- 2) Refuse Fee Revenue Estimates

October 1, 2007 Proposed Refuse Fee Increases				
lrh/vw 5/10/07				
Solid Waste Fees	Present Fee	Staff and SWAC proposed	% increase	Comments
Transfer Station Refuse				
up to 35 gallon bag	\$3.25	\$3.50	7.7%	
up to 35 gallon can	\$6.50	\$7.00	7.7%	
55 gallon drum	\$8.50	\$9.00	5.9%	
55 gallon drum (less than 1/2 full)	\$4.25	\$4.50	5.9%	
1 cubic yard pickup	\$32.50	\$35.00	7.7%	
2 cubic yard pickup	\$65.00	\$70.00	7.7%	
4 cubic yard pickup	\$130.00	\$140.00	7.7%	
all other garbage	\$32.50/cy	\$35.00	7.7%	
Bulky waste	\$25.00/cy	\$30.00	20.0%	
Brush	\$0.00	\$25.00		New charge - high cost to grind
Transfer Station Recycling				
Passenger car tires (up to 19.5")	\$1.50	\$2.00	33.0%	
Large truck tires (off rims)	\$6.00	\$8.00	33.0%	
Large truck tires (on rims)	\$16.00	\$20.00	25.0%	
Large off-road tires	\$20.00	\$25.00	25.0%	
Scrap metal	\$2.50/cy	\$3.00	20.0%	
Capacitors & ballasts	\$2.50	\$3.00	20.0%	
Stumps	\$25.00/cy	\$30.00	40.0%	Same as bulky waste
Refrigerator, air conditioner, dehumidifier	\$11.00	\$12.00	9.1%	
Television & computer monitor up to 19", computer accessories, fax, VCR	\$6.00	\$6.00	0.0%	electronics kept low to attract waste
Television & monitors 20" and up	\$12.00	\$12.00	0.0%	electronics kept low to attract waste
Microwave ovens	\$12.00	\$12.00	0.0%	electronics kept low to attract waste
Swap shop - one box (16" x 20" x 11")	\$2.00	\$2.00	0.0%	
Wood chips	\$5.00/scoop	\$10.00	100.0%	has not been raised since program began
Single Family Collection Service				
Mini-mini	11.00/mo	\$11.75	6.8%	lowest increase for lowest producers
Mini	14.25/mo	\$15.25	7.0%	ditto
One can	20.00/mo	\$21.75	8.8%	
Standard	25.25/mo	\$27.50	8.9%	
Maxi	31.50/mo	\$34.00	11.6%	
In yard - drives up to 300 ft	10.00/mo	\$11.50	15.0%	
In yard - drives over 300 ft	13.25/mo	\$15.00	13.2%	
Extra bag tags	3.00/tag	\$3.50	16.7%	
Blue bin	\$6.50	\$6.50	0.0%	
Multi Family Collection Service				
Mini	13.00/mo	\$14.00	7.7%	lowest increase for lowest producers
One can	16.75/mo	\$18.25	9.0%	
1 cy dumpster	66.50/mo	\$72.50	9.0%	
2 cy dumpster	88.25/mo	\$96.00	8.8%	
3 cy dumpster	129.50/mo	\$141.00	8.9%	
4 cy dumpster	167.00/mo	\$181.50	8.7%	
6 cy dumpster	235.00/mo	\$255.50	8.7%	
6 cy dumpster - 2x/wk	440.00/mo	\$478.50	8.8%	
8 cy dumpster	303.00/mo	\$329.50	8.7%	
8 cy dumpster - 2x/wk	566.00/mo	\$616.00	8.8%	
10 cy dumpster	385.00/mo	\$419.00	8.8%	
Extra dumpster collections				
2 cy dumpster	10.00/empty	\$15.00	50.0%	infrequently utilized - 3 or 4 apts twice a year
4 cy dumpster	15.00/empty	\$20.00	33.0%	
6 cy dumpster	20.00/empty	\$25.00	25.0%	
8 cy dumpster	25.00/empty	\$30.00	20.0%	
10 cy dumpster	30.00/empty	\$35.00	17.0%	
Tipping fee (100 lbs/cy)	tipping fee	tipping fee	0.0%	

Single Family Revenue Estimates						
service level	#	Current Fee	total	proposed fee	total	difference
mini-mini	92	\$11.00	\$1,012.00	\$11.75	\$1,081.00	\$69.00
mini-mini	462	\$14.25	\$6,583.50	\$15.25	\$7,045.50	\$462.00
1 can	932	\$20.00	\$18,640.00	\$21.75	\$20,271.00	\$1,631.00
2 can	525	\$25.25	\$13,256.25	\$27.50	\$14,437.50	\$1,181.25
maxi	144	\$31.50	\$4,536.00	\$34.00	\$4,896.00	\$360.00
rear	77	\$10.00	\$770.00	\$11.50	\$885.50	\$115.50
long	6	\$13.25	\$79.50	\$15.00	\$90.00	\$10.50
mf mini	186	\$13.00	\$2,418.00	\$14.00	\$2,604.00	\$186.00
mf 1can	151	\$16.75	\$2,529.25	\$18.25	\$2,755.75	\$226.50
bag tags	60	\$3.00	\$180.00	\$3.50	\$210.00	\$30.00
SF per MO			\$50,004.50		\$54,276.25	\$4,271.75
				12 months rev increase:		\$51,261.00
Multifamily Revenue Estimates						
service level	#	Current Fee	total	proposed fee	total	difference
1 CY	4	\$66.50	\$266.00	\$72.50	\$290.00	\$24.00
2 CY	36	\$88.25	\$3,177.00	\$96.00	\$3,456.00	\$279.00
3 CY	2	\$129.50	\$259.00	\$141.00	\$282.00	\$23.00
4 CY	18	\$167.00	\$3,006.00	\$181.50	\$3,267.00	\$261.00
6 CY	20	\$235.00	\$4,700.00	\$255.50	\$5,110.00	\$410.00
6CY x2	2	\$440.00	\$880.00	\$478.50	\$957.00	\$77.00
8 CY	4	\$303.00	\$1,212.00	\$329.50	\$1,318.00	\$106.00
8CY x2	3	\$566.00	\$1,698.00	\$616.00	\$1,848.00	\$150.00
10 CY	6	\$385.00	\$2,310.00	\$419.00	\$2,514.00	\$204.00
MF per MO			\$17,508.00		\$19,042.00	\$1,534.00
				12 months rev increase:		\$18,408.00
Transfer Station						
Assume 8 % fee increase will reduce input by 4%, so the net increase will be:						
		96% x 1.08 = 1.037 or about 4% net.				
Since new brush fees and higher % bulky waste fees, assume that the overall						
TF station revenue increase will be slightly higher, or 6%.						
Budget estimate of TF fees for 07-08 was \$90,000, so this calc's to:						\$5,400
Total annual revenue increase is then:						\$75,069.00



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant to Town Manager, Lon Hultgren, Director of Public Works, Gregory Padick, Director of Planning
Date: June 11, 2007
Re: Community Water and Wastewater Issues

Subject Matter/Background

I have attached for your information recent correspondence regarding community water and wastewater issues. At this time, the Town Council does not need to take any action on this item.

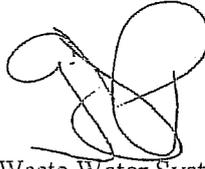
Attachments

- 1) G. Padick re: Draft Master Plan for UConn Water and Wastewater Systems

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: 5/31/07
Re: Draft Master Plan for UConn Water and Waste Water Systems



As discussed at the PZC's May 21st meeting, a number of issues have been raised regarding the Draft Water and Waste Water Systems Master Plan. In addition to comments noted in my 5/17/07 memo to the PZC, written comments were received from the Willimantic River Alliance (attached). All identified issues subsequently were discussed at a May 25th meeting attended by Town and University representatives and J. Bonin of Malone and MacBroom, the lead consultant for this study. A revision to the previously distributed draft report is in the process of being prepared and is expected to be submitted to the State Department of Public Health by June 1, 2007. The revised draft report is expected to include the following revisions and supplemental information:

1. Documentation that the Willimantic well field Level A study was submitted to DEP in May.
2. Documentation that the University has agreed to implement the well field restrictions recommended in the Fenton River Aquatic Habitat Study subject to potential modifications if health issues arise.
3. Notation that the University plans to initiate the Willimantic River instream study in fiscal year 2007/2008.
4. Notation that the University plans to initiate a wastewater effluent reuse study in fiscal year 2007/2008 and begin implementing recommendations upon completion of the study.
5. Documentation of numerous water conservation projects initiated and planned by the University.
6. Revisions designed to emphasize the importance of protecting areas adjacent/contributory to existing well fields and potential well fields.
7. Revisions designed to clarify supply and demand information, particularly with respect to potential withdrawal restrictions from both the Fenton and Willimantic well fields.
8. Revisions designed to require water conservation measures to be incorporated into the designs of projects served by the UConn water system.

Upon receipt of the revised report, it will be made available for public review. It is expected that State officials will take a number of months to review the report findings and recommendations.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *M.H.*
CC: Mansfield Department Heads
Date: June 11, 2007
Re: Mansfield Charter Revision Commission Report

Subject Matter/Background

Staff and I appreciate the opportunity to comment on the report issued by the Mansfield Charter Revision Commission. To begin, I commend the members of the Commission for their dedication and good work in producing a quality report for your consideration. I also wish to emphasize that I support the majority of the recommended revisions. With respect to those revisions to language involving political matters, I do not believe that it would be appropriate for me to comment. Therefore, I shall limit my comments to those areas where I have some concern.

For your reference, I have also attached a copy of comments prepared by the Director of Finance.

The particular areas of concern that I would like to address are as follows:

- 1) §C402, *Agency Estimates (NEW)* – I support the renaming of this section to “budget development,” as that term is more descriptive of this stage in the budget process. I also appreciate the desire to enhance the Town Council and the community’s ability to participate in the annual budget development process at an earlier point in time. Yet, I am concerned about the language in the first sentence providing that the Town Manager shall develop a budget proposal “under the oversight of the Town Council.” In my opinion, this measure would limit the Manager’s discretion and authority, and weaken our form of government. The Town Council has the right to revise the Manager’s proposed budget as the Council sees fit, and the Council should provide the Manager with guidance going into the budget process. At the same time, however, I believe that it is important for the Manager to have the authority to work with staff to develop a proposed budget that he/she believes best meets the needs of the town and the organization. The staff and the Manager are closest to the budget process, and in order for the Manager to function effectively as the chief executive officer, he/she needs to have discretion to prepare a budget proposal for the Council’s consideration. For the council-manager form of government to operate as designed, both the Town Council and the Manager need to have formal lines of authority. By compromising the Manager’s independence in preparing a proposed budget, I fear that this measure would negatively impact our form of government and the organization.

Also, I am concerned that the proposed language in the second sentence is so broad that it could be interpreted to mean that citizens have the right to sit with department heads as they prepare their respective budgets or to otherwise engage in budget staff functions. Such a practice would interfere with staff's ability to produce a quality budget proposal.

Consequently, I would recommend that this section be revised to provide that the Manager shall develop a budget proposal "with the guidance of the Town Council" as opposed to "under the oversight of the Town Council." While this distinction may appear to be semantics only, it is actually meaningful. In addition, I would clarify the second sentence to provide examples of those forums, such Council meetings, public hearings and information sessions, etc., where citizens would have the ability to participate in the early stages of the budget development process.

- 2) *C404, Council Budget Action and §C 405, Budget Town Meeting* – the suggested revision provides that the Town Council shall adopt its proposed budget by April 25 and that the Town Meeting shall be held on the first Tuesday in May. Staff has indicated to me that it would be extremely difficult to produce within this short period of time a budget for presentation to the Town Meeting. One way to address this issue would be require the Council to adopt its budget earlier than April 25th. However, this would be problematic in two respects. For one, our budget process is sequenced and staff supports the development and preparation of the budgets for the Mansfield Board of Education and the Region 19 Board as well as the town. Moving the deadline to a date in advance of April 25th would compress the schedule too much and would be unworkable. Also, the town is very dependent upon intergovernmental revenue and it is helpful to have reliable state revenue estimates (an issue this year, to be sure). Sometimes we do not have this information until late into the legislative session, which is another reason for not moving the Council's adoption of the proposed budget to a date before April 25th.

To address this concern, I recommend keeping the second Tuesday in May as the date of the annual budget town meeting. This would probably necessitate shortening the proposed petition period from 21 to 14 days. However, in order to successfully petition the budget to referendum the petitioner would need to obtain the support of five percent of the electorate. With today's electronic media I do not see this as an insurmountable burden and believe such a petition could be accomplished within 14 days.

- 3) *§C405(A), Budget Town Meeting* – as the Director of Finance wisely points out, I believe that it would be problematic to grant the Town Meeting the authority to amend a specific line item within the budget. This reasoning is largely based on the fact that we do not present this level of detail at the Town Meeting and it would be difficult to accomplish this. Therefore, I believe it would be more prudent to provide the Town Meeting with authority to amend the overall budget as opposed to a specific line item. Again, as the Director explains, this limitation would not prevent the maker of the motion from stating what his/her intention is in cutting the budget if it is not simply to reduce the mill rate.

- 4) §C502(B)(4), *Duties of the Town Manager* – as the Director of Finance indicates in his comments, it would be redundant to require the preparation of two annual financial reports: a) an annual report on the financial and administrative activities of the town; and b) the comprehensive annual financial report (CAFR) that is required by state law. I would recommend that the language be revised to either reflect current practice, which is the production of an annual administrative report by the Town Manager's Office and the CAFR by the Department of Finance, or the preparation of the CAFR alone. Of these two options, I prefer the former (current practice).

Recommendation

I assume that the Town Council will not wish to take any action on the report the night of the public hearing. However, if you do wish to submit any recommendations to the Charter Revision Commission you must do so within 15 days following the close of the public hearing. Therefore, I recommend that the Council schedule a special meeting for the week of June 18, 2007 for further consideration of the Commission's report. In the interim, I will ask the staff in my office to poll you to determine which date would work best.

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

Move, to schedule a Special Town Council Meeting for _____ p.m. on June _____, 2007, for consideration of the Draft Report of the Mansfield Charter Revision Commission.

Attachments

- 1) Draft Report of the Mansfield Charter Revision Commission
- 2) Charter Revision Procedures (prepared by D. O'Brien)
- 3) J. Smith re: Charter Revision Commission Report

Summary of Recommendations: Charter Revisions and Reasons

Report of the Charter Revision Commission

History of the Charter

In 1970, the Town of Mansfield adopted its first Charter. This Charter changed the form of government from elected Selectmen with a Town Meeting on the budget to the current system of a Council/Manager form of government with a budget town meeting. This hybrid form of representative democracy has worked well for over 36 years. In 1993, a Charter Revision Commission (CRC) was established to review the Charter. The Charter was revised slightly but the major elements of the Council/ Manager form of government were kept.

In 2006, citizens petitioned the Town Council to appoint a Charter Revision Commission (CRC) “to consider revisions to the Charter.” Many citizens were concerned about the budget adoption process as well as other issues.

On March 27, 2006, the Town Council appointed a CRC of eleven (11) members along with fourteen (14) specific charges to review. The following members were appointed:

Stephen Bacon	Aline Booth
Nancy Cox	David Dzurec
Lisa Eaton	Shawn Grunwald
Denise Keane	Henry Krisch
Gene Nesbitt	Sheila Quinn-Clark
	Lucinda Weiss

The CRC reviewed the entire Charter as well as the 14 charges from the Town Council.

Organization and Process

The CRC organized by electing Stephen Bacon as its chairman and Aline Booth as Vice chairperson. Since our first public hearing on May 18, 2006, the CRC has held 27 meetings, usually twice per month; recently, weekly meetings were held. It was decided to publicize the process in all ways possible, including establishing a Web page on the Town Web site, which featured a blog, e-mail, agendas, and minutes. Other public outreach efforts included visits to community organizations, a radio interview, and information at the Know Your Town Fair and on community access television. A time was established at the beginning of each meeting for public input. The object was to maximize public input and the dissemination of information. The CRC heard from interested citizens and received communications from the public. Two formal public hearings were held, one at the beginning of the process and one at the end before the report was sent to the Town Clerk.

The CRC met with outside professionals with expertise in state and local government. It also met with the Town Attorney, town staff, and Town Council members to better understand how the present government operates, especially in financial matters. The Model City Charter, as well as charters from other communities, were consulted.

The CRC considered many options to the present form and administration of government and to how the administrative staff, Town Council, and public interact.

The CRC voted to require at least six (6) positive votes to recommend any substantive changes in the Charter.

Goals of the Charter Review

The members of the CRC, despite differences in policy issues, were united in seeking for a good balance between the professional administration of Mansfield's government and opportunities for citizen participation in policy and budget matters. We agreed that more information should be made available in many forms and places to keep citizens informed about their government. As the legislative body, except on the issue of the town budget, which is adopted at a town meeting, the Town Council has the primary responsibility for setting policy and exercising effective oversight of its administration. The CRC made several changes in the Charter to clarify the Town Council's responsibilities and to strengthen its ability to carry out this role.

Charter Revisions

The following shows how the Charter Revision Commission recommends revising the Town Charter. Each section lists the change, if any, from the Town Council and the reasons the CRC changed or voted not to change that section. In some cases, the CRC made additional changes to the section beyond the change, and these are also explained.

Addition

Preamble (NEW)

We the people of the Town of Mansfield, under the constitution and laws of the State of Connecticut, in order to secure the benefits of local self government and to provide for an accessible and accountable government, do hereby adopt this charter and confer upon the town the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we wish to secure the benefits of home rule and provide for local government that is responsive to the residents of our town and strongly affirm resident participation, representative democracy, and professional management.

Reason

A preamble was added at the beginning to explain the purpose of the Charter. It is a modification of a preamble suggested in the *Model Cities Charter: Defining Good Government in a New Millennium*, a publication of the National Civic League.

Charge 1: C202, Elective officers. Review with regard to composition, organization and the best interests of the town.

Multiple Revisions:

The CRC revised the name “Board of Tax Review” to “Board of Assessment Appeals.”

Reason: This change is necessitated by a change in State Statutes.

The CRC revised the terms of PZC alternates from 2 years to 4 years.

Reason: This change is to allow adequate time for alternates to learn the many legal requirements and procedures required by State Statutes. The terms would also be consistent with those of ZBA alternates.

The CRC eliminated the section calling for electing 7 town constables.

Reason: The duties formerly performed by Constables are now adequately covered by local and state officials. The State Statutes allow for local decisions concerning the election of Constables.

The section on electing one registrar of voters from each organized political party was reworded to call for the election of at least two registrars, *no two of the same political party*.

Reason: This wording change will open the political process to the possibility of more than two organized political parties in town.

C208. Nomination of candidates (NEW)

Revision: The CRC changed Board of Tax Review to Board of Assessment Appeals and provided for the election of alternates on the Planning and Zoning Commission and Zoning Board of Appeals every 4 years.

Reason: These changes correlate with those recommended for C202.

Charge 2: C302(A), Organization and Procedure (Role of the Mayor) – review the role of the Mayor within the context of the council manager form of government.

Revision: The CRC voted unanimously that the deputy mayor should be elected by the entire council rather than be appointed by the mayor. The role of the mayor was not changed.

Reason: The Mayor’s primary role as defined in the Charter is to preside at Town Council meetings and to be the official head of the town for ceremonial purposes. The election of the Deputy Mayor provides for input in the decision by all Town Council members.

C303A. Powers (NEW)

Revision: The CRC added the provision for the Council to provide by ordinance the procedures for administrative oversight of the Town finances.

Reason: This statement provides for specific Council oversight concerning the financial administration of the Town while providing maximum flexibility to modify practices as needed. It eliminates the need to write ordinances to override specific clauses in the Charter.

Charge 3: C305 (B) (C), Town Attorney - consider granting the Town Manager and/or the Town Attorney the ability to appoint special counsel.

Revision: None

Reason: The current language provides for Council oversight of the Town Attorney activities. This is warranted since the Town Attorney is a Council appointee.

Charge 4: C306, Committees, Commissions and Boards - define more fully the role and relationship of these bodies to the Town Council and consider, in particular, the discretion that these bodies should have to communicate policy on behalf of the town.

Revision: None

Reason: Commission members felt that the Town Council could address any concerns it has about policy statements through written instructions and guidelines to committees, commissions, and boards, and that this does not need to be part of the Town Charter.

Charge 5: C307, Introduction of Ordinances - update to reflect current practice.

Revision: The word “limited” was added in the first sentence to correct for a probable typographical error. Distribution of copies of proposed ordinances was changed from “at least 15” to “widely distributed” as defined by use of multiple available media including postings electronically, at the library and the Community Center.

Reason: The CRC researched the requirement for 15 copies, and we were unable to determine why this number was used. The Commission would like to ensure wide distribution of proposed ordinances through the most current useful media – including electronic postings on the town Web site, posting at the library, Community Center, or whatever current means are likely to reach as many residents as possible.

C308. Public hearing on and publication of ordinance.

Revision: A requirement for wide distribution was added.

Reason: The Commission would like to ensure wide distribution of notice of public hearings of proposed ordinances through the most current useful media – including electronic postings on the town Web site, posting at the library, Community Center, or whatever current means are likely to reach as many residents as possible.

C311. Form of petition for referendum or initiative.

Revision: The form of the petition for repeal of the adopted budget (C405) was added

Reason: A provision for petition to repeal the adopted budget was recommended in C405. This change sets forth the form of the petition.

C402. Agency estimates. (NEW)

Revision: The CRC changed the title to Budget Development. The Town Manager develops a proposed budget with Town Council oversight.. The budget development process was defined. Participants at all stages of budget development include the Town Council, staff and citizens.

Reason: The recommended change clarifies the process and responsibilities in the budget development process.

C403. Manager's budget (NEW).

Revision: The CRC changed the title to Manager's budget proposal. The wording in C403 F was changed from Town Meeting to the voting residents of Mansfield.

Reason: Designation of the initial Manager's budget as a proposal represents the initial presentation and the start of the budget development process. The change specifying the voters supports the importance of residents in the budget development process.

C404. Council budget action (NEW).

Revision: The CRC added the requirement to hold at least two Town Budget Informational Meeting with a wide distribution of a 10 day notice and budget information prior to the meetings. The time of completion of the recommended appropriation act was changed to April 25.

Reason: The requirement to hold the informational meetings which are widely publicized will help generate citizen interest in the budget process and provide the opportunity for more informed voters. The meetings will allow for discussion between the Council, staff and public. The April 25th date allows time to complete the budget adoption process including a second Town Meeting and petition to repeal the adopted budget by referendum by June 30th.

Charge 6: C405, Budget Town Meeting - Review to determine the budget adoption procedure for the town and also define the term "item."

Revision: Retain the budget town meeting, mandating a confidential vote on budget adoption. Change the date of the budget town meeting to the first Tuesday of May at 7:00 pm.. Provide for a mechanism allowing citizens to petition for a referendum.

Reason: The process by which the Town of Mansfield decides on its budget has been a concern for citizens of the town and therefore for the Charter Revision Commission. This contentious issue was a major factor in the decision to create the CRC, and it featured prominently, with many contrasting viewpoints, in both oral and written public comments. The CRC expended more time and effort on this charge than on any other single question; it devoted major parts of more than six meetings to its discussion.

Although there were, from the beginning, two major points of view among CRC members on this issue – 1) retaining the Town Budget Meeting, however modified, and 2) making a referendum, however structured, the main venue for budget making – it must be stressed that the CRC considered many variants of these two main proposals, as well as other procedures. As the CRC discussed and voted, it became clear that majorities could be found neither for simply maintaining the present system, nor for placing primary budget responsibility on a referendum vote. Striving for maximum public participation, as well as maximum meaningful involvement in the budget process, the CRC placed the main responsibility for budget decisions on a modified Town Budget Meeting, with amplified information and public involvement in the Town Council and town staff budget making process. This decision reflected, in part, a desire, expressed in public comments and reflected in CRC members' views, to maintain the Town Budget Meeting as part of New England tradition.

The procedure chosen places the responsibility for adopting the budget on the Town Budget Meeting. It also provides for a check on this decision by allowing town residents to petition for a referendum. The threshold for a valid petition was set to enable participation; the number of votes needed to reject a budget was set to keep the primary decision with the Town Budget Meeting.

Many people expressed a desire for privacy in voting at the Town Budget Meeting, and the Charter Revision Commission agreed.

Charge 7: C406, Appropriations Not in Budget and Budget Transfers—consider expanding the Town Council’s authority to execute budget transfers.

Revision: None

Reason: The Council members and finance officers reported no hardships were caused by these specific guidelines.

Charge 8: C407, Issuance of Bonds - consider increasing the threshold at which the Town Council can issue bonds without referendum. Also, for a bond referendum, consider a reasonable threshold of registered voters and options to arrive at that threshold.

Revision: None

Reason: The Council members and finance officers reported no hardships were caused by these specific guidelines. The 15% affirmative vote of registered voters was deemed an appropriate threshold to provide a fair representation of the voters to make decisions concerning long-term financial obligations for taxpayers.

Charge 9: C502, Duties of the Town Manager - update the list of duties.

Multiple Revisions:

C502. B.4: Submit to the Town Council and make available to the public a complete report on the finance and administrative activities of the Town as of the end of each fiscal year.

Reason: This language strengthens the mandate to insure adequate and timely financial information for the citizens of the town and their elected representatives.

C502. B.5: Make recommendations to the Town Council concerning the affairs of the Town and facilitate the work of the Town Council in developing policy.

Reason: This language specifically highlights the role of the Town Manager in facilitating the work of the Council.

C502.B.6: Keep the Council fully advised as to the financial condition and anticipated future financial needs of the Town.

Reason: Clarify the need for information to facilitate future planning.

C502.B.9 nb. re-numbered: Assist the Town Council to develop long-term goals for the town and strategies to implement such goals.

Reason: Strengthen emphasis on need for effective future planning.

C502.B.10: nb. re-numbered: Encourage and provide staff support for regional and intergovernmental cooperation.

Reason: Strengthen mandate for effective regional planning.

C502.B.11: nb. re-numbered: Promote partnerships among the Town Council, staff and citizens in developing public policy and building a sense of community.

Reason: Foster and facilitate greater citizen and Council involvement in formulating policies and priorities.

C502.B.12. nb. re-numbered: Exercise such powers and perform such other duties as may be required by ordinance or resolution of the Council not inconsistent with this Charter.

Reason: The addition of B 9-11 requires a renumbering of this statement.

Charge 10: C504-13, Administrative Departments – update various sections regarding municipal departments and consider establishment of municipal departments by ordinance.

C504: Administrative departments

Revision: There shall be such administrative departments, agencies and offices as may from time to time be *established by ordinance* of the Town Council.

Reason: Allow for greater flexibility in the face of changing needs.

C506-513-Multiple Revisions:

C505. Office of Town Clerk: No change

C506. Department of Finance

C506.A.4.

Revision: Replace *control over* expenditures with *oversight of* expenditures.

Reason: To clarify duties.

C506.B: Add the words “or Town Council” at the end of the first paragraph.

Reason: Increase the involvement of the Town Council in financial reporting.

C506.B (c) [1]: At the end of this paragraph, add the words “if approved by the Town Council and Town Manager.”

Reason: To insure that the Finance Director’s work remains at all times under the supervision of town authorities and in the interests of the town.

C507- C513 (other town departments):

Revision: Eliminate all these sections from the Charter and establish them by Ordinance.

Reason: To give the Town Council and Town Manager the needed flexibility to form departments and direct their work as best suits changing circumstances.

C506A (4). Department of Finance. (NEW)

Revision: The CRC recommends the substitution of *oversight of* rather than *control over* expenditures.

Reason: The Commission deemed the new wording better reflected the administrative role of the Finance Department in these matters.

Charge 11: C506 (B) (c) (2), Department of Finance – examine this section to assure that the language is consistent with best practices and also consider raising the threshold for which the sealed bid process is required.

Revision: The entire text concerning purchasing procedures was deleted. A statement requiring the Town Council to establish by ordinance a set of procedures for the procurement of goods and services was added.

Reason: The limits set forth for the bidding procedure was inflexible and low for the current value of products purchased via bids. The recommendation of the CRC gives the Town Council responsibility to establish purchasing policies by ordinance without specific Charter-mandated requirements. This provides the Council the flexibility to promulgate and modify purchasing policies that are in the best interest of the town. The Charter requirement of a public hearing prior to passage of an ordinance provides for citizen input. It also eliminates the need for an escape clause that can be used to bypass specific Charter mandates.

Charge 12: C510, Health Department – revise to reference the town’s participation in the regional health district.

Revision: Delete from the Charter.

Reason: The CRC voted unanimously that administrative departments, agencies, and offices should be established by ordinance, not by Charter (see Charge 10, C504-513). Therefore, reference to the Health Department is no longer needed.

Charge 13: C602, The Classified Service – revise to reflect that most employees are organized under collective bargaining units.

Revision: Sections of this chapter were retitled, *Personnel System* and *Personnel Provisions*. New wording calls for town employees to be hired and promoted on the basis of merit and fitness, demonstrated by measurable standards or evidence, and establishes that town employment regulations shall be consistent with state and federal laws. It calls for personnel policies to be established by ordinance, not by Charter.

Reason: This removes from the Charter detailed and outdated language describing the classified service and the town manager’s personnel rules. Personnel policies are an administrative issue better managed and kept up-to-date by ordinance.

Charge 14: If allowable under the Connecticut General Statutes, consider a regular schedule for Charter Revisions.

C701: Amendment of Charter

Revision: The CRC recommends revising C701, Amendment of Charter, to *Review and Amendment of Charter*. At least every 5 years, the Town Council or its own subcommittee should decide whether it is necessary to establish a Charter Revision Commission to review the Charter.

Reason: Thirteen years elapsed between the last and the current Charter review. The current Charter process was started only after citizens petitioned for a review. The CRC found several instances in which current town operations and administration are at variance with the current Charter. If the Charter is to have value as the basic document or “constitution” of town government, current practices and the Charter should be in agreement.

C703. Effective date.

Revision: The CRC recommended the effective date be 90 days from the date of adoption.

Reason: The 90 day period is needed for the Town Council to enact all ordinances required for the authorization of departments to become functional by ordinances rather than the Charter.

APPENDIX A

Individuals Consulted by the Charter Revision Commission

Martin Berliner, Town Manager (2006)

Alison Whitham Blair, Town Council Member

Bruce Clouette, Town Council Member

Rudy Favretti, Chair of Planning and Zoning Commission

Donald Goodrich, Charter Consultant

Gregory Haddad, Deputy Mayor

Matthew Hart, Town Manager (2007)

Alan Hawkins, Town Council Member

Helen Koehn, Town Council Member

Michael Morrell, Assistant Professor at University of Connecticut

Dennis O'Brien, Town Attorney

Gregory Padick, Director of Planning

Elizabeth Paterson, Mayor

Christopher Paulhus, Town Council Member

Carol Pellegrine, Chair of Zoning Board of Appeals

Carl Schaefer, Town Council Member

Jeffrey Smith, Director of Finance

Mary Stanton, Town Clerk

Cheryl Trahan, Controller

APPENDIX B

Written Materials Provided to Charter Revision Commission

Goodrich, Donald W., written report dated September 26, 2006.

Mansfield Town Council Resolutions adopted March 27, 2006.

Model City Charter 8th Edition prepared by National Civic League.

Morrell, Michael, power point presentation given November 14, 2006.

O'Brien, Dennis, written report dated November 14, 2006.

Preparing High Quality Budgets prepared by Jeff Smith, Corey Smolen and Cherie Trahan.

Rules and Regulations for Obtaining Goods and Services by the Town of Mansfield.

Smith, Jeffrey H., written report dated October 23, 2006.

Town of Mansfield Charter published November 1996.

Town of Mansfield Comprehensive Annual Financial Report year ended June 30, 2006.

Town of Mansfield Financial Overview dated March 3, 2007.

Town of Mansfield Financial Report for quarter ending September 30, 2005.

Town of Mansfield Financial Statements dated December 31, 2006.

Town of Mansfield Proposed Budget 2005/2006.

Town of Mansfield Resource Sharing/Allocation revised to April 15, 2004.

Town of West Hartford Charter published November 15, 2005.

DRAFT CHANGES TO THE CHARTER

As of 4-24-07

HISTORY: Approved by the Town Council of the Town of Mansfield 11-3-1970 and revised 11-2-1993. Subsequent amendments noted where applicable.

PROPOSED PREAMBLE

We the people of the Town of Mansfield, under the constitution and laws of the State of Connecticut, in order to secure the benefits of local self-government and to provide for an accessible and accountable government, do hereby adopt this charter and confer upon the town the following powers, subject to the following restrictions, and as prescribed by the following procedures and government structure. By this action, we wish to secure the benefits of home rule and provide for local government that is responsive to the will and values of the residents of our town, and strongly affirms of resident participation, representative democracy, and professional management.

Proposed changes to Charter are depicted by the following:

~~Strike through~~ depicts a proposed deletion to the Charter

Underlining depicts a proposed addition to the Charter

TABLE OF CONTENTS

ARTICLE I, Incorporation and General Powers	4
§ C101. Incorporation.....	4
§ C102. Rights and obligations.....	4
§ C103. General grant of powers.....	4
§ C104. Freedom of information.....	4
ARTICLE II, Elections	5
§ C201. Regular town elections.....	5
§ C202. Elective officers.....	5
§ C203. Minority representation.....	5
§ C204. Voting districts.....	6
§ C205. Breaking a tie.....	6
§ C206. Vacancies.....	6
§ C207. Qualifications.....	6
§ C208. Nomination of candidates.....	6
§ C209. Board for Admission of Electors.....	7
§ C210. Justices of the Peace. [Amended 4-4-1996, effective 5-4-1996].....	7
ARTICLE III, The Town Council.....	8
§ C301. The Council.....	8
§ C302. Organization and procedure.....	8
§ C303. Powers.....	8
§ C304. Ethical standards.....	9
§ C305. Town Attorney.....	9
§ C306. Committees, commissions and boards.....	10
§ C307. Introduction of ordinances.....	10
§ C308. Public hearing on and publication of ordinance.....	10
§ C309. Referral of ordinance to Town Meeting or to voters.....	10
§ C310. Initiative.....	11
§ C311. Form of petition for referendum or initiative.....	11
§ C312. Form of affidavit of circulators to accompany all petitions.....	12
§ C313. Annual audit.....	13
§ C314. Removals and suspensions.....	13
ARTICLE IV, Town Appropriations and Bond Issues.....	14
§ C401. Fiscal year.....	14
§ C402. Agency estimates. Budget Development.....	14
§ C403. Manager's budget Proposal.....	14
§ C404. Council budget action.....	14
§ C405. Budget Town Meeting.....	15
§ C406. Appropriations not in budget and budget transfers.....	16
§ C407. Issuance of bonds.....	16
§ C408. Determination of tax rate by Council.....	16
§ C409. Emergency appropriations.....	17
ARTICLE V, The Town Manager and Administrative Departments.....	18
§ C501. Appointment and removal of Town Manager.....	18

§ C502. Duties of the Town Manager.....	18
§ C503. Appointments by the Manager.....	19
§ C504. Administrative departments.....	19
§ C505. Office of Town Clerk.....	19
§ C506. Department of Finance.....	20
§ C507. Department of Public Works.....	22
§ C508. Department of Planning and Development.....	22
§ C509. Department of Public Safety.....	23
§ C510. Health Department.....	23
§ C511. Department of Social Services.....	23
§ C512. Department of Recreation.....	24
§ C513. Library Department.....	24
§ C514. Official bonds.....	24
§ C515. Salaries.....	24
ARTICLE VI, The Merit System Personnel System.....	25
§ C601. Merit system established. Merit Principle.....	25
§ C602. The classified service. Personnel Provisions.....	25
§ C603. Ethical standards and conflict of interest.....	26
§ C604. Personnel Appeals Board.....	26
ARTICLE VII, Miscellaneous Provisions.....	27
§ C701. Amendment of Charter. Review and Amendment of Charter.....	27
§ C702. Saving clause.....	27
§ C703. Effective date.....	27

ARTICLE I, Incorporation and General Powers

§ C101. Incorporation.

All the inhabitants dwelling within the territorial limits of the Town of Mansfield shall continue to be a body politic and corporate under the name of "The Town of Mansfield," hereinafter called "the town," and as such shall have perpetual succession and may hold and exercise all powers and privileges heretofore exercised by said town and not inconsistent with the provisions of this charter, the additional powers and privileges herein conferred and all powers and privileges conferred upon towns under the Connecticut General Statutes, hereinafter called "C.G.S."

§ C102. Rights and obligations.

All rights of action and rights of every description, including rights of ownership of all property, both real and personal, and all securities and liens in said town are continued. The town is liable for its debts and obligations. Nothing herein shall be construed to affect the right of the town to collect any assessment, charge, debt or lien.

§ C103. General grant of powers.

In addition to all powers granted to towns under the constitution and general law, the town shall have all powers specifically granted by this charter and all powers fairly implied in or incident to the powers expressly granted, and all other powers incident to the management of the property, government and affairs of the town, including the power to enter into contracts with any federal agency or the State of Connecticut or any political subdivision thereof for services and the use of facilities, the exercise of which is not expressly forbidden by the constitution and the C.G.S. The enumeration of particular powers in this and any other Article of this charter shall not be construed as limiting this general grant of power but shall be considered as an addition thereto.

§ C104. Freedom of information.

All activities of elected and appointed officials and municipal employees shall conform to the Freedom of Information Act, as embodied in the C.G.S.

ARTICLE II, Elections

§ C201. Regular town elections.

Regular town elections shall be on the first Tuesday after the first Monday in November in each odd-numbered year. Except in cases specifically provided by statute, all officers duly elected at such town elections shall, upon qualification, take office on the third Monday of November and shall hold office until their successors have been chosen and have qualified.

§ C202. Elective officers.

A. At each biennial town election there shall be elected, in accordance with the provisions of the general statutes, the following officers:

- (1) Nine (9) Council members elected at large for terms of two (2) years.
- (2) Three (3) members of the nine-member Board of Education for terms of six (6) years.
- (3) Three (3) members of the Board of Tax Review Board of Assessment Appeals for terms of two (2) years.
- (4) Three (3) members of the nine-member Planning and Zoning Commission for terms of six (6) years.
- (5) Two (2) or three (3) members of the five-member Zoning Board of Appeals for terms of four (4) years to replace members whose terms will expire.
- ~~(6) Seven (7) constables for terms of two (2) years.~~

B. At every other biennial town election there shall be elected, in accordance with the provisions of the general statutes, the following officers:

- (1) Three alternate members of the Planning and Zoning Commission for terms of two (2) four (4) years.
- (2) (2) Three (3) alternate members of the Zoning Board of Appeals for terms of four (4) years.

C. At the biennial state election held on the first Tuesday after the first Monday of November in each even-numbered year there shall be elected, in accordance with the provisions of the general statutes, the following officers: at least two (2) Registrars of Voters. No two shall be from the same political party.

~~(1) One (1) registrar of voters from each organized political party.~~

§ C203. Minority representation.

Except as otherwise provided in this charter, minority representation on any elective or appointive board, commission, committee or similar body of the town shall be determined in accordance with the provisions of the C.G.S. As provided in said statutes, the maximum number of any such body who may be members of the same political party shall be as specified in the following table:

Column I	Column II
Total Membership	Maximum From One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9	2/3 of total membership

§ C204. Voting districts.

The Town Council may establish voting districts or change the boundaries of voting districts, but any change in boundaries made less than ninety (90) days before any election or primary shall not apply with respect to such election or primary. A suitable polling place shall be provided in each voting district.

§ C205. Breaking a tie.

When any regular or special municipal election, primary election or referendum conducted pursuant to the provisions of this charter results in a tie, an adjourned election shall be conducted in accordance with the provisions of the C.G.S. to determine who shall be elected, or in the case of a question at referendum, whether it shall be accepted or rejected. Said adjourned election shall be held on the seventh day after the election which resulted in a tie and shall be confined to the tied candidates or issues. Any voting machine, the returns from which are not subject to disagreement, may be unlocked and used in said special election. If voting machines are not available in sufficient number, paper ballots may be used in place of or in conjunction with voting machines.

§ C206. Vacancies.

Except as otherwise provided by statute, any vacancy in any elective office, except in the Board of Education and Planning and Zoning Commission, for whatever cause arising, shall be filled by appointment by the Town Council for the unexpired portion of the term or until the next biennial town election, whichever shall be sooner. The Board of Education shall fill its own vacancies in the same manner. Vacancies in the Planning and Zoning Commission shall be filled in such manner as the Town Council may determine. If the person vacating the office shall have been elected as a member of a political party, the vacancy shall be filled by the appointment of a member of the same political party. If there shall be a biennial election before the expiration of the term of office in which a vacancy occurs, such vacancy shall be filled by appointment as provided herein until said election and thereafter by the person elected to fill the office for the remaining portion of the term. Except as otherwise provided by statute, such person shall take office on the third Monday following the election.

§ C207. Qualifications.

Each nominee for elective office shall be an elector of the town. If at any time any holder of an elective office shall cease to be a resident of the town, such office shall thereupon become vacant.

§ C208. Nomination of candidates.

A. The name of any elector of the town who has been nominated by a political party in accordance with the provisions of Chapter 153 of the C.G.S. shall be placed on the voting ballot at the municipal election as a candidate for any office to be filled. In order to ensure compliance with the C.G.S., at each municipal election each political party may nominate and each voter may vote for six (6) candidates for the Town Council; two (2) candidates for

~~the Board of Education; two (2) candidates for the Board of Tax Review Board of Assessment Appeals; four (4) candidates for constable; two (2) candidates for the Zoning Board of Appeals; two (2) candidates for the Planning and Zoning Commission; two candidates for alternates on the Planning and Zoning Commission; two (2) candidates for alternates on the Zoning Board of Appeals; and one (1) candidate for each position to fill a vacancy in an elective office. At municipal elections every 4 years, each political party may nominate and each elector may vote for two (2) candidates for alternates on the Planning and Zoning Commission and two (2) candidates for alternates on the Zoning Board of Appeals.~~

B. The name of any elector of the town shall also be placed on the voting ballot at the municipal election as a candidate if that person has been nominated by petitions filed in accordance with Chapter 153, C.G.S.

§ C209. Board for Admission of Electors.

The Board for Admission of Electors required by the C.G.S. shall consist of the registrars of voters and the Town Clerk, who shall serve as Chairman.

§ C210. Justices of the Peace. [Amended 4-4-1996, effective 5-4-1996]

Thirty (30) Justices of the Peace shall be nominated and appointed in accordance with C.G.S. §§ 9-183b through 9-184c.

ARTICLE III, The Town Council

§ C301. The Council.

There shall be a Town Council consisting of nine (9) members, herein referred to as the Council. The members shall serve without compensation except for the reimbursement of expenses incurred in the performance of official duties. No member of the Council shall simultaneously hold any other elected municipal office or paid position of the town.

§ C302. Organization and procedure.

A. ~~The members of the Council shall meet on the third Monday of November following their election at 8:00 p.m. in the town office building and shall elect, by a majority vote of all Council members, one (1) of their number to serve as Mayor, who shall preside at Council meetings. At this meeting the Council shall fix the time and place of its regular meetings, which shall be at least once each month, and shall provide methods for calling special meetings. Upon election, the Mayor shall designate a Deputy Mayor from the membership of the Council who shall serve in the Mayor's temporary absence, provided that when both are absent, the Council may designate from its membership a temporary presiding officer. If the position of the Mayor is vacated, the Council shall elect a new Mayor in the same manner as prescribed in this section. The Mayor shall be recognized as the official head of the town for all ceremonial purposes.~~

The members of the Council shall meet at 8:00 p.m. on the third Monday of November following their election in the town office building and shall elect, by a majority vote of all Council members, one (1) of their number to serve as Mayor, who shall preside at Council meetings, and one (1) of their number to serve as Deputy mayor, who shall serve in the Mayor's temporary absence. If both are absent, the Council may designate from its membership a temporary presiding officer. At this meeting the Council shall fix the time and place of its regular meetings, which shall be at least once each month, and shall provide methods for calling special meetings. If the position of the Mayor is vacated, the Council shall elect a new Mayor in the same manner as prescribed in this section. The Mayor shall be recognized as the official head of the town for all ceremonial purposes.

B. The Council shall keep for public inspection a journal of all its proceedings, including all roll call votes, which shall be the official record of its proceedings. The journal shall be maintained by the Town Clerk and shall be authenticated for each meeting by the signature of the Mayor or other presiding officer and the Town Clerk.

§ C303. Powers.

A. The Council shall be the governing body of the town. It shall exercise and perform all the rights, powers, duties and obligations of the town except as the same may be assigned by the C.G.S. or this charter to some other officer, board, agency or to the Town Meeting. These powers include, in addition to all other powers, all the powers and duties now or hereafter conferred or imposed by the general statutes, special acts or otherwise upon Town Meetings, boards of finance, and boards of selectmen. The Council shall provide by ordinance the procedure for administration & fiduciary oversight of the Town finances. The Council may provide by ordinance for the exercise by the Manager or some other officer, board or agency of any of the administrative powers not otherwise assigned by this Charter. The legislative power of the town and final authority concerning the tax rate are vested exclusively in the Council except as otherwise provided in this Charter.

B. The Council shall have power, subject to the provisions of the C.G.S. and this Charter, to create or abolish departments, offices, agencies and employments; adopt regulations for the

operation of departments, agencies and offices; and fix the compensation of officers and employees of the town, except the employees of the Board of Education, and the charges, if any, to be made for services rendered by the town. It shall further have power to make, alter and repeal ordinances or resolutions not inconsistent with this Charter and the general statutes of the state for the execution of the powers vested in the town as provided in Article I of this Charter, for the government of the town and the management of its business and for the preservation of good order, peace, health, safety and the general welfare of the town and its inhabitants.

§ C304. Ethical standards.

- A. The Town Council shall adopt an ordinance setting standards of ethical behavior expected from elected and appointed officials and shall establish mechanisms for the enforcement of ethical standards.
- B. Any elected or appointed municipal official who has a direct or indirect personal or financial interest in any decision of any department, board or commission or in any contract or transaction to which the town is a party shall disclose that interest prior to any decision concerned with the issue. Violation of this section with the express or implied knowledge of any person or corporation participating in such contract, transaction or decision shall render the same voidable by the Council or by a court of competent jurisdiction.

§ C305. Town Attorney.

- A. The Town Council shall, by resolution adopted at a meeting to be held not later than one (1) month after the town election, appoint a Town Attorney to serve at the pleasure of the Council. The term shall commence one (1) month after such election. The Town Attorney shall be an attorney-at-law admitted to practice in this state.
- B. The Town Attorney shall:
 - (1) Appear for and protect the rights of the town in all actions, suits or proceedings brought by or against it or any of its departments, officers, agencies, boards or commissions;
 - (2) Be the legal advisor of the Town Council, the Town Manager and all town officers, boards and commissions in all matters affecting the town and shall upon written request furnish them with a written opinion on any question of law involving their respective powers and duties;
 - (3) Prepare, on written request of the Manager, the Council or any member thereof, ordinances and resolutions for consideration by the Council.
 - (4) Prepare or approve forms of contracts or other instruments to which the town is a party or in which it has an interest.
 - (5) Have power, with approval of the Council, to appeal from orders, decisions and judgments and, subject to approval of the Council, to compromise or settle any claims by or against the town.
- C. If in special circumstances the Council deems it advisable, it may provide for the temporary employment of counsel other than the Town Attorney.
- D. The Town Attorney shall receive such compensation and shall have such clerical and other assistants, as the Council may determine, who shall be appointed and removed subject to such rules and regulations as may be adopted pursuant to this Charter.

§ C306. Committees, commissions and boards.

The Council shall appoint, oversee and terminate all boards, commissions and committees except as otherwise provided by law. Each board, commission or committee will be assigned specific tasks and responsibilities and shall remain in existence until its tasks are accomplished or the Council shall assign its duties to another board, commission or administrative department or shall determine that it is no longer needed.

§ C307. Introduction of ordinances.

~~All ordinances introduced by a member of the Council shall be in written form and shall be to one (1) subject which shall be clearly stated in the title. A copy of such proposed ordinance shall be filed with the Town Clerk. It shall be the duty of the Town Clerk immediately upon receipt of such proposed ordinance to prepare at least fifteen (15) copies of it, one (1) copy of which shall be retained in the Town Clerk's office for public inspection, one (1) copy posted on the town bulletin board and one (1) copy distributed to each member of the Council and to the Town Manager.~~

All ordinances introduced by a member of the Council shall be in written form and shall be limited to one (1) subject which shall be clearly stated in the title. A copy of such proposed ordinance shall be filed with the Town Clerk. It shall be the duty of the Town Clerk immediately upon receipt of such proposed ordinance to prepare at least fifteen (15) copies of it, widely distribute it as soon as possible by ensuring that a copy appears on the Town website, and that notice of the proposed ordinance and the availability to the public of copies is placed on the Town's cable TV channel, if it is available, and on the public signposts. One (1) copy of which shall be retained in the Town Clerk's office for public inspection, one (1) copy shall be posted on the town bulletin board and one (1) copy shall be distributed to each member of the Council and to the Town Manager.

§ C308. Public hearing on and publication of ordinance.

~~At least one (1) public hearing, notice of which shall be given at least five (5) days in advance by publication in a newspaper having a circulation in the town, and by posting a notice in a public place, shall be held by the Town Council before any ordinance shall be passed. Every ordinance, after passage, shall be filed with the Town Clerk and recorded. Within ten (10) days after final passage, the ordinance or a summary of the ordinance shall be published once in a newspaper having a circulation within the town. Every ordinance, unless it shall specify a later date, shall become effective on the twenty-first day after such publication following its final passage or unless referred to vote pursuant to § C309 of this Charter.~~

At least one (1) public hearing, shall be held by the Town Council before any ordinance shall be passed. Notice of the Public Hearing shall be given at least five (5) days in advance by wide distribution including publication in a newspaper having a circulation in the town, and by posting a notice in a public place, on the Towns website, Town cable TV channel, and the public sign posts. Every ordinance, after passage, shall be filed with the Town Clerk and recorded. Within ten (10) days after final passage, the ordinance or a summary of the ordinance shall be published once in a newspaper having a circulation within the town. Every ordinance, unless it shall specify a later date, shall become effective on the twenty-first day after such publication following its final passage or unless referred to vote pursuant to § C309 of this Charter.

§ C309. Referral of ordinance to Town Meeting or to voters.

If within ten (10) days after the publication of the passage of an ordinance, a petition is filed with the Town Clerk requesting that the ordinance be submitted to a Town Meeting and if the Clerk certifies to the Council that such petition has been validly signed by at least two hundred (200) of the qualified voters of the town as determined by p. 47 revised registry list last completed (Sec. 9-

172a, C.G.S.), then the effective date of the ordinance shall be suspended. The Council shall call a Town Meeting, to be held not less than ten (10) nor more than sixty (60) days after the filing of the petition. The Town Meeting may vote to sustain the action of the Council, vote to nullify the Council's action or vote to submit the ordinance to a referendum to be held within sixty (60) days. If the Town Meeting sustains the Council's actions or fails to act on the Council's proposal, in accordance with this section, the ordinance shall go into effect upon adjournment of the meeting. If the Town Meeting votes to nullify the Council's action, the ordinance is dead unless the Council, at its next meeting, by a favorable vote of at least six (6) members present, votes to send the ordinance to a referendum of the voters. A referendum shall be held within sixty (60) days of this action. If a majority of those voting on the issue in a referendum vote for the ordinance, it shall go into effect as soon as the vote is confirmed.

§ C310. Initiative.

- A. The voters of the town may propose and adopt ordinances and resolutions in the manner hereafter described, provided that no ordinance or resolution so proposed which would involve an increase in the expenditures of the town beyond those budgeted for the current fiscal year shall take effect until after the adoption of the next annual budget unless the Council, subject to the limitations hereinafter set forth, shall make a special appropriation for the purpose. The ordinance or resolution shall be proposed by a petition to the Council requesting its adoption and setting it forth in full, and shall be signed by at least two hundred (200) of the qualified voters of the town as determined by the revised registry list last completed (Sec. 9-172a, C.G.S.). The petition shall be filed with the Town Clerk who shall within ten (10) days examine the signatures on the same and determine their sufficiency. If the Town Clerk finds that the petition has been signed by the required number of voters, the Town Clerk shall so certify to the Council at its next regular meeting. The Council shall submit any such proposed ordinance or resolution to the Town Attorney for examination.
- B. The Town Attorney shall have authority to correct its form for the purpose of avoiding inconsistencies, repetitions, obscurities, illegalities and unconstitutional provisions and to assure accuracy in its text and references and clarity and precision in its phraseology. The Town Attorney shall not substantively change the meaning and effect of the petition.
- C. The Council shall call a hearing for the sole purpose of allowing a discussion of the proposal. Such hearing may advise the Council of the sense of the town on the issues raised by the proposal. Within sixty (60) days after certification by the Town Clerk, the Council shall either adopt the proposed ordinance or resolution or submit the same to the voters at a referendum to be held within ninety (90) days from the date of the Clerk's certification. If a majority of those voting, such majority consisting of at least fifteen percent (15%) of the total number of voters as determined by the revised registry list last completed (Sec. 9-172a, C.G.S.), shall vote in the affirmative, the ordinance or resolution shall go into effect as soon as the vote is confirmed.

§ C311. Form of petition for referendum or initiative.

A. Petitions under §§ C309 and C310 shall be in the following form:

WARNING: ALL SIGNATURES SHALL BE IN INK.

We, the undersigned voters of the town of Mansfield, hereby present this petition under the provisions of Article III, §§ C309 and C310 of the Charter of said town (here insert the words "requesting the repeal of the following ordinance," or the words "initiating the following ordinance") (here insert the text of the ordinance) and we certify that we are voters of the town of Mansfield residing at the addresses set opposite our names and that we have not signed this petition more than once.

(Here follow the signatures and addresses.)

Signature

Road or Street

B. Petitions under § C405 shall be in the following form:

WARNING: ALL SIGNATURES SHALL BE IN INK.

We, the undersigned electors of the town of Mansfield, hereby present this petition under the provisions of Article IV, § C405 of the Charter of said town are requesting the repeal of the budget adopted on (here insert date of adoption) and that such budget be replaced by a substitute budget, and we certify that we are electors of the town of Mansfield residing at the addresses set opposite our names and that we have not signed this petition more than once.

(Here follow the signatures and addresses.)

Signature

Road or Street

§ C312. Form of affidavit of circulators to accompany all petitions.

A. The signatures to a petition for initiative or referendum under Article III, §§ C309 and C310 of this Charter need not all be appended to one (1) paper, but to each separate petition page there must be attached an affidavit of the circulator of that paper in substantially the following form:

Tolland County, State of Connecticut (Here insert the name and residence address of the circulator of the petition), being duly sworn, deposes and says that he or she is a voter of the Town of Mansfield, and that he or she is the circulator of the foregoing petition page, that the said signatures were made in his or her presence, that each signer is known to, or satisfactorily identified to the circulator, and that all signatures were obtained not earlier than six (6) months prior to the filing of the petition.

Signed _____

Subscribed and sworn before me this ____ day of _____ 19__

Justice of the Peace, Notary Public or Commissioner of the Superior Court

B. The signatures to a petition for initiative or referendum under Article IV, § C405 of this Charter need not all be appended to one (1) paper, but to each separate petition page there must be attached an affidavit of the circulator of that paper in substantially the following form:

Tolland County, State of Connecticut (Here insert the name and residence address of the circulator of the petition), being duly sworn, deposes and says that he or she is an elector of the Town of Mansfield, and that he or she is the circulator of the foregoing petition page, that the said signatures were made in his or her presence, that each signer is known to, or satisfactorily identified to the circulator, and that all signatures were obtained not earlier than six (6) months prior to the filing of the petition.

Signed _____

Subscribed and sworn before me this ____ day of _____ 19__

Justice of the Peace, Notary Public or Commissioner of the Superior Court

§ C313. Annual audit.

The Council shall annually designate an independent public accountant or firm of independent public accountants to audit the books and accounts of the town in accordance with the provisions of the C.G.S.

§ C314. Removals and suspensions.

- A. Removal of the Town Manager. The Council shall have the power, by resolution adopted by a majority vote of its entire membership, in its sole discretion, with or without cause, to remove or suspend the Manager in accord with the procedures set out in § C501.
- B. Removal of other persons appointed by the Council. The Council shall have the power, by resolution adopted by a majority vote of its entire membership, in its sole discretion, and for whatever cause it shall deem sufficient, to remove or suspend any other person appointed to any other office or position by the Council. The Council shall act first by suspending such person and shall promptly serve such person with a copy of the resolution of suspension, together with the reasons therefore. If within ten (10) days after service of said resolution such person shall file a request in writing with the Town Clerk for a public hearing before the Council, the hearing requested shall be held, at a time and place set by the Council, not less than five (5) days nor more than fifteen (15) days after the filing of the request. At such hearing the person may be represented by counsel. If no hearing is requested, or at the conclusion of the hearing, the Council shall promptly by resolution terminate the suspension and either restore the person to, or remove from office or employment. During the period of suspension any person shall be ineligible to perform the duties of the office or employment. Compensation, if any, shall be continued during the period of suspension or for thirty (30) days from the date of suspension, whichever is longer. The decision of the Council shall be final.

ARTICLE IV, Town Appropriations and Bond Issues

§ C401. Fiscal year.

The fiscal year of the town shall be the Uniform Fiscal Year as prescribed by the C.G.S.

§ C402. Agency estimates. Budget Development

~~Each department head, office, agency, board or commission of the town supported wholly or in part from town funds shall submit annual budget requests in the form and at the time determined by the Manager so as to indicate the programs, activities and work accomplished in the current fiscal year and to be accomplished during the ensuing year. These forms shall be accompanied by detailed estimates of expenditures to be made and of revenues other than taxes to be collected during the ensuing fiscal year, along with such other information as may be requested by the Council or the Manager.~~ Developing a budget proposal is the responsibility of the Town Manager under the oversight of the Town Council. Participating in the process, from its early stages to adoption, is the right and responsibility of the citizens of Mansfield. The town staff shall assist the council and provide information publicly throughout the budget process.

§ C403. Manager's budget Proposal.

Annually, at the time determined by the Council, the Manager shall present to the Council a budget proposal consisting of:

- A. A budget message outlining the financial situation of the town government and describing the important features of the budget plan.
- B. The budget of the Board of Education as submitted to the Manager, along with whatever analysis or comment the Manager wishes to provide.
- C. Statements of the Manager's proposed operating program and expenditures for the town functions and town-supported functions, other than those of the Board of Education, along with comparisons of amounts expended in the last completed fiscal year and estimated amounts to be expended in the current fiscal year.
- D. Information on amounts of revenue other than property taxes collected, by source, in the last completed fiscal year, estimates for the current year and for the ensuing year, along with information and estimates regarding property tax revenues for the same periods.
- E. Statements of the condition and estimated condition of the town funds and of the debt service obligations of the town, as well as a list of proposed capital improvements to be undertaken during the ensuing fiscal year or later years, and the proposed methods of financing them.
- F. Such other information as will assist the Council and ~~the Town Meeting in deciding on an annual appropriation and a capital improvement program.~~ the voting residents of Mansfield in deciding on an annual appropriation and a capital improvement program.

§ C404. Council budget action.

~~The Council shall hold at least one (1) public hearing on the budget and shall adopt a proposed budget, including a recommended appropriation act, by May 1. This proposal and notice of the annual meeting shall be published in a newspaper with general circulation in the town at least five (5) days prior to the annual Town Meeting for budget consideration.~~

During the budget adoption process, the Town Council shall hold at least two (2) Town Budget Information Meetings. At least 10 days prior to each meeting, the Town Council shall widely distribute budget information and notice of the meeting. The Town Council shall adopt a proposed budget, including a recommended appropriation act, by April 25.

§ C405. Budget Town Meeting.

~~A. An annual Town Meeting for budget consideration shall be held on the second Tuesday in May. This meeting shall consider the budget presented to it by the Council and may approve or lower any item, but may not raise the amount of such item. If the annual Town Meeting fails to adopt a budget, the budget will be returned to the Council for its consideration. The Council shall return the same or a revised budget to a Town Meeting called by the Council for a date no later than ten (10) days after the annual meeting at which the Town Meeting may approve or lower any item. Should the Town Meeting then fail to adopt a budget, the budget appropriation last proposed by the Council shall be in full effect.~~

~~B. This section sets forth the sole procedure for budget consideration and approval. No ordinances or resolutions may be introduced pursuant to § C310 that relate to the annual budget or the tax rate.~~

A. An annual Town Meeting for budget consideration shall be held on the first Tuesday in May at 7 p.m. All electors whose names are on the revised registry list last completed shall be eligible to vote at the Town Meeting. The budget adoption vote shall be by confidential ballot. This meeting shall consider the budget presented to it by the Town Council and may approve or lower any line item but may not raise the amount of such an item.

If the annual Town Meeting fails to adopt a budget, the proposed budget will be returned to the Town Council for its reconsideration. The Council shall return the same, or a revised budget to a Town Meeting called by the Council for a date no later than ten (10) days after the first meeting; this Meeting shall also approve or lower any line item. Should the Town Meeting fail to adopt a budget, the budget appropriation last proposed by the Town Council shall be in full effect.

B. The budget approved by the Town Meeting or adopted by the Town Council as provided in Section A shall be subject to repeal if:

(1) Within twenty one (21) days after the budget is approved by Town Meeting (or adopted by the Town Council as provided for in Section A) electors present a petition requesting that such budget be repealed and replaced by a substitute budget. The petition shall be in the form prescribed in Section C and signed by not less than five (5) percent of the electors as determined by the revised registry list last completed.

(2) The Town Clerk determines the petition to be sufficient. If said petition is found to be sufficient, the Town Clerk shall so certify to the Town Council, within five (5) days after receipt of the petition. If the petition is found to be insufficient, public notice of such insufficiency shall be given by placing a legal notice in a newspaper of general circulation in the town. After the Town Clerk has found any such petition to be insufficient, no further proceedings shall be had thereon.

(3) After the Town Clerk certifies the petition, the question shall be submitted to a referendum of the electors of the town following the form of Section D. At least ten (10) days prior to the referendum the Town Council shall publish notice of the referendum in a newspaper having circulation in the town; such notice shall set forth the date on which, and the hours during which the referendum will be held, and the text of the question as it will appear. Such referendum shall be held on a Tuesday.

(4) A majority consisting of at least fifteen (15) percent of the electors on the revised registry list last completed vote against the budget. 52

- C. The form of the petition will follow Section C311 and 312.
- D. The referendum question provided for in Section B shall consist of one binding and two advisory questions. The binding question shall read: "Are you in favor of the budget as adopted on [here insert date of adoption]?" The two advisory questions shall read:
- (1) "If you have voted against the budget, is the town budget portion too high or too low?"
 - (2) "If you have voted against the budget, is the school budget portion too high or too low?"
- E. If the vote to repeal succeeds, the Town Council shall, not later than midnight on June 30, adopt a substitute budget and a substitute resolution establishing the tax rate, and file such budget and resolution with the Town Clerk.
- (1) The budget and the resolution establishing the tax rate, or such substituted ordinance and resolution as may be adopted as provided in this section shall take effect as of the start of the ensuing fiscal year.
 - (2) The substitute budget enacted pursuant to this section shall not be subject to referendum.

§ C406. Appropriations not in budget and budget transfers.

- A. Transfers of moneys from one (1) department to another in the annual appropriation or appropriations not in the original appropriation, in an aggregate amount not to exceed five-tenths percent (0.5%) of the annual budget in any one (1) fiscal year, may be made by the Council. Transfers or new appropriations in an amount from five-tenths percent (0.5%) to an aggregate amount not to exceed one percent (1%) of the annual approved budget in any one (1) fiscal year, may be approved by consecutive actions of the Council and a Town Meeting which shall be called by the Council following its action on the new spending proposal.
- B. An appropriation or transfer of over one percent (1%) of the annual budget for an expenditure not provided for in the annual budget may be approved by consecutive favorable action of the Council and a referendum of the voters of the town.
- C. Notwithstanding the foregoing, the Council may approve appropriations without limitation as to amount if such appropriations are to be funded from revenues other than receipt of taxes or proceeds of borrowings authorized pursuant to §§ C406 and C407 of the Charter, unanticipated in the annual budget. The Council is authorized to establish special funds with respect to such appropriations.

§ C407. Issuance of bonds.

Notwithstanding the provisions of § C406, the Council, after approval of consecutive actions of the Council and a Town Meeting, may authorize, in any one (1) fiscal year, the issuance of bonds and borrowing in anticipation of bonds, and the appropriation of the proceeds thereof, in an aggregate amount not to exceed one percent (1%) of the annual budget. The authorization, in any one (1) fiscal year, of the issuance of bonds and borrowing in anticipation of bonds, and the appropriation of proceeds thereof, in an amount exceeding one percent (1%) of the annual budget may be approved by consecutive favorable action of the Council and a referendum of the voters of the town if the favorable vote is at least fifteen percent (15%) of the voters on the revised registry list last completed.

§ C408. Determination of tax rate by Council.

The Council shall set the tax rate after the annual budget has been determined and the grand list has been completed.

§ C409. Emergency appropriations.

For the purpose of meeting a public emergency or disaster threatening the lives, health or property of citizens, emergency appropriations may be made by the Town Manager. The Town Manager shall advise the Council of such actions at the earliest possible date following the declaration of an emergency or disaster by the Town Manager. The Council may affirm the Town Manager's actions and may also declare the time at which the emergency or disaster ceases to exist.

ARTICLE V, The Town Manager and Administrative Departments

§ C501. Appointment and removal of Town Manager.

A. Appointment. The Town Council shall appoint for an indefinite term a Town Manager who shall be the chief executive officer of the town to serve at the pleasure of the Council and who shall be chosen exclusively on the basis of executive and administrative qualifications, character, education, training and experience. At the time of appointment, said Manager need not be a resident of the town or of the state of Connecticut, but the Town Manager shall reside in the town during tenure of office. The Town Manager shall devote full working time to the duties of the office. The compensation of the Town Manager shall be fixed by the Council and shall not be decreased except at the beginning of a fiscal year of the town by a vote of the Council taken at least one (1) month prior to that date.

B. Removal.

- (1) The Town Manager may be removed by a majority vote of the entire membership of the Council as herein provided. At least thirty (30) days before the proposed removal of the Manager, the Council shall adopt a resolution stating its intention to remove the Town Manager and the reasons therefor. A copy of the resolution shall be served on the Manager who may, within ten (10) days, demand a public hearing. In this event the Manager shall not be removed until such public hearing has been held. Upon the passage of such a resolution the Council may suspend said Town Manager from duty, provided that the salary of said Manager shall continue until removal from office. Any action of the Council in removing the Town Manager shall be final.
- (2) Upon the suspension, removal or resignation of the Town Manager, the Council may appoint a temporary Manager, who shall be a qualified administrative officer of the town, to serve at the pleasure of the Council for not more than ninety (90) days. The temporary Manager shall have none of the powers of permanent appointment as are conferred upon the Manager in § C503 of this Article.

§ C502. Duties of the Town Manager.

A. The Town Manager shall be responsible to the Council for the supervision, direction and administration of all departments, agencies and offices.

B. The Town Manager shall:

- (1) Ensure that all laws and ordinances governing the town are faithfully executed.
- (2) Make periodic reports to the Council.
- (3) Attend Council meetings with full right of participation in its discussions but without a right to vote.
- (4) ~~Prepare and cause to be printed, as soon as possible after the close of the fiscal year, an annual town report.~~ Submit to the Town Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.
- (5) ~~Recommend to the Council such measures as may be deemed necessary or expedient.~~ Make recommendations to the Town Council concerning the affairs of the Town and facilitate the work of the Town Council in developing policy.
- (6) Keep the Council fully advised as to the financial condition and anticipated future financial needs of the town.

- (7) Prepare and submit to the Council an annual budget.
- (8) At the time of an emergency or disaster, expend the necessary funds to assure the smooth operation of town business and the health, safety and well-being of the town and its residents, consistent with this Charter; see § C409.
- (9) Assist the council to develop long term goals for the Town and strategies to implement such goals.
- (10)Encourage and provide staff support for regional and intergovernmental cooperation.
- (11)Promote partnerships among council, staff, and citizens in developing public policy and building a sense of community.
- (9) (12) Exercise such powers and perform such other duties as may be required by ordinance or resolution of the Council not inconsistent with this Charter.

§ C503. Appointments by the Manager.

The Town Manager shall appoint, and may remove, all department directors and employees of the town except as otherwise specifically provided by this Charter or the C.G.S. The Town Manager may, subject to the approval of the Council, perform the duties of any such office except those of the Town Treasurer and Town Clerk, provided that, in case the Town Treasurer is absent or unable to act, the Town Manager may countersign checks in accordance with the provisions of § C505 of this Charter. The Town Manager may designate an appointee to serve as acting Manager during the Manager's absence.

§ C504. Administrative departments.

~~There shall be such administrative departments, agencies and offices as may from time to time be created by the Town Council. Such departments shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or resolution of said Council. The directors shall have the power to appoint and remove such deputies, assistants and employees as shall be deemed necessary, with approval of the Town Manager and pursuant to the merit system provisions of Article VI of this Charter. The directors shall be responsible for the efficient discharge of the responsibilities of their departments. The directors may delegate a part of the administrative duties of the department to any appointee.~~

In addition to those administrative departments, agencies and offices established by this Charter, as set forth in C303B, the Town Council shall establish by ordinance various administrative departments, agencies and offices responsible for public services. Such departments, agencies and offices shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or resolution of said Council. The department directors shall have the power to appoint and remove such deputies, assistants and employees as shall be deemed necessary, with approval of the Town Manager and pursuant to the personnel provisions of Article VI of this Charter. The directors shall be responsible for the efficient discharge of the responsibilities of their departments, agencies and offices. The directors may delegate a part of the administrative duties of the department, agency or office to any appointee.

§ C505. Office of Town Clerk.

The Town Clerk shall have all powers and duties conferred or imposed by law on Town Clerks, shall serve as Clerk of the Council and shall have such other duties as are prescribed in this Charter or are assigned by the Manager or the Council. All fees collected by the Town Clerk or deputies or assistants shall be paid into the Town Treasury.

§ C506. Department of Finance.

A. The Department of Finance shall be responsible for:

- (1) The keeping of accounts and financial records.
- (2) The assessment and collection of taxes, special assessments and other revenues.
- (3) The custody and disbursement of town funds and money.
- (4) The ~~control over~~ oversight of expenditures.
- (5) Except as otherwise provided in § C406, such other powers and duties as may be required by ordinance or resolution of the Town Council.

B. Accounts shall be kept by the Department of Finance showing the financial transactions for all departments and agencies of the town. Forms for such accounts shall be prescribed by the Director of Finance with the approval of the Town Manager. Financial reports shall be prepared for each quarter and for each fiscal year and for such other periods as may be required by the Town Manager or Town Council.

(1) Organization.

(a) The Director of Finance shall have direct supervision over the Department of Finance and the administration of the financial affairs of the town. Subject to the approval of the Manager, the Director of Finance may perform the duties of any office within the Finance Department except that of the Treasurer, and may consolidate one (1) or more such offices under one (1) person, provided that the Town Treasurer shall not also be the Tax Collector or the purchasing agent.

(b) The Tax Collector, Assessor and Treasurer shall have all powers and duties imposed by law on such officers and shall have such other powers and duties as the Director may prescribe.

(c) Purchasing.

~~[1] The purchasing agent of the town shall be responsible for the purchase of all supplies, materials, equipment and other commodities required by any department, agency, board or commission of the town except the Board of Education. Forms for all purchases shall be prescribed by the Director of Finance, with the approval of the Manager. Nothing herein contained shall be construed to prevent the town purchasing agent from serving, to the extent requested, as the purchasing agent for the Board of Education upon request of the Board or for any other agencies supported in part by the town if approved by the Town Council and Town Manager.~~

~~[2] Purchases shall be made under such rules and regulations as may be established by the Council, provided that, if any purchase or contract for purchasing, including a continuing order or contract for the purchase of the same commodity over a period of time, involves the expenditure of seven thousand five hundred dollars (\$7,500.) or more, the purchasing agent, unless it shall be determined by the Council to be against the best interests of the town, shall invite sealed bids or proposals, giving ten (10) days' notice thereof by publication at least once in a newspaper having circulation in the town, and shall let the purchase or contract to the lowest responsible bidder thereon or may reject all such bids or proposals. All such sealed bids or proposals shall be opened publicly.~~

The Town Council shall establish, by ordinance, procedures regarding the procurement of goods and services P. 57

- (d) Nothing herein shall prevent the creation of petty cash funds in individual departments from which small expenditures may be made under rules promulgated by the Director of Finance as to amounts, audits, evidence of expenditure and system for replenishment.
- (2) Assessment and collection of taxes. Except as specifically provided in this Charter, the assessment of property for taxation, the billing and collection of taxes shall be performed as provided in the C.G.S.
- (3) Expenditures and accounting.
- (a) No purchase shall be made by any department, board, commission or officer of the town other than the Board of Education, except through the purchasing agent.
 - (b) No vouchers, claim or charge against the town shall be paid until the same has been audited and approved by the Director of Finance or an agent for correctness and validity. Payment of all approved claims shall be authorized by the Director of Finance which authorization shall be valid when countersigned by the Treasurer, provided that, in the absence or inability to act of either the Director of Finance or Treasurer, the Manager may be authorized to substitute temporarily for either but not both of them.
 - (c) The Director of Finance shall prescribe the time at which and the manner in which persons receiving money on account of the town shall pay the same to the Town Treasurer.
 - (d) The several departments, commissions, officers and boards of the town shall not involve the town in any obligation to spend money for any purpose in excess of the amount appropriated therefore unless the matter has been approved by the Council. Each order drawn upon the Treasurer shall state the department, commission, board or officer and the appropriation against which it is to be charged.
 - (e) Except as otherwise provided in § C406, additional appropriations over and above the total budget may be made from time to time by resolution of the Council, upon recommendation of the Manager and certification from the Director of Finance that there are available unappropriated general fund or other resources in excess of the proposed additional appropriations.
 - (f) Appropriations for construction or for other permanent improvements, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned. Any such project shall be deemed to have been abandoned if three (3) fiscal years shall elapse without any expenditure from or encumbrance of the appropriation. Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the budget year shall lapse.
 - (g) Every payment made in violation of the provisions of this Charter shall be deemed illegal and every official authorizing or making such payment or taking part therein and every person receiving such payment or any part thereof shall be jointly and severally liable to the town for the full amount so paid or received. If any officer or employee of the town shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this Charter or take any part therein, such action shall be cause for removal.

~~§ 507. Department of Public Works.~~

~~A. The Department of Public Works shall:~~

- ~~(1) Supervise and control the maintenance of all town-owned structures, except such structures as are under the control of the Board of Education.~~
- ~~(2) Supervise and control the planning, surveying, constructing and reconstructing, altering, paving, repairing, maintaining, cleaning, lighting and inspecting of highways, sidewalks and curbs, sewers, sewage disposal, public and private drains and other public improvements and town buildings.~~
- ~~(3) Supervise and control the preservation, care and removal of trees within highways or public places.~~
- ~~(4) Supervise and control all engineering work of the town.~~
- ~~(5) Supervise and control the collection, recycling and disposal of solid waste.~~
- ~~(6) Maintain all parks and grounds used for park purposes belonging to the town, and buildings, structures, apparatus and equipment used in connection therewith.~~
- ~~(7) Administer all laws, ordinances and regulations, if any, governing the construction or maintenance of buildings and other structures, including all plumbing, electrical, mechanical, gas and oil burner installations therein.~~
- ~~(8) Have such other powers and duties as the Town Manager may prescribe.~~

~~B. Any provision of this section to the contrary notwithstanding, the Department of Public Works may maintain and care for school buildings and grounds, but only if and to the extent and for the period requested by the Board of Education and approved by the Council, provided that the costs are charged against the Board of Education's appropriation. This provision may also apply to the maintenance of public property by the Board of Education staff.~~

~~C. The Director of the Public Works Department shall exercise the powers and duties under the supervision of the Manager. The Director of Public Works shall be the Free Warden and shall have all the powers and duties thereof, as provided in the C.G.S.~~

~~D. The Building Official may be the enforcement officer for the Zoning Commission, if so designated in the zoning regulations, and perform such other duties as may be prescribed by the Council or required by the Director of Public Works, provided that the Director of Public Works may perform the duties of the Building Official.~~

~~§ 508. Department of Planning and Development.~~

~~A. The Department of Planning and Development shall:~~

- ~~(1) Be responsible for assisting and advising the Planning and Zoning Commission on a comprehensive plan of development and land use for the town as well as the writing of land use regulations.~~
- ~~(2) Coordinate staff reviews of all planning and zoning applications.~~
- ~~(3) Administer the work of the Planning and Zoning Commission.~~
- ~~(4) Assist and advise the Manager and other departments on town planning and development matters.~~
- ~~(5) Prepare grant applications and perform P. 59 related research.~~

~~B. It shall be the objective of the Department to achieve a plan for the town which is economically, socially, ecologically and aesthetically desirable.~~

~~C. The Director of the Planning and Development Department shall be the Town Planner and shall have such duties and responsibilities as are prescribed by the Manager and with policy direction from the Planning and Zoning Commission.~~

~~§ 509. Department of Public Safety.~~

~~A. The Town Manager shall act as the Director of Public Safety unless the Town Council shall, by ordinance, direct otherwise. The Director shall appoint a Fire Marshal and an Animal Control Officer, in accordance with the provisions of the C.G.S.~~

~~B. The Department of Public Safety shall be responsible for:~~

~~(1) The preservation of the public peace.~~

~~(2) Prevention of crime.~~

~~(3) Apprehension of criminals.~~

~~(4) Regulation of traffic.~~

~~(5) Protection of rights of persons and property.~~

~~(6) Enforcement of the laws of the state and the ordinances of the town and all rules and regulations made in accordance therewith.~~

~~C. The duties of the Animal Control Officer, Fire Marshal and Local Director of Civil Preparedness, as provided in the C.G.S., shall be supervised by this Department.~~

~~D. The Department shall also be responsible for the protection of life and property within the town from fire and for the enforcement of all laws, ordinances and regulations relating to fire prevention and fire safety.~~

~~E. The Town Council may contract with the volunteer fire companies for all or part of fire protection services.~~

~~§ 510. Health Department.~~

~~A. The Health Department shall be responsible for the preservation and promotion of the public health and shall perform such functions and duties as are imposed by the law on directors of health and such other powers and duties as the Town Manager may prescribe.~~

~~B. The Director of Health shall be charged with the enforcement of all laws, ordinances, rules and regulations with respect to the public health.~~

~~§ 511. Department of Social Services.~~

~~A. The Department of Social Services shall have all the powers and duties relating to dependent persons vested by the C.G.S. and may provide, or make referrals for, social services needed by people of the town.~~

~~B. The Director of Social Services shall:~~

~~(1) Be in charge of the administration of all social service activities of the town;~~

~~(2) Have power to make rules and regulations relating to the administration of the Department not inconsistent with the C.G.S. ordinances of the town;~~

~~(3) Have such other powers and duties as the Town Manager may prescribe.~~

~~§ C512. Department of Recreation.~~

~~A. The Department of Recreation shall be responsible for the development, administration and operation of all public recreational activities and places for the people of the town with the assistance of such advisory committee(s) as may be appointed by the Council.~~

~~B. The Director of Recreation shall;~~

~~(1) Organize the work of the Department.~~

~~(2) Have the power to make rules and regulations relating to the operation of the Department.~~

~~(3) Have such other powers and duties as the Manager may prescribe, not inconsistent with the C.G.S. and ordinances of the town.~~

~~§ C513. Library Department.~~

~~A. The Library Department shall be responsible for the development, administration and operation of library services for residents of the town with the assistance of such advisory committee as may be appointed by the Council.~~

~~B. The Director of the library shall:~~

~~(1) Be in charge of the administration of all library services.~~

~~(2) Have the power to make rules and regulations relating to the administration of the Department.~~

~~(3) Have such other duties and authority as the Manager may prescribe, not inconsistent with the C.G.S. and ordinances of the town.~~

~~§ C514. Official bonds.~~

~~A. The Town Manager, Town Clerk, Director of Finance, Treasurer, Tax Collector, Director of Public Works, Building Official and such other officers and employees as may be required to do so by the Council shall, before entering on their respective official duties, execute to the town, in the form prescribed by the Council and approved by the Town Attorney, and file with the Town Clerk, a surety company bond in a penal sum to be fixed by the Council, conditioned upon honesty and/or the faithful performance of such official duties.~~

~~B. Nothing herein shall be construed to prevent the Council, if it deems it to be in the best interests of the town, from prescribing a name schedule bond, schedule position bond or blanket bond, or from prescribing which departments, offices, agencies, boards or commissions shall be covered by a specific type of the aforementioned bonds. Premiums for such bonds shall be paid by the town.~~

~~§ C515. Salaries.~~

~~Salaries of the Town Clerk, all directors and all employees in the classified service of the town shall be determined by the Council, in conformity with a systematic pay plan for the positions involved, upon recommendation of the Manager, provided that nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of the employees of the school system.~~

ARTICLE VI, ~~The Merit System~~ Personnel System

§ C601. ~~Merit system established.~~ Merit Principle

~~All employees in the classified service of the town as described in § C602 below shall be appointed or promoted on the basis of merit and in conformity with recognized principles of public personnel administration. The merit system shall be administered under the supervision of the Manager by the Personnel Director.~~

All appointments and promotions of Town officers and employees shall be made solely on the basis of merit and fitness demonstrated by a valid and reliable examination or other evidence of competence.

§ C602. ~~The classified service.~~ Personnel Provisions.

Consistent with all applicable federal and state laws, the Town Council shall provide by ordinance for the establishment, regulation, and maintenance of personnel policies necessary for effective administration of the Town's departments, offices and agencies, including but not limited to classification and pay plans, merit systems, examinations, force reduction, removals, working conditions, provisional and exempt appointments, in-service training, grievances and relationships with employee organizations, including collective bargaining units.

~~A. The classified service shall include all positions except:~~

- ~~(1) Elective officers and persons appointed to fill vacancies in elective offices.~~
- ~~(2) Members of boards and commissions.~~
- ~~(3) Officers appointed by the Council.~~
- ~~(4) Employees of the Board of Education.~~
- ~~(5) The Director of Health.~~
- ~~(6) Persons employed in a professional capacity to make or conduct a temporary or special inquiry, study or investigation.~~
- ~~(7) Persons employed for a temporary period.~~

~~B. The Town Manager shall prepare a statement of the duties and responsibilities for each position in the classified service, the related minimum qualifications for appointment and the merit criteria for performance appraisal. These position descriptions shall comprise the classification plan of the town, which shall become effective upon adoption by resolution of the Council. New or additional positions in the classified service may be created and changes in the duties and responsibilities of existing positions may be made by resolution of the Council.~~

~~C. A compensation plan for all positions in the classified service shall be similarly prepared and adopted.~~

~~D. The Town Manager shall prepare a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, probationary periods, hours of work, performance criteria and appraisal processes, removal, vacations, sick leaves and other leaves of absence. The Manager shall also prepare such other rules which may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the town. Such rules and any~~

~~amendments thereto shall become effective upon being filed by the Manager with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.~~

- ~~E. Any member of the classified service may be removed only for just cause related to job performance. Any officer desiring to remove, or otherwise discipline, an employee shall notify the employee in writing of the reasons for the proposed removal or other disciplinary action. The employee charged may request a hearing before the Personnel Appeals Board, which shall within ten (10) days grant such hearing. The Personnel Appeals Board shall make a public finding as to whether or not the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.~~
- ~~F. The foregoing provisions are not intended to impair the right of employees to bargain collectively.~~

§ C603. Ethical standards and conflict of interest.

- A. Elected officials are responsible for assuring that public employees under their supervision uphold the ethical standards adopted by the Town Council.
- B. Any municipal employee who has a direct or indirect financial or personal interest in any contract, transaction or decision of any department, board or commission to which the town is a party shall disclose that interest to the Town Manager. Violation by any employee of the provisions of this section shall be grounds for discipline or removal, provided that compliance with appropriate hearing procedures is assured.
- C. No person holding a position in the classified service of the town shall be required to make any contribution to the campaign funds of any political party or candidate for public office.
- D. The provisions of this section will be administered in conformance with § 7-479, C.G.S.

§ C604. Personnel Appeals Board.

The Council shall establish a Personnel Appeals Board as set forth in § 7-422, C.G.S.

ARTICLE VII, Miscellaneous Provisions

§ C701. ~~Amendment of Charter.~~ Review and Amendment of Charter.

A. The Town Council or a sub-committee of its members shall review the Charter at least every five (5) years to determine if a Charter Revision Commission shall be established.

B. This Charter may be amended in the manner prescribed by law.

§ C702. Saving clause.

If any section or part of any section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter nor the context in which said section or part thereof so held invalid may appear, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of a section to which such holding shall directly apply.

§ C703. Effective date.

The revision of this Charter shall be in effect ninety (90) days from the date of its adoption.

CHARTER REVISION PROCEDURES

1. Per Connecticut General Statutes section 7-188(b), charter revision may be initiated by resolution voted by two-thirds of the entire membership of the Town Council, in our case a minimum of six “yes” votes.

2. Next, C.G.S. section 7-190 (a) requires that a charter revision commission must be appointed within 30 days of enactment of the section 7-188 (b) Town Council resolution initiating charter revision. The Council may appoint from 5 to 15 members, not more than one third of whom may hold other public office in the municipality. “Other public office” does not include membership on ad hoc advisory boards, commissions or committees. No more than a bare majority of the members of the charter revision commission may be registered with any one political party.

3. At the same time the Council appoints the members of the commission, by resolution passed by a simple majority vote, the Council may make recommendations to the commission about any issues it wants the commission to consider, and the Council must also specify the date on which the commission is to submit its “draft report” to the town clerk for presentation to the Council. This submission date must be no later than 16 months from the date of appointment of the commission. The commission is free to address any Charter issues in its draft report, even if an issue is not recommended to it in the Council resolution. Any issues raised by the Council resolution must be commented on by the commission in its draft report. C.G.S. section 7-190(b). The draft report may include “the proposed charter [or] charter amendments.” C.G.S. section 7-191(b).

4. Once the commission has been initiated and appointed, recommendations, if any, have been made by the Council, and a deadline for the commission’s draft report has been established, until it receives the draft report, the Council’s only legal responsibility is to await the submission of the draft report by the commission before the deadline the Council has established.

5. Meanwhile, during its tenure, the commission must hold at least two public hearings, one before it begins any substantive work on the charter, and one after its draft report to the Council is completed but not yet submitted to the Council. The commission may amend its draft report after it is presented to the public hearing and before it goes to the Council by way of the town clerk. C.G.S. section 7-191(a).

6. After the Council receives the commission’s draft report, “it must hold at least one public hearing on the draft report and shall hold its last hearing not later than forty-five days after the submission of such draft report” to the town clerk. Not later than 15 days after its last hearing, the Council may make written recommendations to the commission for changes in the draft report. C.G.S. section 7-191(b). If the Council makes no recommendations for changes in the draft report within the 15 day period, the draft report shall become the final report of the commission, which is then automatically disbanded. C.G.S. sections 7-191(b); 7-190(c).

7. If the Council makes written recommendations for changes in the draft report to the commission, the commission shall confer with the Council and may then accept some or all of the Council's recommendations and amend the draft report, or it may reject some or all of the Council's recommendations. In any case, the commission shall make its final report to the Council within 30 days after receiving the Council's recommendations. C.G.S. section 7-191 (c). Upon submission of the final report to the Council, the commission is disbanded. C.G.S. section 7-190 (c).

8. No later than 15 days after accepting the commission's final report by making no recommendations, or by receiving the final report after consideration by the commission of its recommendations, the Council, by a majority vote of its entire membership, five votes, shall either approve or reject the provisions of the final report, in whole or in part. If the Council votes to reject the report in part or in its entirety, and a petition signed by ten per cent of the electors of the town is submitted to the Council within 45 days of the Council's vote and certified by the town clerk, the portions of the commission's report which were rejected by the Council along with those that were accepted must be published in a newspaper generally circulated in the town. If the report is totally rejected by the Council and no such petition is filed, the charter revision process is over. If any part of the commission's final report has been approved, either by vote of the Council or by the electors via a sufficient petition, publication must ensue within 30 days thereafter, and the process must continue. C.G.S. section 7-191(d).

9. Per C.G.S. section 7-191(e), the Council must determine by a majority vote of its entire membership, whether to submit the proposed charter revisions resulting from the foregoing process to the electors for approval ^{at a} regular or special election held no later than 15 months after approval of the final report by the Council or the certification of a sufficient petition filed by the electors per C.G.S. section 7-191 (d). A regular election is the annual November election at which the President of the United States, Governor, or Mansfield Town Council is elected.

10. The Council shall prepare the proposed charter amendments for the ballot in the form of one or several questions. In order to be approved, any such question need only receive a simple majority of votes in a regular election. If the Council decides to place the charter revision question(s) on the ballot in a special election, in order to be approved a question must receive a bare majority which number equals at least 15 per cent of the number of electors of the town. C.G.S. section 7-191(f).

11. If approved by the electors in a regular or special election, the charter amendments shall become effective 30 days after approval, unless a different effective date is specified by the Council in the question(s) it places on the ballot. C.G.S. section 7-191(f).

12. Finally, three certified copies of any charter amendments approved by the electors must be filed with the Office of the Secretary of State by the town clerk not later than 30 days after such approval. C.G.S. section 7-191(g).

From: Jeffrey H. Smith
Sent: Friday, April 20, 2007 3:36 PM
To: Lon R. Hultgren; Matthew W. Hart
Cc: Kevin Grunwald; Curt A. Vincente; Robert L. Miller; Maria E. Capriola; Mary L. Stanton
Subject: RE: Comments on proposed Charter Revisions

My comments are as follows:

1. Sec 308

Remove the language: "on the Towns website, Town cable TV channel"
Add: "on electric media as appropriate"
Reason: Electronic media can fail more easily. We want to make sure that laws are not challenged because our web site was down for a couple of days. We might need to add more language to clarify that any two notices meets the requirements of the charter.

2. Sec 402

I would remove the new language in its entirety and replace it with the original language.
Reason: The new language removes the authority of the Manager to produce a budget based on his understanding of the needs of the Town, and replaces it with a budget created by the Town Manager, the Town Council and any and all citizens that would like to be involved pretty much whenever they think they would like to be involved.
We need to find a venue for citizen input at the beginning of the budget process that does not destroy the Town Manager form of Government. The Council has expressed an interest in a meeting prior to the beginning of the budget cycle so they can make their concerns known. I would expand this to include the public either at the same time or at a different time. It should not be spelled out in the Charter however but could be included in an ordinance pursuant to section 303.

3. Sec 404

Not enough time between April 25 and the first Tuesday in May to prepare and advertise the Town meeting. Suggest it be revised to second Tuesday.

4. Sec 405 A. I think it would make more sense and be easier for the Town Meeting to amend the bottom line rather than be forced to identify a specific item in the budget. In order to amend a specific line item, I believe it would be unfair to the voters in attendance if we did not prepare detailed budget documents to hand out at the budget meeting as opposed to the summery documents we now use. The cost would be considerable in labor and time not to mention the number of trees that will fall to this endeavor. This does not prevent the maker of the motion from stating what his/her intention is in cutting the budget if it is simply not to reduce the mill rate. It does remove the authority of the Town Meeting from affecting a specific item. In a sense it prevents the Town Meeting from making a policy decision apart from

reducing the mill rate. This is good or bad depending on your point of view.

So...in the first paragraph last sentence remove " any line item" and replace it with "the budget" also remove "the amount of such item" and replace it with " the budget"

5. Sec 405 B. (1) 21 days seems to be an extraordinary long period of time to gather signatures. That puts the adoption of the budget off almost into June or into June. That leaves too much uncertainty especially if it means layoffs on July 1st. The requirement for 5 % of the electors is set low enough to cut the time to gather signatures to 14 days. If that is not satisfactory then raise the requirement to 10% of the electors and leave the 21 days in. That would have the effect of preventing frivolous petitions. Again keeping uncertainty low.

6. Sec 502 (4)

I am concerned that this language will require the Town to produce two annual financial reports i.e., The Annual Audit which is a requirement of the CGS and Sec 303 of the Charter and a second report that is unaudited and in conformance with section 502 (4) of the Charter. I would recommend that this section be changed to remove references to finances. However, since the Town prepares a Comprehensive Annual Financial Report(CAFR) that includes considerable administrative data in addition to the audited statements the CAFR could be used to meet the requirements of section 502(4). A side benefit is to reduce the number of redundant reports and the cost that goes along with them. The best way to accomplish this is to remove Section 502(4) or add at the end of Sec(4)
" pursuant to section 303".

Finally, I think the Charter should be amended on a regular basis which should (I hope) make for a more dispassionate discussion on how we govern ourselves than our current and prior Charter reviews. After all I think we all can all agree that what we strive for is good government. Government that is fair and responsive to the needs of our citizens while at the same time it is efficient in the use of their resources and effective in producing results. Too much of the former leads to anarchy and too much of the latter to monarchy (Personally, I have always like idea of the divine right of kings.....its so efficient.)



Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; Jeffrey Smith, Director of Finance; Cherie Trahan, Controller/Treasurer
Date: June 11, 2007
Re: Fiscal Year 2007/2008 Mill Rate

Subject Matter/Background

This item was tabled at the May 8, 2007 Special Town Council Meeting. As of this writing, the budget for the state has not been finalized and we do not know exactly what we will receive next fiscal year for state revenue. However, we are at the point where we need to prepare the tax bills for the current year. Consequently, I recommend that the Town Council set the mill rate at 23.87 mills, which is the figure that we have estimated will be necessary to fund the FY 2007/08 budget that was adopted at Town Meeting. The Director of Finance will be available at Monday's meeting to answer any questions that you might have.

Recommendation

If the Town Council supports this recommendation, the following motion and resolution would be in order:

Move, to take from the table the resolution to set the Fiscal Year 2007/2008 Mill Rate.

BE IT RESOLVED: That the Tax Rate for the Town of Mansfield for Fiscal Year 2007-2008 be set at 23.87 mills, and the Collector of Revenue be authorized and directed to prepare and mail to each taxpayer tax bills in accordance with Connecticut General Statutes, as amended, and that such taxes shall be due and payable July 1, 2007 and January 1, 2008.

PAGE
BREAK



Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; Kevin Grunwald, Director of Social Services
Date: June 11, 2007
Re: Social Activities Group

Subject Matter/Background

Over the past few years parents of older children with developmental disabilities have raised concerns about the absence of a local social outlet for this group of residents. While a variety of programs and supports are provided to these individuals through the school system, eligibility for these services ends when the child reaches age 21. Activities like the Special Olympics and United Sports are time-limited, and tend to focus more on the specific activity rather than on simple socialization.

To address this need, over the past few months staff from the Departments of Social Services and Parks and Recreation have been meeting with parents and representatives of the Connecticut Department of Mental Retardation to discuss the possibility of starting a social activities group in Mansfield. At this time, we have developed a tentative plan to pilot this group by the end of June 2007.

The group model relies heavily on parent and community volunteers, but also requires a designated staff person to assume logistical responsibility and to be present during the two-hour group session. The staff of DMR have agreed to provide staff support during the first 6-12 months of the program, and we have some commitments from local groups to provide volunteer support. Groups providing volunteers would include both the E.O. Smith and UConn chapters of "Best Buddies," along with undergraduate nursing students from UConn. The group would be held at the Teen Center starting one Saturday night a month, and we would charge a nominal fee (\$5), part of which would go towards the facility use.

Financial

Our assessment is that a staff commitment of five hours per week would be sufficient to support this group, and these hours could conceivably be added to an existing part-time position. At an hourly rate of \$15/hr. the additional cost to the Town would be approximately \$3750 for the year. A portion of the participant fees would go towards facility use, and the balance would be used to create a fund for miscellaneous supplies. Parents have agreed to share responsibility for providing snacks for the evening, and no additional expense is anticipated.

Recommendation

At this time we wish to solicit any comments, questions or concerns that you might have with regards to this new program. Staff is looking forward to offering the new social activities program to a group of residents that are often underserved, and we would appreciate the Town Council's informal support and endorsement of this effort.

AGRICULTURE COMMITTEE
MINUTES OF MAY 2, 2007 MEETING
Audrey P. Beck Municipal Building
Conference Room B, 7:30 p.m.

1. Acting Chairman, Charlie Galgowski, called the meeting to order at 7:30.
- 2: PRESENT: Al Cyr, Charlie Galgowski, Carol Stearns, Vicky Wetherell
3. Minutes of the March 7, 2007 meeting were approved.

Old Business

4. Reports on past business:

Agricultural Lease for Bonemill Field: no proposals for lease of the field. Al will keep it mowed
The annual plow match was cancelled due to wet conditions.

5. Proposed Farm Animal Regulations

The committee has arranged for Jim Gibbons of the UConn Extension System to make a public presentation, "Keeping Horses in Residential Areas," to inform horse owners and Town officials about best practices and regulations concerning horses on residential properties. This program is scheduled for May 31 from 7 to 9 at E.O. Smith High School and will be cosponsored by the high school's agriculture department. Publicity options were discussed.

6. Open Space Initiative

The "Protecting Family Farms and Forests Workshop" April 17 was well attended. Follow-up activities include a tour of Random Farm in Ashford as part of Walking Weekend and a November 17 program by Ct. Farmland Trust for the region's farmland owners. The committee discussed co-sponsoring a tour of historic barns in Mansfield with the historical society for Walking Weekend. Several options will be investigated. A notice about these events will be sent to those on the farm mailing list.

New Business

7. Historic Barn Inventory

The Ct. Trust for Historic Preservation is promoting a state-wide inventory of historic barns. The committee discussed the possibility of co-sponsoring an inventory with the historical society in 2008 with the potential for a photo contest, an exhibit at the historical society's museum and town events, such a Know Your Town Fair, and publication of a calendar.

8. The meeting was adjourned at 9:10.

HISTORIC DISTRICT COMMISSION MEETING

Minutes from Meeting of Tuesday, May 8, 2007

The Meeting was called to order at 8:00 p.m. in Conference Room C of the Mansfield Town Hall

Attending: Members: Gail Bruhn, Isobel Atwood, Anita Bacon, Dave Spencer and Jason McGarry

Discussion centered around the issue of building permits being issued for buildings within Historic Districts without checking to make sure that a certificate of appropriateness had been issued by the Historic District Commission. The matter surfaced in conversations between G Bruhn and Zoning Agent, Curt Hirsch, related to the Crain House at 928 Storrs Road, Spring Hill Historic District. The fact that building permits had been issued without Committee consideration revealed a deficiency in the building approval process, which has been discussed and will be addressed.* Previously, unless an approval required Zoning approval, it did not trigger the Historic Commission Review.

The issue also is relevant for the Dentist's office in Spring Hill Historic District which has apparently been resided without Commission review. It was agreed that I. Atwood would write a letter to the owner, requesting that they come to our June meeting to discuss the project. The Committee has also had numerous complaints about the sign which has been erected in front of the Dentist's office. Although the Historic District Commission approved the sign, it appears to be different from the design presented to the Commission.

The condition of the house owned by Christine Curtis in Mansfield Center Historic District was discussed. Jason McGarry volunteered to compose a letter to the owner.

Respectively submitted,

Gail Bruhn
Chair

* On May 11, the town suspended building permits previously granted to 928 Storrs Road.

Animal Control Activity Report

REPORT PERIOD

2006 / 2007

PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	This FY to date	Last FY to date
Complaints investigated:														
phone calls	197	219	183	211	167	170	178	123	191	143	158		1940	2222
road calls	13	17	11	20	17	13	16	18	32	20	18		195	210
dog calls	89	93	75	111	80	99	79	64	102	73	68		933	797
cat calls	83	82	71	90	65	59	53	36	54	51	64		708	590
wildlife calls	9	23	11	4	9	4	14	7	13	8	8		110	55
Notices to license issued	3	5	9	6	2	7	5	12	8	3	7		67	68
Warnings issued	4	5	3	4	1	3	2	3	1	8	8		42	204
Warning letters issued	1	248	0	160	1	0	70	5	1	0	0		486	80
Infractions issued	2	0	0	0	0	0	1	1	1	2	0		7	13
Misdemeanors issued	0	0	0	0	0	0	0	0	0	0	0		0	0
Dog bite quarantines	4	3	2	0	0	0	0	0	2	1	1		13	10
Dog strict confinement	0	0	0	0	1	0	0	0	0	0	0		1	0
Cat bite quarantines	0	0	0	0	0	0	0	0	1	2	1		4	6
Cat strict confinement	0	0	0	0	0	0	0	0	0	0	0		0	0
Dogs on hand at start of month	4	3	6	5	2	3	0	3	3	3	3		35	61
Cats on hand at start of month	15	21	16	17	20	15	13	4	8	4	12		145	104
Impoundments	42	40	29	34	28	17	26	21	20	27	29		313	310
Dispositions:														
Owner redeemed	3	15	5	8	3	8	10	6	8	6	8		80	68
Sold as pets-dogs	4	1	1	7	2	3	1	3	6	4	3		35	65
Sold as pets-cats	33	23	21	16	23	9	20	6	8	8	5		170	145
Sold as pets-other	0	0	0	0	0	0	1	0	1	0	0		2	0
Total destroyed	2	3	2	3	4	2	0	2	1	3	1		23	25
Road kills taken for incineration	1	0	0	2	1	1	0	0	0	2	1		8	5
Euthanized as sick/unplaceable	1	3	2	1	3	1	0	2	1	1	0		15	20
Total dispositions	37	42	29	34	32	22	32	17	24	19	17		305	303
Dogs on hand at end of month	3	6	5	2	3	0	3	3	3	3	7		38	60
Cats on hand at end of month	21	16	17	20	15	13	4	8	4	12	20		150	112
Total fees collected	2,028	1,574.50	956	949	1,251	580	1,261	407	290	470	460		\$10,226.50	\$ 10,134

P.75

Scotland dogs FY 06/07 to date 7
 Hampton dogs FY 06/07 to date 6

Total 13

WINDHAM REGION COUNCIL OF GOVERNMENTS
MINUTES – May 4, 2007
DRAFT

A meeting of WINCOG was held May 4, 2007 at the Windham Town Hall, 979 Main Street, Windham, CT. Vice Chair Wilson called the meeting to order at 8:34 a.m.

Voting COG Members present: Rob Skinner (alt.), Columbia; Julie Blanchard, Coventry; Maurice Bisson, Hampton; Joyce Okonuk, Lebanon; Matt Hart (alt.), Mansfield; Liz Wilson, Scotland; Michael Paulhus, Windham.

Others present: Roger Adams, Windham Region Chamber of Commerce; Jeff Beadle, WRCC; Cathy Cementina, WRCC; Jenny Contois, Congressman Courtney's Office; David Fenn, No-Freeze Shelter; Jeff Nelson, Governor's Office; Virginia Sampietro, EWIB; Grayson Wright, ConnDOT.

Staff Present: Mark Paquette, Jana Butts.

MINUTES

MOVED by Ms. Okonuk, SECONDED by Mr. Hart to approve the minutes of the 4/13/07 meeting as submitted. MOTION CARRIED with no abstentions.

OPPORTUNITY FOR PUBLIC COMMENT – None.

GOVERNOR'S EASTERN OFFICE REPORT

Mr. Jeff Nelson of Governor Rell's Eastern Office reported that there are currently three different draft budgets. The Democrats have a veto-proof majority in the house but the Governor has to sign off on any spending above the cap. Mr. Nelson offered to email COG members budget figures.

CONGRESSMAN COURTNEY'S OFFICE REPORT

Ms. Jenny Contois of Congressman Courtney's Office reported that the Enfield office is now operational with John Hollay as the head. In Washington, Congressman Courtney is working to restore and increase Community Development Block Grant funding and to reinstate the "COPS" programs. Immigration is still the office's biggest issue.

Mr. Adams apologized for having to leave early but mentioned that the Chamber of Commerce supports the upcoming Plan to End Homelessness for its fiscal benefits.

LEGISLATIVE PROGRAM REVIEW AND INVESTIGATION COMMITTEE

Mr. Paquette noted that the office of Policy and Management (OPM) had distributed a letter to all municipalities regarding upcoming organizational changes potentially affecting RPO's. OPM will be sending representatives to all RPO's to discuss these changes.

DIRECTOR'S REPORT

The Director's Report had already been distributed. Mr. Paquette drew attention to several items including: Eastern CT Workforce Investment Board Updates, the CT Clean Fuel Program, QSHC Mini-Grants, the submission of our work plan to ConnDOT, trail planning in Columbia, Coventry and Windham, and changes in Homeland Security funding. Ms. Butts reported on the work completed under contract with Scotland and Lebanon and mentioned a potential upcoming contract with Willington.

NEW BUSINESS

10 Year Plan to End Homelessness: Mr. Beadle provided a mid-term report on the program to end homelessness in the Windham Region in the next ten years. The CT AIDS Resource Coalition and the CT Coalition to End Homelessness have been active in preparing these plans in several CT cities as well as southeastern CT. Rhea Brouillard and Rusty Lanzit co-chair the local committee that held a kick-off event at ECSU. In January, there were approximately 100 homeless individuals in the Windham Region with an additional 250 individuals sharing quarters (i.e. "doubled-up"). Approximately 25-30% of the "doubled-up" population is children. Mr. Beadle handed out a report on the committee's work as well as a "how-to" booklet on preparing a homelessness plan. He introduced members of the various subcommittees who spoke on their progress to date. The plan is expected to be completed in June. The Reaching Home Campaign recently identified a need for an additional 271 units of supportive housing in the Windham Region.

Mr. Beadle requested the COG's support for the project. State money may become available to build supportive housing and it would be helpful if WINCOG was a vocal proponent of the plan. Better knowledge on a municipal level of supportive programs would go a long way toward connecting individuals with the appropriate services. Ms. Okonuk suggested that members of the homelessness committees meet with municipal staff to inform them of the services

available. Additionally, it was agreed that a social services professional should be assigned as a contact person in every town.

Regional Resource Sharing: Mr. Hart requested that WINCOG staff prepare a methodology to identify what opportunities exist for regional resource sharing. Resource sharing could provide a more efficient delivery of services to citizens. A survey could help identify what is currently shared as well as where opportunities for sharing exist. MOVED by Mr. Hart to request that staff prepare a methodology to explore opportunities for regional resource sharing. SECONDED by Mr. Paulhus. Motion carried unanimously.

2007 STIP Amendments: The COG reviewed and acted on the following STIP amendment:

<u>Proj #</u>	<u>Town</u>	<u>Description</u>	<u>Year</u>	<u>Comments</u>
0171-H142	DIST 1	REPLACE TRAFFIC SIGNAL EQUIP AT LOCATIONS WHERE INSPECTION OF MAST ARMS RECOMMEND CORRECTIVE ACTION.	2007	NEW PROJECT

MOVED by Ms. Okonuk and SECONDED by Mr. Hart to approve the STIP amendment as described. Motion carried unanimously.

Safe Routes to Schools Applications (SRTS): Mr. Skinner submitted a SRTS application for pedestrian and bicycle improvements between Lake Road and the Porter School. The project is the #1 bicycle/pedestrian project in the Regional Transportation Plan. MOVED by Mr. Hart and SECONDED by Ms. Blanchard. Motion carried unanimously.

Election of Officers: MOVED by Mr. Paulhus and SECONDED by Mr. Hart to elect the following slate of officers: Joyce Okonuk – Chair; Mike Paulhus – Vice Chair; Julie Blanchard – Secretary; Donald Cianci – Treasurer; Matt Hart – Member-at-Large. Motion carried unanimously.

Annual Contract Authorizations for FY 08*: Mr. Paquette distributed a list of standard annual contract authorizations for FY 08. It was MOVED by Mr. Hart and SECONDED by Mr. Skinner to approve the list with one grammatical correction. Motion carried unanimously.

MEMBERS FORUM

Ms. Blanchard reported that a member of the Coventry Planning and Zoning Commission raised a proposal to eliminate Conservation Subdivisions in Coventry. Several COG members responded that, while open space subdivisions are sometimes controversial, they in the best interest of the town and have become standard in many municipalities. Mr. Bisson requested assistance in dealing with a subdivision involving a stone wall.

UPDATES

Mr. Paquette noted that the updates were in the Director’s Report.

AGENDA ITEMS for JUNE MEETING

Location: Windham Town Hall
 Agenda Items: Regional Resource Sharing
 Stafford/Willington Update
 Homeland Security Funding

There being no further business, the meeting adjourned at 9:45 a.m.

Respectfully submitted by Jana Butts, Senior Planner, for Julie Blanchard, Secretary.

PAGE
BREAK

Mansfield PZC set to approve downtown plan

(Continued from Page 1)

And PZC member Barry Potash expressed concern about the impact of traffic on local roads and, if needed, he would like to see traffic calming measures implemented.

PZC Chairman Rudy Favretti also expressed concern about the state Department of Transportation's involvement with traffic improvements along Storrs Road — a state road. "What if the state says no?" Favretti asked.

Padick said the applicants have met with DOT officials and he believes there would be a high probability of approval.

However, if there are major changes, Padick said staff would meet with the project develop-

ment team to discuss the changes and how to proceed with the project.

Padick also said if any issues came up during the construction process, he said "reasonable conditions" could be imposed on a zoning permit.

Members also expressed concern about adequate water supply and what happens if there is not enough water to support the entire project.

Padick said there are safeguards in place, so if UConn's water system cannot support the project, the director of planning would not be likely to issue a zoning permit for the next phase of the project. Holt also expressed concerns

about the conservation easement since it's almost "like the crown jewel of this whole project" and about live music.

She said she would like to see a cut-off time for live music while other commission members would like to see how it works for the area.

"You can't let fear of the future prevent you from taking that next step," said PZC member Larry Lombard. "I vote succinctly yes for the projects."

The project is estimated to eventually bring \$2.5 million per year in new tax revenue and create an estimated 900 permanent full-time jobs, as well as 115 construction jobs for seven years.

Prior to any construction, the project development team must also submit an inland wetlands application.

In total, the Mansfield Downtown Partnership seeks 12 percent public financing or \$20 million. Private financing — approximately \$142.2 million — would fund the rest.

Construction for the project, which developers hope will start this summer, should take five to eight years.

The first building, building "1A," was approved by the planning and zoning commission last July. It will offer a home for displaced downtown businesses during construction.

Mansfield PZC set to approve downtown plan

By KIMBERLY GRAVES
Chronicle Staff Writer

The Chronicle
6/5/07

MANSFIELD — The planning and zoning commission is likely to approve the \$165 million Storrs Center Project at its next meeting.

Despite two major concerns, traffic and water, commission members volunteered Monday to work on a motion to approve two separate applications for the pedestrian-friendly, mixed-use village before its June 18 meeting.

The development would be located at the crossroads of the Town of Mansfield and the University of Connecticut.

The next PZC meeting will begin at 7 p.m. in the council chambers of the Audrey P. Beck Building.

"I love the traffic-calming measures and your pedestrian-friendly concept and your on-street parking," commission member Kay Holt said, addressing the Storrs Center development team. "I feel this is a project we would be silly to deny."

In total, the PZC will act on two separate applications of the Mansfield Downtown Partnership and Leyland Alliance, the master developer for the project.

One application is for a special design district and one is for zoning map amendments for the mixed-use village.

Out of 47.7 acres of land, the project development team is only using about a third of the site. A conservation easement would permanently preserve around 30 acres.

The commission must act on the two applications by July 25.

Director of Planning Gregory Padick advised the commission not to put too many conditions on the approval of the project, because the commission is deciding broader land-use regulation revisions as opposed to a specific site plan approval.

He said the ability of the commission to put conditions on this type of application is more restricted than that of special permit or subdivision applications.

And while commission members spoke favorably about the project, most expressed concerns about traffic.

Commission member Betty Gardner said she is worried about the safety of P.O. Smith High School students with increased traffic projections along Storrs Road (Route 195).

"I may not drive through this end of town again, once it's built," said commission member Roswell Hall. "I'm deeply concerned about the traffic."

(Mansfield PZC, Page 4)

PAGE
BREAK

Town of Mansfield Annual Report Fiscal Year 2005-2006



SEE PAGE 43 FOR MORE DETAILS!



Audrey P. Beck Municipal Building
Town Hall
4 South Eagleville Road
Mansfield, CT 06268

HOURS
M/T/W...8:15am to 4:30pm
Thursday...8:15am to 6:30pm
Friday...8:00am to 12:00pm

The Audrey P. Beck Municipal Building is located at the junction of Route 195 and Route 275, one-quarter mile south of the University of Connecticut campus.

The Mansfield Public Library, the Mansfield Board of Education, the Mansfield Senior Center and the Mansfield Public Works Garage follow their own established schedule of operations.

MANSFIELD FACTS

Area: Mansfield is 45.5 square miles.

Population: In 2006, Mansfield had a population of 24,232.

Registered Voters: As of December 2006, Mansfield had 10,372 registered voters: Democrats - 4,122; Greens - 39; Libertarians - 5; Republicans - 1,374; Independent - 11; and Unaffiliated voters - 4,821

Form of Government: Mansfield has a Town Council -Town Manager form of government, in addition to an annual town meeting.

Tax Rate: The mill rate for Fiscal Year 2005/06 was 22.88 mills.

Net Grand List: In Fiscal Year 2005/06, Mansfield's net grand list was \$883,719,740.

Fire Protection: Mansfield has 3 fire stations with a combination of volunteer and paid personnel.

Police Services: Mansfield has a police department with five state troopers, four full-time town officers and three part-time town officers.

Schools: Mansfield has 3 elementary schools (PK-4), Goodwin, Southeast and Vinton; one Middle School (5-8), Mansfield Middle School; and one regional high school (9-12), E.O. Smith High School.

Student Enrollment: In 05/06, Mansfield had a total enrollment of 1,332 in grades PK-8 and 1,281 in grades 9-12.

TABLE OF CONTENTS

Mansfield Facts	2	Parks and Recreation.....	16
Town Council Report	3	Planning and Zoning.....	16
Town Department Reports	4	Police Services.....	17
Animal Control	5	Public Works.....	18
Board of Education.	5	Registrars of Voters.....	19
Building.....	6	Social Services	20
Building Maintenance.....	6	Town Clerk	22
Downtown Partnership.....	7	Town Manager	4
Eastern Highlands Health District...	8	Committees, Boards and Commissions.....	23
Emergency Management	9	Members.....	35
Finance.....	10	Meeting Schedules.....	38
Fire and Emergency Services.....	13	Upcoming Town Events.....	39
Fire Marshal	13	Organizational Chart.....	40
Housing Authority.....	14	Directory	41
Library.....	15	Press Releases.....	43
		Map of Mansfield.....	45

For current Town of Mansfield information, news and announcements, tune into Cable Channel 13 or check out our website www.MansfieldCT.org.

Check out META Mail—Mansfield's Electronic Town Announcements!
 (See page 44 for more information)

TOWN COUNCIL
Elizabeth C. Paterson, Mayor
429-3336



The Town of Mansfield operates under the Council-Manager form of local government, with the Town Council acting as the legislative and policy-making body and exercising all powers of the Town except those specifically vested elsewhere by town charter or state statutes. The nine-member Town Council is elected biennially on an at-large basis. Council members serve without pay and elect one of their fellow members to serve as Mayor. The Town Council conducts its regular meetings on the second and fourth Monday of each month, and holds special meetings as needed. The Council also has three standing committees - Committee on Committees, Finance and Personnel. Ad hoc committees are appointed to review particular issues and submit recommendations to the full Council.

The Town of Mansfield is a member of the Connecticut Conference of Municipalities, the Council of Small Towns, the Eastern Highlands Health District, the Mansfield Downtown Partnership, the National League of Cities, and the Windham Region Council of Governments.

FY 2005/06 Highlights

- Approved the municipal development plan for Storrs Center and otherwise maintained active involvement with the Mansfield Downtown Partnership (three council members currently sit on the Partnership's Board of Directors);
- Led an effort to ensure that Mansfield became one of the first municipalities in the state to join Connecticut's "20% by 2010 Clean Energy Campaign," designed to promote conservation and clean, renewable energy, and to help preserve and protect the environment;
- Established a Division of Fire and Emergency Services within the Department of Public Safety, and created the position of career fire chief;
- Completed a market feasibility study regarding assisted living;
- In collaboration with the Mansfield Downtown Partnership, co-sponsored the successful "Celebrate Mansfield Weekend," featuring fireworks, live music and the annual "Festival on the Green";
- Continued to help lead the Mansfield Community-Campus Partnership, which is co-chaired by the Mayor and the University of CT's Associate Dean of Students. The mission of the partnership is to improve the quality of life for all members of the community, and to pursue objectives such as reducing irresponsible behavior under the influence of alcohol and other drugs;
- Appointed a school building committee to review the infrastructure needs of the K-8 system;
- Monitored various community developments and issues affecting Mansfield residents, such as the management of the UConn Fenton River wellfield, the closing of the UConn landfill and the monitoring of the Separatist Road Detention Basin.

FY 2006/07 Major Initiatives

- Continue work with the Mansfield Downtown Partnership's Storrs Center project;
- Provide policy direction and leadership to maintain and improve campus-community relations, and to partner with the university on various initiatives designed to address the impact of students living off-campus;
- Continue to provide leadership for Mansfield's participation in the state's clean energy campaign and to promote the concept of sustainability;
- Prepare a long-term strategic plan for the organization and the community;
- Establish a charter review commission with a charge to objectively and carefully review the provisions of the Town Charter;
- Evaluate options for senior housing alternatives, including independent and assisted living;
- Conduct a search process to appoint a successor for Martin Berliner, who will be retiring as Town Manager after 27 years of dedicated service to the Town of Mansfield.

Town Council Members

*Alison Whitman Blair • Bruce Clouette • Gregory Hacklad
Alan Hawkins • Helen Koehn • Elizabeth Paterson
Christopher Paulhus • Caroline Reckling • Carl Schaefer*

TOWN MANAGER'S OFFICE
Martin H. Berliner, Town Manager
429-3336

The town manager is appointed by the town council to serve as the chief executive officer of the town, and is charged with overseeing all departments and carrying out policies enacted by the council. In addition, the town manager serves as the director of public safety, the personnel officer and the legal traffic authority.

The staff in the town manager's office is responsible for administering the town's human resources, risk management and capital improvement programs, as well as supporting the town council and various advisory boards and committees.

Accomplishments for FY 2005-2006

- Assisted the Mansfield Downtown Partnership with the preparation of the municipal development plan for the Storrs Center project. The plan was ultimately approved by all relevant regulatory bodies, the UConn Board of Trustees and the Mansfield Town Council;
- Worked in partnership with the University of CT on various initiatives to improve and maintain campus-community relations, and to mitigate the impact of students living off-campus. Such initiatives include the development of a housing code and community policing efforts;
- Continued work with the emergency services management team, and established a consolidated municipal division of fire and emergency services. Also appointed Mansfield's first career Fire Chief;
- Assisted the consultant hired by the Town to complete a market feasibility study to determine whether Mansfield and the local area could support various senior housing opportunities, including assisted and independent living;
- Continued to assist with administrative oversight of the Mansfield Community Center, to ensure the success of the new facility;
- Assisted the Town Council with beginning a comprehensive strategic planning process, to develop a vision, goals and long-term strategies for the organization and the community.

Plans for FY 2006-2007

- Facilitate work of assisted/independent living advisory committee to select a developer for assisted/independent living facility;
- Monitor implementation of new housing inspection program, and assist with university's effort to create new student center for off-campus services;
- Partner with UConn to develop master plan for water supply and wastewater treatment systems;
- Review alternate energy sources for middle school fuel conversion project and establish energy committee to apply principle of sustainability to all facets of the organization;
- Assist Mansfield Downtown Partnership with review and preparation of Storrs Center Special Design District;
- Continue to monitor operations at the Mansfield Community Center, and develop enhanced member services program for the facility;
- Present Town Council with landlord registration ordinance and an ordinance providing an alternate tax relief program for seniors;
- Hire architect to review the facility needs of Beck Municipal Building and Mansfield Senior Center Prepare an application to receive funding under small cities community development program for the installation of sprinklers at Juniper Hill Village (senior housing);
- Introduce *Mansfield Record On-line* (newsletter); coordinate the relocation of the Storrs Farmer's Market to EO Smith School.

ANIMAL CONTROL
Noranne Nielsen, Animal Control Officer
487-0137

The Animal Control Department consists of an Animal Control Officer, an Assistant Animal Control Officer and 3 part-time kennel cleaners. The department is responsible for the enforcement of State Statues concerning canines, felines, and sick wildlife and for managing the Animal Control Facility. Animal Control responds to complaints from residents concerning dog problems, any animal bites and/or scratches to humans and impounding of stray dogs. The department also issues infractions, misdemeanors, written warnings, notices to license dogs, notices to vaccinate animals against rabies, strict confinement orders, close observation orders, quarantine orders, restraining orders, and disposal orders. In addition, Animal Control is responsible for the redemption of impounded animals and the adoption or euthanization of unclaimed animals. Each year a door-to-door canvas covering one-fifth of the town is conducted in search of unlicensed dogs and unvaccinated cats. The purpose of this survey is to get as many pets as possible vaccinated for rabies. Vaccinating pets puts a barrier against rabies between wildlife and humans.

Accomplishments for FY 2005-2006

- Responded to approximately 2400 complaints, issued 288 warnings, 71 notices to license, 14 infractions and 1 misdemeanor;
- Quarantined 11 dogs and 6 cats. Impounded 344 animals of which 73 were reclaimed, 239 were adopted out to new owners, 5 were struck by vehicles, and 22 were to sick or aggressive to place;
- Cooperated with the towns of Scotland and Hampton, regarding the impoundment of their stray dogs. 19 dogs from Scotland and Hampton were impounded, which brings our total impoundments to 363;
- The town adopted a cat spay/neuter ordinance effective June 16, 2006 to decrease the cat overpopulation.

Plans for FY 2006-2007

- Continue with the volunteer and community service program;
- Find software to file the State and financial reports electronically;
- Continue education to the public and school children. School topics include: dog bite prevention, dangers of rabies and humane treatment of animals;
- Conduct the door-to-door canvas for unlicensed and unvaccinated pets and unaltered cats;
- Cooperate with the towns of Scotland and Hampton regarding the impoundment of their stray dogs;
- Collect information about the feasibility of a new shelter.

MANSFIELD BOARD OF EDUCATION
Gordon Schimmel, Ed.D., Superintendent
429-3350

- The 2005-2006 school year featured a very successful implementation of the full-day kindergarten program. The Board of Education participated in two years of study on the topic, assisted by grants obtained by the Mansfield Department of Social Services (one from the League of Women Voters and the other from the Graustein Memorial Fund). Board and Town Council members, public school staff and parents participated in several "Community Conversations" and focus groups to discuss the various aspects of early childhood education that were part of Connecticut State Department of Education new initiatives for young children. Finally, the Department of Social Services was able to engage the services of a University of Connecticut expert in survey research, who created and administered a questionnaire and produced a final report documenting strong support for the idea. As the program got underway nearly all families chose the full-day option and its success has been documented in two important dimensions: parents report that their children are thriving and enjoying the experience; teachers now have more than twice the time to reinforce student learning and report that the children make significant progress in their academic work and social adjustment.
- The Board continues to pursue its interest in international education. The student exchange program with a middle school in Germany enters its second decade, while staff exchanges have taken place with schools in the Ukraine, Chile, China, and a new one with Thailand was initiated.
- The District continues to assist with regional professional development workshops as well as reviews of several curricula, coordinating the work with Region 19, Ashford and Willington. In recent years, outside evaluations have been conducted in language arts, mathematics, social studies, art, music, physical education and science.
- The Board continues to pursue new ways of making the instructional use of technology a priority in the district. Several interactive "SMART Boards" were piloted at the middle school and the elementary schools. Plans to increase the number of units are now in place for the coming year.

DEPARTMENT OF BUILDING AND HOUSING INSPECTION

Michael Ninteau, Director

429-3324

The Department of Building and Housing Inspection is responsible for the administration and enforcement of the Connecticut Building and Demolition Codes as well as the town Housing Code within the Town of Mansfield. The Building division accepts and reviews construction documents for all construction projects within the town with the exception of those on state and federal property. Documents are reviewed to determine compliance with the State Building Code. The department also coordinates and directs applicants to all other applicable town departments. Periodic site inspections are conducted to confirm compliance with the submitted documents and the Building Code. Reports are issued if violations are noted and follow-up inspections are conducted to assure code compliance. Upon completion of projects a certificate of occupancy or approval is issued pursuant to state statutes. The department is also on call 24 hours a day to inspect structures and equipment damaged by fire or accident to determine what if any action is necessary.

The Housing division enforces the Property Maintenance Code as adopted for rental dwelling units within town. The department responds to complaints on a town wide basis and inspects approximately 900 units within the overlay zone that includes the greater Storrs area. Complaints are investigated and if violations are observed proper action is taken to assure the abatement of the violation(s) pursuant to the provisions of the Property Maintenance Code. The rental units within the overlay zone are inspected once every 2 years as determined by the implementation schedule of inspection. If the unit is in compliance a certificate is issued when the \$150 fee has been paid. If violations are found proper action is taken pursuant to the code.

Accomplishments for FY 2005-2006

- Attended required educational seminars to maintain state license;
- Tracked legislative activity with regard building code issues;
- Continued daily department activity of permitting, plan review and inspection;
- Obtained several national certifications for code enforcement ;
- Implemented newly adopted State Building Code for commercial construction;
- Worked with Town Manager's Office to create Housing Code;
- Prepared several required forms, documents, manuals and informational brochures regarding the new Housing Code;
- Hired Housing Inspection staff.

Plans for FY 2006-2007

- Implement enforcement of the Housing code;
- Continue normal building department functions i.e. permitting, plan review, inspections etc.;
- Work toward certification as a Master Code Official.

BUILDING MAINTENANCE DEPARTMENT

William Hammon, Building Maintenance Director

429-3322

The department is responsible for the maintenance and repair of Town buildings and equipment, including the Audrey Beck Municipal Building, Mansfield Public Library, Eagleville Fire Station #2, Senior Center, Wellness Center, Public Works Garage, Bicentennial Pond Buildings, Dog Pound, Landfill Buildings, Mansfield Discovery Depot, Mansfield Downtown Partnership, Eagleville School House, Joshua's Trust, Maintenance Shop, Old Town Hall, School Bus Garage, Lion's Park Concession Building and the former Town Office Building along with the four schools. Specific duties include septic tank maintenance; boiler and oil burner maintenance and repairs; well maintenance; electrical, plumbing and roof repairs; general building repairs; and vandalism and building equipment repairs. The department is staffed with full and part-time custodial personnel and, when funding permits, hires additional summer help to work on building interiors and exteriors. The department also maintains contracts with various vendors to provide annual service on fire and burglar alarms, hood systems, boiler cleaning and fire extinguishers, as well as to provide exterminator service. The department has established an in-house preventative maintenance program to ensure that all buildings and related equipment are kept in good repair. Adequate maintenance and custodial supplies are kept on hand to guarantee uninterrupted use of the facilities.

Accomplishments for FY 2005-2006

- Drilling of water wells at the schools was awarded and completed;

BUILDING MAINTENANCE DEPARTMENT continued...

- Replaced boiler at the Senior Center;
- Purchased and equipped new maintenance van;
- Continued to make the town "green" by using all types of environmentally friendly cleaning agents and equipment;
- Computer generated attendance system is now fully operational for maintenance and custodial staff;
- Continued to complete approximately 125 work orders per month;
- Continued to keep all town building roofs in good repair;
- Completed infrared scan of electrical panels in all schools;
- Director and deputy director became State Certified as Small Water System Operators;
- Instituted team cleaning for the summer cleaning schedule in the elementary schools, and for the entire year at Mansfield Middle School;
- Developed and conducted a computerized department survey for customer feedback;
- Installed a new storage shed at the Senior Center;
- Completed the new lighting system at the Mansfield Middle School auditorium.

Plans for FY 2006-2007

- Review recommendations on energy saving initiatives presented by Siemens Corporation and institute the cost effective ideas;
- Complete infrared scan of electrical panels in all town buildings;
- Complete the water well houses at all schools;
- Work with SunEdison to install 70kw of electrical solar panels on the roof of the Mansfield Community Center;
- Continue to make the town "green" by installing recycled paper dispensers and any other environmentally friendly concepts that make economic sense;
- Work on the heating system for the Mansfield Middle School;
- Continue to upgrade the training for the department directors and entire staff.

MANSFIELD DOWNTOWN PARTNERSHIP, INC.

Cynthia van Zelm, Executive Director

429-2740

The Mansfield Downtown Partnership, Inc. is an independent, non-profit organization. Its mission is to strengthen and revitalize the three commercial areas of Storrs Center, Mansfield Four Corners, and King Hill Road by retaining and improving existing businesses, attracting new business, and initiating real estate development and public improvements that are consistent with physical master plans. In addition, the Partnership holds special events and acts as an advocate for the three commercial areas. As a public-private partnership, the organization is composed of representatives from the community, business, Town of Mansfield, and the University of Connecticut.

Accomplishments for FY 2005-2006

- Local and regional approvals granted on the Storrs Center municipal development plan with the CT Department of Economic and Community Development approving the plan in January 2006;
- Developed drafts of text amendment to the Mansfield zoning regulations to create a special design district;
- Continued membership drive begun in August 2002, resulting in over 350 community, business and organizational members as of June 2006;
- Received \$2,000 grant from the Connecticut Commission on Culture & Tourism to create a CD Video to document and market the Storrs Center project;
- Received \$1 million grant through the federal Transportation Enhancement Grant program for improvements on Storrs Road;
- Working with the Town Manager's office and Parks and Recreation Department, began planning annual seasonal events including the bike tour in June 2006 and winter ice skating event;
- Held second annual Festival on the Green in September 2005 to celebrate downtown and kick off the next phase of the development;
- Continued public outreach to the community through meetings; presentations; and media including newsletter, radio, and TV, about plans to revitalize downtown Mansfield.

MANSFIELD DOWNTOWN PARTNERSHIP continued...

Plans for FY 2006-2007

- Implement plans for development of Storrs Center including streetscape improvements along Storrs Rd/Rte. 195;
- Secure approval of text and map amendment to the Mansfield zoning regulations to create a special design district;
- Secure local, state and federal permits for the Storrs Center development project;
- Begin construction of first building for project on Dog Lane;
- Produce CD/Video documenting and marketing the Storrs Center downtown project;
- Hold 3rd Annual Festival in Storrs Center in September 2006;
- Working with the Town of Mansfield, hold winter ice skating event in February 2007;
- Working with the Town of Mansfield, hold bike tour in June 2007;
- Produce newsletter in September 2006 and Spring 2007;
- Hold strategic planning session with Partnership Board of Directors;
- Continue outreach through publications, electronic mail, speaking engagements, involvement on Town of Mansfield, University of Connecticut, and other organizational committees;
- Pursue local, state, federal, and private grant opportunities for planning and construction at Storrs Center, as well as planning at Four Corners, and King Hill Road.

EASTERN HIGHLANDS HEALTH DISTRICT

Robert Miller, Director

429-3325

The Towns of Bolton, Coventry, and Mansfield established the Eastern Highlands Health District on June 6, 1997 as a cooperative effort to pool their resources and create a regional full-time professional health department. Reducing costs and improving both the scope and quality of public health services in the community were the objectives of establishing the District. Seven more towns joined between 2000 and 2005. They are Andover, Ashford, Chaplin, Columbia, Scotland, Tolland and Willington. The mission of the Eastern Highlands Health District is to prevent illness and promote wellness in the residents it serves. The pursuit of this mission is realized by assuring that other community agencies provide certain public health services within the region and, by providing specific public health services directly. The directly provided services include a communicable disease control program, a public health education and training program, community assessment and public health planning, and a comprehensive environmental health program. The main components of the environmental health program include an on-site subsurface sewage disposal program, a complaint investigation program, a food protection program, and an environmental monitoring program.

Accomplishments for FY 2005-2006

- Board of Directors adoption of an operating budget of \$701,811 for FY 06/07;
- New family campground registration/inspection program was developed and implemented;
- 35 food service establishments in the new member towns were incorporated into the food protection program;
- The District designed and posted a new Eastern Highlands Health District website (www.ehhd.org);
- Completed the expansion and renovation of the main Health District office;
- Expanded our Healthy Heart Restaurant Certification program to new member towns. Recruited additional establishments from all towns. Every member town now has a participating establishment for a total of 68;
- Expanded other health promotion programs to include new member towns, i.e., Sun Safety, Asthma, Cardiovascular Health;
- Successfully recruited additional emergency public health response volunteers from the new and old member towns. We are now at 362 registered volunteers;
- Updated Public Health Emergency Response Plan and Mass Dispensing Plan to include lessons learned from participation in the April state-wide mass antibiotic dispensing drill and to incorporate new town membership;
- Participating in eastern Connecticut's regional all hazards emergency response planning;
- Initiated local Pandemic Influenza response planning. Conducted an assessment of local response resources. Established contacts with all area public school systems. Initiated development of local response plan;
- Completed other Public Health Emergency Response preparedness activities as required by the grant contract;
- The main FY 05/06 indicators for District activity in Mansfield include: 350 site inspections for septic systems; 66 septic permits issued; 56 well permits issued; 21 complaints investigated; 52 environmental samples taken for lab analysis; 142 food establishment inspections and other health inspections; 120 B100a building permit reviews; and, 372 test pits and/or perk tests.

EASTERN HIGHLANDS HEALTH DISTRICT continued...

Plans for FY 2006-2007

- Coordinate and complete local pandemic influenza response planning;
- Continue to update and exercise local emergency response plans. Develop a funding strategy for long-term program continuation in anticipation of federal funding reductions;
- Execute long-term service agreement with Town of Mansfield for various essential administrative services;
- Development and adoption of a Health District Capital Improvement Plan;
- Continue to work with new member towns in the transition from part-time to full-time professional public health services;
- Continue to pursue other funding sources to continue health promotion programs;
- Development and adoption of an agency strategic plan;
- Address the individual public health needs of member towns as they arise.

OFFICE OF EMERGENCY MANAGEMENT

John Jackman, Director

429-3324

The goals of the Office of Emergency Management are to: prevent and minimize the loss of life and property due to a natural or technical disaster; to reduce the amount of personal hardship; to ensure that essential services are provided to all residents during and after an emergency or disaster; and to encourage the use of preplanning and preparedness to mitigate the effects of disasters and emergencies. To accomplish these goals the Office of Emergency Management reviews plans and seeks guidance from the Emergency Management Advisory Council, holds drills, develops Emergency Operations Plans, and coordinates the Town's response to emergencies or disasters. In addition the Office of Emergency Management administers the Town's Hazardous Materials Right To Know Program & Chemical Emergency Plans, and Voice Communications Fund.

Accomplishments for FY 2005-2006

- Met with the Emergency Management Advisory Council;
- Completed several emergency management training programs (National Incident Management System, National Response Plan and responding to and recovering from terrorism incidents);
- Assisted and supported the Eastern Highlands Health District with planning for health emergencies;
- Assisted the Area IV Office of the State of Connecticut Department of Emergency Management and Homeland Security regional emergency planning initiative;
- Responded to the October 15, 2005 Flood and January 18, 2006 snow emergency;
- Prepared for and assisted with the Town's response to UConn's Spring Weekend;
- Applied for and received a Connecticut Department of Public Health AED (Automatic External Defibrillator) grant for 3 public use AEDs;
- Conducted CPR and AED training for staff;
- Administer the U.S. Department of Homeland Security Fiscal Year 04/05 and Fiscal Year 05 Grant Programs;
- Reviewed the Town's plans for terrorism and responded to State and Federal requests for information in regard to Homeland Security;
- Installed fire service communications equipment, communications equipment shelter and generator at the Town Garage Cell Tower site;
- Prepared plans and specifications for the Town's communications equipment at the Town Garage and School Bus Garage cellular communications towers.

Plans for FY 2006-2007

- Apply for a Connecticut Department of Public Health AED (Automatic External Defibrillator) grant for three additional public use AEDs;
- Continue to purchase and install the Town's radio communications equipment at the Town Garage and School Bus Garage cellular communications towers;
- Conduct an inventory and audit of the Town's communications systems;
- Continue to administer the U.S. Department of Homeland Security Fiscal Year 04/05 and Fiscal Year 05 Grant Programs;
- Completed a U.S. Department of Homeland Security, "Homeland Security Assessment and Strategy Program";

OFFICE OF EMERGENCY MANAGEMENT continued...

- Revise the Town’s Emergency Operations Plan and Annexes to incorporate the guidance received from the State Office of Emergency Management, Federal Emergency Management Agency and the Department of Homeland Security;
- Complete a U.S. Department of Homeland Security, “Homeland Security Assessment and Strategy Program”;

FINANCE DEPARTMENT
 Jeffrey Smith, Finance Director
 429-3343

The Department of Finance provides centralized financial management services for the Town of Mansfield, the Mansfield Board of Education, Eastern Highlands Health District, Mansfield Discovery Depot daycare center, the Mansfield Downtown Partnership and by contract for the Region 19 School District. The Director of Finance oversees, directs, and coordinates the activities of the Departments of Accounting and Disbursements, Revenue Collection, Property Assessment, Central Services, Information Technology, and Treasury Management.

Accomplishments for FY 2005-2006:

- Received Certificate of Achievement for Excellence in Financial Reporting for both the Town and Region 19;
- Received the Distinguished Budget Award for the Town;
- Prepared the fiscal year 2004-2005 Comprehensive Annual Financial Report for the Town of Mansfield, Regional School District No. 19 and Eastern Highlands Health District;
- Began a process with Region 19 to implement voice-over internet protocol (VOIP), which is a system designed to route voice communications via the internet or any other internet-protocol based network. The system will be designed to roll out over a period of years as phone systems at different locations become obsolete;
- Continued our initiative to implement a new time management system for all employees (Novatime);
- Completed installation of the SMS server at the high school;
- Connected the school buildings to the Connecticut Education Networks high speed internet line;
- Hired an outside consultant to review our process for setting values on State owned buildings;
- Trained and processed mail using the Pitney Bowes SmartMailer program to benefit from presorted first class rates;
- Finalized a total of 42 audits for the 2004 Personal Property Grand List, resulting in a \$366,775 assessment increase.

Expenditures 2005-2006	Amount	% of Total
General Government	\$1,389,886	3.7%
Public Safety	2,401,468	6.4%
Public Works	2,508,582	6.7%
Community Services	1,508,057	4.0%
Community Development	234,700	0.6%
Town-wide	2,608,789	6.9%
Transfers to Other Funds	552,500	1.5%
Education	26,409,840	70.2%
Total	37,613,822	100.0%

Revenues 2004-2005	Amount	% of Total
Property Taxes	\$19,276,906	51.1%
Federal/State	\$16,829,364	44.6%
Investments	\$420,493	1.1%
Other Local	\$1,211,631	3.2%
Total	\$37,738,394	100.0%

FINANCE DEPARTMENT continued...

Plans for FY 2006-2007:

- Continue implementation of voice-over internet protocol (VOIP) at Region 19, Reynolds School and at the Town Hall;
- Implement wireless internet access in Downtown area including Town Hall, Mansfield Community Center and E. O. Smith High School;
- Wire firehouses and Reynolds School with high speed internet;
- Upgrade the Alpha computer;
- Install system-wide backup server;
- Prepare the fiscal year 2005-2006 Comprehensive Annual Financial Report for the Town, Region 19 and Eastern Highlands Health District;
- Apply for Certificate of Achievement for Excellence in Financial Reporting and for Distinguished Budget Presentation Award;
- Continue implementation of Novatime, with the ultimate goal of an interface with the payroll system;
- Assessor's office will incorporate digital photos into the property records system. Ultimately, this will be compatible with the Town's GIS mapping system;
- List Assessor Information on Town's municipal website.

**Top Ten Taxpayers
October 1, 2005 Grand List**

The list percentages are calculated by dividing the individual property assessment by the October 1, 2005 Net Grand List Total of \$883,810,150.

Property Owner	Description	Assessment	% of Taxable Grand List
Connecticut Light & Power	Public Utility	\$ 9,501,542	1.08%
U of C 242 LLC	Apartments	6,525,960	0.74%
Celeron Square Associates	Apartments	6,496,280	0.74%
Mansfield-Eastbrook Dev Corp LLC	Eastbrook Mall	5,600,000	0.63%
New Samaritan Corp	Nursing Home	5,329,310	0.60%
Colonial BT LLC	Apartments	5,141,430	0.58%
Glen Ridge Co-operative	Housing Co-Op	4,522,910	0.51%
Storrs Polo Run LTD Prtnrshp.	Apartments	3,956,470	0.45%
Hayes-Kaufman Mansfield Assoc.	Shopping Plaza	3,713,920	0.42%
Jensen's Inc.	Mobile Home Park	3,400,250	0.38%
Total Top Ten Assessments		\$ 54,188,072	6.13%

Designated for 2005/2006 Budget
Undesignated

\$ 1,568,102

Fund Balance, July 1, 2005

\$ 1,568,102

	Original Budget	Amend- ment	Final Budget	Actual	Budget Comparison
Total revenues and transfers in	\$ 36,905,150	\$ 742,500	\$ 37,647,650	\$ 37,707,414	\$ 59,764
<hr/>					
Appropriation of fund balance					
Total appropriation, transfers in	36,905,150	742,500	37,647,650	37,707,414	59,764
<hr/>					
Total expenditures and transfers out:					
Town	10,494,390	742,500	11,236,890	11,203,983	32,907
Mansfield Board of Education	18,298,350		18,298,350	18,297,430	920
Contribution to Region #19 Board of Ed	8,112,410		8,112,410	8,112,410	-
<hr/>					
Total expenditures	36,905,150	742,500	37,647,650	37,613,823	33,827
<hr/>					
Results from budgetary operations	-	-	-	93,591	93,591

Fund balance, June 30, 2006

\$ 1,661,693

Fund balance:

 Unreserved:

 Designated for 2006/07 budget

 Undesignated

1,661,693

Total Fund Balance

\$ 1,661,693

General Fund
 Schedule of Changes in Fund Balance—Legal Basis
 For the Year Ended June 30, 2006

FIRE AND EMERGENCY SERVICES

David Dagon, Fire Chief

429-3364

On April 11, 2005 the Town Council passed an ordinance establishing the Town of Mansfield Division of Fire and Emergency Services and creating the position of a career fire chief to administer the department. On July 1, 2005, David J. Dagon was sworn in as the first career fire chief of the Town of Mansfield Division of Fire and Emergency Services. While the effort to consolidate the delivery of fire and emergency services continues, Mansfield residents are being served by two volunteer fire departments. On January 1, 2006 officers of the two volunteer departments began serving in a temporary capacity under the authority of the career chief of the Mansfield Fire and Emergency Services. The Town employs a staff of twelve full-time and twenty part-time firefighters to complement the service provided by volunteers.

Accomplishments for FY 2005-2006

- The fire departments responded to a total of 1,903 calls for service: 22 fires in structures; 9 vehicle fires; 42 fires (other) i.e brush/wildland, dumpster; 1263 rescue/emergency medical services; 144 false alarms; 253 mutual aid; 16 hazardous materials; 41 other hazardous responses; 78 all other responses;
- Effective February 1, 2006 operational unit designations for all personnel, stations, and apparatus were unified under a single numerical designation;
- One Full Time firefighter position vacancy and two Part Time firefighter positions were filled;
- The rank structure of the Mansfield Division of Fire and Emergency Services has been identified and four (4) career fire captain positions have been incorporated into the structure. Merit system testing will be used for all future officer appointments/positions;
- Members of the Eagleville and Mansfield Fire Departments participated in fire prevention and life safety education for students in grades K - 4, and the fifth grade level at the middle school. Mansfield Discovery Depot and Day Care Centers also received a visit by the departments to emphasize fire safety. This year the Willimantic Fire Department provided the department with the use of its Fire Safety Trailer; an excellent resource for demonstrating and practicing fire and life safety skills in a home-like setting;
- Fire and EMS provided during UConn's annual "Spring Weekend." Spring Weekend continues to challenge the fire departments' delivery of services to off campus housing complexes and surrounding areas. Coordinating resources to maintain an effective operational response to the rest of the community during this event is essential;
- A committee made up of members of the Mansfield Firefighters Association produced a design for the Mansfield Fire and Emergency Services shoulder patch. This important identifying feature of a firefighter's uniform incorporates historical elements of each of the past departments' shoulder patch.

Plans for FY 2006-2007

- Continue the process of consolidating the two fire departments into a single municipal division. The consolidation process will be focused on improved service delivery by evaluating resource responses, unifying operational procedures, stabilizing staff requirements through recruitment and retention of volunteers and formalizing the duties of Town firefighters;
- Implement a Volunteer Benefits Program whereby members qualify for points based on their participation in emergency response, administrative/operational support, training, and other department related programs. Stipend payments to officers would also be a component of the program. The Volunteer Benefits Program is one element of a comprehensive recruitment and retention plan designed to recognize the contribution made by our members;
- Establish a committee to recommend replacement of Rescue 607. A Request for Proposals (RFP) will be developed that will be instrumental when evaluating potential vendors;
- Upgrade department Self Contained Breathing Apparatus (SCBA) to include the addition of a Rapid Intervention Team/Universal Air Connection hookup (RIT/UAC) and a Heads Up Display (HUD) in the regulator. This technology will enhance our firefighters' safety;
- Continue to evaluate and improve where possible the response to UConn "Spring Weekend", work with Town and State Police to make "Spring Weekend" 2007 as safe as possible;
- Continue fire and life safety education through school visits during Fire Prevention Week as well as participation in events such as "Know Your Town Fair".

OFFICE OF THE FIRE MARSHAL

John Jackman, Fire Marshal

429-3324

The goals of the Office of the Fire Marshal are to: prevent hostile fires and if a fire starts to reduce its impact; to enforce the fire codes; to develop fire safe behavior in our population; to encourage the use of built-in fire protection devices; and to provide fire protection resources and expertise to the community. To accomplish these goals the Office of the Fire Marshal inspects public buildings, provides Fire Prevention and Safety Education Programs, investigates fires, investigates complaints, and provides voluntary home safety surveys to residents. In addition, the Office of the Fire Marshal administers the Town's Open Burning Program, and Underground Petroleum Storage Tank Program.

Accomplishments for FY 2005-2006

- The Office of the Fire Marshal was merged with the Mansfield Fire Department as part of the fire service reorganization;
- 1,087 Inspections building inspections conducted;
- 67 Fire Investigations conducted;
- 130 Open Burning Permits issued;
- 11 Home Safety Surveys conducted;
- Continued to serve on the State of Connecticut Fire Prevention Code Advisory Committee;
- Fire Prevention and Safety Education Program delivered to the elementary schools, middle school, and 11 daycare providers;
- Continued to administer the Fire Department Records Management System;
- Updated E911 system and related database.

Plans for FY 2006-2007

- Revise and update the public fire prevention and safety education curriculum and program;
- Certify fire department shift Captains to the deputy fire marshal level to assist with code enforcement;
- Monitor fire safety laws and regulations;
- Continue to serve on the Connecticut Fire Prevention Code Advisory Committee;
- Prepare to enforce the proposed 2007 Connecticut Fire Prevention Code;
- Continue to administer the fire service records management system;
- Institute a volunteer fire marshal program.

MANSFIELD HOUSING AUTHORITY

Rebecca Fields, Executive Director

487-0693

Serving the towns of Mansfield, Coventry, Ashford, Willington and Chaplin, the Housing Authority of the Town of Mansfield provides housing assistance to its residents through three programs. It administers a federal housing assistance program through the Department of Housing and Urban Development and owns and manages two state financed housing communities; a moderate income housing community designed for families and low income senior housing community designed for those over 62 years of age or disabled.

Section 8 Housing Assistance Program

The federal Section 8 Housing Assistance Program assists approximately 149 low-income families by sharing in the cost of their rental payments to private landlords. The program requires annual inspections of the units to ensure that both families and owners are keeping the unit in good repair and complying with HUD regulations. The Housing Authority assists the towns with the collection of taxes from landlords, as HUD requires all landlords receiving federal monies to be current with their property taxes. The utilization rate (number of monthly units under contract verses number of monthly units available for contract) for the program ending December 2006 was 93.40%. This represents a significant improvement over the 2005 utilization rate which was 89.49%. However, in previous years the utilization rate was 95.97% for 2004, 99.72% for 2003 and 99.27% for 2002. This past year we were not able to provide additional vouchers to increase our utilization rate to the minimum of 95%, as required by HUD, because the increased cost per participant exceeded our available funding. Our HUD funding assumed an average cost per month per participant to be \$457.00 verses our actual cost per month of \$498.00. The Housing Authority exceeded its Section 8 program budget by \$14,798.00. The SEMAP (Section 8 Management Assessment Program) designated rating status given by HUD to this agency in past years has been "High Performer". Due to the High Performer rating, HUD requires the Authority to complete the SEMAP every other year. No SEMAP was required to be file in 2006 for fiscal year 2005.

MANSFIELD HOUSING AUTHORITY continued...

Holinko Estates

Holinko Estates consists of 35 rental units for moderate income families which include 21 two (2) bedroom units, 13 three (3) bedroom units and 1 four (4) bedroom unit. Eight of the two (2) bedroom units and one of the three (3) bedroom unit are one-level apartments with the remaining units being townhouses. Rents are based on a 25% percent of adjusted household income with minimum monthly base rents of \$400 for two (2) bedroom units, \$450 for three (3) bedroom units and \$500 for the four (4) bedroom unit. These new rents will be effective on May 1, 2007 representing a \$30.00 per unit increase over last year's rents. An additional \$30.00 per month increase has been approved for May 1, 2008 and May 1, 2009. This community was built in 1991 and is in need of updating and repair to both the buildings and the grounds. Work is expected to proceed this year towards making some of these upgrades. Our waiting list is currently closed with over 35 people waiting for a unit. The Board of Commissioners voted to close the list when it exceeds 35 people and open it when it drops below 20 people. At one point this year, we had over 75 people on the waiting list. The average turn over rate per year for this housing community is between 5 and 6 units. Currently, the Housing Authority is considering the idea of building additional affordable housing in the southern end of town, away from the University of Connecticut.

Wright's Village

Wright's Village consists of 40 one (1) bedroom units for low income senior housing. Thirty of these units were built in 1978 and ten were built in 1985. There have been considerable upgrades and repairs or replacements made to this community over the past thirteen (13) years including, new roofs and gutters, siding replacement, sidewalk replacement, interior and exterior lighting replacement, bathtub conversions to walk-in showers in 13 units, kitchen counter-top replacement, new fire alarm system installation and refrigerator replacement. Our waiting list for Wright's Village currently has 30 people. It too, will be closed when it exceeds 35 and reopened when it drops below 20 per the Board of Commissioners. The average turn over rate per year for this housing community is between 3 and 4 units.

MANSFIELD PUBLIC LIBRARY

Louise Bailey, Director

423-2501

Mansfield Public Library serves as the popular materials library for the Town of Mansfield, providing recreational reading materials and information resources in a wide variety of formats. The Library is open Monday through Saturday; available 24 hours a day is our website, www.biblio.org/mansfield. The goals of the Mansfield Public Library are to provide a broad range of materials in a variety of formats, to make Library materials available throughout the community, to offer programs and services that promote lifelong learning, and to provide qualified staff to both assist patrons and promote the active use of the full range of library resources.

Total number of items in the Mansfield Public Library Collection is 83,721: adult print 45,379; adult visual 3,311; adult audiobooks 1,416; adult music 711; children's print 24,527; children's visual 1,150; children's audiobooks 546; children's music 249; teen print 2,081; Chinese language 2,828; Miscellaneous (story kits, passes to museums, toys, etc.) 1,523.

Accomplishments for FY 2005-2006

- Grants: Received notification of "Library Planning for Results" award of \$5,825; Completed activities for \$11,800 "Programs for Older Adults" grant;
- Expanded and strengthened reader's advisory services with qualified staff and the utilization of technological tools:
 - Developed booklists to assist readers, distributed within the Library and published on our website Reader's Advisory on the Web, New Reference Titles, Award Winning Authors, Cozy Mysteries, Authors of Historical Romances, Romance Authors, Love and Romance, Wit and Humor, New England Mysteries and Gentle Romance, Historical Fiction, Best Science Writing, Learning about Knitting and Crocheting, Books for Infants and Toddlers, Wellness, Concepts for Kids, Family Read-Alouds, Books About Death for Kids, Easy Readers, Great Reads: Intermediate Fiction, First Chapter Books.
 - Distributed monthly newsletters to local doctor's offices, dentist's offices, laundromats, and other community locations to promote programs, services and reading.
 - Created displays to promote use of the Mansfield Public Library collection;

MANSFIELD PUBLIC LIBRARY continued...

- Provided continuing education opportunities for lifelong learners in the complex, rapidly changing electronic information environment:
 - Offered downloadable audiobook service, available from our online catalog and website. Over one thousand audiobooks were downloaded by Mansfield residents.
 - Completed a major revision of our website, improving accessibility to databases, reference and reader's advisory services.
 - Answered 3,950 reference questions; about a third were answered using non-print databases.
- Presented 461 library programs for people of all ages, with a total annual attendance of 12,148:
 - 600 children and 145 teens joined the summer reading program.
 - Promoted public library services and card registration at Open Houses at schools, the Chinese Moon Festival and Mansfield Hollow State Park, the Know Your Town Fair, and the Festival on the Green.
- Checked out 250,639 items to the public;
- As of June 30, 2006, there were 11,454 people registered from Mansfield Public Library cards;
- Completed an inventory of all collections, over 80,000 items.

Plans for FY 2006-2007

- Complete the development of a strategic plan and begin implementation of goals and objectives;
- Restore Wednesday evening library hours.

PARKS AND RECREATION

Curt Vincente, Parks and Recreation Director
429-3015

The mission of the Parks and Recreation department is to enhance the quality of life of the total community by providing a variety of leisure opportunities, promoting health and wellness, increasing cultural awareness, protecting natural resources and developing the recreational needs and interests of area residents. The Parks and Recreation Department provides Mansfield residents the opportunity to participate in a wide variety of active and passive activities for pre-school age through senior citizens. Program information is available four times per year in July, November, March and May via program brochures distributed to area residents. Programs and publicity are greatly enhanced by the generous commitment and support of local businesses.

Accomplishments for FY 2005-2006

- Oversaw Community Center operations, program development, membership services, and implemented comprehensive marketing program;
- Held 3rd Anniversary Celebration of the Community Center on November 1, 2006;
- Community Center visitations, July 1, 2005-June 30, 2006, totaled 225,875, an average of 18,823 per month;
- Initiated a popular "Family Fun Night" activity at the Community Center;
- The 2005-06 year included a total of 1,223 programs with 14,493 participants;
- Administered comprehensive Youth Basketball and Youth Baseball programs and required local volunteer coaches to be certified in the National Youth Sports Coaches Association in order to provide a positive experience for all participants. Over 120 coaches were certified in 2005-06;
- Continued a back-ground check procedure for volunteer coaches;
- Continued emphasis on quality daytime programs for children of working parents. In addition to the popular summer day camp, day-long programs are offered on school common curriculum days and vacation weeks;
- Major special events included the Know Your Town Fair, Halloween Party, Member Appreciation Week, Nutcracker Performance, Annual Egg Hunt and Celebration, Kids Health and Safety Fair, Hershey Track and Field Program, and a series of four summer concerts;
- Many residents enjoyed a successful season at Bicentennial Pond;
- Continue to administer community and adult education program offering a variety of enrichment courses on a seasonal basis.

Plans for FY 2006-2007

- Continue Community Center facility supervision; oversee program development, facility planning, staff hiring and training and marketing;

PARKS AND RECREATION continued...

- Develop program offerings in the areas of fitness, aquatics, after-school, and teen center;
- Provide staff support for Agriculture, Arts Advisory, Community Center Building, Open Space Preservation, Parks Advisory, and Recreation Advisory Committees; continued support for co-sponsored organizations;
- Conduct comprehensive youth sports program and training clinics to certify youth sport coaches in the National Youth Sports Coaches Association program;
- Conduct background check procedure for all youth sport coaches;
- Operate comprehensive summer day camp program and Bicentennial Pond facility;
- Provide a variety of special events and programs, activities and courses for all age groups, including an extensive community and adult education program;
- Apply for open space and/or trail grants when available.

PLANNING AND ZONING DEPARTMENT

Gregory Padick, Director of Planning

429-3330

Curt Hirsch, Zoning Agent

429-3341

The Director of Planning and Zoning Agent play key roles in stimulating, coordinating and administering the responsibilities of the Town's planning and development functions.

Accomplishments for FY 2005-2006

- Assisted the Planning and Zoning Commission with its review of new land use applications, regulation and zone classification revisions, modifications, bonding issues and enforcement issues;
- The Zoning Agent issued Zoning Permits for forty-seven (47) new single-family homes and twenty-one (21) new multi-family units. A total of two hundred and nine (209) Zoning Permits were issued. Additionally, one hundred and twenty-one (121) zoning enforcement letters, forty-six (46) violation notices, and eleven (11) Zoning Citations were issued;
- The Director of Planning coordinated the preparation and adoption of a 2006 update of Mansfield's Plan of Conservation and Development and implementation of a number of highly priority revisions to the Zoning Map and Zoning and Subdivision Regulations;
- The Director of Planning served as Mansfield's representative on UConn's Capital Projects Advisory Committee, which helps plan and monitor new development on the Storrs campus and the Fenton River Instream Flow and Aquatic Habitat Study technical advisory committee. The Director has been appointed as a Town representative on UConn's Water and Wastewater System Committee. Particular attention is given to water supply system issues and potential traffic, drainage and neighborhood impact issues associated with new land use projects;
- The Director of Planning participated in various facets of Mansfield's Open Space Acquisition and Management programs, including the review of draft management plans and potential property acquisitions;
- The Director of Planning participated in various aspects of the ongoing Storrs Center Downtown project;
- The Director of Planning and Zoning Agent provided information and assistance to town and State officials, property-owners and their representatives on a wide range of land use issues, including assisted living and age-restricted housing, and student housing issues.

Plans for FY 2006-2007

- Assist the Planning and Zoning Commission with application-related responsibilities and the implementation of new Plan of Conservation and Development objectives and recommendations. Many of these will require the analysis and drafting of revisions to Mansfield's Zoning Map and land use regulations;
- Enforce existing land use regulations;
- Assist town officials with the review of recent, ongoing and potential UConn projects and ongoing water supply and wastewater management studies;
- Assist town officials with the implementation of a Municipal Development Plan for the Storrs Center Downtown and associated revisions to the town's Zoning Map and land use regulations;
- Assist town officials with assisted living and age-restricted housing issues;
- Assist town officials with the implementation of recently adopted housing code and other initiatives to address student housing issues near the UConn campus and with the Town's new Strategic Planning initiative.

POLICE SERVICES

Sergeant Sean P. Cox, Resident State Trooper's Office
429-6024

Troop C: (860) 896-3200 or 1-800-318-7633

The Town of Mansfield contracts with the State Police for services of five Resident State Troopers, one of whom is a State Police Sergeant. The town also employs four full-time and three part-time Mansfield Police Officers. Police coverage is also provided by State Police patrols working out of the Troop C barracks in Tolland.

Accomplishments for FY 2005-2006

- Administered the "Good Decisions" program at the Mansfield Middle School;
- Four Resident Troopers and two Town police Officers initiated bicycle patrols. These patrols have been very effective in Mansfield Hollow Park, the business block on Rte. 195, and in area apartment complexes;
- Conducted 639 criminal investigations and 496 motor vehicle accident investigations. Issued 2063 motor vehicle citations and 1004 motor vehicle warnings, for a total of 3067 motor vehicle contacts. Responded to 3,920 non-emergency calls for service;
- Prepared and provided police coverage during UConn's annual Spring Weekend event. This office along with the Commanding Officer of Troop C, was instrumental in the planning and execution of State Police operations at this event. To include but not limited to grant funded DWI check points throughout the three-day event;
- Continued to work with the owners of the Carriage House Apartment Complex in maintaining order and civility through dedicated patrols and strict enforcement of town ordinances and state laws;
- Participated in community policing efforts such as the "Know Your Town Fair", Child Safety Fairs, and speaking engagements at local organizations;
- Obtained \$67,000 grant to fund directed patrols and "sobriety checkpoints" targeting intoxicated motorists;
- With the generous donation from the Republican Town Committee, a new patrol bicycle was purchased;
- One Mansfield Police Officer was certified as an EMT (Emergency Medical Technician);
- Worked with the department of Liquor Control in joint operations targeting the illegal sale of alcohol to minors;
- Purchased a new patrol vehicle, Chevrolet Impala, specially equipped to be used for "speed enforcement";
- Conducted multiple "undercover" operations targeting private residences practicing in the illegal sale of alcohol;
- Obtained \$5,000.00 grant to purchase new speed detection equipment.

Plans for FY 2006-2007

- Continue to participate in the "Good Decisions" program at the Mansfield Middle School;
- Increase grant funded patrols;
- Continue to work with the owners of the Carriage House Apartment Complex in maintaining order and civility through dedicated patrols and strict enforcement of town ordinances and state laws;
- Prepare and provide police coverage during UConn's annual Spring Weekend event to include but not limited to increasing grant funded DWI check points;
- In a coordinated effort with UConn, Town Government, area business leaders, and community leaders to address substance abuse and quality of life issues on and around the UConn campus;
- Continue to develop new and innovative efforts to combat and eventually curtail spontaneous large gatherings at off-campus apartment complexes. These efforts will include but are not limited to; undercover operations, DUI enforcement operations, increased efforts to enforce town ordinances and liquor violations;
- Increase police coverage to meet the need of the rapidly growing community.

DEPARTMENT OF PUBLIC WORKS

Lon Hultgren, Director
429-3331

The Department of Public Works provides for the operation, maintenance and repair of the Town's infrastructure -- directly for the roads, bridges, solid waste facilities, park and recreation areas, sewers and pump station, and indirectly (through the Board of Education) for the maintenance of Town buildings. Road maintenance is the principal activity of the department, followed by building maintenance, waste management, equipment maintenance, grounds maintenance, engineering and building inspection.

Accomplishments for FY 2005-2006

- Completed an inventory of roadside trees on Town scenic roads; identified hazard trees for pruning and removal;

DEPARTMENT OF PUBLIC WORKS continued...

- Continued construction of the bikeway/walkway along the East side of Separatist Road; began design of a similar facility for the stretch of Hunting Lodge Road between North Eagleville Road and Carriage House Drive;
- Sanded and plowed the Town's 104.4 miles of roads and parking areas;
- Maintained the Town's 87 acres of turf and athletic fields (mowing, fertilizing, aerating, overseeding and striping) - 14 soccer fields, 14 baseball fields, 2 football fields and 2 field hockey fields;
- Resurfaced about 11 miles of Town Roads; mowed Town roadsides; cleaned ditches and graded dirt roads throughout the year;
- Completed the final phase of the Maple Road drainage project (Federal STP Rural Hwy grant); completed the Maple Road reconstruction project (Federal Urban STP Hwy grant); and completed the Clover Mill Road loop reclamation project;
- Helped staff the Town's clean energy program;
- Continued to construct and place clear plastic recycling containers at the Town's athletic fields and recreational areas;
- Assisted in the coordination of the Town's Fall "Festival on the Green" as a low-waste event wherein most of the waste generated was recycled or composted;
- Began design work for the streetscapes and plazas on the west side of Route 195 in the Storrs Center project area;
- Constructed a new parking lot on the Route 275 side of the Community Center;
- Awarded Federal grant funds to replace the Stone Mill Road and Laurel Lane bridges; scoped the design work and hired a bridge consultant for the design work;
- Updated the computerized Assessor maps; began a pilot study of a web-based viewer for this data;
- Began a study to sewer the 195/44 four corners business and commercial area.

Plans for FY 2006-2007

- Continue development of the 4th soccer field at the Lions Club park complex;
- Complete the Separatist Road bikeway; begin construction of the Hunting Lodge Road walkway;
- Complete the construction of a roundabout at the Hunting Lodge Road/Birch Road intersection near Goodwin School;
- Continue the annual road surfacing program, roadside mowing program and park and playing field maintenance;
- Update the Assessor's parcel maps and complete the web-based viewer making them viewable over the internet;
- Implement the Automated Vehicle Location (AVL) system for the Town's plow trucks;
- Complete the design of the Stone Mill Road and Laurel Lane bridge replacement projects;
- Complete the study of sewerage options for the Four Corners area near 195 and 44;
- Repair the streambed scour damage under the Atwoodville and Chaffeeville Road bridges;
- Replace the Dodd Road bridge.

REGISTRARS OF VOTERS

Bev Miela and Andrea Epling, Registrars

429-3368

The Registrars of Voters under Title 9-32 of the Connecticut General Statutes are mandated to maintain the voting registration records for the Town of Mansfield. Their duties include: conducting the annual canvass of registered voters between January and June to ensure records are accurate and complete; managing elections, primaries and referenda; securing and training poll workers; responding to requests for voter registration and education; and processing mail-in and cross town registrations.

Accomplishments for FY 2005-2006

- Worked to further ensure the accuracy of the official registry list;
- Expanded voter outreach in the local schools and continued implementation of the statewide voter registration computer system;
- Conducted the annual canvass of voters using the National Change of Address System;
- Conducted Democratic primary in August 2006, the Gubernatorial election in Nov. 2006 and a Region 19 budget referendum in May 2006;

REGISTRAR OF VOTERS continued...

- Conducted training sessions and informational sessions for the OpticalScan Voting system implemented for the first time in the November 2006 election. Attended meetings at the Secretary of the State's office concerning the new voting system;
- Registered new Mansfield voters and new UConn voters.

Plans for FY 2006-2007

- Anticipating an E.O. Smith Budget Referendum in May 2007 and the Municipal Election in November 2007;
- Continued implementation of statewide voter registration computer system;
- Continued training on new approved voting system;
- Continuation of registration, education and participation in voter outreach efforts.

DEPARTMENT OF SOCIAL SERVICES

Kevin Grunwald, Social Services Director

429-3315

The Department of Social Services assists residents through three service divisions - Adult Services, Senior Services and Youth Services. Citizen guidance is provided by the Department Advisory Committee, Youth Service Bureau Advisory Committee, Mansfield Senior Association, Commission on Aging, Mansfield Advisory Committee on the Needs of Persons with Disabilities and the Mansfield Advocates for Children (formerly the Mansfield School Readiness Council). General fund expenditures are supplemented by grants and contributions from many public and private sources that provide support for several programs as well as individuals with emergency financial needs.

ADULT SERVICES

Adult services include information, referral and counseling relating to a wide range of concerns and problems. Emergency financial assistance is provided from the Special Needs Fund, which is supported by private donations. Staff members serve as the Municipal Agent for the Elderly, Fair Housing Officer, Tenant/Landlord Advisor and the Salvation Army Service Unit.

Accomplishments for FY 2005-2006

- Assisted 188 persons who are elderly or disabled to apply for State tax relief programs;
- Coordinated volunteer community holiday giving programs involving 25 individual or group donors and 149 recipients from 41 households;
- Provided referral, short or longer-term counseling services to 235 residents;
- Provided emergency financial assistance and food pantry assistance for a total of 75 incidents;
- Secured funding from the State Department of Transportation to expand transportation services to elderly and disabled residents;
- Participated in initiatives aimed at improving emergency preparedness for residents with disabilities.

Plans for FY 2006-2007

- Provide leadership on the Town's advisory committee to select a developer for an independent/assisted living facility;
- Explore development of programs to provide tax relief to low-income residents, including an elderly property tax freeze ordinance;
- Participate in a town-wide strategic planning initiative, focusing on the human service needs of all Mansfield residents.

SENIOR SERVICES

Senior Services provides opportunities to seniors aged fifty-five and over. Seniors are involved in various creative, educational, recreational and social activities at the Mansfield Senior Center. The Senior Center offers a wide range of activities including support groups, computer classes, health programs, exercise classes, bingo, art classes, chorus, meals, trips and volunteer opportunities. The Wellness Center also offers health screenings, immunization, social services, case management and medical services through a variety of programs.

DEPARTMENT OF SOCIAL SERVICES: SENIOR SERVICES

continued...

Accomplishments for FY 2005-2006

- Fifty-seven seniors became members of the Senior Center in 2006. There are 1026 registered members of the Senior Center. The Senior Center has an average attendance of 74 seniors per day;
- Five hundred and sixty-six individuals receive the monthly Sparks newsletter in the mail. The newsletter is now available on the Town's website;
- Over 123 volunteers assisted in various operations of the Senior Center;
- The chorus, with over 33 members, and the Sparkettes, the senior tap dance group, entertained at the Senior Center and in the local community;
- The Senior Center served 3,368 subsidized meals to seniors through Thames Valley Community Council from Oct 2005 through October 2006. Effective October 1, 2006, meals were being produced on site. As a result, 428 meals were served in December 2006 from an average of 235 meals per month. An alternate food program, offered by Windham Hospital on Wednesdays through the Mansfield Senior Center Association, Inc. served 1201 noon meals;
- 4,998 meals were delivered to 37 homebound seniors through the meals-on-wheels program;
- Sponsored intergenerational activities in cooperation with E.O. Smith High School, Mansfield Middle Schools and The University of Connecticut. The second Grandchildren's Day was held on April 20 with fifty grandparents and great grandchildren in attendance;
- Sponsored a Veterans' Day Program on November 8, with 121 in attendance;
- Coordinated Wellness Center programs and provided counseling and municipal agent services to seniors and their families;
- Sixty-seven seniors received assistance with tax preparation, 576 seniors received flu shots FY 2006;
- Offered health assessments, screenings and preventative care at the Wellness Center. The VNA East provided care to 273 patients; seeing on average 23 patients per month. The podiatrist treated 391 patients;
- A new Stroke Support Group was added to support services.

Plans for FY 2006-2007

- Work with the Commission on Aging to complete the Long Range Plan for Seniors, including hosting a community-wide forum to present the results of the town-wide Senior Survey;
- Continue to offer a low vision support group, a cancer support group, a stroke support group and an Alzheimer's support group at the Senior Center;
- Promote increased health by offering health screening clinics to detect early signs of disease processes, such as hearing, vision and osteoporosis screenings and by presentations of health promotion talks;
- Support the Town of Mansfield in facilitating the development of a new independent/assisted living facility;
- Assist the Mansfield Senior Center Association Inc. in obtaining geriatric services at the Wellness Center;
- Improve knowledge of existing programs with outreach to housing complexes and increased publicity;
- Continue outreach to homebound seniors through ongoing home visits from the Senior Services Social Worker to frail seniors at home;
- Continue to offer resource information and improved access to financial information by offering seniors an updated version of "At Your Fingertips", an ability to obtain bus passes at the center and as well as providing information on changes in Medicare options;
- Continue intergenerational programs in cooperation with E.O. Smith High School, Mansfield Schools and the University of Connecticut;
- Continue to provide a stimulating and varied Senior Center programs.

YOUTH SERVICES

Staff and volunteers provide professional clinical interventions and many kinds of supportive activities to assist children and their families resolve problems and concerns and promote the positive development of children. Services are also provided through several different grants on the topic of early care and education, including cooperative work with the Mansfield Board of Education.

Accomplishments for FY 2005-2006

- Provided clinical services to 527 youth with 71 receiving psychiatric consultation;

DEPARTMENT OF SOCIAL SERVICES: YOUTH SERVICES continued...

- Positive Youth Development Activities included: Juniper Hill Intergeneration Groups; Youth Work Employment Program at Mansfield Middle School; Special Education Parents Group at MMS with 7th/8th graders; and Mansfield Summer Challenge with 16 participants in its 30th year of operation;
- Counseling Groups provided services to individuals, parents, bus drivers, and seventy COPE and grief groups;
- Coordinated the distribution of: "Outreach to Youth" tickets to performances at UConn's Jorgensen Auditorium; camperships to the Rectory School, through the Bishops Fund of the Episcopal Diocese of Connecticut;
- Assisted Safe Graduation and Safe Homes in their 18th year of programming. Safe Homes has 270+ families registered on the town's Website;
- Assisted Mansfield Middle School youth in creating their sixth video on "The Secret Lives of Girls";
- Coordinated the eighth year of the Mansfield School Readiness Program, supporting sixteen children receiving care at one of four nationally accredited centers;
- Worked with the Mansfield Public Schools and Mansfield Advocates for Children on the fifth year of the Discovery Grant from the William C. Graustein Memorial Fund;
- Family Information Packets were distributed to more than 200 families, providing information on a variety of issues related to early care and education.

Plans for FY 2006-2007

- Continue to provide assistance to Mansfield Board of Education staff students with clinical psychiatric services;
- Continued cooperation in the region with agencies such as Department of Children and Families, North East Communities Against Substance Abuse, East of the River Action Substance Education, ACCESS/Husky Insurance;
- Continued services to referred youths and families in cooperation with Superior Courts of Family Relations, Juvenile Matters, Adult probation and Police and Mansfield Probate Court;
- Engage in a process to clarify the vision and mission of the Youth Service Bureau to aid in developing future program initiatives;
- Support the development of a Children's Grief Group for children and families who have experienced the death of a relative or close friend;
- Support Mansfield Advocates for Children in expanding early care and educational services to underserved populations, including residents of low-moderate income housing facilities;
- Complete the seventh year of the Graustein Foundation's Discovery Grant, and strategize to institutionalize the function of the School Readiness Coordinator.

TOWN CLERK

Mary Stanton, Town Clerk

429-3303

The Town Clerk records all land records, maps, and vital statistics and maintains all minutes for the major boards and committees. All game licenses for fishing, hunting, trapping, pheasant tags, migratory bird stamps, and HIP permits are sold from this office and in June of each year all dogs must be licensed. Staff members are notary publics and will notarize documents as authorized by the Town. Certified copies of recorded information may be purchased according to Freedom of Information charges. Veterans' Discharges are recorded in the office as well as notary publics, liquor permits, trade names and a current list of Justices of the Peace. The Town Clerk assists town organizations in setting up raffles and games of chance. All notices of town and committee meetings are posted on the signpost outside the Clerk's office within time limits set by the Freedom of Information Commission. All election material and procedure for holding elections are arranged in collaboration with the Registrar of Voters. The Town Clerk serves as Clerk to the Town Council. An Assistant Town Clerk serves as Secretary to the Zoning Board of Appeals. In addition, the Clerk's office schedules the meeting rooms in the Audrey P. Beck Municipal Building.

Accomplishments for FY 2005-2006

- Total documents recorded: 3283; Maps recorded: 195; Marriage Licenses issued: 64; Civil Union Licenses issued: 11; Deaths recorded: 101; Births of residents recorded: 98
- Town Record Books from 1883 to 1924 were recreated and microfilmed. Land Record Grantor and Grantee Indexes from 1966 to 1983 were permanently bound;
- Presentations given to University of Connecticut Journalism classes;
- Dog Licenses issued July 1, 2005-June 30, 2006 1,524 and 3 Kennels;

TOWN CLERK continued...

- Sport Licenses sold 489;
- Continued the Record Management Project under the State Historic Preservation Fund Grant Program. Began implementation of the Record Management Plan and the training of designated staff for each department;
- The November Municipal Election held on November 2, 2005. Persons voting were 2,561. Implemented the new procedures for absentee ballot applications;
- Completed computer indexing of all vital statistic and printed indexes;
- Regional School District Referendum held on May 2, 2006. Total number of voting 352;
- Annual Town Meeting held on May 9, 2006.

Plans for FY 2006-2007

- Prepare a records management survey for the town. This survey will assist the town with planning the care of current records materials and the future growth of these materials;
- Develop a format for an inventory of town records and begin the inventory process;
- Implement procedures for the Town Clerk's responsibilities regarding the new voting systems being used for the November elections;
- Monitor those voters who require blank or overseas ballots as a result of the new Help America Vote Act;
- Assist the Committee on Committees with the introduction of a volunteer opportunity web page;
- Continue the process of rebinding the Vital Statistics Record Books, 1943 to 1969;
- Update public access to computerized indexes of Land Records and establish a viewing area outside of the vault.

Committees, Boards and Commissions

**AMERICANS WITH DISABILITIES ACT
GRIEVANCE COMMITTEE**

The purpose of the ADA Grievance Committee is to hear and to investigate grievances and other concerns filed against the town under the Americans with Disabilities Act (ADA). Upon completing its investigation of a particular case or incident, the committee renders a decision regarding its findings and may provide a recommendation to resolve the matter. The committee only hears claims filed with the town, and does not get involved with claims filed in a court or another outside forum.

**ADVISORY COMMITTEE ON THE NEEDS OF
PERSONS WITH DISABILITIES**

The Committee on the Needs of Persons with Disabilities was founded in 1976 and became an official town committee in 1982. The Committee has been instrumental in improving conditions related to accessibility and inclusion for all residents of Mansfield.

Accomplishments for FY 2005-2006

- Reviewed plans and made recommendations to the Planning and Zoning Commission for new construction projects, including Building 1-A of the Mansfield Downtown Partnership;
- Continued to make accessibility compliance recommendations to the Town Parks and Recreation Department for the Community Center and a newly proposed town park;
- Explored parking options and signage for residents with disabilities using the Town Hall and Community Center;
- Participated in the Know Your Towns Fair to promote the purpose and community awareness of the Committee;
- Responded to accessibility issues brought to the Committee by residents.

Plans for FY 2006-2007

- Monitor and address public transportation needs of persons with disabilities.
- Continue to provide advocacy and oversight regarding the needs of residents with disabilities, focusing on access to buildings and services, transportation and overall quality of life.
- Continue to work collaboratively with the Mansfield Downtown Partnership to ensure that the design of the new Storrs Downtown encourages access and use by all residents.
- Expand committee membership by recruiting family members and advocates of residents with disabilities.

AGRICULTURE COMMITTEE

The Agriculture Committee advises the Town Council and other bodies on matters related to preserving farmland and agricultural activity in Mansfield

Accomplishments for FY 2005-2006

- Produced the 2006 "Mansfield Agricultural Products and Services" brochure;
- Reviewed and made recommendations for the revised Town Plan of Conservation and Development;
- Recommended update for farm tax programs;
- Provided information to farm community about farm grant programs;
- Contributed to planning and presentation of Mansfield Open Space Initiative project.

ARTS ADVISORY COMMITTEE

The Arts Advisory Committee is charged with advising the Town Council and Manager on issues related to the arts. The committee looks to promote and encourage interest and participation in the arts and may work to compliment activities and events sponsored by private organizations having the same purpose and goal.

Accomplishments for FY 2005-2006

- Arranged for rotating art displays at the Mansfield Community Center (MCC);
- Arranged for posting an MCC exhibit calendar and artist information on the Town's website (www.mansfieldct.org/town/current/recreation/art_online/);
- Sponsored and arranged for a performance of Irish music by Full Gael (6 May 06) and a reading by members of Joan Sidney's poetry group (14 Jun 06) at the MCC;
- Organized a meeting of an Art Critique Group (27 Apr 06) at the MCC, in response to a suggestion from Robert Coughlin;
- Distributed an *Artspaces* packet (including a list of businesses and institutions offering exhibit and performance space to artists, instructions for making use of these opportunities, and a sample exhibit contract), along with our flier advertising display space at the MCC, to local artists by snail- & e-mail;
- Communicated suggestions for an arts presence in the new Storrs Downtown development to the Downtown Partnership (letter of 11 April 06);
- Judged the sidewalk chalking contest at the Festival on the Green's (17 Sep 06).

Plans for FY 2006-2007

- Recruit additional members for the Committee, which now has three vacancies;
- Continue to arrange rotating art displays at MCC;
- Continue to advocate an arts presence in the Storrs Downtown development;
- Improve display lighting in MCC's sitting room;
- Explore adapting the double-sided case in the MCC entry-way to accommodate displays of fabric and flat art, in addition to sculpture;
- Broaden the arts represented at the MCC by arranging performances there by local music, dance, and drama groups.

BEAUTIFICATION COMMITTEE

The purpose of the Beautification Committee is to improve the aesthetic appearance of Mansfield by reducing unattractive areas. The Committee places flowering plants in key locations and recognizes individuals and businesses that contribute to the beautification of Mansfield.

BOARD OF ASSESSMENT APPEALS

The Board of Assessment Appeals hears appeals related to the assessment of motor vehicles and other property. The Board adjusts the assessment, valuation, etc. of personal property when appropriate and adds taxable property to the grand list when it has been wrongly omitted.

BOARD OF ETHICS

The Board of Ethics issues guidelines on matters related to ethics (i.e. ex parte communication) and establishes procedures for the public to initiate complaints alleging violations of Mansfield's Code of Ethics. The Board holds hearings concerning the application of the Code and its violation and makes recommendations for action to the Council when the Code has been violated.

BUILDING BOARD OF APPEALS

The Building Board of Appeals hears appeals regarding decisions made by the Building Official and renders decisions upon the appeal.

CATV ADVISORY COMMITTEE

The CATV Advisory Committee intervenes in any contested case before the department involving the CATV company which the Council is advising. The Committee reviews all community access programming that has been the subject of a complaint.

CEMETERY COMMITTEE

The Cemetery Committee advises the Town Manager in the management, care and maintenance of public cemeteries and provides assistance in the maintenance and care of cemeteries owned or controlled by private associations, if such help is requested. The Committee, within the framework of an approved Town budget, advises the Town Manager in the expenditure of Town funds to have burial grounds cleared of weeds, briars and brush, grass mowed, fences and walls repaired and memorial stones straightened and repaired. The Committee also studies the need for and makes recommendations to the Town Manager for the enlargement of present cemeteries and for the acquisition of land for new cemeteries as permitted under the Town's ordinances and advises the Town Manager in the development of a budget for implementing the above programs.

Accomplishments for FY 2005-2006

- Repaired monuments in the Mansfield Center Cemetery and identified monuments in other cemeteries for restoration;
- Reviewed future needs of the town and the adequacy of the current cemeteries;
- Continued turf and tree maintenance programs.

Plans for FY 2006-2007

- Continue efforts to restore and maintain town owned cemeteries;
- Develop a wooded "cremation only" area adjacent to the Gurleyville Cemetery.

COMMISSION ON AGING

The Commission on Aging (COA) studies the conditions and needs of elderly persons in the Town in relation to housing, economics, employment, health and nutrition, recreation, transportation and other matters. The Commission recommends and evaluates programs to meet the needs of the elderly and suggests priorities for action. Members serve as a resource group to which Mansfield citizens can turn either individually or as groups when they have problems or questions about programs or needs of the elderly. The Commission then furnishes information outlining needs to agencies and groups who are interested in, or who provide services for, the elderly.

Accomplishments for FY 2005-2006

- The Commission made its annual evaluation and recommendation to the Town Council on the budget requests of five area agencies that provide services to local aged residents;
- Monitored municipal programs offering services to the elderly, such as the Senior Center, Wellness Programs, and Housing units, by hearing regular reports of their activities, and reviewing budget requests for new programs;
- Created and distributed a survey to almost 3000 residents age 55 and older regarding the needs of seniors in Town. The results will be incorporated into a revision of the Long-Range Plan For the Elderly;
- Acted as a communication liaison for services in the Town that relate to the needs of the aging, such as transportation needs of the community, and the Mansfield Advisory Committee on Persons with Disabilities;
- Participated in a market analysis of the housing needs of seniors in this community, and continued to support the development of an assisted living facility in Mansfield;
- Supported the Town's successful application for funds from the State Department of Transportation to expand transportation services to elderly and disabled residents.

COMMISSION ON AGING continued...

Plans for FY 2006-2007

- Host a community-wide forum to present the results of the survey on the needs of seniors in town, which will ultimately result in the update of the Commission's Long-Range Plan for the Elderly;
- Support a designee from the Commission to serve on the Town's advisory committee to select a developer for an independent/assisted living facility;
- Identify areas of legislative concern for seniors, including proposed changes to Social Security, and educate seniors regarding these issues;
- Partner with the Mansfield Senior Center Association to effectively function as a "voice" for the needs of seniors in Mansfield.

CONSERVATION COMMISSION

The Mansfield Conservation Commission is charged with advising the Town Council, the Planning and Zoning Commission, and other Town agencies and officials on policies and issues relating to the development, conservation, supervision, and regulation of natural resources (including water resources) within the Town of Mansfield.

Accomplishments for FY 2005-2006

- Provided input to the Planning and Zoning Commission and Town Council on the Plan of Conservation and Development;
- Continues to assist with open space and parks management issues;
- Continue to comment on Inland Wetlands Applications;
- Reviewed and provided input to the Town Council regarding significant UConn projects;
- Continued to provide input to the municipal aquifer protection agency;
- Provided input to the Town Council regarding Storrs Downtown Partnership;
- Continued to provide input to the Planning and Zoning Commission and the Town Council regarding the preservation of stone walls.

Plans for FY 2006-2007

- Assist with open space and parks management issues;
- Comment on Inland Wetlands Applications;
- Review and provide input to the Town Council regarding significant UConn projects;
- Provide input to the Town Council regarding Storrs Downtown Partnership;
- Provide input to the Town Council on Aquifer Protection Regulations;
- Provide input to the municipal aquifer protection agency;
- Provide input to the Planning and Zoning Commission on subdivision applications.

CONSTABLES

Mansfield Town Constables serve under State statutes. They have the power to serve and execute all lawful process legally directed to them.

CORRECTIONAL FACILITY/PUBLIC SAFETY LIAISON COMMITTEE

As set out within the statute, the mission of Mansfield's Public Safety Committee is to review safety and security concerns related to our local correctional facility, the Donald T. Bergin Correctional Institution. Mansfield's Public Safety Committee also serves as the Correctional Facility Liaison Committee, which is charged with similar duties. The membership of our Public Safety Committee is comprised of Warden Eileen Higgins of Bergin CI, as well as eleven citizen representatives appointed by the Mayor of the Town of Mansfield. Our committee meets on a quarterly basis during the months of January, April, July and October.

The current capacity of Bergin CI is 962 inmates, and the population has consistently remained close to that level over the past few years. However, in recent months we have retained an overflow population that has pushed the overall capacity to 1,090.

CORRECTIONAL FACILITY/PUBLIC SAFETY LIAISON COMMITTEE continued...

The primary issue that the Mansfield Public Safety Committee has focused upon this past year is the security of the facility, as the number of "walk-aways" or escapes from Bergin CI increased over the past few years. In an effort to proactively address this matter, the Connecticut Department of Correction (DOC) offered to install razor wire along the interior of the perimeter of the facility. Our committee endorsed this proposal and submitted its recommendation to the Mansfield Town Council, which ultimately granted its approval to initiate the project. At the time of this writing, I am pleased to report that the installation of the wire is complete.

2006 accomplishments included:

- Updated the emergency phone list;
- Tested the emergency notification phone system;
- Installed razor wire around the perimeter of the facility;
- Toured the DBCI facility;
- Maintained a good working relationship between the community and DBCI;
- Inmates assisted with Spring Weekend clean-up;
- and no escapes occurred from DBCI.

For the coming year, the committee plans to focus on monitoring the overflow inmate population, with regard to its impact upon the community and Bergin CI. Also, we do have a functional community notification system in place, but it may be time to look at upgrading that system to a newer technology, such as reverse 911.

Another concern that we face every year is the Department of Correction's continued ability to maintain an appropriate level of staff, including educational personnel, at Bergin CI. Warden Higgins and her staff are very careful to adhere to the appropriate admission criteria. The educational programming at Bergin CI is of good quality, and it is important to our committee to maintain this level of programming to encourage restorative justice and to facilitate the development of skills necessary to deter recidivism.

2007 initiatives will include:

- Touring the DBCI facility;
- Re-testing the emergency notification phone system;
- and introducing new DBCI command staff to the Public Safety Committee.

In closing, I wish to emphasize that the Department of Correction and the Town of Mansfield enjoy a productive working relationship. Bergin CI has often demonstrated its willingness to be a "good neighbor," and has frequently donated the services of a community outreach work detail to assist with tasks such as roadside clean up. We do our best to work collaboratively to address issues of concern and to continue Bergin CI's reputation as a pre-release model for the State of Connecticut.

DAY CARE CENTER BOARD OF DIRECTORS

The Day Care Center Board of Directors is responsible for the administration of the Mansfield Discovery Depot. The purpose of the Board is to maintain, regulate, manage and operate a high-quality day care center in the Town of Mansfield primarily for the residents of and those who work in Mansfield.

DESIGN REVIEW PANEL

The five person Design Review Panel is appointed by the Planning and Zoning Commission (PZC) to provide independent citizen review comments on Site Plan and Special Permit applications pending before the PZC. Members serve two year terms and are selected based on backgrounds in landscape architecture, engineering, historic preservation, architecture/design, business/construction or a related field.

EASTERN HIGHLANDS HEALTH DISTRICT BOARD OF DIRECTORS

The Eastern Highlands Health District Board of Directors is the governing body for the Health District, which is an independent entity of local government. The individual members are appointed by the legislative body of each member town. The Board appoints and supervises the local Director of Health, subsequent to a public hearing approves an annual budget, sets Health District policy and promulgates local rules and regulations for the promotion of local public health.

HISTORIC DISTRICT COMMISSION

The Mansfield Historic District Commission was established by ordinance to promote the educational, cultural, economic and general welfare of the Town of Mansfield through the preservation and protection of buildings and places of historic interest by maintenance of such landmarks in the history of architecture and of the Town of Mansfield, and through the development of appropriate settings for such buildings, places and districts.

HOUSING AUTHORITY BOARD OF DIRECTORS

The Housing Authority Board of Directors is comprised of commissioners that serve as governing officers or directors of the Housing Authority. Once appointed by the Town Council, commissioners are independent, non-partisan public servants. They are responsible for major policy and leadership decisions. The Executive Director they hire is responsible for the day-to-day administration of the Housing Authority and its programs. A commissioner may, and commonly does, serve many terms in providing this service.

JUDGE OF PROBATE

Claire Twerdy, Judge
429-3313

Connecticut's probate courts have jurisdiction to hear and decide the following matters: adoptions (minors and adults); appointment of a temporary guardian of a minor child; award of temporary custody of a minor and appointment of guardian of a minor (following removal); termination of parental rights of a minor; emancipation of a minor; determination of paternity; appointment of a guardian of a person with mental retardation; appointment of trustee for property of mission person; involuntary commitment of a person with psychiatric disabilities to a mental hospital and related matters (adults and minors); change of name (minors and adults); custody of remains of a deceased; decedents estates; trusts and certain accounts; conservatorships; and, estates of minors. The court also processes passport applications.

LIBRARY ADVISORY BOARD

The Library Advisory Board provides advice in formulating policies and objectives, publicizing and recommending new programs, reviewing the proposed budget, enlisting public cooperation and understanding for programs, assisting with cultural activities associated with the library and making recommendations concerning acceptance of any bequest, devise, gift or endowment.

Accomplishments for FY 2005-2006

- Assisted with the selection of members of the Mansfield Library Board: Dale Truman, Edmund Chibeau and Rita Pollack were selected to begin terms on November 1, 2005;
- Reviewed and provided feedback on the proposed library budget for FY 2006-07;
- Participated in the process for development of a long-range plan for Mansfield Public Library;
- Assisted in publicizing programs and services by reviewing the grant for Senior Outreach Services, outreach activities of librarians, summer reading program plans, the Preschool Fun Fair and The Lunar New Year Celebration.

MANSFIELD ADVOCATES FOR CHILDREN

Mansfield Advocates for Children-MAC, (formerly the Mansfield School Readiness Council) is an advisory committee composed of volunteers who are appointed by the Town Council and Mayor of Mansfield. The mission of this body is: "To contribute to the positive development of all young children in Mansfield." This is accomplished through a variety of community initiatives that focus primarily on the needs of families with children ages 0-5.

Accomplishments for FY 2005-2006

- Applied for and received funding for the Mansfield School Readiness Program to enter its eighth year of operation, supporting sixteen 3 and 4-year olds enrolled in one of 4 nationally accredited early care centers;
- Submitted a funding application for the Mansfield School Readiness Program supporting an additional three more 3 and 4 year olds enrolled in one of 4 nationally accredited early care centers;
- Developed a "Mansfield Advocates for Children" tri-fold flyer;
- Assisted with the development of a Statewide Survey of likely voters attitudes and opinions about early care and education in CT with a workgroup for the Graustein Memorial Foundation;
- Hosted a conference call locally about the results of the Statewide Survey with recommendations to Towns;
- Continued to successfully coordinate and assist in the collaboration between early care and education centers and public school kindergarten teachers and support staff;

MANSFIELD ADVOCATES FOR CHILDREN continued...

- Assisted in the completion of the Community Assessment tool for the William Graustein Memorial Foundation Discovery grant;
- Continued to publish and update The “Fun For Kinds in Mansfield Calendar of Events”;
- Continued to update quarterly a directory of licensed early care and education providers in Mansfield and make it available on the Town’s website;
- Participated in the annual Know Your Towns Fair, in the annual Preschool Family Fun Fair at the Library, the Kids Health and Safety Fair, and the Festival on the Green;
- Distributed 150 “Mansfield Family Information Packets” for use by newcomers or new parents in Town;
- Cooperatively coordinated two 7-week sessions of parenting classes with the Town of Coventry through a special grant with Generations Family Health Center;
- Addressed the Mansfield Board of Education to describe the work of MAC and future plans;
- Purchased professional development materials with Graustein Memorial Foundation funds;
- Hosted two public information forums with gubernatorial candidates Mayors John DeStefano and Daniel Malloy;
- Coordinated with the Mansfield Public Schools to include early care and education providers in their professional development programs;
- Offered a 50% stipend for Center staff to participate in professional development workshops.

Plans for FY 2006-2007

- Continue outreach to underserved members of the community around early care and educational services;
- Conduct team building retreat to develop bylaws for governance and guidelines as well as member responsibilities;
- Develop a system for regular parent engagement;
- Review, collect and analyze data about the status of infant and toddler care in Mansfield.

MANSFIELD DOWNTOWN PARTNERSHIP BOARD OF DIRECTORS

The MDP Board of Directors is made up of 18 representatives from the Town of Mansfield, surrounding communities, and the University of Connecticut. The Board of Directors establishes policy for the Partnership, oversees the development of the Storrs Center downtown project, and develops projects to promote the Town of Mansfield.

OPEN SPACE PRESERVATION COMMITTEE

The Open Space Preservation Committee serves as a resource to the Town Council concerning open space issues. Following guidelines in the Town Plan of Conservation and Development, the committee evaluates various properties, reports on their suitability for preservation and makes contact and works with landowners and developers in order to suggest and discuss ways in which open space can be preserved.

Accomplishments for FY 2005-2006

- Reviewed three properties;
- Reviewed a subdivision proposal;
- Reviewed four proposed management plans;
- Made recommendations for update of Plan of Conservation and Development and for subsequent revisions to subdivision and zoning regulations;
- Sponsored meetings, presentations and planning for Mansfield Open Space Initiative project.

PARKS ADVISORY COMMITTEE

The Parks Advisory Committee (PAC) is charged with identifying and evaluating park needs as well as making recommendations for the acquisition and operation of parks and community gardens. The Committee also reviews annual budget requests concerning parks and makes recommendations thereon.

Accomplishments for FY 2005-2006

- Worked with Parks and Rec. staff to increase environmental education programming with monthly Friends of Mansfield Parks events, including Walking Weekend and Connecticut Trails Day;

PARKS ADVISORY COMMITTEE continued...

- Worked with Parks staff to expand the Natural Areas Volunteer program, continuing plant, bird, and butterfly monitoring, special projects, and scheduling 16 workdays at various preserves;
- Completed a review of land management plans and approved land management schedules, including invasives control at selected sites;
- Provided input on subdivision proposals, the new plan of conservation and development, and the 2006 open space acquisition bond referendum;
- Determined to meet quarterly in 2005-2006;
- Reviewed and recommended natural areas related items for the Parks and Rec. budget.

Plans for FY 2006-2007

- Involve the community with planning a nature center;
- Involve the community in Mansfield Parks by continuing to offer environmental education programming and an organized, supervised natural areas volunteer program;
- Continue the annual land management review process, culminating in management schedules circulated to other pertinent advisory committees;
- Provide input on subdivision proposals, open space acquisition, grant proposals, Parks and Rec. budget, and a property to parks procedure;
- Develop a Mansfield parks and preserves display in the Mansfield Community Center;
- Determined to meet bi-monthly in 2007.

PERSONNEL APPEALS BOARD

The Personnel Appeals Board assures that the employment system of the town is fair and equitable and serves the interest of the Town while respecting the proper claims of the employees.

PLANNING & ZONING COMMISSION AND INLAND WETLAND AGENCY

The Planning and Zoning Commission (PZC) and Inland Wetland Agency (IWA) take pride in trying to ensure the future of Mansfield as a desirable place to reside and visit. In reviewing all aspects of development, the PZC and IWA consider impacts on traffic, neighborhood compatibility, natural and historic resources, inland wetland areas, water supply, waste disposal, fire safety and aesthetics such as landscaping and architecture. The sites of all pending applications are visited by members to observe these factors in the field.

Accomplishments for FY 2005-2006

- Held twenty-three PZC meetings, nineteen IWA meetings and eight joint field trips; held numerous committee meetings;
- Received and acted on over forty-six applications or enforcement actions involving activities within regulated inland wetland/watercourse areas;
- Approved, after obtaining endorsement by the Town Council, an update of the Town's Plan of Conservation and Development. The new plan includes land use goals, objectives, and recommendations, along with twenty-five (25) maps;
- Approved the rezoning of all RAR-40 and RAR-40 MF zones to RAR-90; the rezoning of all R-40 zones to a new R-90 zone; an increase, from 30,000 to 40,000 square feet, of required development area envelopes for new lots; new cluster development regulations including provisions that authorize the PZC to require 40,000 square foot lots in the RAR-90 and R-90 zones and forty (40) percent open space dedications; new age-restricted housing regulations and new parking requirements for shopping centers that exceed 50,000 square feet in commercial area;
- Approved twelve (12) new subdivisions with eighty-two (82) new lots; an arts and crafts use on Gurleyville Road; a medical office addition on Storrs Road; a storage/office/retail use off of Clover Mill Road; four (4) new efficiency unit apartments, a hydro-electric facility on Mansfield Hollow Road, nine (9) live music permit renewals, a new skate park adjacent to the community center, and five (5) material deposition or removal permits;
- Acting as Mansfield's Aquifer Protection Agency, the PZC approved new Aquifer Protection Area Regulations for the State designated Fenton River wellfield level A aquifer;
- Approved Stonemill Road as a Town designated "Scenic Road";

PZC AND IWA continued...

- Adopted regulations revisions to extend a subdivision application moratorium to June 1, 2006 and to enact a new moratorium for rezoning applications on land south of Pleasant Valley Road between Mansfield City Road and Mansfield Avenue. This moratorium is scheduled to end on February 5, 2007;
- Reviewed and commented on an update of the University of Connecticut's Water Supply Plan and on numerous UConn construction projects with respect to potential environmental, traffic and neighborhood impacts;
- Participated/monitored/acted on various land use-oriented projects, including, the Downtown Partnership's Storrs Center Municipal Development Plan project, the WINCOG Regional Transportation Plan update, and the designation of the Fenton, Mount Hope, and Natchaug Rivers as official State "Greenways".

Plans for FY 2006-2007

- Continued thorough review of all land use applications and enforcement of existing regulations;
- Continued review and updating of Mansfield's Zoning Map and land use regulations;
- Continued monitoring of University of Connecticut land use activities.

QUIET CORNER COMMITTEE

The purpose of the Quiet Corner Committee is to promote tourism in the North East section of Connecticut. Twenty-one towns in North Eastern Connecticut make up the Quiet Corner tourism region. A wide variety of informational pamphlets are published and distributed as part of this Committee's duties.

RECREATION ADVISORY COMMITTEE

The Recreation Advisory Committee (RAC) is charged with identifying and evaluating recreational needs as well as making recommendations for the institution and operation of programs. RAC continues to support the implementation, development and expansion of program offerings in order to meet the recreational needs of the community.

Accomplishments for FY 2005-2006

- Continued the annual review of co-sponsored organizations;
- Endorsed National Youth Sports Coaches Association (NYSCA) Certification Program;
- Made on-going recommendations to the Parks and Recreation Department on policies and programs;
- Continued review of and support for Community Center operations.

Plans for FY 2006-2007

- Annual review of co-sponsored organizations, including Mansfield Junior Soccer Association, Mansfield Little League, and Tri-Town Youth Football and Cheerleading Association;
- Advise on Community Center operations and other department programs;
- Implement Management Plans for Lion's Club Memorial Park, Southeast Park, and Sunny Acres Park;
- Support Community Center membership initiatives.

REGIONAL SCHOOL DISTRICT #19

The Constitution of the State of Connecticut requires that free public education be made available to all citizens. The state's legislature has delegated this responsibility to local and regional school boards. The Regional School District #19 Board of Education accepts this obligation. Its mission is to represent the interests of all residents of the district in providing for the educational needs of young men and women of senior high school age. The board seeks to accomplish this by securing community support, providing for the employment of competent faculty and staff and developing effective policy. In accomplishing its mission, the board intends to meet all legal requirements and to efficiently utilize the resources made available to the district.

SOCIAL SERVICES ADVISORY COMMITTEE

The Social Services Advisory Committee meets monthly with the Director of Social Services to review and provide guidance regarding department programs and budgets.

Accomplishments for FY 2005-2006

- Continued to provide advocacy, leadership and direction to support the mission of the Social Service Department;
- Supported the Department's efforts to explore the need for services around a variety of topical issues including internet safety, underage drinking, and assistance with needs;

SOCIAL SERVICES ADVISORY COMMITTEE continued...

- Served as a clearinghouse for information regarding other advisory committees connected to the Department of Social Services;
- Reviewed and made recommendations regarding applications from ten non-profit community agencies that requested operating funds from the Town of Mansfield for FY 2006-2007.

Plans for FY 2006-2007

- Continue to provide oversight and input on all Department programs, activities, and grant initiatives;
- Expand membership of this advisory committee to ensure representation from a broad spectrum of Mansfield's residents, including the faith community;
- Advocate for the development of an independent/assisted living facility in Town;
- Focus on increasing access to services offered to low and moderate income residents;
- Identify an optimal venue to facilitate dialogue among Mansfield's state legislators, area social service agency representatives and town social service advisory committees;
- Continue to provide input to the Town Council on the process for funding non-profit community agencies.

SOLID WASTE MANAGEMENT / RECYCLING COMMITTEE

The Solid Waste Advisory Committee acts as a community sounding board for the Town's solid waste policies. These policies include issues relating to residential refuse and recycling service, transfer station operations, promotion of recycling and waste prevention, hazardous waste disposal, and bulky waste disposal. This is the fifteenth year that user fees have funded the Town's volume-based waste collection (pay-per-bag of garbage). Over the year, 36% of all residential waste was recycled- single-family residences recycled 41% of their waste and multi-family residences recycled 12% of their wastes. Multi-family residences are those that have dumpster service and their recycling rate continues to drop each year in spite of past efforts to reverse this trend. Trash and recycling service is contracted to Mayo & Sons for single-family residences and Willimantic Waste Paper, Inc. for multi-family residences.

Accomplishments for FY 2005-2006

- Held a one-day latex paint swap at the transfer station. The equivalent of 186 gallons of paint were accepted on that day and 62% of this was taken home for reuse;
- Began collecting grocery bags for recycling at the transfer station;
- Continued to monitor the development of the green building guidelines for the Storrs Center development;
- The Mid Northeast Recycling Operating Committee (Mid-NEROC), of which Mansfield is a member town, continued its operations of the Regional Household Chemical Waste Drop- Off Facility;
- In partnership with the Connecticut Recyclers Coalition, held a springtime sneaker recycling collection at the schools and transfer station for the fourth year;
- Re-bid the single-family trash collection contract;
- Managed the Mansfield schools' composting programs for the eighth year;
- Worked with the Festival on the Green to create a low-waste Festival event. Reduced waste by 70%;
- Made a final analysis of the transfer station user study and reported findings to Town Council;
- Worked with UConn student outreach to regularly collect litter along the Hunting Lodge/North Eagleville Road corridor;
- Began enforcing the new litter ordinance with positive results;
- Presented classes on waste issues (toxic household products, green building design and recycling) in the schools;
- Conducted a composting workshop for the tenth year, discounting compost bins for residents in attendance;
- Advocated for recycling-related state legislation;
- Completed the construction of the special bottles and cans recycling containers for the parks. All Town parks are now furnished with them;
- Helped with the start up a non-profit building material reuse store serving central and eastern Connecticut;
- Staffed a clean energy group in order to expand residential support for renewable energy and move the Town forward on its 20% by 2010 commitment.

Plans for FY 2006-2007

- Sustain school wide composting programs and manage waste contracts;

SOLID WASTE MANAGEMENT/RECYCLING COMMITTEE continued...

- Continue working with the Festival on the Green committee to create a low-waste Festival event;
- Continue enforcing the litter ordinance in problem areas of Town;
- Continue offering classes to the schools on waste issues;
- Continue residential home composting incentive program;
- Continue advocating for recycling-related state legislation;
- Conduct another springtime paint swap;
- Educate and disseminate information to residents and landscapers on organic landcare;
- Improve elementary school composting operation by converting to a different composter;
- Educate and disseminate information to residents on sustainability-related issues.

TOWN HISTORIAN

The Town Historian is an invaluable resource. The voluntary position was created in August 1991 to provide information and advice on the Town's history to the community, historical societies and local government. All books and materials published by the Mansfield Historical Society are reviewed and worked on by the Town Historian. The position is a labor of love and is research intensive. Those interested in serving as the next Town Historian are asked to call 429-3336.

TOWN/UNIVERSITY RELATIONS COMMITTEE

The Town/University Relations Committee was established in 1992 with a mission to promote and sustain positive relations between the University of Connecticut and the larger Mansfield community. The committee is comprised of representatives from both the town and the university, and is co-chaired by the Mayor and the Special Assistant to the University President. The committee meets the second Tuesday of every month at 4:00 p.m. Members of the public are encouraged to attend, and the committee provides an opportunity for public comment at each meeting.

TRANSPORTATION ADVISORY COMMITTEE

The Transportation Advisory Committee is composed of Town Council members, Planning and Zoning staff members, and citizens at large. The Committee helps direct staff in Town and Regional transportation matters.

Accomplishments for FY 2005-2006

- Continued work to further the WRTD fare-free bus system beyond the current fiscal year. Requests were made to the UConn graduate and undergraduate student governments to establish a stakeholders committee to discuss future funding of the system;
- Reviewed Town transportation-related projects and reestablished priorities for Town walkway/bikeway projects including the newly grant-funded replacement of the Stone Mill Road bridge and the regional transportation enhancement grant to extend the new downtown streetscape to the west side of Route 195 and south of Route 275.

YOUTH SERVICES ADVISORY BOARD

The Youth Service Advisory Board meets monthly with staff of the Youth Service Bureau and the Director of Social Services to review and provide guidance regarding program activities. Membership of the Committee includes two middle and high school students, along with school administrators, Mansfield Police, residents, Department of Children & Families and Special Education personnel.

Accomplishments for FY 2005-2006

- Continued to provide advocacy, leadership and direction to support the mission of the Youth Service Bureau;
- Engaged in a planning process for services and programs characterized by consistency, responsibility, and accessibility;
- Encouraged student input, which is incorporated into short/long term goals;
- Endorsed the 8th year of Rectory School camperships, the 18th year of Safe Graduation funding, and the 30th year of Mansfield Challenge activities and Children's Trust Fund endeavors.

Plans for FY 2006-2007

- Continue to provide support and advocacy for all YSB programs, activities, and grant initiatives, including development of a children's grief group;

YOUTH SERVICES ADVISORY BOARD continued...

- Engage in a process to clearly define the mission and vision of the Mansfield Youth Service Bureau;
- Advocate for the broad spectrum of the needs of youth in Mansfield, with a focus on youth and families who are traditionally underserved;
- Encourage input from a variety of sources to develop innovative programming for youth and their families in Mansfield, forming collaborative relationships with other organizations working with this population.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is established by state statute to hear appeals and to vary the application of Zoning Regulations in cases where enforcement of the regulations would result in exceptional difficulty or unusual hardship. However, variances granted by the ZBA must always be in the "spirit" of the Zoning Regulations, and courts have ruled that the ZBA cannot consider economic hardship as a possible justification for granting a variance.

The ZBA has five members elected at-large to four-year staggered terms, as well as three alternatives appointed by the Town Council to serve two-year terms. Hearings are normally held once a month, and anyone needing a hearing must first obtain a referral from the Zoning Agent. Because of legal notice requirements, applications should be submitted at least 16 days prior to a scheduled meeting date.

Although the ZBA rules on appeals from the decisions of the Zoning Agent, appeals from decisions of the Planning and Zoning Commission (PZC) itself are not heard by the Board and are made directly to Connecticut Superior Court. As a quasi-judicial body, the ZBA must conduct public hearings before ruling on an application, and four of its five members must concur for most actions. Persons wishing to appeal a decision of the ZBA may take the appeal directly to Superior Court.

Members and Staff of Elected and Appointed Committees, Boards and Commissions

ADA Grievance Committee

Curtis Hoffman
Dr. Ralph LaGuardia
Steve Lofman
Matthew Hart (Staff)

Advisory Committee on Persons with Disabilities

Michael Collins
Cristina Colon-Semenza
John DeWolf
Wade Gibbs
Thomas W. Miller
Joan Seliger Sidney
Matthew Hart (Staff)
Sheila Thompson (Staff)

Agriculture Committee

Al Cyr
Charles Galgowski
William Palmer
Robert Peters
Carolyn Stearns
Vicky Wetherell (OSPC)
Curt Vincente (Staff)

Arts Advisory Committee

Jay Ames (C)
Kim Bova Kaminsky
Scott Lehmann
Derri Owen
Joan Prugh
Blanche Serban
Jay O'Keefe (Staff)
Curt Vincente (Staff)

Beautification Committee

Isabelle Atwood
Jacqueline Bopp
Jay Koths
Brian Krystof
Patricia Maines
Carolanne Markowitz

Board of Assessment Appeals

Curt Beck (C)
Eric Holinko
Carol Thomas

Board of Education

Gary Bent
Mary Feathers
Dudley Hamlin
Martha Kelly
Christopher Kueffner
Min Lin
Shamin Patwa
Katherine Paulhus
William Simpson (C)
Gordon Schimmel (Staff)

Board of Ethics

David Ferraro
Gertrude Lamb
Dennis Mullaney (Alt)
Eleanor Plank
Winthrop Smith (Alt)
Nora Stevens

Building Board of Appeals

Leland Hawkins
Charles Lowe
James Silva
Gregory Zlotnick (C)
Mike Nineau (Staff)

CATV Advisory Committee

Fred Baruzzi (BOE)
Grace Enggas
Ida Millman

Cemetery Committee

Isabelle Atwood (C)
Barry Burnham
Rudy Favretti
Winston Hawkins
Mary Landeck
Ethel Larkin
Joyce Passmore
Lon Hultgren (Staff)
Mary Stanton (Staff)

Commission on Aging

Beth Acebo
Wilfred Bigl
Kenneth Doeg
Sam Gordon
Dorethea Mercier
Elizabeth Norris
Carol Pellegrine
Carol Phillips
Timothy Quinn
Mary Thatcher
Susanna Thomas (C)
Kevin Grunwald (Staff)
Patricia Hope (Staff)

Conservation Commission

Robert Dahn (C)
Peter Drzewiecki
Quentin Kessel
Scott Lehmann
John Silander
Frank Trainor
Jennifer Kaufman (Staff)
Grant Meitzler (Staff)

Constables

Sheila Quinn Clark
Edwin Passmore
Richard Pellegrine
Timothy Quinn
John Stanton
Carol Thomas
Dolly Whitham

Correctional Facility/Public Safety Liaison Committee

Audrey Barberet
Major Ronald Blicher
George Cole (Citiz)
Raymond Gergler
Warden Eileen Higgins
Clair Lary
Christopher Paulhus
Richard Pellegrine (VC)
LT Walter Solenski, Jr.
Wunderly Stauder
Vera Stearns
Susanna Thomas
Maria Capriola (Staff)
Sergeant Sean Cox (Staff)
Matthew Hart (Staff)

Design Review Panel

Isabelle Atwood
Lee Forrest Cox
Robert Gillard
Peter Minutti
Jack Stephens

Discovery Depot

Board of Directors
Jane Goldman
Gregory Haddad (TC)
Pam Meliso
Megan Nolan
Laura Scruggs
Mei Wei
Sheila Thompson (P)
Mary Jane Newman (Staff)

Members and Staff of Elected and Appointed Committees, Boards and Commissions

Eastern Highlands Health District

Board of Directors

Connie Anderson (Alt)
Ralph Fletcher (Alt)
Doug Cameron
Susan Chace (Alt)
Louise Eldridge (Alt)
John Elsesser
Charles Johnson
William Kennedy
Michael Kurland
Elizabeth Paterson (C)
Paul Schur
Robert Skinner
Joyce Stille
April Teveris
Tierney Tully
Steve Werbner

Emergency Management Advisory Council

Sgt. Sean Cox
Matthew Hart
Ryan Hawthorne
Lon Hultgren
John Jackman
William (Chip) Jordan
Michael Kurland
Robert Miller
Elizabeth Paterson
Gordon Schimmel

Historic District Commission

Isabelle Atwood
Anita Bacon
Gail Bruhn (C)
Jason Andrew McGarry (Alt)
James Nardi (Alt)
Jody Newmyer
Richard Roberts (Alt)
David Spencer

Housing Authority

Board of Directors

Gretchen Hall
Joan Christison-Lagay
Dexter Eddy
Richard Long (C)
William Simonsen

Judge of Probate

Claire Twerdy

Library Advisory Board

Eva Bar-Shalom
Edmond Chibeau
Sheila Quinn Clark (C)
Marietta Johnson
Barbara Katz
Jung Pao
Rita Pollack
Compton Rees, Jr.
Dale Truman
Louise Bailey (Staff)

Mansfield Advocates For Children

Anne Bladen (Child Labs Rep)
Alison Whitham Blair
Ande Bloom
Joan Buck (C)
Susan Daley
Maria Dickson
Jane Goldman
Nancy Hovorka
Becky Lehmann
Kathleen A. Mahoney
Bethany Maines
Tresca Marr-Smith
Mary Jane Newman
Shannin Patwa
Katherine Paulhus
Kristine Stone
Louise Bailey (Staff)
Sandy Baxter (Staff)

Mansfield Downtown Partnership

Board of Directors

Stephen Bacon
Thomas Callahan
Bruce Clouette
Dianne Doyle
Barry Feldman
Michael Gergler
Matthew Hart
Al Hawkins
Janet Jones
Philip Lodewick
Peter Nicholls
Elizabeth Paterson
David Pepin
Steve Rogers
Phil Spak
Elizabeth Treiber
Frank Vasington
David Woods
Cynthia van Zelm (Staff)

Open Space Preservation Committee

Evangeline Abbott
Kenneth Feathers
James Hill
Quentin Kessel
Steve Lowry
James Morrow (C)
David Silsbee
Vicky Wetherell
Curt Vincente (Staff)

Parks Advisory Committee

Julianna Barrett
Susan Harrington
Tom Harrington
Jean Haskell
Jacquelyn Perfetto
David Silsbee
Curt Vincente (Staff)

Personnel Appeals Board

Donald Nolan
Herbert Segar
Crayton Walker
Matthew Hart (Staff)

Members and Staff of Elected and Appointed Committees, Boards and Commissions

Planning and Zoning Commission

Michael Beal
 Rudy Favretti (C)
 Betty Gardner
 Joann Goodwin
 Roswell Hall III
 Katherine Holt
 Peter Kochenburger
 Larry Lombard
 Peter Plante
 Barry Pociask (Alt)
 Bonnie Ryan (Alt)
 Gary Zimmer
 Gregory Padick (Staff)

Quiet Corner Committee

Anne Smith

Recreation Advisory Committee

Darren Cook
 Sheldon Dyer (C)
 Donald Field
 David Hoyle
 Mia John (Student Rep)
 Frank Musiek
 Howard Raphaelson
 Ann Rash
 Curt Vincente (Staff)

Regional Board of Education

Francis Archambault, Jr. (C)
 Herbert Arico
 Janice Chamberlain
 Karen Fisherkeller
 Robert Jellen
 Therese John
 Frank Krasicki
 Robert Kremer
 Elizabeth McCosh-Lilie
 Deborah Potvin
 William Ryan
 Michael Sibiga
 Bruce Silva (Staff)

Social Services Advisory Committee

Marla Hauslaib
 Judith Y. Heald
 June S. Krisch
 Ed Passmore
 Dr. James Peters, II
 Kevin Grunwald (Staff)

Solid Waste Management/ Recycling Committee

Andrea Ames
 Maria Gogarten (C)
 Jane Knox
 Kevin McLaughlin
 Dennis Roberts
 Anne Smith
 Lon Hultgren (Staff)
 Virginia Walton (Staff)

Town Council

Alison Whitham Blair
 Bruce Clouette
 Leigh Duffy
 Gregory Haddad
 Alan Hawkins
 Helen Koehn
 Mayor Elizabeth Paterson
 Christopher Paulhus
 Carl Schaefer
 Maria Capriola (Staff)
 Matthew Hart (Staff)

Town Historian

Roberta Smith

Town/University Relations Committee

Phillip Barry
 Thomas Callahan
 Bruce Clouette
 Eddie Daniels, Jr.
 John Gauthier
 Robert Hudd
 A.J. Pappanikou
 Elizabeth Paterson
 Larry Schilling
 William Simpson
 Cynthia van Zelm
 Gary Zimmer
 Maria Capriola (Staff)
 Matthew Hart (Staff)
 Greg Padick (Staff)

Transportation Advisory Committee

Paul Aho
 Janet Freniere
 Ross Hall
 Helen Koehn
 Dennison Nash
 Jack Stephens (C)
 Michael Taylor
 Gary Zimmer
 Kevin Grunwald (Staff)
 Matthew Hart (Staff)
 Lon Hultgren (Staff)
 Grant Meitzler (Staff)
 Greg Padick (Staff)
 Tim Veillette (Staff)

Youth Service Advisory Board

Michael Collins
 Brittany Cushman (Student)
 Eileen Griffen
 Jake Hovanic (Student)
 Addie Johnson (Student)
 Rachel Leclerc
 Ethel Mantzaris
 Jerry Marchon
 Shawnee Mason (Student)
 Candace Morrell
 Christopher Murphy
 Frank Perrotti
 Janit Romayko (Staff)

Zoning Board of Appeals

Sarah Accorsi (Alt)
 Suzanne Singer-Bansal
 Jack Clauson (Alt)
 Martha Fraenkel
 Beverly Gotch (Alt)
 Shirley Katz
 Carol Pellegrine (C)
 Julie Wright
 Curt Hirsch (Staff)
 Sharon Tyler (Staff)

2007 Meeting Schedules: Committees, Boards and Commissions

Advisory Committee On The Needs Of Persons With Disabilities: 4th Tuesday of each month; 2:30pm; Town Hall, Conference Room C

Agriculture Committee: 1/3, 3/7, 5/2, 7/11, 9/5, 11/7; 7:30pm; Town Hall, Conference Room B

Arts Advisory Committee: 1st Monday of each month; 7:00pm; MCC Conference Room

Beautification Committee: 4/2, 5/7, 9/4, 10/1, 11/5; 8:00pm; Town Hall, Conference Room C

Board of Education: 1/18, 1/25, 2/1, 3/8, 4/12, 5/10, 6/14, 9/16, 9/20, 10/11, 11/18, 12/13; 7:30pm; Town Hall, Council Chambers

Cemetery Committee: 1/23, 4/24, 7/24, 10/23; 3:00pm; Town Hall, Conference Room B

Commission On Aging: 2nd Monday of every month (except holidays); 2:30pm; Mansfield Senior Center

Conservation Commission: 3rd Wednesday of each month; 7:30pm; Town Hall, Conference Room B

Correctional Facility/Public Safety Liaison Committee: 1/17, 4/18, 7/18, 10/17; 3:00pm; Town Hall, Council Chambers

Day Care Center Board of Directors: 3rd Wednesday of every other month; 7:00pm, Discovery Depot

Eastern Highlands Health District Board of Directors: 1/18, 2/8, 4/19, 6/21, 8/16, 10/18, 12/13; 4:30pm; Coventry Town Hall Annex

Historic District Commission: 2nd Tuesday of each month

Housing Authority Board of Directors: 3rd Thursday of each month; 8:00am; Housing Authority

Housing Code Board of Appeals: 2nd Monday of each month; 5:00pm; Town Hall, Conference Room C

Library Advisory Board: 1/25, 4/12, 6/21, 9/20; 7:00pm; Mansfield Public Library

Mansfield Advocates for Children: 1st Wednesday of each month; 6:30pm; Town Hall, Location varies

Mansfield Downtown Partnership: 1st Tuesday of each month; 4:00pm; Mansfield Downtown Partnership Office 1244 Storrs Road

Open Space Preservation Committee: 3rd Tuesday of each month; 7:30pm; Town Hall, Conference Room B

Parks Advisory Committee: 2/7, 4/4, 6/6, 8/1, 10/3, 12/5; 7:30pm; MCC Conference Room

Planning & Zoning Commission and Inland Wetland Agency: 1st and 3rd Monday of each month; 7:00pm; Town Hall, Council Chambers

Recreation Advisory Committee: 4th Wednesday of each month; 7:30pm; MCC Conference Room

Regional School District #19: 1st Tuesday of each month; 7:30pm; E.O. Smith High School, Media Center

Social Services Advisory Committee: 1st Thursday of each month; 3:30pm; Town Hall, Conference Room C

Solid Waste Management/Recycling Committee: 2nd Thursday of every other month; 7:30pm; Town Hall, Conference Room C

Town Council: 2nd and 4th Monday of each month; 7:30pm; Town Hall, Council Chambers

Town/University Relations Committee: 2nd Tuesday of every month; 4:00pm; Town Hall, Council Chambers

Traffic Authority: 1st Thursday after the 1st Monday of each month; 10:30am; Town Hall, Conference Room B

Transportation Advisory Committee: 2nd Tuesday of each month; 7:30pm; Town Hall, Conference Room B

Youth Services Advisory Board: 2nd Tuesday of each month; 12:00pm; location varies

Zoning Board of Appeals: 2nd Wednesday of each month; 7:00pm; Town Hall, Council Chambers

Meeting dates/times/locations subject to change. Call the Town Clerk's Office at 429-3303 to confirm.

Access the town meeting calendar at www.mansfieldct.org

UPCOMING TOWN EVENTS

Save the date!

MEMORIAL DAY PARADE

May 28, 2007

9:00 AM

Bassetts Bridge Rd./Rt. 195 to
Mansfield Center Cemetery

TOUR de MANSFIELD: VILLAGE TO VILLAGE

July 14, 2007

[Rain Date 7/21/07]

Mansfield Community Center

Join us for Mansfield's second annual bike tour followed by music, food and kid-friendly activities! Call the Mansfield Community Center at 429-3015 to register to ride!

FIREWORKS IN THE PARK

September 15, 2007

[Rain Date 9/29/07]

6:00 PM

Mansfield Hollow State Park
Food, Live Music, Fireworks and More!

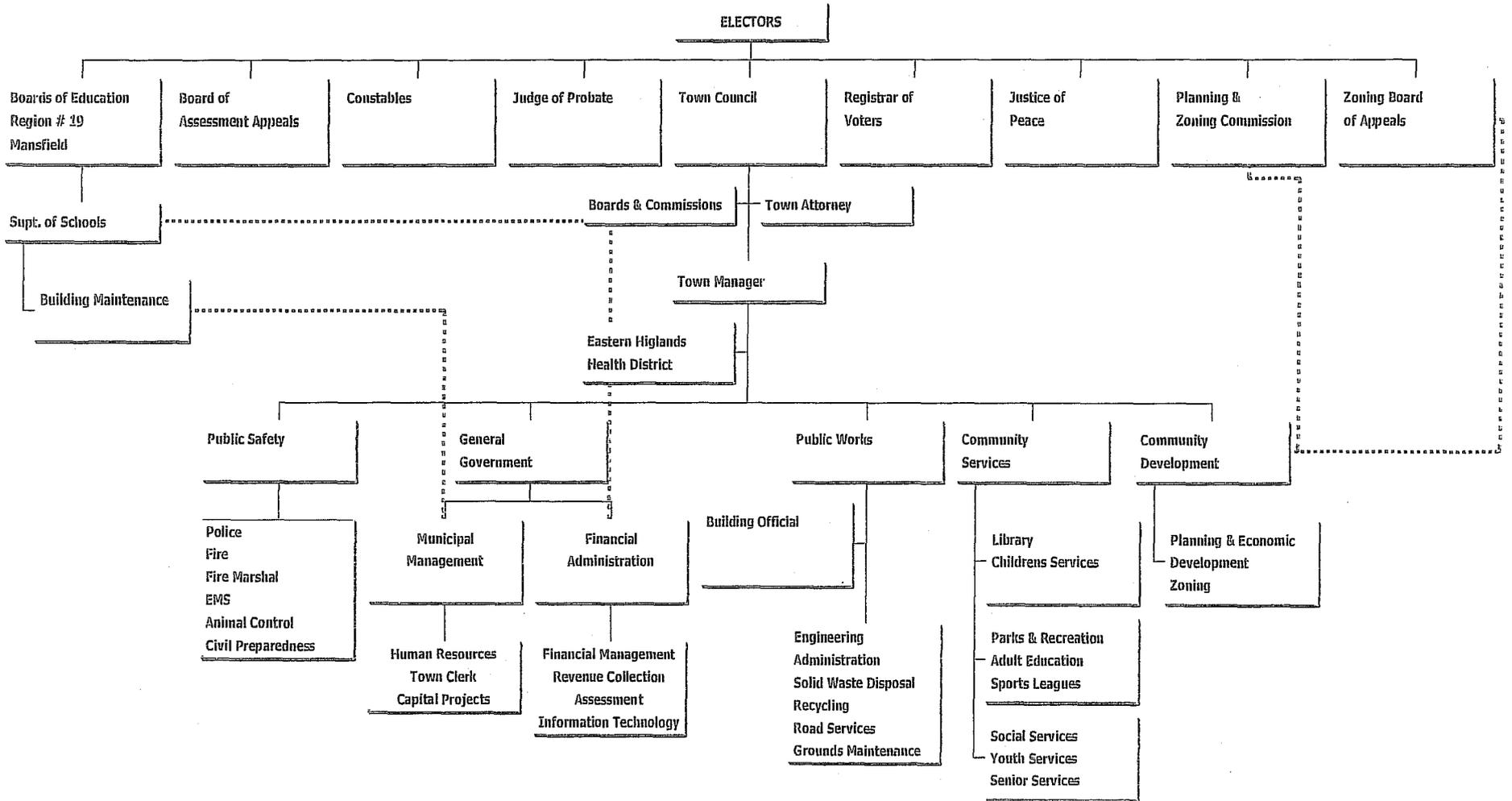
FESTIVAL ON THE GREEN

September 16, 2007

12:00 PM—5:00 PM

Mansfield Commercial District, Storrs Road
Food, Children's Activities, Music and More!

TOWN OF MANSFIELD ORGANIZATIONAL CHART



P.120

DIRECTORY

For Information On	Call	Phone	For Information On	Call	Phone
Accounts Payable	Finance	429-3345	Police - Non-Emergencies	Police Department	429-3357
Administration	Town Manager	429-3336	Police & Fire Emergencies	Police Department	911
Assessment	Assessor	429-3311	Probate Court	Judge	429-3313
Birth Certificates	Town Clerk	429-3302	Purchasing	Finance	429-3345
Building Permits	Building Office	429-3324	Refuse & Recycling	Engineering	429-3333
Cemetery (Town)	Sexton	423-6881	Registration of Voters	Registrar of Voters	429-3368
Civil Preparedness	Civil Preparedness	429-3324	Sanitary Inspection	Health Department	429-3325
Community Center	Parks & Recreation	429-3015	School Business Manager	Finance Director	429-3344
Death Certificates	Town Clerk	429-3302	Senior Center	Senior Center	429-0262
Deeds	Town Clerk	429-3302	Snow Removal & Streets	Public Works Garage	429-3676
Demolition Permits	Building Office	429-3324	Taxes	Collector of Revenue	429-3306
Dog Licenses	Town Clerk	429-3302	Town History	Town Historian	429-9789
Dog & Animal Problems	Animal Control Officer	487-0137	Tree Warden	Public Works Dept.	429-3331
Drainage Problems	Engineering	429-3334	Voting	Registrar of Voters	429-3368
Electrical Permits	Building Office	429-3324	Welfare	Social Services	429-3315
Emergency Dial-A-Ride	Dial-A-Ride	456-1462	Youth & Family Services	Youth Services	429-3317
Emergency Municipal Agent	Senior Services	429-0262	Zoning Enforcement	Zoning Agent	429-3341
Employment	Human Resources/Personnel	429-3336			
Engineering	Engineering	429-3334			
Finance	Finance Director	429-3344			
Fire Marshal	Building, Fire & Maintenance	429-3320			
Health Matters (Public)	Health Department	429-3325			
Highways	Public Works Department	429-3331			
Housing Authority	Director of Housing Authority	487-0693			
Housing Inspection	Housing Inspection	487-4440			
Inland Wetlands	Engineering	429-3334			
Landfill Permits	Engineering	429-3334			
Library	Mansfield Public Library	423-2501			
Marriage Licenses	Town Clerk	429-3302			
Parking Tickets	Tax Collector	429-3374			
Passports	Probate	429-3313			
Planning	Planning & Zoning Office	429-3330			
Plumbing & Heat Permits	Building Office	429-3324			

BOARD OF EDUCATION		
Central Office	Contact Person	Phone
Superintendent of Schools	Gordon Schimmel	429-3350
Superintendent RSD #19	Bruce Silva	487-1862
Annie E. Vinton		
Principal	Dr. James Palmer	423-3086
E.O. Smith High School		
Principal	Louis F. DeLoreto	487-0877 x2434
Goodwin School		
Principal	Debra Adamczyk	429-6316
Mansfield Middle School		
Principal	Jeffrey Cryan	429-9341
Southeast School		
Principal	Norma Fisher-Doiron	423-1611

DIRECTORY

Justices of the Peace	Phone	Town Council Members	Party	Phone	Email
Brian Ahern	429-5233	Alison Whitham Blair	R	860-423-1776	BlairAW@MansfieldCT.org
Stephen Bacon	487-1842	Bruce Clouette	D	860-429-0046	Clouette@mindspring.com
Judith Blei	423-9613	Gregory Haddad	D	860-429-8517	HaddadG@MansfieldCT.org
Fred Cazal, Jr.	429-2637	Alan Hawkins	R	860-487-1105	HawkinsAR@MansfieldCT.org
Arppie Charkoudian	429-4910	Helen Koehn	D	860-429-4699	KoehnH@MansfieldCT.org
Andrea Epling	429-2702	Mayor Elizabeth Paterson	D	860-456-8553	PatersonE@MansfieldCT.org
Gregory Haddad	429-8517	Christopher Paulhus	R	860-487-5223	PaulhusCR@MansfieldCT.org
William Hare, II	429-6396	Caroline Redding	D	860-230-8822	ReddingCG@MansfieldCT.org
Sharry Goldman	423-2381	Carl Schaefer	D	860-423-9427	SchaeferC@MansfieldCT.org
Steve Lofman	429-8080				
Allan Maines	429-5050				
John Manning	429-9552				
J.C. Martin	423-5631				
Richard Meehan	429-6905				
Stanley Miela	429-8380				
Joseph Pandolfo	423-2646				
Edwin Passmore	429-6799				
Joyce Passmore	429-6799				
Carol Pellegrine	429-9598				
Doryann Plante	450-0696				
Peter Plante	450-0696				
Holly Rawson	429-5233				
Dot Shaw	456-1060				
Richard Sherman	423-5587				
Robin Tracey	429-7160				
Gladys Tucker	429-4487				
John Zizik	429-1151				

Department	Email Address
Animal Control	ACO@mansfieldct.org
Building	NinteanME@mansfieldct.org
Building Maintenance	HammonWD@mansfieldct.org
Downtown Partnership	vanZelmCA@mansfieldct.org
Eastern Highlands Health District	EHHHD@mansfieldct.org
Emergency Management	JackmanJE@mansfieldct.org
Finance	FinanceDept@mansfieldct.org
Fire and Emergency Services	DagonDJ@mansfieldct.org
Fire Marshal	FireMarshal@mansfieldct.org
Human Resources	HR@mansfieldct.org
Library	BaileyLA@mansfieldct.org
Parks and Recreation	Parks&Rec@mansfieldct.org
Planning and Zoning	PlanZoneDept@mansfieldct.org
Public Works	PublicWorks@mansfieldct.org
Registrars of Voters	RegVoters@mansfieldct.org
Social Services	SocServ@mansfieldct.org
Town Clerk	TownClerk@mansfieldct.org
Town Manager	TownMngr@mansfieldct.org

PRESS RELEASE



From: Town Manager
To: Mansfield Residents
Re: Community Energy

FOR IMMEDIATE RELEASE

Town of Mansfield Leading the Way with Renewable Energy

An agreement has been signed between the Town of Mansfield and Community Energy, Inc. that commits the Town to purchase clean, renewable energy that offsets 4% percent of the municipality's electrical use. This amount increases 4% in July 2007 and continues to increase by 4% each July until 2010, when the Town will be purchasing clean, renewable energy equal to 20%. The clean energy choice is being supplied by wind energy marketer and developer Community Energy.

"We're proud to step up as a leader in the field of local government, and to do our part for the environment. Our citizens recognize and value the commitment we've made to a safe and secure energy future. It's pleasing to know that our day to day operations are now being powered in part by clean, renewable energy. We hope others will follow our lead and make the choice as well," says Matt Hart, Mansfield's Town Manager.

Over the course of four years, 2,684,085 kilowatt hours (kWhs) of renewable electricity will enter the regional grids on behalf of the Town of Mansfield. Compared to the generation mix in the regional electric grid, the environmental benefit from this purchase is equivalent to planting 182,057 trees or not driving 2,321,948 miles.

Community Energy President Brent Alderfer states, "The Town of Mansfield has stepped up as a leader in Connecticut. Their renewable energy purchase puts their energy dollars to work to benefit the state economically and environmentally. As more customers choose to follow their lead and purchase renewable energy, we can bring more clean power resources online to meet that demand."

Community Energy, Inc. (CEI) is a marketer and developer of wind energy generation founded in 1999 and headquartered in Wayne, Pennsylvania. CEI has over 2 billion kilowatt-hours of wind energy sales, 40,000 residential and business customers and marketing arrangements with 18 investor-owned and municipal utilities. CEI cites its utility partners and customers, which include many of the largest retail purchases of wind energy in the country, as the reason for its success in bringing wind energy to market in new regions of the country. CEI developed and jointly owns the Jersey-Atlantic Wind Farm and has wind projects under development in the Northeast, Mid-Atlantic and Midwest. www.communityenergy.biz

Other Clean Energy News

Energy Efficient Lighting Contains Mercury

The Town of Mansfield hosted two energy efficient lighting sales at the Town Hall and Community Center in February and March 2007. Nearly 4,000 compact fluorescent bulbs were sold. While fluorescent bulbs use less energy, they also contain mercury. Used fluorescent bulbs should be brought to the Mansfield transfer station so that the mercury and glass can be recycled. Broken bulbs should be carefully swept up with a dust pan and brush (*not a vacuum*), double bagged and taken to the hazardous waste facility. Never flush mercury down the drain or dispose in household trash.

Mansfield Begins Purchasing Clean Energy

Mansfield is participating in the Connecticut Clean Energy Communities program, "20% by 2010." By signing on, the Town has made the commitment to support "clean" sources such as wind, solar, landfill gas or small, low-impact hydropower. Starting January 1, 2007, the Town of Mansfield has been purchasing enough renewable energy to offset 4% of its electricity usage. This renewable energy is derived from New England small hydro and a Pennsylvania wind power offered through Community Energy. This percentage will increase each fiscal year in 4% increments until 2010 when the Town will reach the target 20%. Over the course of four years, 2,684,085 kilowatt-hours of renewable electricity will enter the regional electric grids on behalf of the Town. This purchase makes a difference for the environment and promotes our nation's energy independence. The estimated environmental benefit is equivalent to planting 182,057 trees or not driving 2,321,948 miles.

Signing Up for Clean Energy

Part of Mansfield's commitment to being a Connecticut Clean Energy Community is promoting the use of clean energy to its citizens and organizations. 232 households in Mansfield have already made the commitment to support clean energy. As customers of Connecticut Light and Power Company, we all have the power to choose clean energy from two different suppliers, Sterling Planet, which derives energy from wind, small hydropower and landfill gas, or from Community Energy, which derives energy from wind or landfill gas. Simply contact the supplier of your choice to make the change. Sterling Planet can be reached at 877-457-2306; Community Energy at 866-WIND-123. Your bill will still come from CL&P and there will be no interruption in service. By signing up for the CTCleanEnergyOptionssm program, the lights will still go on and all of your appliances will work just the same as they always have. There will be a minimal increase in your per kilowatt hour charge by choosing clean energy. For example, a customer using 1000 kilowatt-hours (kWh) will pay an additional \$5.75 per month for 50% clean energy or \$11.50 per month for 100% clean energy. Log onto www.ctcleanenergyoptions.com, the town website or call 800-874-9897 for further information.

Free Solar Panels for EO Smith High School

The Connecticut Clean Energy Community program offers incentives for participating municipalities. Since Mansfield is a participating community, for every 100 households/businesses that select the CTCleanEnergyOptionssm on their electric bill, the Town receives a free solar panel. In February 2006 Mansfield reached the 100th household threshold, making the Town eligible to receive its first 1-kilowatt photovoltaic panel on a municipal building. In July 2006 the Town qualified for a second panel for being the first Connecticut town to have 2.5% of the households using clean energy. In March 2007, the Town qualified for a third panel. Preparations are being made to place the three 1 kWh solar photovoltaic panels on EO Smith's entrance roof.

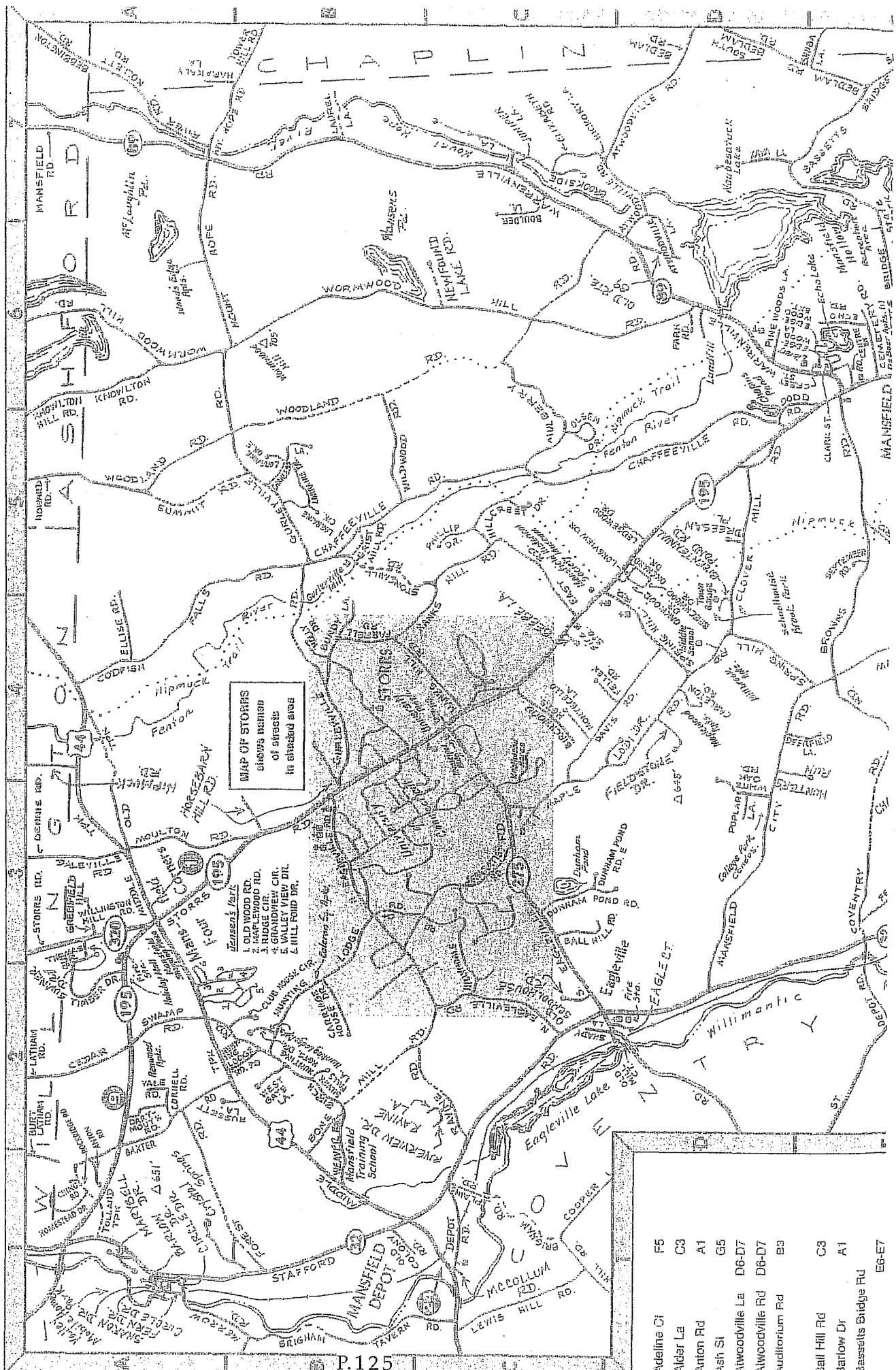
Mansfield Clean Energy Team Awards Grant to EO Smith Cool It Team.....

The Mansfield Clean Energy team was organized last year to help the Town of Mansfield achieve its goal of promoting clean energy. Through the Connecticut Clean Energy Fund, the team was given \$5,000 to fund grant projects that promote the use of clean energy in our community. The EO Smith High School Cool It Team was the first recipient of a \$1,700 grant. This money is being used to educate students and staff about climate change, promote energy conservation, reduce the CO2 emissions at EO Smith and recruit more residents to sign-up for the clean energy option on their electric bill.

Mansfield's Earth Day Celebration

The Clean Energy Team organized its first Earth Day Celebration at the Mansfield Community Center on April 22, 2007. The afternoon featured a panel discussion on ways to conserve energy, a workshop on organic gardening, a nature walk, a children's recycled paper making activity, music, and earth-friendly products for sale. Attendees were given the opportunity to identify their carbon footprint and examine ways to change their energy usage.

Map of Mansfield Connecticut



MAP OF STORES
shows names
of streets
in shaded area

1. OLD WOOD RD.
2. MAPLEWOOD RD.
3. GRADYVIEW CIR.
4. VALLEY VIEW DR.
5. HILL FOND DR.

F5	Adeline Ct
C3	Alder La
A1	Anton Rd
G5	Ash St
D6-D7	Atwoodville La
D6-D7	Alwoodville Rd
B3	Auditorium Rd
C3	Ball Hill Rd
A1	Barlow Dr
EB-E7	Bassett's Bridge Rd

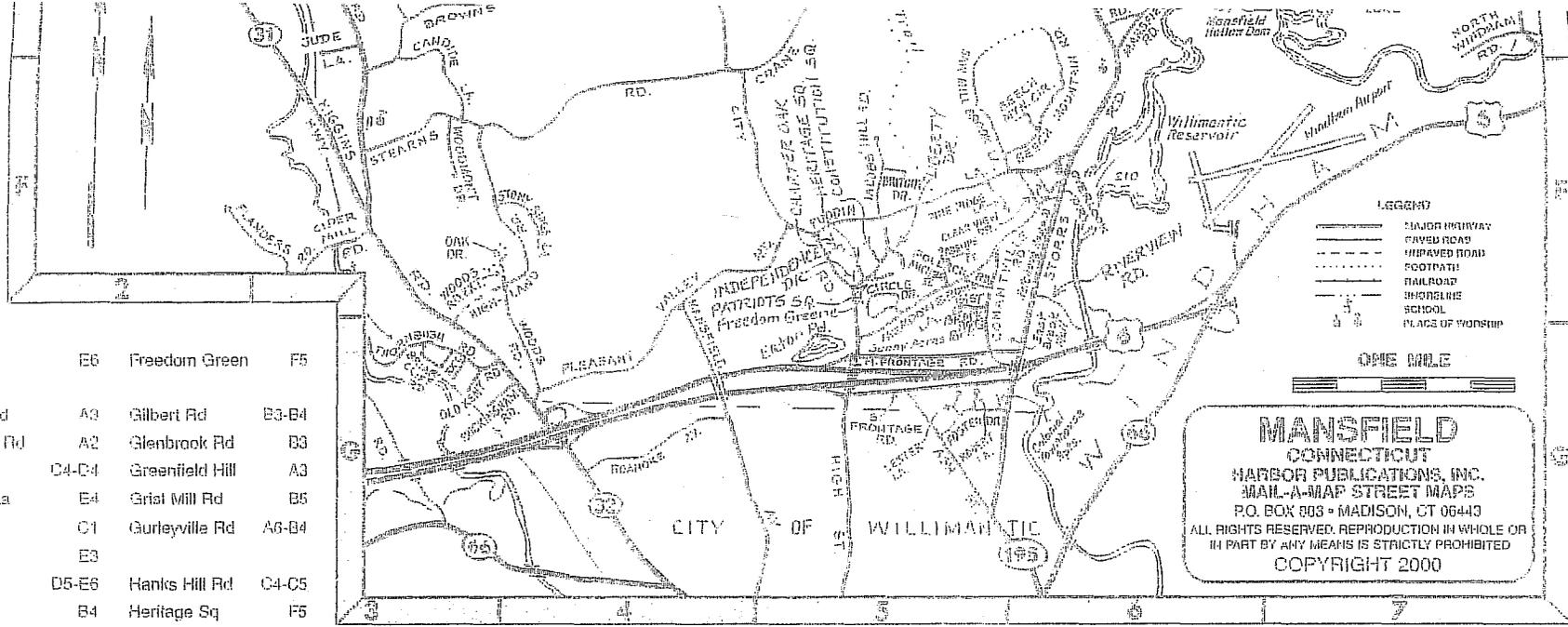
Beech Mountain Cir F6
 Beech Mountain Rd E6-F6
 Beechwood Dr D5
 Birch Rd A2-B2
 Birchwood Hgts C4
 Blackberry Ln C3
 Bolton Rd B4-C4
 Bone Mill Rd B2-C2
 Boulder La C7
 Bonyon Dr F5
 Bradford Rd G3
 Bringham Tavern Rd B1-C1
 Brookside La C7
 Brookside Rd C4
 Browns Rd E3-E5
 Buckingham Rd G3-G4
 Bundy La B4
 Candide La E3-F3
 Carleton Rd D4
 Carriage House Dr B2
 Cedar Swamp Rd A2
 Cherry Rd E6
 Cheyenne St E6
 Cheyenne Dr E3
 Charter Oak F5
 Chaffeeville Rd B5-D5
 Charles La B5
 Cheney Dr B3-C3
 Ching Rd A1
 Ching Mill Rd F3
 Circle Dr F5
 Circle Dr A1
 Clark St E6
 Clearview Dr F6
 Clover Mill Rd D4-D5
 Clubhouse Cir B2
 Codfish Falls Rd A4-B5
 Conantville Rd F3-G5
 Constitution Sq F5
 Cornell Rd A2
 Costello Cir C3
 Coventry Rd E3-E4
 Coventry Rd (UConn) B4
 Crane Hill Rd E5-F4

Crest St E6
 Daleville Rd A3
 Dartmouth Rd A2
 Davis Rd C4-C4
 Deerfield La E4
 Depot Rd C1
 Derek Dr E3
 Dodd Rd D5-E6
 Dog La B4
 Dreesan Pl D5
 Dunham Pond Rd
 Dunham Pond Rd E C3
 Eagle Ct D2
 East Rd C4-C5
 East Brook Heights F5
 Eastwood Rd C4
 Echo Rd E6
 Edgewood Ext E6
 Edgewood La E6
 Elizabeth Rd C7
 Ellise Rd A4
 Fairfield Rd B3
 Farmstead Rd C3
 Farrell Rd B4
 Fellen Rd C4-D4
 Fern Dr A1
 Fern Rd E3
 Fieldstone Dr C4
 Flaherty Rd C4
 Forest Rd A2-B1
 Foster Rd G5

Freedom Green F5
 Gilbert Rd B3-B4
 Glenbrook Rd B3
 Greenfield Hill A3
 Gris Mill Rd B5
 Gurleyville Rd A6-B4
 Hanks Hill Rd C4-C5
 Heritage Sq F5
 Hickory La C7
 Higgins Hwy F3
 High St G5
 Highland Rd F3-F4
 Hillcrest Dr C5
 Hillside Cir C3
 Hillside Rd B3-C3
 Hillyndale Rd C3-C3
 Hollister Rd B3-C3
 Holly Dr B4
 Homestead Dr A1
 Horneburn Hill Rd
 Hunter's Run D4-E4
 Hunting Heights Dr B2
 Hunting Lodge Rd
 Independence Dr F5
 Jacobs Hill Rd F5
 Jorgenson Rd B3
 Jude La E3
 Juniper La C7
 Kaya La D7

King Hill Rd B3
 Knollwood Acres Rd C4
 Knowlton Rd A6
 Laurel La B7
 Ledgewood Dr D5
 Lester La G5
 Liberty Dr F5
 Little La C3
 Lodi Dr C4
 Longview Dr D5
 Lorraine Dr B5
 Lorraine Dr E B5
 Lynwood Rd C3
 Mansfield Av F4-G5
 Mansfield Rd B3-B4
 Mansfield City Rd D2-G5
 Mansfield Hollow Rd E6
 Mansfield Hollow Rd Ext E6
 Maple La B4
 Maple Rd C3-D4
 Marybell Dr A1
 McCollum Rd C1
 Meadowbrook La F5-G5
 Meadowwood Rd B3
 Merrow Rd A1-A2
 Michele St F5
 Middle Tpk A4-C1
 Minnesota Rd C4
 Montecello La C4
 Moulton Rd A3-B3
 Mountain Rd E6
 Mount Hope Rd A6-A7
 Mulberry Rd C5-C6
 Nipmuck Rd A4
 N Eagleville Rd B3-C2
 N Frontage Rd G5
 Newound Lake Rd C6
 North Windham Rd E7
 Northwood Rd B2
 Oak Dr F3
 Oak La B3
 Oakhill Rd B4

Ravine La C2
 Ravine Rd C2
 Ridge Rd C3
 River Rd A7
 Riverview Dr C2
 Riverview Rd F6
 Robert La G5
 Rockridge Rd A1
 Route Conn 31 D1-F3
 Route Conn 32 A1-G4
 Route Conn 66 G2
 Route Conn 89 A7-E6
 Route Conn 196 A1-G6
 Route Conn 275 C4-D1
 Route Conn 320 A3
 Route U.S. 6 F7-G1
 Route U.S. 44A A4-C1
 Route I-84 G2-G6
 Russett La A2-B2
 Sawmill Brook La F5
 Separatist Rd B3-C3
 September Rd E5
 Shady La C2
 Sharon Rd A1
 Shuba La E7
 Silo Rd C3
 Silver Falls La B2
 S Eagleville Rd C2-C4
 S Frontage Rd G5
 Southwood Rd C2-C3
 Spring Hill Rd D4-E4
 Stadium Rd B3
 Stafford Rd A1-G4
 Stearns Rd F3-F4
 Stonemill Rd B5
 Stony Ridge La F4
 Storrs Rd A1-G5
 Storrs Hgts Rd C4
 Summit Rd A5-B5
 Sunner Dr A3
 Thomas Dr A3
 Thompson Rd C2
 Thornbush Rd G3
 Thornbush Rd Ext G3
 Timber Dr A2
 Tolland Tpk A1
 Valley View Dr
 Warrenville Rd A7-E6
 Weaver Rd B1-B2
 Westgate La B2
 Westwood Rd C3
 White Oak Rd D3
 Whitney Rd B3
 Wildwood Rd B5-B6
 Willington Hill Rd A3
 Willowbrook Rd B4
 Woodland Rd A5-B6
 Woodmont Dr F3
 Woods Rd F4-G4
 Woods Rd Ext F3-F4
 Wormwood Hill Rd
 Wright's Way C3
 Yale Rd A2
 Jensen's Park A2-A3
 1 Old Wood Rd
 2 Maplewood Rd
 3 Ridge Cir
 4 Grandview Cir
 5 Valley View Dr
 6 Hill Pond Dr



MANSFIELD STREET INDEX



TOWN OF MANSFIELD
PLANNING & ZONING COMMISSION

AUDREY P. BECK BUILDING
4 SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3330

Memo to: Mansfield Town Council
L. Hultgren, Mansfield Tree Warden/Public Works Director
Property-owners with street frontage on Dog Lane, within 500 feet of a driveway and associated tree removal and stone wall alteration, 12 Dog Lane
From: Mansfield Planning and Zoning Commission
Date: May 31, 2007
Re: June 18, 2007 Public Hearing on proposed driveway work on 112 Dog Lane, PZC File #1010-5

The Planning and Zoning Commission has received a request to construct a loop driveway for an existing house at 112 Dog Lane. The driveway alterations will involve tree removal and stone wall alterations along Dog Lane, a Mansfield-designated Scenic Road. The subject request is from Neil Moynihan, owner of 112 Dog Lane.

Whereas Dog Lane is subject to the provisions of the Town of Mansfield's Scenic Road Ordinance, please be advised that a required Public Hearing is scheduled to take place at 8:15 p.m. on Monday June 18, 2007, in the Council Chambers of the Audrey P. Beck Municipal Building, 4 South Eagleville Road, Storrs, Connecticut, for the purpose of receiving information from the applicants and verbal or written comments from the public concerning the proposed driveway work. Any comments regarding this request must be received prior to the close of the Public Hearing. Enclosed please find a letter submitted by the applicant describing the proposed project, a copy of the legal notice and a map depicting the proposed loop driveway. Following the PZC Public Hearing, comments from the Commission will be forwarded to the Town Council for final action on this request.

If you have any questions regarding the applicant's proposal, the provisions of the Town's Scenic Road Ordinance or the Public Hearing process, please call the Mansfield Planning Office, at 429-3330.

Encl.

LEGAL NOTICE

The Mansfield Planning and Zoning Commission will hold Public Hearings on Monday, June 18, 2007, in the Council Chambers, A.P. Beck Bldg., 4 S. Eagleville Rd, to hear comments on the following:

8:15p.m. Request of N. Moynihan to construct a loop driveway for an existing house at 112 Dog Ln. The proposal includes tree removal and stone wall alterations adjacent to Dog Ln., a Town designated "scenic road". The request has been made pursuant to Mansfield's Scenic Road Ordinance.

8:30 p.m. Special Permit renewal requests for removal of material from property of Banis, north side of Pleasant Valley Rd. about 300 feet east of Woods Rd. and from property of Hall, north of Mansfield Hollow Rd. and west of Mansfield Hollow Rd. Ext.

At these Hearings, interested persons may be heard and written communications received. No information from the applicants or the public shall be received after the close of the Public Hearings. Additional information is available in the Planning Office.

R. Favretti, Chair
K. Holt. Secretary

TO BE PUBLISHED Tuesday, June 5 and Wednesday, June 13, 2007

Thanks for remembering to put officers' names and titles on same lines.

P.O. #9612

Neil and Jane Moynihan
112 Dog Lane
Storrs, CT 06268
May 17, 2007

Town of Mansfield Town Council,

We would like to make our driveway into a loop driveway. There are several reasons for this.

First we would like better visibility when exiting. We have lived at 112 Dog Lane for ten years; during this time we have been careful pulling out of the driveway, but there is a blind spot when we look right where cars cannot be seen for an interval of about 100 feet. They suddenly come into view as we pull out. There have been a number of very close calls. We now have a child studying to get her driver's license, so the issue of safety is more pressing. We have moved our mailbox but still have the blind section for about 100 feet down the road to the right.

Second we would like to have access to our back yard without crossing over the lawn with equipment. We are planning to put a piece of pavement for basketball behind the west end of the house as it is noisy for the neighbors when played in the driveway. We are considering in the future building a storage shed behind the house and would like to have access to it.

I had Mansfield officials look at the property, and "rate" the trees along our scenic road. I have drawn a not-to-scale map of the two adjoining properties we own, with a dotted line for possible drive and trees marked in approximate locations. To put in the drive would require breaking through the stone wall, and the site that requires removal of the fewest trees is shown. It would require cutting of three trees. Any stones removed would be used to reinforce the wall on either side.

Sincerely,



Neil Moynihan

Cc: Town of Mansfield Planning and Zoning Commission

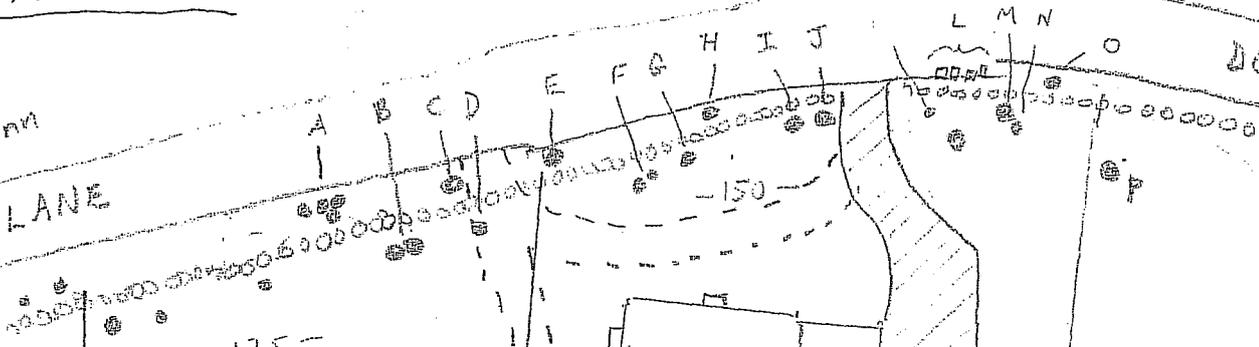
NEIL MOYNIHAN

Usom

Bundy →

DOG LANE

DOG LANE

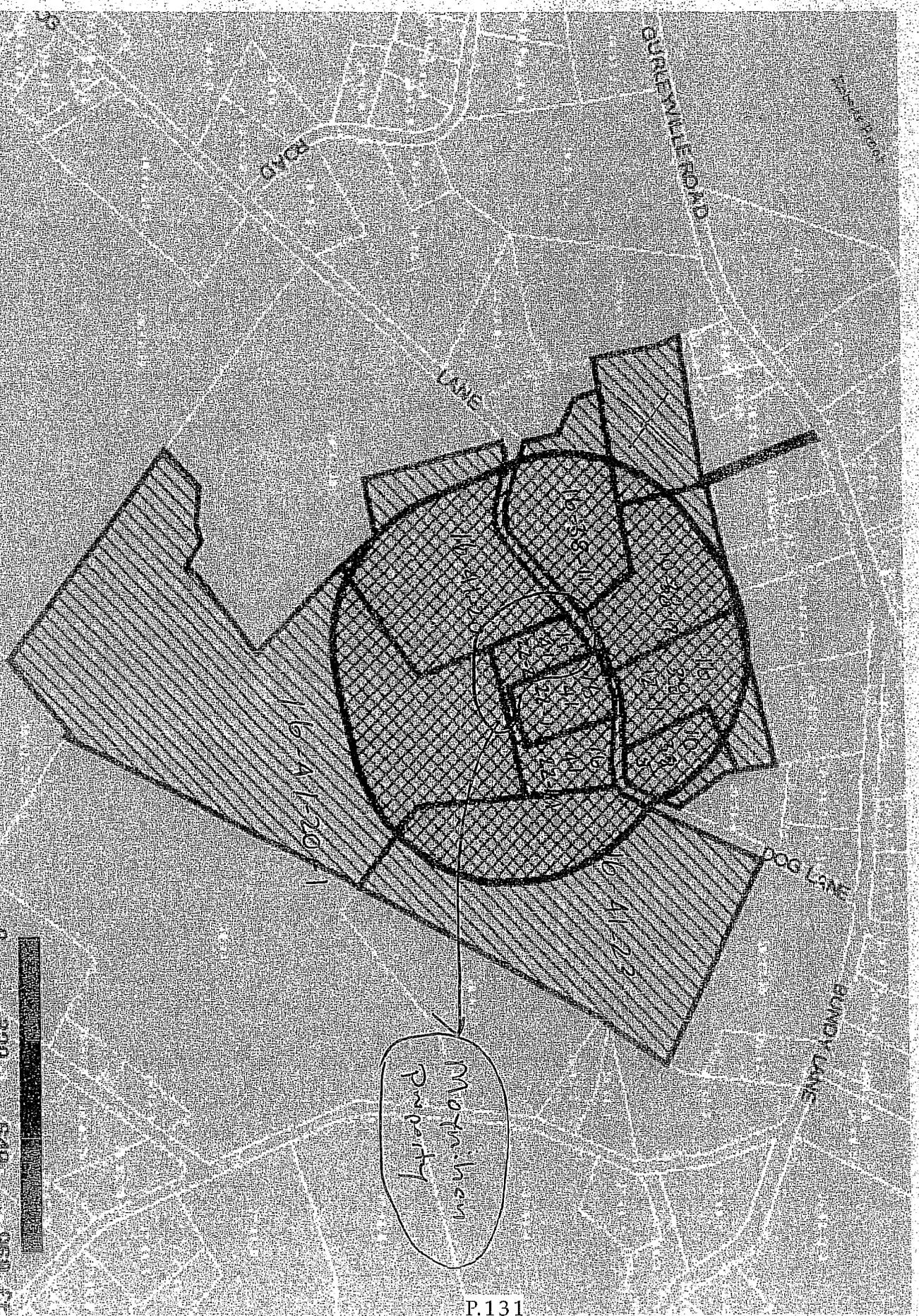


112 DOG LANE

TREES

- A - Triple Birch + Ash
- B - Maple + Ash
- C - Double birch
- D - Birch
- E - ? Ash
- F - 2 birches
- G - Birch
- H - Ash (?)
- I - Maple
- P.130 Maple
- u. r. 150
- L - Mailboxes
- M - Ash
- N - Oak
- O - Small white oak
- P - White Oak

Town of Mansfield, CT - 500 foot buffer from proposed tree removal 112 Dog Ln



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: 5/21/07
Re: Moynihan Property-112 Dog Lane
Request for driveway alterations/associated site work along Scenic Road
File #1010-5



The attached May 17th letter from Neil Moynihan seeks approval for a loop driveway with one additional curb cut on Dog Lane, a Mansfield designated "Scenic Road". The requested driveway revision will involve tree removal and stonewall alterations. Based on provisions of Mansfield's Scenic Road Ordinance, the subject work must be authorized by the Town Council after the PZC conducts a Public Hearing and forwards a recommendation to the Town Council. The Scenic Road ordinance also requires referrals to the Tree Warden/Public Works Director and to owners of Dog Lane frontage within 500 feet of the subject project

* Accordingly it is recommended that the Planning and Zoning Commission schedule a Public Hearing for Monday June 18, 2007 for proposed driveway alterations at 112 Dog Lane and that staff refer the subject request to the Tree Warden/Public Works Director, the Town Council and property owners on Dog Lane who have frontage within 500 feet of the subject project.

* This motion was approved by the PZC and a public hearing has been scheduled for June 18th. Any PZC comments/recommendations will be forwarded to the Town Council following the public hearing.





MANSFIELD PUBLIC SCHOOLS
SUPERINTENDENT'S OFFICE

Dr. Gordon L. Schimmel, Superintendent of Schools

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

Fax To:

Chronicle: 423-7641; Journal Inquirer: (860) 646-9867; Daily Campus: 486-4388; WHUS: 486-2955;
WILI: 456-9501; Hartford Courant: (860) 241-3866; Reminder Press: 875-2089

For immediate release

POC: Dr. Gordon L. Schimmel, (860) 429-3350

Following a highly competitive hiring process, the Mansfield Public Schools, Region 19 Board of Education and the Town of Mansfield are pleased to announce that Mr. Jaime L. Russell has been appointed as Director of Information Technology. His appointment begins June 11, 2007.

One of the first jobs of the new Director will be to lead the formation of a shared Department of Information Technology that will serve the Mansfield and Region 19 Boards of Education and coordinate services with the Town of Mansfield. The new department will work to enhance the effectiveness and efficiency of IT services provided to students, staff and the Mansfield community.

Mr. Russell has worked at the Mansfield Middle School since 1999, serving as their Information Technology Coordinator and as Assistant Principal from 2002-2004. Jaime has a B.A. in History from American University, a M.S. in Educational Technology from Central Connecticut State University, and a Sixth Year Diploma in Educational Administration from the University of Connecticut. Mr. Russell currently holds Connecticut Department of Education Certification as an Intermediate Administrator or Supervisor (092) and in History and Social Studies (026).

“Region 19 Superintendent Bruce Silva, Town Manager Matt Hart and I are all extremely pleased with the recruitment process and with Jaime Russell’s appointment,” reports Dr. Schimmel. “Jaime competed against some strong candidates and really impressed us. He is an extremely talented and capable leader, and will work very well with his fellow IT staff to create the new department and to take us to new levels of performance and service. We believe that we have made an excellent choice, and look forward to our cooperative technology venture.”

###

PAGE
BREAK