



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, October 22, 2007
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

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CALL TO ORDER	
ROLL CALL	
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EXECUTIVE SESSION

ADJOURNMENT

SPECIAL TOWN COUNCIL MEETING
TUESDAY, OCTOBER 9, 2007
Employee Lounge
6:30 p.m.

Mayor Paterson called the special meeting of the Mansfield Town Council and the Mansfield Board of Education to order at 6:30 p.m. in the Employee Lounge of the Audrey P. Beck Building.

I. CALL TO ORDER

Present for the Council: Blair, Clouette, Duffy, Hawkins, Koehn, Paterson, Paulhus and Schaefer

Present for the Board of Education: Kueffner, Lin, Patwa, and Simpson

II. NEW BUSINESS

1. Update on Four Schools Renovation Project

Richard Lawrence of Lawrence Associates and Mike Callahan from the engineering firm of Fuss and O'Neill presented a progress status report on the four schools renovation project. All schools have been visited and the current situations, both inside and out, have been documented. The meetings at each school elicited many comments from the staff. Some of the reoccurring areas of concern are storage, multipurpose rooms, library media centers, parking, parental drop off points, meeting spaces, main office location and the heating systems.

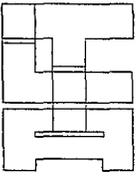
A discussion of the level of renovation and the appropriate LEEDS goal ensued. The consultants agreed that they would look at all possible options and try to ascertain what the community wants through the series of workshops that are planned.

III. ADJOURNMENT

The meeting was adjourned at 7:20 p.m.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk



THE LAWRENCE ASSOCIATES

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October 9, 2007

Mansfield Public Schools Four Schools Renovation Project Progress Status Report

* Visits to Schools

- Review of existing conditions:
 - Architectural
 - Site
 - Mechanical & Electrical
 - Hazardous Materials
- Description and photographic documentation
- Meeting with Facilities Director
- Preparation of base floor plans

* Programming Meetings at each School

- 9/17 Dorothy C. Goodwin
- 9/18 Mansfield Middle School
- 10/1 Southeast
- 10/3 Annie Vinton

* Public Workshops

- Wednesday, November 7
 - Wednesday, November 28
 - Thursday, December 6
 - Mid-March 2008
- LISTENING: Gathering community input
 - ELEMENTARY SCHOOLS ALTERNATIVES:
Understanding the options
 - MIDDLE SCHOOL: Understanding the options
 - SHAPING RECOMMENDATIONS for Board of
Education consideration

REGULAR MEETING-MANSFIELD TOWN COUNCIL
October 9, 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, Haddad (7:55 p.m.), Hawkins, Koehn, Paterson, Paulhus, Schaefer

II. APPROVAL OF MINUTES

Mr. Schaefer moved and Ms. Duffy seconded to approve the minutes of the September 24 meeting with corrections. The motion passed unanimously. Mr. Paulhus moved and Ms. Duffy seconded to approve the minutes of the September 25, 2007 special meeting. Motion passed with Ms. Koehn and Mr. Schaefer abstaining.

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

Gary Bent, Region 19 Physics Teacher and town resident, asked the Council to consider the use of B20 biodiesel as a fuel for the school busses and as heating oil. Unlike corn, which is used for ethanol, the use of the oil from the soybean does not destroy the meal of the plant. The United States grows 40% of the world's soybean crop. Mr. Bent distributed a handout to the members.

V. OLD BUSINESS

1. Community/Campus Relations

Brian Kennedy, Resident State Trooper Sergeant, introduced himself to the Council and shared his views on the partying of students at UConn. He is encouraged by the progress being made at Carriage House and complimented Aspen Management on the steps they have taken, but he has also noticed that the partying is sprawling into other neighborhoods. In response to Council members questions, the Sergeant stated that the new state trooper was delayed by some previous commitments but is now

getting up to speed. He also described the approach that they are using with students as a balance between enforcement and incentives for good behavior. Ms. Koehn asked that Sergeant Kennedy check with Lon Hultgren regarding the dumping of alcohol at the entrance of Carriage House.

Mayor Paterson distributed a summary of the Community Campus Partnership off-campus visits for the current year, which includes a list of volunteers. Mr. Clouette reported that Jim Hintz, Director of Off-Campus Student Services, has compiled information on 7 different communities and their approaches to town/gown issues. He will include it in the next Council packet.

Mr. Haddad arrived at 7:55 p.m.

Mayor Paterson requested a motion to move Item # 5, Mansfield Middle School Fuel Conversion Project, as the next item on the agenda. Moved by Mr. Schaefer, seconded by Ms. Blair, the motion passed unanimously. See below under Item 5

2. Community Water and Wastewater Issues

No Report

3. Cogeneration Facility for Mansfield Community Center

Bill Hammond, Director of Maintenance and Jeff Smith, Director of Finance, reviewed the plan and the proposed financing of the project with the Council. Mr. Smith plans to finance this project as a lease/purchase agreement. The payback period will be about 5 years.

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

Resolved:

- (a) The town appropriate \$350,000 to design and construct a co-generation plant and pool cover at the Mansfield Community Center.
- (b) That the Director of Finance is authorized to issue a request for proposals for an equipment lease purchase.
- (c) That the Town Manager, Director of Finance, and Treasurer or any two of them are authorized to enter into a lease purchasing agreement not to exceed \$350,000 and to determine the amount, interest rates, maturities, prepayment provisions, forms and other details of the agreement.

- (d) Principal and interest payments of the lease purchase agreement are subject to annual appropriation.
- (e) It is the intention of the Town of Mansfield that the lease purchase agreement will qualify as tax exempt debt, as such the Town Manager, Director of Finance and Treasurer or any two of them are authorized to make such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation on interest on the lease purchase agreement.

Ms. Koehn moved to divide the question commenting that the information regarding the cost of the pool covers was insufficient to make a decision. She is in favor of the cogeneration system. Mr. Haddad seconded the motion. The motion failed with all against except Ms. Koehn and Mr. Haddad.

The original motion passed with all in favor except Ms. Koehn who abstained.

4. Demand Responsive Elderly and Disabled Transportation Grant

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

THEREFORE, BE IT RESOLVED BY THE MANSFIELD TOWN COUNCIL, that the Town of Mansfield hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes §4a-60(a)(1) and §4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time.

Motion passed unanimously.

VI. NEW BUSINESS

5. Mansfield Middle School Fuel Conversion Project – Fuel Analysis Phase

Michael Callahan and Joseph Marcucio from Fuss and O'Neill Engineering were asked to reevaluate the fuel conversion options explored in a 2004 study and to investigate a number of other energy sources. They presented their findings which determined that a hot water boiler with natural gas as fuel would be the best alternative. Factors such as carbon footprint, annual savings, implementation cost, maintenance and repair cost and noise and comfort were taken into account. Mr. Callahan commented that while the savings in money and carbon

with COP the number of wells and heat pumps needed would be difficult to maintain and noisy to operate.

The next stage will be to request bids for the system and to make sure that the natural gas service could be installed at the Middle School.

6. Proclamation Designating October as Meet the Blind Month and October 15, 2007 as White Cane Safety Day

Mr. Schaefer moved and Mr. Paulhus seconded, effective October 9, 2007, to authorize the Mayor to issues the attached Proclamation Designating October 2007 as Meet the Blind Month and Proclamation Designating October 15, 2007 as White Cane Day.

Motion passed unanimously.

7. Request for Public Information Session re: Preliminary Designs to Stone Mill Road/ Laurel Lane Bridges

Mr. Schaefer moved and Ms. Koehn seconded, to schedule a Public Information Session regarding the Preliminary Designs to Stone Mill Road/Laurel Lane Bridges for the October 22, 2007 Regular Meeting of the Mansfield Town Council.

Motion passed unanimously.

8. Town Council Meeting Schedule for 2008

Mr. Paulhus moved and Ms. Blair seconded, effective October 9, 2007, to adopt the Town Council Meeting Schedule for 2008, as presented by the Town Clerk

Motion passed unanimously.

9. FY 2006-2007 Budget Transfers

Mr. Schaefer, Finance Committee Chair, moved, effective October 9, 2007, to approve the Budget Transfers for FY 2006/07, as presented by the Director of Finance.

Mr. Schaefer commented that the Finance Committee has reviewed these transfers.

Motion to approve passed unanimously.

10. Suggestions for CCM's 2008 State Legislative Program

Mr. Clouette moved and Mr. Hawkins seconded, effective October 9, 2007, to authorize staff to submit its proposed suggestions for inclusion within the Connecticut Conference of Municipalities 2008 Legislative Program

Ms. Koehn requested that the Council add to the list new legislative authority for towns to reward the use of green energy and punish those who over use conventional energy. She asked staff to investigate how other states manage this. By consensus Ms. Koehn's suggestion was agreed to and the motion as amended passed unanimously.

VII. DEPARTMENTAL AND COMMITTEE REPORTS

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Clouette reported that at the last meeting of the Town Gown Committee members discussed the UConn water system and the fact that the University has not drawn any water from the Fenton since July. Housing alternatives were also discussed.

Matt Hart, Town Manager, outlined some of his thoughts for the establishment of an ad hoc committee to look at housing in town, including conferring with the Planning and Zoning Commission. Mr. Hawkins asked to be included in the initial discussions.

IX. REPORTS OF COUNCIL MEMBERS

Mr. Paulhus reported that he attended the award ceremony celebrating Mansfield Middle School's designation as Middle School of the Year. Also in attendance were Mayor Paterson and Town Manager Matt Hart.

Mayor Paterson, Mr. Paulhus and Matt Hart also attended the League of Women Voter's dinner at which the changes to the Charter were reviewed.

Mr. Hawkins requested that the scheduling of special meetings of the Town Council be reviewed.

Council members agreed to a sense of the Council, congratulating Assistant to the Town Manager, Maria Capriola, and Terry Coonradt on their marriage.

Mr. Schaefer reported that he sent a letter to the Daily Campus identifying a number of inaccuracies in a recently published article regarding Mansfield's supposed lack of support for student housing. (Letter attached)

X. TOWN MANAGER'S REPORT

Attached

The Town Manager reported that the PTO, Board of Education and Town have been working on a proposal for the playscape at Goodwin School.

XI. FUTURE AGENDAS

XII. PETITIONS, REQUEST AND COMMUNICATIONS

11. Charter Revision Vote on November 6, 2007 - Explanatory Text of the Four Ballot Questions
12. Daily Campus An open letter to the Mansfield Town Council
13. Daily Campus Mansfield Celebrates Festival – 9-17-07
14. K. Holt re: Mansfield's IWA Approval for a Mixed-Use Town Center
15. A. Kouatly re: Know Your Town Fair
16. Reminder News Festival on the Green is Preview of Future 'Downtown' Mansfield – 9-14-07
17. Reminder News UConn and Town Celebrates – 9-21-07
18. State of Connecticut Department of Transportation re: State Matching Grant Program Application
19. Strategic Planning Steering Committee re: Open Call for Participants

Ms. Blair moved and Mr. Paulhus seconded to move into Executive Session. Motion passed unanimously.

XIII. EXECUTIVE SESSION

Legal Issues

Included: Matt Hart, Town Manager, Lon Hultgren, Director of Public Works and Jeff Smith, Director of Finance

XIV. ADJOURNMENT

Ms. Blair moved and Mr. Paulhus seconded to adjourn at 10:15 p.m. Motion passed by all.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

EXECUTIVE SUMMARY

In the 2004, a study was performed to investigate the conversion of the existing electric-based heating equipment at Mansfield Middle School to a fossil-fuel based system. The most energy-efficient fuel option analyzed in the 2004 study is called the "Fuel Conversion Option" in this report. It involved the installation of an oil-fired boiler plant, equipment to distribute the thermal energy with heating hot water, and an updated ventilation system. The Fuel Conversion Option incorporated the most appropriate, energy efficient technologies available for the boiler plant, the heating hot water and air distribution systems, the ventilation system, and the controls.

ALTERNATIVES

The objective (established by the Town of Mansfield) of the current study was to re-evaluate the Fuel Conversion Option and to investigate a number of other energy sources and equipment configurations. These alternatives include:

- Hot water boiler with biodiesel as fuel
- Hot water boiler with natural gas as fuel
- Hot water boiler plus a combined heat and power (cogeneration) system, with natural gas as fuel
- Geothermal space-heating system with electricity as purchased fuel.

SELECTION CRITERIA

We assessed the various options using economic, environmental, and operational considerations. The following information was developed for each of the options:

- Carbon footprint in terms of pounds of carbon dioxide (CO₂) per year
- Annual energy cost savings compared to the existing electric system
- Implementation cost
- Impact on maintenance and repair costs
- Impact on noise and occupant comfort.

It is our opinion that the most appropriate alternative is a hot water boiler with natural gas as fuel, provided that a natural gas service could be installed at the Middle School without excessive cost. This alternative reduces the carbon footprint and provides considerable energy savings as well as reducing maintenance and noise problems. The next best choice would be a hot water boiler with biodiesel as fuel.

Serious consideration should also be given to the installation of an active solar domestic water heating system. The main value of this system would be as a real-life example for the students to understand the value of renewable energy sources.

Mansfield Community Campus Partnership 2007 Off-Campus Visits Summary

The Mansfield Community Campus Partnership (MCCP) organized outreach teams to visit off-campus student rentals on August 27-29 and September 6 from 3:30pm -6:00pm. The purpose of the visits was to raise awareness among the students about their place in the broader community and educate them regarding their rights and responsibilities. Students were "welcomed" to the community, explained the Mansfield Community Campus Partnership and provided a brief description of the handouts.

- Handouts: Overview of Key Town Ordinances; Off-Campus Student Services Brochures; Selected Town and University Offices Contact Information; MCCP Brochure; "Festival on the Green" Flyer; Northeast Communities Against Substance Abuse (NECASA); Local business discount card with sign of alcohol poisoning on back; & a coupon book for local businesses
- Houses and apartment complexes were visited in the Storrs/Mansfield community based on the density of students, known problem rentals and the number of volunteers available.
- The outreach teams visited approximately 435 rental units and had direct contact with approximately 800-1000 student tenants. If students shared the information with their roommates, the possible outreach may have been 2,000-2,500 students.
- Students were asking questions about local laws, specific rental management practices and ways to avoid getting cited and/or arrested.

The following volunteers were enlisted from Mansfield Community Campus Partnership:

Lee Williams, Dean of Students

Gay Douglas, Asst. Dean of Students

Karen Bresciano, Asst. Dean of Students

Todd Sullivan, Director of Fraternity & Sorority Affairs

Lindsay Sell, Asst. Director of Fraternity & Sorority Affairs

Kendra Darigan, Graduate Assistant for Fraternity & Sorority Affairs

Kevin Lobdell, Graduate Assistant for Fraternity & Sorority Affairs

Ravi Prasad, Graduate Assistant for Off-Campus Student Services

Julie-Bell Elkins, Asst. to VP of Student Affairs

Tom Szigethy, Director of Alcohol and Other Drug Services

Christine Wilson, Director of Student Activities

Dan Doerr, Director of Senior Year Experience

Tom Ryba, UConn Community Police Officer

Chris Casa, UConn Community Police Officer

Jim Hintz, Director of Off-Campus Student Services

John Jackman, Fire Marshall

Fran Riola, Assistant Fire Marshall

Sgt. Brian Kennedy, Resident Trooper

Jerry Marchon, Mansfield Police Officer

Maria Capriola, Asst. to Town Manager

Derek Debus, Housing Inspector

Kevin Grunwald, Director of Social Services

John Suchy, Director of the Liquor Control Division, Connecticut Department of Consumer Protection

Amy Fallon, University Vicar, Episcopal Church at UConn

Two Undergraduate Student Government Representatives

Two Representatives from Aspen Square Management (Cottage House)

Editor, CDC

Dear Editor,

Mr. Kyle Thomas recently (Sept. 28) commented on the opposition by some in Mansfield to the housing proposed as Ponde Place. I do not question (here) the thrust of Mr. Thomas's article. However, he has made some serious mistakes. First, although a political science major and Mansfield voter, Mr. Thomas does not know how the Town of Mansfield works. The title of his piece is addressed to the Mansfield Town Council, yet the MTC has nothing to say about Ponde Place: The Town's Planning and Zoning Commission does. Therefore, there was no "recent meeting of the Mansfield Town Council" on this issue, although it was briefly discussed and no conclusions were reached—because the Council has no jurisdiction.

Second, Mr. Thomas refers several times to the current and future growth of UConn. But there is no growth. I telephoned (and Mr. Thomas could have telephoned) the Vice Provost for Enrollment. He told me what is generally known: that the number of entering freshmen has not changed in 6 years, and that there is no plan to increase the number. Therefore the number of UConn students will not increase. There is no growth.

These are important mistakes in Mr. Thomas's article. They could have been avoided, easily, by doing what reporters do: asking questions. Mr. Thomas's opinion, that more student housing is needed, may or may not be valid. But it is weakened by Mr. Thomas's errors of fact.

Note: I write as a member of the Mansfield Town Council. I am also on the UConn faculty.

-Carl W. Schaefer
486 4455
423 9427

Carl W. Schaefer
Dept. Ecology and Evolutionary Biology

10/12/2007

Memo

To: Town Council
From: Matt Hart, Town Manager *M.H.*
CC: Town Employees
Date: October 9, 2007
Re: Town Manager's Report

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

- I am very pleased to announce that this past weekend our very own **Ms. Maria Capriola** married Mr. Terry Coonradt. I wish to extend my public congratulations to Maria and Terry and I wish them a long and happy life together.
- **Finance Committee** – I would like to schedule a Finance Committee meeting prior to the next Council meeting on October 22, if committee members are available.
- **Meeting with Mansfield Housing Authority** – we have scheduled this meeting for 7:00 PM on November 1, 2007. The location will be the Council Chambers. Please let us know if you have any particular agenda items that you wish to add.
- **Mansfield Parks and Recreation:**
 - Virtual Tour available online!! Now you can check out the Community Center on the web. To take a virtual tour, please log on to www.mansfieldct.org and click on the Community Center Logo. You can also view our Fall 2007 brochure to check out what we offer for trips, youth programs, camps, adult classes and more!
 - Have you been wondering what all the excitement is about at the Mansfield Community Center? Well, if you're a Mansfield resident you can find out for FREE. Just bring proof of residency on Mon., Oct. 8 from noon-3 p.m., Sat., Nov. 10, 1-4 p.m. and Thurs, Dec. 27, 9 a.m.-noon. Call 429-3015 for more information. Dates are scheduled monthly. Come with your family and swim, use the gym, fitness center (for those 14 and over, play games in the community room and more!
- **Upcoming meetings:**
 - Zoning Board of Appeals, 7:00 PM, October 10, 2007, Audrey P. Beck Municipal Building, Council Chambers
 - Board of Education, 7:30 PM, October 11, 2007, Audrey P. Beck Municipal Building, Council Chambers

- ✓ Housing Code Board of Appeals, 5:00 PM, October 15, 2007, Audrey P. Beck
Municipal Building, Council Chambers
- ✓ Planning and Zoning Commission, 7:30 PM, October 15, 2007, Audrey P. Beck
Municipal Building, Council Chambers
- ✓ Open Space Preservation Committee, October 16, 2007, Audrey P. Beck
Municipal Building, Conference Room B
- ✓ Public Safety Committee, 3:00 PM, October 17, 2007, Audrey P. Beck
Municipal Building, Council Chambers
- ✓ Conservation Commission, 7:30 PM, October 17, 2007, Audrey P. Beck
Municipal Building, Conference Room B



**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
Date: October 22, 2007
Re: Public Information Session - Preliminary Designs to Stone Mill Road/Laurel Lane Bridges

Subject Matter/Background

The designs for these two bridges have progressed to the preliminary design stage at which time the federal grant process requires a public information meeting be held for each project. Notices have been sent to interested residents and are attached.

Financial Impact

Both grants are for 80 percent of the cost of the bridges; the local shares for each bridge are included in the Town's five-year capital budget, but have not yet been appropriated. For the Stone Mill Road bridge (\$1.446M construction cost) this amount will be \$289,200. For the Laurel Lane bridge (\$873,000 construction cost) this amount will be \$174,600. We are planning to phase the projects so that the Stone Mill Road bridge will be completed before the Laurel Lane bridge is begun so that the projects will not have to be funded in the same year.

Recommendation

At a subsequent meeting, Council will be asked to pass a resolution to proceed with the projects. We will draft this resolution in the near future. (This gives us a chance to consider any and all public comments on the preliminary design).

Attachments

- 1) Bridge information packets as sent to the Stone Mill Road and Laurel Lane bridge area residents.

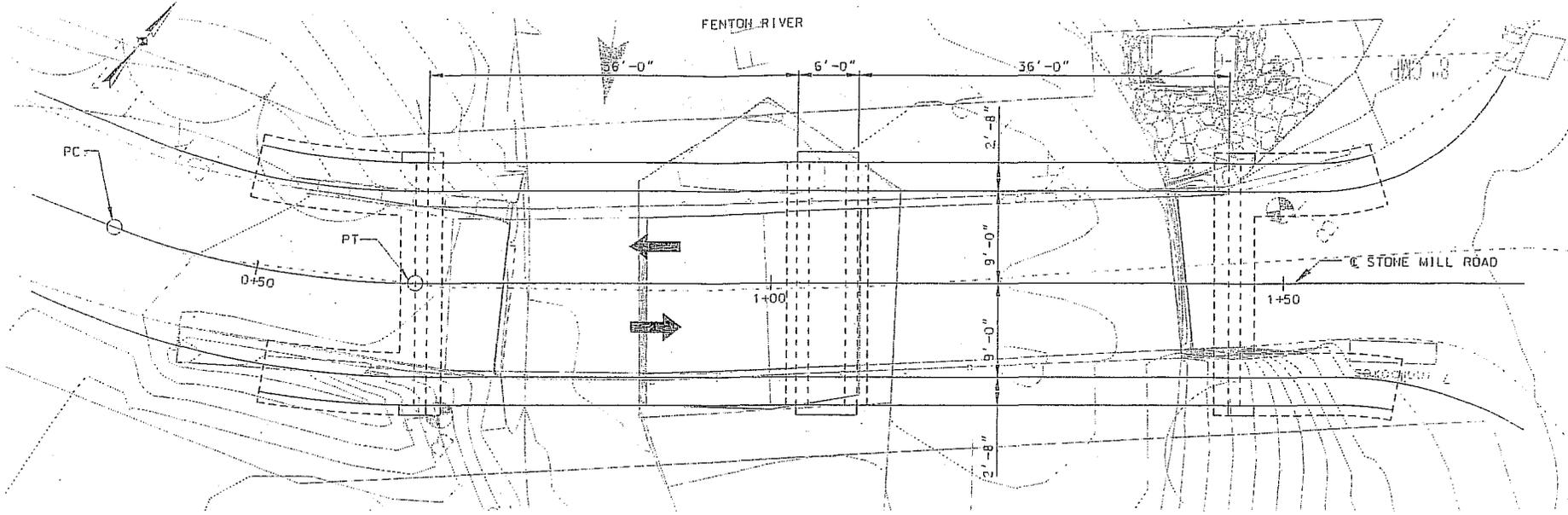
TOWN OF MANSFIELD
MEMORANDUM
10/11/07

TO: Stone Mill Road Residents and Interested Parties
FROM: Lon Hultgren, Director of Public Works
RE: Preliminary Design (Revised) – Stone Mill Road
bridge replacement project....Public information
meeting and design information

You may recall that half-way through our plans to replace the Stone Mill Road bridge with a 33% State local bridge grant and Town funds the bridge became eligible for an 80% federal bridge grant. Accordingly, we re-started the design process under the federal program guidelines and we now have the project back to the "preliminary design" stage wherein a public informational meeting is required. This meeting has been scheduled for the beginning of the October 22nd Council meeting (approximately 7:30 p.m.) in the Council Chambers of the Town office building.

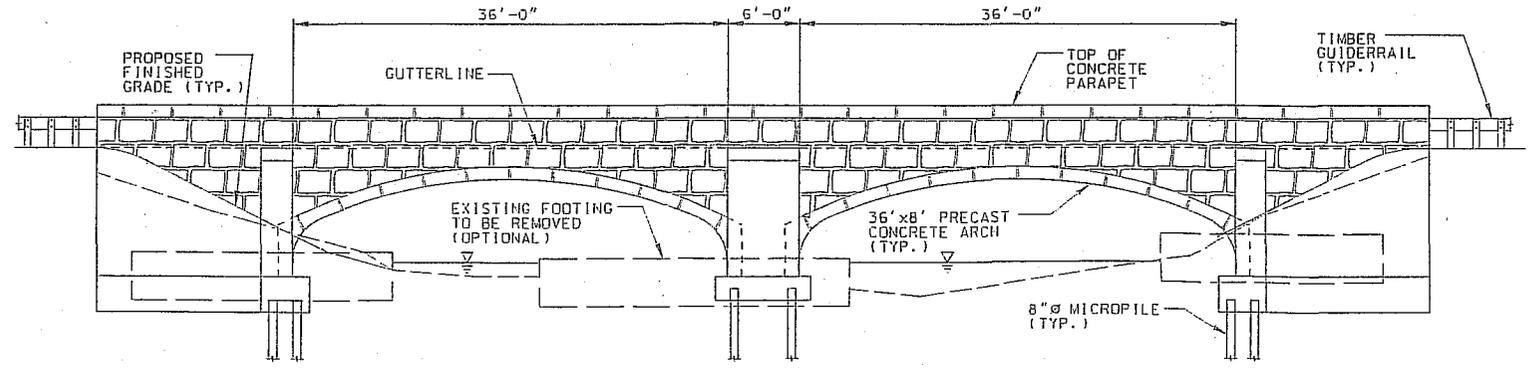
Enclosed are some excerpts from the design study and report with information about the project. Also enclosed is the meeting notice; however, we would be happy to discuss this project with you anytime. The structure report and preliminary design report are available in the Town's Engineering office for your review during Town office hours. Please call (429-3332) or e-mail (HultgrenLR@Mansfieldct.org) at your convenience.

Encl: 1" = 10' Plan view of recommended bridge
1/4" = 1" section view of recommended bridge
Excerpts from the Preliminary Design Report (9 pages)
Meeting Notice



ALTERNATE NO. 3 - PLAN

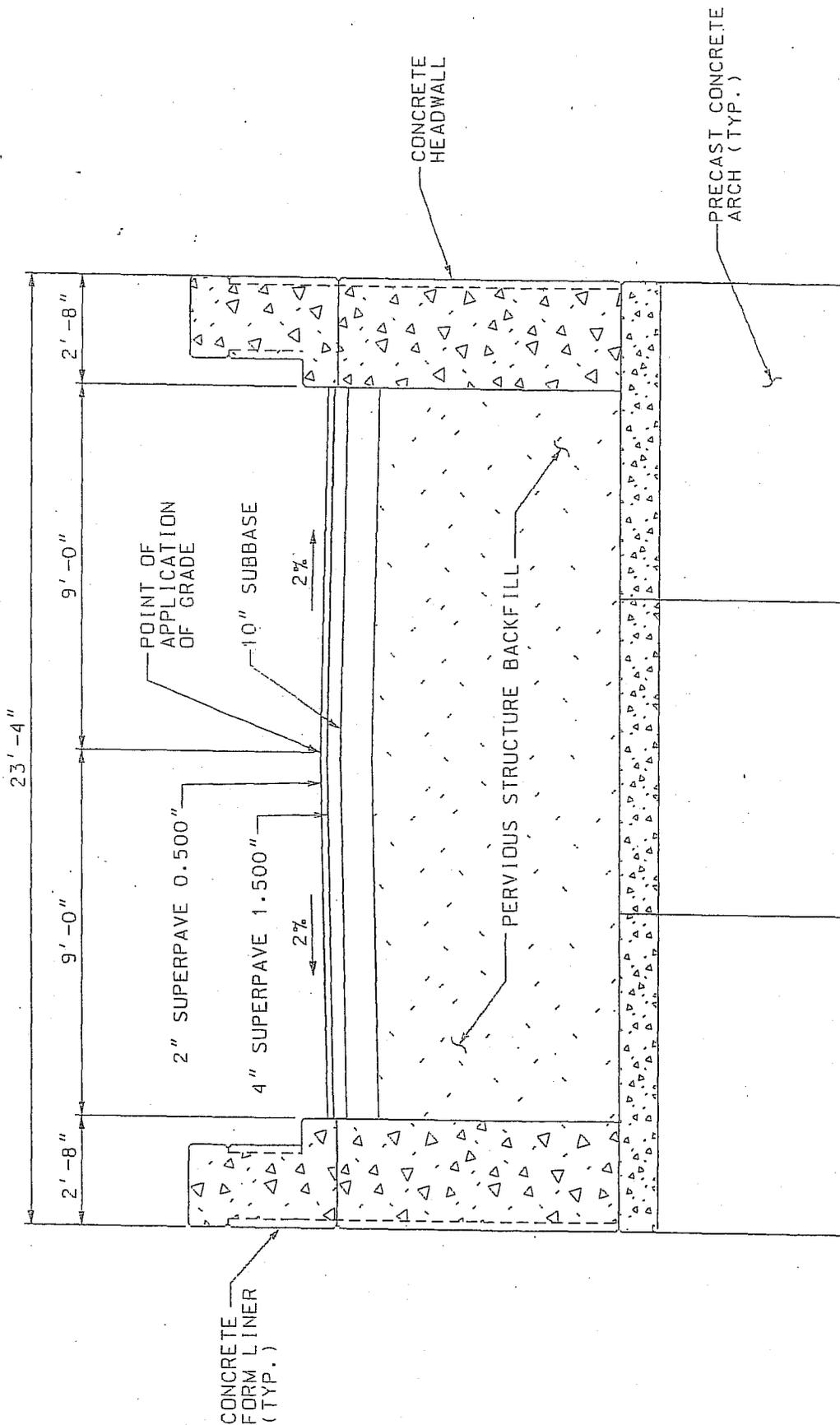
SCALE: 1" = 10'



ALTERNATE NO. 3 - ELEVATION

SCALE: 1" = 10'

STONE MILL ROAD OVER THE FENTON RIVER		
PLAN & ELEVATION ALTERNATE NO. 3 PRECAST CONCRETE ARCHES		
FIGURE 7	SCALE: AS SHOWN	PAGE 20



ALTERNATE NO. 3 - TYPICAL SECTION
 SCALE: 1/4" = 1"

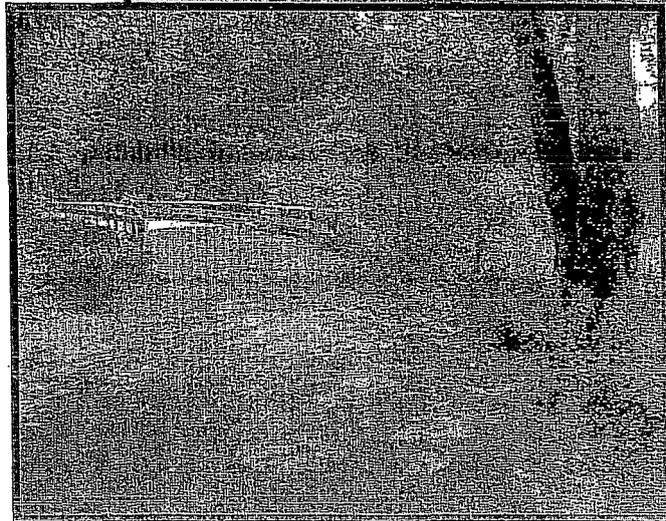
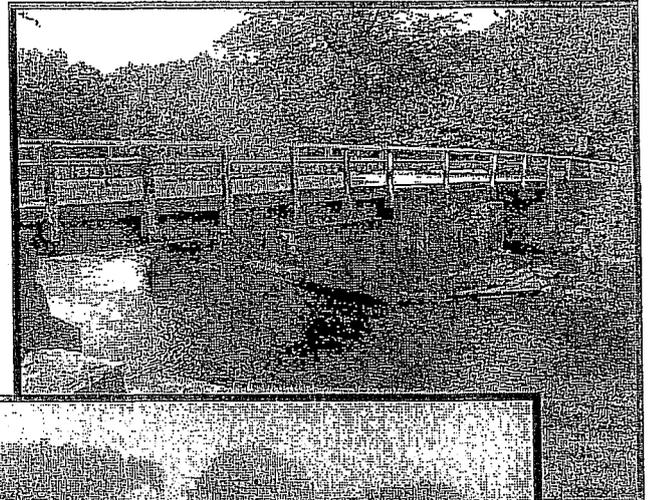
STONE MILL ROAD OVER THE FENTON RIVER		
TYPICAL SECTION ALTERNATE NO. 3 PRECAST CONCRETE ARCHES		
FIGURE B	SCALE: AS SHOWN	PAGE 21

11
Excerpts from 11

Preliminary Design Report
Stone Mill Road over the Fenton River
Bridge No. 04731
State Project 77-213

Prepared for:
Town of Mansfield
Department of Public Works

Prepared by:
GM2 Associates
730 Hebron Avenue
Glastonbury, CT 06033
860-659-1416



July 2007



I. Executive Summary

This project is being designed as part of the Federal Local Bridge Program. It is a bridge construction project involving the replacement of the Stone Mill Road Bridge over the Fenton River in the Town of Mansfield. The new bridge is to be built on the existing alignment and in the same location as the existing bridge. The bridge will be closed to pedestrian and vehicular traffic for the duration of construction.

The proposed work involves construction of the new bridge and reconstruction of the bridge approaches, including installation of new guide railings. The preliminary construction cost, including the bridge and roadway work is \$1,408,000 in 2007 dollars.

II. Existing Conditions

Functional Classification

Stone Mill Road is classified as a very low-volume local road.

Traffic Volumes

Based upon information obtained from the Town of Mansfield for the subject area, the average daily traffic (ADT) within the project limits is approximately 95 vehicles per day. Stone Mill Road is designated a Scenic Road under the Town of Mansfield Scenic Roads Ordinance. As a result of this designation, it is to remain a gravel road and the traffic volume is not expected to increase in the future.

Description of Existing Site

Stone Mill Road is a narrow road of varying width (approx. 14'-6" min. near the project location) with no sidewalks. It is paved for a short distance at either end but is primarily a gravel road. The project site and surrounding areas are residential and rural. The horizontal alignment of Stone Mill Road is tangent on the bridge and curves along the remainder of the road. The vertical alignment at the bridge is on a slight down gradient from west to east.

The existing Stone Mill Road Bridge was originally built in 1930 and later reconstructed in 1964. The bridge consists of two simple spans, with a maximum span length of 33' and a total structure length of 70'. The curb-to-curb roadway width on the structure is 15'-1" and it carries two lanes of traffic.

The bridge superstructure consists of steel stringers with corrugated metal pans filled with concrete. The railings are steel posts and rails. The substructure consists of stone masonry and cast-in-place concrete. The foundation type is not known but is believed to be of a spread footing configuration. Bridge stringers exhibit heavy rust at the ends. There is evidence of scour at the pier and abutments. The overall condition of the bridge is poor and the bridge is currently posted for a weight limit of 15 tons.

Speed

According to Chapter 5, page 379 of the AASHTO Geometric Design of Highways and Streets (2004), "It may not be cost-effective to design local roads and streets that carry less than 400 vehicles per day using the same criteria applicable to higher volume roads or to make extensive traffic operational or safety improvements to such very low-volume roads". For this and other reasons, AASHTO published the Guidelines for Geometric Design of Very Low-Volume Local Roads (2001).

Based on the horizontal and vertical alignments and ADT of the existing Stone Mill Road, and considering its designation as a Scenic Road by the Town of Mansfield, the design speed is selected to be 15 mph.

Right of Way Layout

The approximate property lines shown on the plans are taken from the Town of Mansfield Assessors Maps and from deeds for the affected properties. In the vicinity of the bridge the right-of-way width for Stone Mill Road is assumed to be 2 rods or 33'.

Drainage

The existing drainage is primarily open for natural run-off. There are two catch basins at the intersection of Stone Mill Road and Grist Mill Road that drain onto a splash pad on the east bank of the Fenton River.

Environmental Factors

The project is located within the Windham Water Works Mansfield Hollow Reservoir watershed, and there are wetlands located near each corner of the bridge. The Connecticut Department of Public Health has made the following recommendations:

- A downstream suspended debris boom in conjunction with an absorbent boom should be installed to catch floating contaminants during construction.
- Servicing and refueling construction machinery should be completed outside of the watershed area. If this is not possible, an appropriately designed impervious refueling area with secondary containment should be created and located at least 100 ft from the watercourse and wetland area. Any hazardous materials, including fuel, stored within the watershed should be stored on an impervious surface utilizing secondary containment. A fuel spill remediation kit should be kept on site.

The Fenton River supports wild trout and is stocked with catchable and fingerling trout. The DEP Inland Fisheries Division classifies it as a Class 3 wild trout management area. The river is also known to contain fluvial dependent freshwater finfish including blacknose dace, tessellated darter, fallfish, and white sucker. The Connecticut Department of Environmental Protection has recommended the following:

- The bridge should be replaced by another similar structure that will allow fish passage through the area.
- Use of riprap in the channel required for scour protection should be minimized.
- Any unconfined work within the Fenton River should be restricted to the period from June 1 to September 30, inclusive.

Utilities

There are no utilities in the vicinity of the Stone Mill Road Bridge that are likely to be impacted by the construction of the new bridge.

III. Proposed Improvements

Project Description

The proposed work involves construction of the new bridge and reconstruction of the bridge approaches, including the intersection of Stone Mill Road and Grist Mill Road. New guide railings will be installed at the four corners of the bridge. The new bridge is to be built on the existing alignment and in the same location as the existing one. The bridge will be closed to pedestrian and vehicular traffic for the duration of construction.

The bridge will carry two 9' travel lanes. The proposed superstructure will consist of two 36' clear span concrete arches on strip footings supported by drilled micropiles. In order to confine the bridge construction within the existing right-of-way and to avoid property takes, the proposed wingwalls are U-Type, cantilever sections supported on drilled micropiles. The bridge fascias, parapets and wingwalls will incorporate concrete form liners, color staining and rustications to replicate the look of natural carved stone. This will help the new structure to blend in with the historic, rural surrounding area, specifically the historic grist mill located adjacent to the bridge.

The existing bridge will be completely removed, including the large concrete pier foundation in the river.

The proposed approach work on Stone Mill Road will provide for a roadway transition width of 15'-4" at the matching road to 18'-0" on the bridge and a raise in the profile to accommodate the hydraulic requirements at the bridge. Work at the intersection of Stone Mill Road and Grist Mill Road will consist of full depth reconstruction in the plan of the existing road. The resulting work will consist of approximately 295' of full depth reconstruction. Guide rails will be galvanized steel, but will be painted for aesthetics. *known*

Work in the channel will consist of removing the existing substructure, grading and placement of riprap in front of proposed abutment and wingwall faces. The riprap will incorporate a "critter shelf" to allow wildlife passage beneath the bridge, as required by the Army Corps of Engineers.

Drainage

The two existing catch basins and associated pipes will be replaced at or very close to their current locations.

Site Access During Construction

The bridge will be closed to all pedestrian and vehicle traffic during construction. A detour plan has been developed and is included with the 30% Progress Submission.

Property Impacts

There are no permanent property takes anticipated for this project. Temporary easements will be required at all four corners of the bridge to allow the Contractor sufficient area to complete the construction of the bridge and approach roadways. There will be a small amount of grading beyond the ROW lines (right to grade required).

Environmental Impacts

There will be no impacts to the existing wetlands resulting from the proposed construction. Bridge construction will be staged, east abutment and pier then west abutment and pier, with temporary cofferdams placed around the existing abutments and pier to facilitate work in the dry for removal and new construction. The temporary cofferdams around the proposed construction will prevent construction debris from entering the river, and downstream suspended debris and absorbent booms will be placed in the river to catch floating contaminants. The cofferdams will be removed upon completion of the corresponding stage to maintain the stream channel during construction. Sedimentation and erosion control measures will be implemented to prevent increased turbidity.

IV. Project Cost Estimate

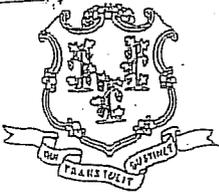
The preliminary construction cost, including the bridge replacement and the associated roadway work is estimated to be \$1,408,000 in 2007 dollars. The Connecticut DOT recommends a cost escalation of 10% per year on the estimate to account for inflation of material and labor costs. See the following item summary sheets for details.

This cost is exclusive of right-of-way acquisition, temporary easement applications, wetland mitigation, site remediation, engineering, and construction administration costs.

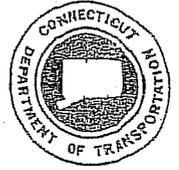
PRELIMINARY DESIGN REPORT
 REPLACEMENT OF STONE MILL ROAD BRIDGE OVER FENTON RIVER
 CONSTRUCTION COST ESTIMATE

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
0202001	Earth Excavation	CY	200	\$35.00	\$7,000
0202522	Removal of Bituminous Type Pavement	SY	380	\$10.00	\$3,800
0202529	Cut Bituminous Concrete Pavement	LF	24	\$4.00	\$96
0203202	Structure Ex. - Earth (Excluding Cofferdam & Dewatering)	CY	520	\$40.00	\$20,800
0204001A	Cofferdam and Dewatering	LF	300	\$230.00	\$69,000
0212002	Subbase	CY	260	\$45.00	\$11,700
0213011	Granular Fill	CY	16	\$60.00	\$960
0216002	Pervious Structure Backfill	CY	410	\$60.00	\$24,600
0219001	Sedimentation Control System	LF	400	\$4.00	\$1,600
0406442	Superpave 0.500"	T	60	\$200.00	\$12,000
0406445	Superpave 1.5"	T	120	\$200.00	\$24,000
0411001	Rolled Bank Gravel Surface	CY	40	\$45.00	\$1,800
0503001A	Removal of Superstructure	LS	1	\$54,000.00	\$54,000
0507000	Remove Catch Basin	EA	2	\$600.00	\$1,200
0507201	Type "C-L" Catch Basin	EA	2	\$2,200.00	\$4,400
0601003	Class 'A' Concrete	CY	135	\$850.00	\$114,750
0601091A	Simulated Stone Masonry	SY	200	\$270.00	\$54,000
0601156A	Precast Concrete Arches 36' x 8'	LF	24	\$2,500.00	\$60,000
0601156A	Precast Concrete Arches 36' x 9'	LF	24	\$2,500.00	\$60,000
0601201	Class 'F' Concrete	CY	95	\$900.00	\$85,500
0602002	Deformed Steel Bars	LB	23700	\$1.75	\$41,475
0602006	Deformed Steel Bars - Epoxy Coated	LB	23800	\$2.00	\$47,600
0612994	Concrete Cylinder Curing Box	EA	1	\$2,300.00	\$2,300
0651011	12" R.C. Pipe	LF	60	\$55.00	\$3,300
0702026A	Micropiles	EA	62	\$4,000.00	\$248,000
0702027A	Verification Test for Micropiles	EA	1	\$27,500.00	\$27,500
0702028A	Proof Test for Micropiles	EA	2	\$10,500.00	\$21,000
0703011	Intermediate Riprap	CY	48	\$80.00	\$3,840
0707001	Membrane Waterproofing (Woven Glass Fabric)	SY	220	\$24.00	\$5,280
0708001	Dampproofing	SY	175	\$20.00	\$3,500
0755009	Geotextile	SY	95	\$5.00	\$475
091013#A	Curved Guide Rail Treatment	EA	4	\$2,000.00	\$8,000
0911924	R-B End Anchorage - Type II	EA	4	\$800.00	\$3,200
0950005	Turf Establishment	SY	330	\$1.50	\$495
0969002A	Construction Field Office (Type B)	MO	8	\$2,100.00	\$16,800
0971001A	Maintenance and Protection of Traffic	LS	1	\$15,000.00	\$15,000
0974001	Removal of Existing Masonry	CY	250	\$300.00	\$75,000
0975002	Mobilization	LS	1	\$80,000.00	\$80,000
0980001	Construction Staking	LS	1	\$10,000.00	\$10,000

Subtotal \$1,223,971
 Incidentals & Contingencies (15%) \$183,596
 Total Construction Cost \$1,407,567



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



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

Phone:

June 26, 2007

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

Dear Mr. Hultgren:

Subject: Federal Local Bridge Program
Project No. 77-213
Rehabilitation of Bridge No. 04731
Stone Mill Road #1 over Fenton River
Town of Mansfield

The Connecticut Department of Transportation (ConnDOT) has reviewed your letter dated June 12, 2007, which presented the Town of Mansfield's reasoning for seeking an 18-ft. bridge roadway width on the proposed condition of the subject structure. In consideration of the Town's designation of Stone Mill Road as a local scenic road and given that the 18-ft. bridge roadway width does meet Federal guidelines for the traffic volumes at the site we hereby endorse the Town's proposal.

ConnDOT wishes you continued success in the furtherance of this project. Should you have any questions regarding matter, please contact Mr. Rabih Barakat at (860) 594-3389.

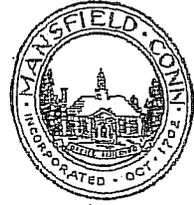
Very truly yours,

A handwritten signature in black ink, appearing to read "Julie R. Georges".

Julie R. Georges, P.E.
Transportation Principal Engineer
Bureau of Engineering and
Highway Operations

Enclosure

cc: Mr. Madan Gupta - GM2 Associates



TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS

Lon R. Hultgren, P.E., Director
HULTGRENLR@MANSFIELDCT.ORG

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3331 TELEPHONE
(860) 429-6863 FACSIMILE

June 12, 2007.

Julie F. Georges, P.E.
Transportation Principal Engineer
Bureau of Engineering & Highway Operations
Connecticut Department of Transportation
Post Office Box 317546
Newington, CT 06131-7546

RE: *Bridge Numbers 4731 & 5366*
Structure-type approval
letter dated 5/17/07

RECEIVED
JUN 14 2007

CLOSE, JENSEN & MILLER
LIAISON SERVICE

Dear Ms. Georges:

Thank you for your approval letter of May 17th. We will ask our consultant to proceed with the preliminary design as you recommended.

Regarding your recommendation on the traffic and width of the Stone Mill Road bridge, because Stone Mill Road is a Town of Mansfield Scenic Road, it is a gravel road and the bridge is located immediately adjacent to the Historic Gurleyville grist mill we believe the 18 foot bridge width is entirely more "context" appropriate. Additionally, because it is a gravel road (and will remain so under the Town's scenic road ordinance) we do not expect traffic to increase in the future.

For these reasons we firmly believe the bridge width should be 18' not 20', and plan to direct our consultant accordingly as we understand the Federal guidelines will allow.

Thank you for your consideration,

Lon R. Hultgren, P.E.
Director of Public Works

cc: M. Gupta, B. Stark, G. Meitzler, T. Veillette, G. Padick, file
P.27

NOTICE OF PUBLIC INFORMATION MEETING
Federal Local Bridge Program
Projects 77-213 and 77-214
Replacement of the
Stone Mill Road Bridge
Replacement of the Laurel Lane Bridge
October 22, 2007
7:30 p.m.
Council Chambers
Audrey P. Beck Municipal Building
Mansfield, CT

The preliminary designs of the replacement bridges on Stone Mill Road over the Fenton River and Laurel Lane over the Mt. Hope River have been completed and the Federal Local Bridge Program requires there to be a public information meeting to present these designs and to hear comments from neighbors and interested parties.

Persons interested in learning more about these preliminary designs may come to the meeting to hear a brief presentation, or contact the Mansfield Department of Public Works at 429-3332. Concept plans are available in the Engineering office in the Municipal Office Building, 4 South Eagleville Road, Storrs/Mansfield, CT 06268.

PLEASE PUBLISH TUESDAY, OCTOBER 16, 2007. PURCHASE ORDER #10351

TOWN OF MANSFIELD
MEMORANDUM
10/11/07

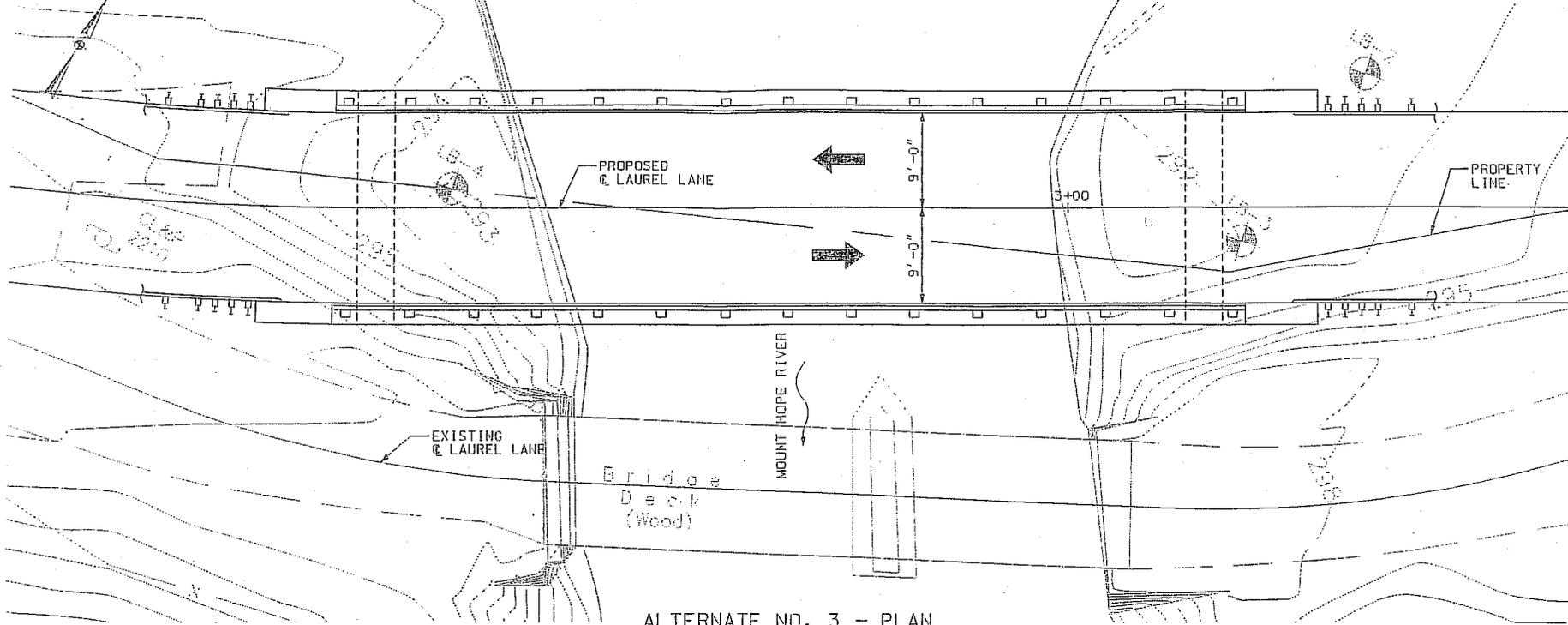
TO: Laurel Lane Residents and Interested Parties
FROM: Lon Hultgren, Director of Public Works
RE: Preliminary Design – Laurel Lane Bridge
replacement project – public information meeting

As you may be aware, the Town has qualified for a Federal Local Bridge grant to pay for 80% of the costs of replacing the Laurel Lane bridge. We have now completed the preliminary design for this project and a public informational meeting has been scheduled for the beginning of the October 22nd Council meeting (approximately 7:30 p.m.) in the Council Chambers of the Town office building.

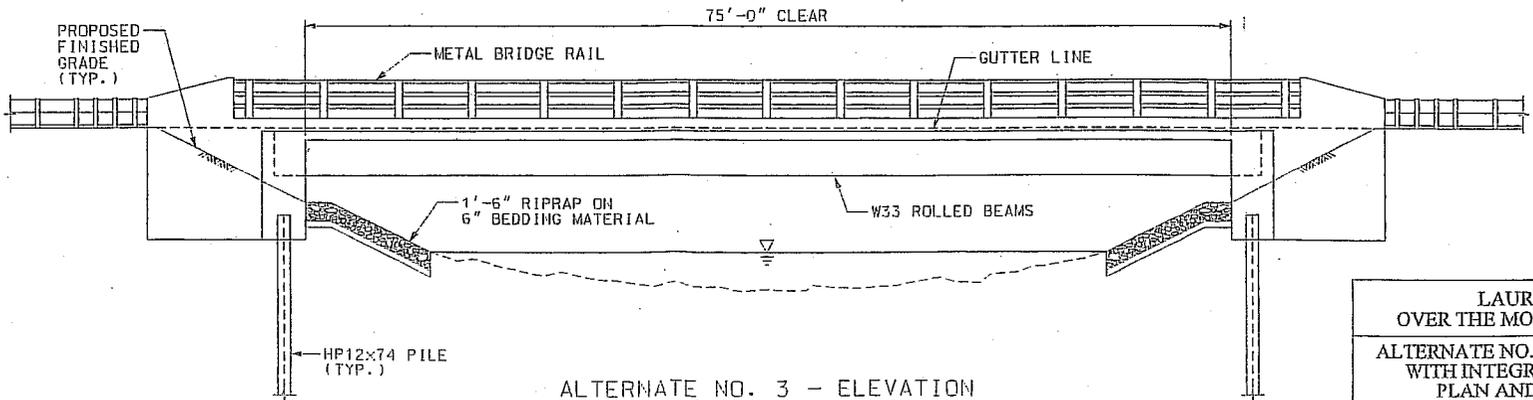
Enclosed are some excerpts from the design study and report with information about the project. Also enclosed is the meeting notice; however, we would be happy to discuss this project with you anytime. The structure report and preliminary design report are available in the Town's Engineering office for your review during Town office hours. Please call (429-3332) or e-mail (HultgrenLR@Mansfieldct.org) at your convenience.

Encl: 1" = 10' plan of recommended bridge
1/4" = 1" section view of recommended bridge
Excerpts from the Preliminary Design Report (7 pages)
Meeting Notice

P.30

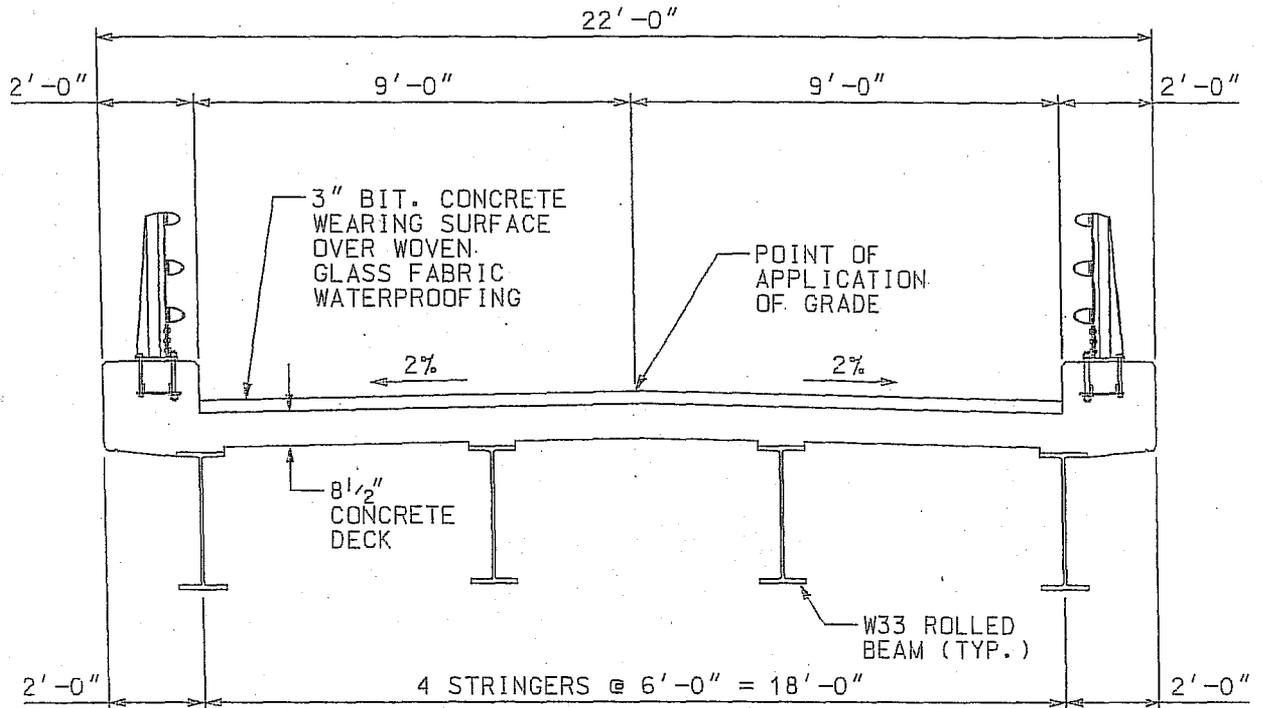


ALTERNATE NO. 3 - PLAN
SCALE: 1" = 10'



ALTERNATE NO. 3 - ELEVATION
SCALE: 1" = 10'

LAUREL LANE OVER THE MOUNT HOPE RIVER		
ALTERNATE NO. 3 - ROLLED BEAM WITH INTEGRAL ABUTMENTS PLAN AND ELEVATION		
FIGURE 7	SCALE: 1" = 10'	PAGE 2



ALTERNATE NO. 3 - TYPICAL SECTION

SCALE: 1" = 10'

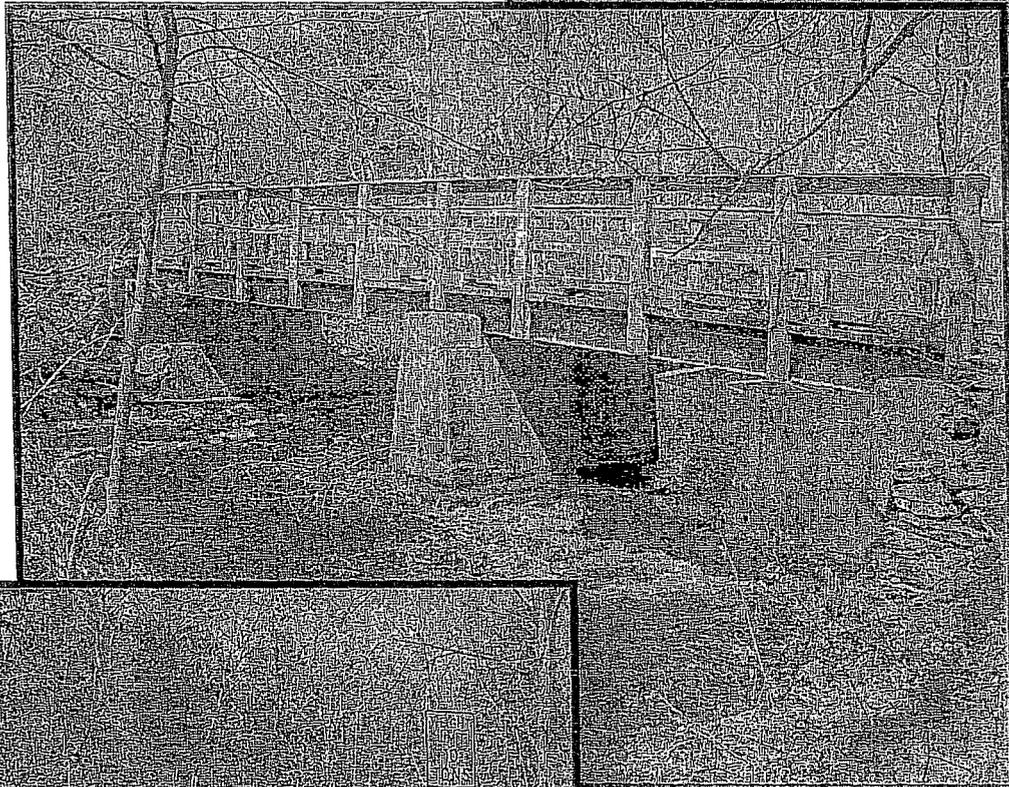
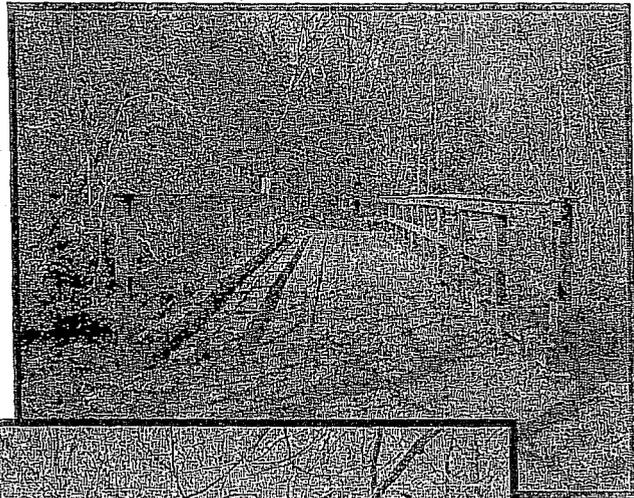
LAUREL LANE OVER THE MOUNT HOPE RIVER	
ALTERNATE NO. 3 - ROLLED BEAMS WITH INTEGRAL ABUTMENTS TYPICAL SECTION	

"Excerpts from"

Preliminary Design Report
Laurel Lane over the Mount Hope River
Bridge No. 05366
State Project 77-214

Prepared for:
Town of Mansfield
Department of Public Works

Prepared by:
GM2 Associates
730 Hebron Avenue
Glastonbury, CT 06033
860-659-1416



July 2007



I. Executive Summary

This project is being designed as part of the Federal Local Bridge Program. It is a bridge construction project involving the replacement of the Laurel Lane Bridge over the Mount Hope River in the Town of Mansfield. The new bridge is to be built beside the existing structure on a new, parallel alignment. Traffic will be maintained on the existing bridge during construction.

The proposed work involves construction of the new bridge and approaches, including installation of new guide railings. As part of the work, two CL&P utility poles will be relocated. Parking access for anglers will be re-established on the east approach to the bridge after construction is completed. The preliminary construction cost, including the bridge and roadway work is \$1,046,000 in 2007 dollars.

II. Existing Conditions Functional Classification

Laurel Lane is classified as a very low-volume local road.

Traffic Volumes

Based upon information obtained from the 2006 Bridge Safety Inspection Report, the average daily traffic (ADT) within the project limits is approximately 5 vehicles per day. This estimate is reasonable given that there is only one dwelling located across (east of) the Laurel Lane Bridge. Other traffic on Laurel Lane is likely limited to occasional anglers.

Description of Existing Site

Laurel Lane is a narrow gravel road of varying width (approx. 12'-6" min. near the project location) with no sidewalks. The project site and surrounding area is rural. The horizontal alignment of Laurel Lane is winding. The vertical alignment at the bridge is on a slight down gradient from west to east.

The existing Laurel Lane Bridge was originally built in 1940 and rehabilitated in 1986. The bridge consists of two simple spans, with a maximum span length of 31' and a total structure length of 56'. The bridge has a roadway width of 10'-10" between timber rails and it carries one lane of traffic.

The bridge superstructure consists of a timber plank deck supported on five steel stringers. The railings are of timber construction. The abutments and pier are cast-in-place concrete, and the foundation type is not known. Short wingwalls at the four corners of the bridge are constructed of dry stone masonry.

The bridge is posted for 10 tons. The steel stringers exhibit heavy rust and section loss, the timber rails are discontinuous, and the substructure concrete has cracks and spalls. Overall the bridge is in poor condition and requires replacement. The existing bridge is the only access to the property on the east side.

Speed

According to Chapter 5, page 379 of the AASHTO Geometric Design of Highways and Streets (2004), "It may not be cost-effective to design local roads and streets that carry less than 400 vehicles per day using the same criteria applicable to higher volume roads or to make extensive traffic operational or safety improvements to such very low-volume roads". For this and other reasons, AASHTO published the Guidelines for Geometric Design of Very Low-Volume Local Roads (2001).

Based on the horizontal and vertical alignments, the very low ADT of the existing Laurel Lane, and the desire to match in to the existing horizontal alignment and narrow roadway width as quickly as possible, the design speed is selected to be 25 mph.

*C. 1973 report
 stone w.
 deteriorated conc.
 facing*

Right of Way Layout

The approximate property lines are from the following maps:

- "Connecticut State Highway Department Right of Way Map / Town of Mansfield / Mansfield-Warrenville Road from the Atwoodville Cemetery Northerly to the Ashford Town Line / Route No. 89" dated January 31, 1935 and prepared by Connecticut State Highway Department
- "Map Showing Land to be Acquired by Algonquin Gas Transmission Co. / Mansfield & Chaplin, Conn." dated September 1991 revised to 11-11-91 and prepared by AR Lombardi Associates, Inc. (M.L.R. Vol. 23 - Pg. 24)
- "Map Showing Property of Matthew W. Florian / Mansfield, Conn." dated December 16, 1982 and prepared by Harry E. Cole & Son, Engineer & Land Surveyor (M.L.R. Vol. 17 - Pg. 55)

The assumed street line to the south of Laurel Lane is set at a 25' offset from the approximate center of Laurel Lane.

Drainage

The existing drainage within the project limits is exclusively open for natural runoff.

Environmental Factors

The project is located within the Windham Water Works Mansfield Hollow Reservoir watershed, and there are wetlands located near each corner of the bridge. The Connecticut Department of Public Health has made the following recommendations:

- A downstream suspended debris boom in conjunction with an absorbent boom should be installed to catch floating contaminants during construction.
- Servicing and refueling construction machinery should be completed outside of the watershed area. If this is not possible, an appropriately designed impervious refueling area with secondary containment should be created and located at least 100 ft from the watercourse and wetland area. Any hazardous materials, including fuel, stored within the watershed should be stored on an impervious surface utilizing secondary containment. A fuel spill remediation kit should be kept on site.

The Mount Hope River supports wild trout and is stocked by the Inland Fisheries Division. The Connecticut Department of Environmental Protection has recommended the following:

- The bridge should be replaced by another clear span structure that will allow fish passage through the area.
- Use of riprap in the channel required for scour protection should be minimized. Mitigation may be required if scour protection requires fill within fish habitats.
- Parking access for anglers should be maintained at the site.

- Any unconfined work within the Mount Hope River should be restricted to the period from June 1 to September 30, inclusive.

Utilities

There are no utilities carried by the Laurel Lane Bridge. There are CL&P power lines to the north of the bridge, with two utility poles in the area of the proposed roadway realignment. These poles will need to be relocated.

III. Proposed Improvements

Project Description

The proposed work involves construction of the new bridge and reconstruction of the bridge approaches as required to match in to the alignment of the existing Laurel Lane. New guide railings will be installed at the four corners of the bridge and along the east approach.

The bridge will carry two 9' travel lanes. The proposed structure will consist of a 78'-6" span rolled beam bridge on integral abutments. In order to place the bridge as close to the existing alignment as possible and minimize property takes, the proposed wingwalls are U-Type, gravity sections on spread footings.

The existing bridge will be completely removed, including the concrete pier foundation in the river.

The proposed approach work on Laurel Lane will provide for a roadway transition width of less than 18' at either end to match into the existing road, and a raise in the profile to accommodate the hydraulic requirements at the bridge. The resulting work will consist of approximately 620' of full depth reconstruction. Guide rails will be weathering steel.

Work in the channel will consist of removal of the existing abutments and pier. The riprap will incorporate a "critter shelf" to allow wildlife to pass beneath the bridge, as required by the Army Corps of Engineers.

Drainage

Drainage at the site will remain open for natural runoff.

Site Access During Construction

The existing bridge and roadway will carry traffic during the construction of the new bridge and realigned roadway. Once construction of the new bridge is complete, the existing bridge will be demolished. A construction sequence plan has been developed and is included with the 30% Progress Submission.

Property Impacts

The new Laurel Lane Bridge is to be built adjacent to the existing structure to eliminate the need for an expensive temporary bridge for traffic staging. A small permanent property take to the north of Laurel Lane is necessary to accommodate the revised alignment. The property belongs to the Algonquin Gas Transmission Company and was likely part of a parcel that the Gas Company had to acquire in order to install nearby underground gas lines. It is a narrow strip of land sandwiched between Laurel Lane and the Mount Hope River and is surrounded by wetlands. As such, it is not useful land and should be an inexpensive take.

There will also be a small amount of grading south of Laurel Lane beyond the ROW lines (right to grade required).

Environmental Impacts

There will be no impacts to the existing wetlands resulting from the proposed construction. The proposed abutments and riprap are to be placed outside of the limits of the river. Turbidity control curtains placed around the existing abutments and pier will contain debris during their removal. Downstream suspended debris and absorbent booms will be placed in the river to catch floating contaminants. Sedimentation and erosion control measures will be implemented to prevent increased turbidity.

IV. Project Cost Estimate

The preliminary construction cost, including the bridge replacement and the associated roadway work is estimated to be \$1,046,000 in 2007 dollars. The Connecticut DOT recommends a cost escalation of 10% per year on the estimate to account for inflation of material and labor costs. See the following item summary sheets for details.

This cost is exclusive of right-of-way acquisition, temporary easement applications, wetland mitigation, site remediation, engineering, and construction administration costs. Also of note, the cost estimate does not include provisions for maintaining access for emergency vehicles (namely fire trucks) to the dwelling on the east side of Laurel Lane. While several options for maintaining access have been explored by the consultant, further coordination with the Town of Mansfield on this issue is required.

PRELIMINARY DESIGN REPORT
 REPLACEMENT OF LAUREL LANE BRIDGE OVER MOUNT HOPE RIVER
 CONSTRUCTION COST ESTIMATE

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
0201001	Clearing and Grubbing	LS	1	\$15,000.00	\$15,000
0203001	Structure Excavation - Earth (Complete)	CY	450	\$40.00	\$18,000
0204151A	Handling Water	LS	1	\$10,000.00	\$10,000
0207002	Borrow	CY	400	\$25.00	\$10,000
0210306	Turbidity Control Curtains	LF	240	\$30.00	\$7,200
0212002	Subbase	CY	400	\$45.00	\$18,000
0213011	Granular Fill	CY	30	\$60.00	\$1,800
0216002	Pervious Structure Backfill	CY	180	\$60.00	\$10,800
0219001	Sedimentation Control System	LF	1030	\$4.00	\$4,120
0406442	Superpave 0.500"	T	25	\$200.00	\$5,000
0406448	Superpave #4	T	13	\$200.00	\$2,600
0411001	Rolled Bank Gravel Surface	CY	185	\$45.00	\$8,325
0503001A	Removal of Superstructure	LS	1	\$27,000.00	\$27,000
0601003	Class 'A' Concrete	CY	70	\$850.00	\$59,500
0601201	Class 'F' Concrete	CY	130	\$900.00	\$117,000
0601604	Asphaltic Plug Expansion Joint System	LF	36	\$100.00	\$3,600
0602002	Deformed Steel Bars	LB	12300	\$1.75	\$21,525
0602006	Deformed Steel Bars - Epoxy Coated	LB	32500	\$2.00	\$65,000
0603061	Structural Steel	LS	1	\$112,000.00	\$112,000
0603371	Materials for Structural Steel	EST	1	\$25,200.00	\$25,200
0612994	Concrete Cylinder Curing Box	EA	1	\$2,300.00	\$2,300
0702500A	Drilled Pile Foundations	LF	290	\$500.00	\$145,000
0703011	Intermediate Riprap	CY	90	\$80.00	\$7,200
0707001	Membrane Waterproofing (Woven Glass Fabric)	SY	228	\$24.00	\$5,472
0708001	Dampproofing	SY	90	\$20.00	\$1,800
0714050	Temporary Earth Retaining System	SF	300	\$40.00	\$12,000
0751828	6" C.C.M. Outlet for Underdrain	LF	70	\$23.00	\$1,610
0755009	Geotextile	SY	180	\$5.00	\$900
0822001	Temporary Precast Concrete Barrier Curb	LF	180	\$45.00	\$8,100
0904303	Metal Bridge Rail - Three Rail (Traffic)	LF	198	\$155.00	\$30,690
0910170	Metal Beam Rail (Type R-B 350)	LF	137	\$24.00	\$3,288
0910173	R-B 350 Bridge Attachment - Vertical Shaped Parapet	EA	4	\$2,200.00	\$8,800
0911924	R-B End Anchorage - Type II	EA	4	\$800.00	\$3,200
0950005	Turf Establishment	SY	1100	\$1.50	\$1,650
0969002A	Construction Field Office (Type B)	MO	8	\$2,100.00	\$16,800
0971001A	Maintenance and Protection of Traffic	LS	1	\$5,000.00	\$5,000
0974001	Removal of Existing Masonry	CY	80	\$300.00	\$24,000
0975002	Mobilization	LS	1	\$80,000.00	\$80,000
0980001	Construction Staking	LS	1	\$10,000.00	\$10,000

Subtotal \$909,480
 Incidentals & Contingencies (15%) \$136,422
 Total Construction Cost \$1,045,902

NOTICE OF PUBLIC INFORMATION MEETING

Federal Local Bridge Program

Projects 77-213 and 77-214

Replacement of the

Stone Mill Road Bridge

Replacement of the Laurel Lane Bridge.

October 22, 2007

7:30 p.m.

Council Chambers

Audrey P. Beck Municipal Building

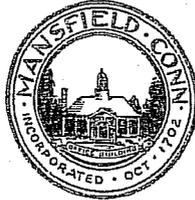
Mansfield, CT

The preliminary designs of the replacement bridges on Stone Mill Road over the Fenton River and Laurel Lane over the Mt. Hope River have been completed and the Federal Local Bridge Program requires there to be a public information meeting to present these designs and to hear comments from neighbors and interested parties.

Persons interested in learning more about these preliminary designs may come to the meeting to hear a brief presentation, or contact the Mansfield Department of Public Works at 429-3332. Concept plans are available in the Engineering office in the Municipal Office Building, 4 South Eagleville Road, Storrs/Mansfield, CT 06268.

PLEASE PUBLISH TUESDAY, OCTOBER 16, 2007. PURCHASE ORDER #10351

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**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
Date: October 22, 2007
Re: Gurleyville Bridge Railing Upgrade

Subject Matter/Background

As discussed at previous Council meetings, the Town is eligible for approximately \$117,000 in Federal funds to make improvements to a rural minor collector road. We have proposed upgrading the bridge railings on the Gurleyville bridge, which can be completed for approximately this amount. A public information meeting was conducted at the September 24th Council meeting, the summary of which is attached.

In order to proceed with the design of this project, Council needs to adopt the resolution below, which we will forward to the Connecticut Department of Transportation (ConnDOT), the agency which administers this grant program.

Financial Impact

Because this is a safety-driven project, no local match is required. However, the Town will have to pay for design and for the factory painting of the railings which are not eligible costs under this program. Design costs, if not done in house, are estimated to be \$10,000, which amount is available in the capital budget "small bridges" activity. Painting costs should run about \$3,000, and this amount is available in the capital budget activity for guide rails.

Recommendation

Staff recommends that the Town Council adopt the proposed resolution.

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

Whereas, the Town has published a display ad in the Willimantic Chronicle and mailed a letter to abutting property owners announcing a public informational meeting on the proposed STP Rural transportation project known as the Gurleyville Road bridge railings upgrade project #77-H054, and

Whereas, a public informational meeting was held on September 24, 2007 at 7:30 PM in the Mansfield Town Hall at which meeting residents had an opportunity to voice their concerns, and

Whereas, the Windham Region Council of Governments has selected this project as a regional priority and has agreed to utilize federal funds for construction activities, and

Whereas, the project is located on a municipally owned road, the preliminary engineering phase will be performed by the Town of Mansfield or its consultant, utilizing Town funds, and

Whereas, the Mansfield Town Council has considered the concerns of the residents from the public informational meeting and finds that the proposed Gurleyville Road Bridge railing upgrade project is in the best interests of the Town, and will promote the health, safety and general welfare of its residents and provide for convenience and safety of the motoring public.

Now therefore be it resolved by the Town Council of the Town of Mansfield, based on the above information, and by virtue of this resolution, hereby supports the proposed project and authorizes its proceeding through the preliminary design stage.”

Be it further resolved that since public comment received for this project asked specifically that the approach railings be limited in their extent, that in so far as possible (given applicable safety standards for historic and scenic areas) the design shall minimize the extent of the approach railings, and Council and interested members of the public shall be afforded the opportunity to review the preliminary design prior to its authorizing the final design and construction stages of the project.

Attachments

- 1) Report of Public Information Meeting (9/24/07)

Report of Public Information Meeting

Project: #77-H054, Gurleyville Bridge Railings Upgrade, Mansfield, CT
Date: September 24, 2007
Time: 7:30 p.m.
Location: Town Office Building – Council Chambers
(At the beginning of the regular scheduled Town Council meeting)

Notices: Attached box ad was run in the Willimantic Chronicle on 9/19/07

Attached letter was mailed to 32 properties in the Gurleyville area

The hearing was opened by Mayor Paterson at approximately 7:35 p.m., who introduced Lon Hultgren, Director of Public Works who briefly described the proposed project.

Ben Sachs, 304 Gurleyville Road, who lives just east of the bridge gave the following suggestions for the project:

- 1) The length of the approach rails should be kept to a minimum as they will be out-of-scale with this scenic and recreational area.
- 2) The approach rails need to be angled away from the bridge so that walkers can get safely through the project without having to walk on the road between the approach rail and the bridge – (a funneling effect putting pedestrians at risk for a longer distance than exists now).
- 3) Due to sight line limitations and vehicles that cross the centerline routinely, consideration should be given to dedicating part of the bridge to pedestrians and leaving the traveled portion one lane for vehicles (with a stop on each end of the bridge – as formerly existed at this bridge and currently exists on Rt. 275 in Eagleville). He noted that during construction the bridge will be one-lane stop controlled. He suggested that if this seems to work well, it be left this way.

Carl Schaefer, 35 Warrenville Road, asked if the approach railings on the northeast side of the bridge would block the entranceway to the river access area. Hultgren replied that they would not.

Hultgren then summarized that the project was still in the concept stage and it had yet to be designed so that the exact location and depiction of the railings would be known.

Mayor Paterson closed the hearing at approximately 7:50 p.m.

Subsequent to the meeting the Town was contacted by Fred Cazel, 309 Gurleyville Road, who also expressed concern over the length of the approach railings in this scenic and historic area.


Lon/R. Hultgren
Director of Public Works

cc: DOT, file

attach: 2



TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS

Lon R. Hultgren, P.E., Director
HULTGRENLR@MANSFIELDCT.ORG

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3331 TELEPHONE
(860) 429-6863 FACSIMILE

September 17, 2007

Dear Gurleyville area resident:

Through the Windham Region Council of Governments, the Town of Mansfield is eligible for a \$117,000 grant for a STP-rural collector road. The Town is proposing to replace the bridge railings on the Gurleyville Road bridge and to provide approach guide-rails where there are none. Railings will be metal painted brown to match the other brown guiderails on Gurleyville Road.

The existing box-metal railings do not meet current safety guidelines, and the lack of railings leading up to the bridge is also quite unsafe. Because of the safety nature of this project, there will be no cost to the Town except for the factory painting of the railings (as this is not an "eligible" cost under the DOT's administration of this program).

Enclosed are some meeting notes that describe the project and some pictures and sketches of the proposed railing. Also enclosed is the federally required public information meeting notice scheduled for September 24th; however, we would be happy to discuss this project with you anytime. Phone: (429-3332) or e-mail (HultgrenLR@Mansfieldct.org).

Sincerely,



Lon R. Hultgren
Director of Public Works

Encl: meeting notice (1 page)
8/20/07 memo to Matt Hart (1 page)
CT DOT Meeting Report (3 pages)
Bridge railing sketches (3 pages)



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant to Town Manager; Mary Stanton, Town Clerk
Date: October 22, 2007
Re: Modification to Town Council Meeting Schedule

Subject Matter/Background

Since Veterans' Day falls on Sunday, November 11, 2007 the holiday will be legally observed on Monday the 12th. Last year when the Town Council meeting schedule was approved a meeting was set for Monday 12, 2007. Consequently, the meeting date should be rescheduled to Tuesday, November 13, 2007.

Recommendation

Staff recommends that the Council cancel the November 12, 2007 Council meeting and schedule a Town Council meeting for November 13, 2007.

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

Move, effective October 22, 2007, to cancel the Town Council meeting scheduled for November 12, 2007, the legal holiday in observance of Veterans' Day, and to schedule a Town Council meeting for Tuesday, November 13, 2007.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *M.H.*
CC: Maria Capriola, Assistant to Town Manager; Jennifer Kaufman, Parks Coordinator; Gregory Padick, Director of Planning; Curt Vincente, Director of Parks and Recreation
Date: October 22, 2007
Re: Grant Application to Recreational Trails Program

Subject Matter/Background

In 2005, the Recreational Trails Grant Program (RTP) awarded the Town of Mansfield \$39,040 (with at least \$9,760 provided by the Town as a Town appropriation and/or in-kind contribution) to develop a greenway/blueway project along the Willimantic River at Plains Road (River Park). The project received the necessary permits from the CT Department of Environmental Protection (DEP) and the Town. Following the bidding process, it was clear the project cost was underestimated. Subsequently, the DEP and staff have worked together to re-scope the project. In addition, we applied for project enhancements as part of a subsequent RTP Grant round. DEP has agreed to apply the funds that were approved as part of the Town's subsequent RTP Grant Award (\$39,840 to be provided by RTP and at least \$9,960 to be provided by the Town) to supplement the original RTP grant award for this project. Grants awarded by the DEP in the RTP grand program require updated Town Council approval to authorize the Town Manager to enter into contracts with the DEP.

Financial Impact

The total project cost is \$152,455. The Town has already allocated \$25,000 as part of its FY 2004-2005 Capital Improvement Program and \$20,000 as part of its FY 2007-2008 Capital Improvement Program. The RTP will reimburse \$39,040 as part of its 2005 RTP award and \$39,840 as part of its 2007 RTP award. In addition there is a strong likelihood that remaining RTP monies totaling \$15,000 will be allocated to the project. Staff also plans to utilize up to \$13,575 from existing related capital improvement accounts such as the Parks Improvement Fund, Parks Advisory Committee Fund, the Tree Replacement Fund and the Guard Rail Account, to remove unanticipated debris on the site.

Recommendation

For the reasons listed above, staff recommends that the Town Council authorize staff to enter into contracts with the DEP to complete the greenway/blueway project, including a parking area, canoe launch and multi-use recreation area with a nature trail, along the Willimantic River at Plains Road (River Park).

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

Be it resolved that it is in the best interests of the Town of Mansfield to enter into contracts with the Department of Environmental Protection, for the purpose of completing the greenway/blueway project along the Willimantic River at Plains Road (River Park). In furtherance of this resolution alone, Matthew W. Hart, Town Manager is duly authorized to enter into and sign said contracts on behalf of the Town of Mansfield. The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, recisions, and revisions thereto.

Attachments

- 1) Budget Spreadsheet

River Park Project #85830
Recreation Trails Grant
Project Breakdown

State Funding:

2005 Recr Trails Grant Award	\$	39,040
2007 Recr Trails Grant Award		39,840
Pending grant award		<u>15,000</u>

Sub-Total State funding \$ 93,880

Town Funding:

04/05 CNR Fund Contribution	25,000
07/08 CNR Fund Contribution	20,000
Parks Improvement Fund (CIP)	5,000
Parks Advisory Committee budget	3,900
Existing related CIP accounts	<u>4,675</u>

Sub-Total Town funding 58,575

TOTAL PROJECT COST 152,455

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; Mary Jane Newman, Director of Mansfield Discovery Depot
Date: October 22, 2007
Re: Child and Adult Care Food Program Application for Mansfield Discovery Depot

Subject Matter/Background

Attached please find a proposed application to the Child and Adult Care Food Program (CACFP), to help fund the food service operation at the Mansfield Discovery Depot. The CACFP is a Federal program that provides healthy meals and snacks to children and adults receiving day care. The program plays a vital role in improving the quality of day care and making it more affordable for many low-income families.

The CACFP operates on a reimbursement-basis. At the state level, the Connecticut Department of Education's Office of Child Nutrition administers the program. In order for the Discovery Depot to receive funding from the CACFP, the town must serve as the sponsoring municipal agency. The town has served in this role for several years, and there is no financial impact to the town budget.

Financial Impact

The Discovery Depot is requesting \$35,000 to fund the food program.

Recommendation

Because the CACFP funding is essential to the food service operation of the Discovery Depot, staff recommends that the Council authorize the manager to submit the application as presented.

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

Resolved, effective October 22, 2007, to authorize the Town Manager, Matthew W. Hart, to submit the attached application to the Connecticut Department of Education's Child and Adult Care Food Program (CACFP), to help fund the food service operation at the Mansfield Discovery Depot, and to execute any related grant documents.

Attachments

- 1) Excerpts from FY 2007-08 CACFP Application Renewal

CONNECTICUT STATE DEPARTMENT OF EDUCATION
 BUREAU OF HEALTH/NUTRITION,
 FAMILY SERVICES AND ADULT EDUCATION
 25 INDUSTRIAL PARK ROAD
 MIDDLETOWN, CONNECTICUT 06457-1543

FOR STATE USE ONLY	
Effective Date:	_____
AGREEMENT NUMBERS:	
School Programs	_____
Child Day Care Centers	_____
Adult Day Care Centers	_____
Day Care Homes	_____
Summer Food Service	_____

AUTHORIZED SIGNATURES CHANGE FORM

Read the enclosed instructions before completing the form.

This is to certify that on _____, as shown in the minutes of
 (Date)

 (Name of Corporation, Board of Education or Governing Body)

the following action was taken to revise the Authorized Signers of the ED-099 Agreement for Child Nutrition Programs.

1. *The person designated below is authorized to sign this agreement and to sign claims for reimbursement.*

 Signature

 Printed Name

 Title (Superintendent of Schools, Mayor, Selectman, President or Chairperson of the Board, Pastor or Commissioner)

 Date

2. *In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.*

 Signature

 Printed Name

 Title (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director or Deputy Commissioner)

 Date

3. *The signature below certifies the above action.*

 Signature

 Title (Secretary of Corporation, Town Clerk, Secretary of the Board)

Center Information

Sponsor							
Sponsor Name		Agreement Number		Program Year			
Mansfield Discovery Depot (Town of Mansfield)		078AIC		2007			
Center(s)							
Center Name(s)	Site Number	Status	Approved Date	Termination Date	Action		Errors
Mansfield Discovery Depot	1	Active	07/30/2007		Modify	Delete	No Errors

Child and Adult Care Food Program Center Budget

Agreement Number	Sponsor Name	Federal ID (FEIN)	Program Year	Revision No.
078AIC	Mansfield Discovery Depot (Town of Mansfield)		2007	0

For All Institutions

Proposed Annual CACFP Food Service Operating Budget

1. Food purchases	30,000.00
2. Non-Food Supplies	5,000.00
3. Postage/Printing	
4. Food Service Labor and Taxes	
5. Fringe Benefits	
6. Equipment Purchases (\$5,000 and over)	
7. Utilities charged to CACFP charged to CACFP (describe method of cost allocation)	
8. Contracted Services charged to CACFP (describe method of cost allocation)	
9. Equipment Rental / Lease (describe method of cost allocation)	
10. Other (specify)	
Total Projected Operating Budget	35,000.00

11. Yes No We use CACFP meal reimbursement for administrative expenses. If yes, we understand that at least 85% of the meal reimbursement must go toward the operating costs. Supporting documents are maintained on file for the required time frame

Proposed Annual Administrative Budget

12. Administrative Labor	
13. Office Supplies	
14. Transportation for facility monitoring	
15. Office Rent and Maintenance	
16. Utilities (unless included with rent)	
17. Other (specify)	
Total Projected Annual Administrative Expenses	0.00

Internal Use Only

Approval Date:

Created By: ConnAdmin on: 03/16/2007

Modified By: ConnAdmin on: 03/16/2007

Management Plan For Child Nutrition Program Sponsors

Sponsor		
Sponsor Name	Agreement Number	Program Year
Mansfield Discovery Depot (Town of Mansfield)	078AIC	2007

[Return to Sponsor Menu](#)

Management Plan			
Revision Number	Date Approved	Date Last Modified	Action
Original		06/18/2007	Modify Delete

[< Back to Sponsor](#)

Child and Adult Care Food Program

Sponsor		
Sponsor Name	Agreement Number	Program Year
Mansfield Discovery Depot (Town of Mansfield)	078AIC	2007

[Return to Sponsor Menu](#)

Warning - Business Rule Error(s) Exist		
Error Number	Error Description	Error Type
18601	Question 1 must be completed, please enter.	Inactive
18603	Question 3 must be completed, please enter.	Inactive

Continue w/Errors >

Management Plan (page 1 of 6)

Part I: Financial Viability

Fiscal Resources and Financial History

1. How long has your organization been in operation?

Mansfield Discovery Depot has been in operation since October 1970.

2. What funds will be used to pay an overclaim?

Mansfield Discovery Depot has a fund balance with the Town of Mansfield and would be used to meet costs not covered by CACFP.

(FY 2006-2007)

3. How does the institution assure that money is spent appropriately and only for CACFP purposes?

Expenditures always exceed revenue and M.D.D. does not claim all eligible expenditures, just food purchases and non-food supplies.

4. List all of the publicly funded programs in which your organization and its principals have participated in the last seven years. (Publicly-funded means any program or grant funded by federal, state or local government.)

*Dept. of Social Services State Funded Center
CT. State Dept. of Education School Readiness*

(FY 2006-2007)

5. Yes No Has your organization ever been terminated from participation in any USDA Child Nutrition Program?

If yes, explain (program, dates, circumstances, etc).

6. Yes No Has your organization ever been disqualified from participation in any other publicly-funded program for violating that program's requirements within the last seven years?

If yes, explain.

7. Yes No Is the organization, board president, director, or other persons responsible for the management of the program on the CACFP National Disqualified List?

If yes, explain (dates, circumstances, etc.)

If yes, list who and explain.

Created By: ConnAdmin	Created Date: 3/16/2007	Modified By: ConnAdmin	Modified Date: 6/18/2007
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Site Application

Agreement Number	Sponsor Name	Site Number	Site Name	Program Year	Revision No.
078AIC	Mansfield Discovery Depot (Town of Mansfield)	1	Mansfield Discovery Depot	2007	0

1. Site Address

Address: 50 Depot Road
City: Storrs
State: CT
Zip: 06268

2. CACFP Contact Information

Phone: (860) 487-0062 Ext. 111
e.g., (555) 555 - 5555
Fax: (860) 429-0646
e.g., (555) 555 - 5555

3. Program Type

- Adult Day Care Emergency Shelter School Readiness
 Child Day Care Outside School Hours Care
Center(OSHCC)
 Head Start After School 'At Risk'

4. Organization Type

- Profit Non-Profit

5. Months CACFP Meals will be Claimed

- All Months
 Oct Nov Dec Jan Feb Mar
 Apr May Jun Jul Aug Sep

6. Days and Hours of Operation

Days Site will be open:

- Monday - Friday Only
 Mon Tue Wed Thu Fri Sat Sun

Hours Site will be open:

- Site is open 24 hours

Open: 07:00 am Close: 05:30 pm

7. Age Range of Enrolled Participants

Age Range of enrolled participants: from 6w to 6y

Yes No Does this site care for infants under the age of 1 year?

8. License/Approval Information

License/Approval Type: Day Care License

Day Care License Number: 13856

License Capacity: 116

License Expiration Date: 05/28/2008

Age Range of Children on license: from to

Shelters and After School "At Risk": Fire Marshal Local Health Dept

NOTE: New child care centers only, submit copy of license; if pending, submit copy of final inspection report

9. Number of Eligible Enrolled Participants

Free	Reduced	Over Income	Total
15 24	7 5	80 84	102 113

10. After-School At-Risk Eligibility

A. Name of public school(s) serving the area where the center is located

B. Indicate type of education or enrichment activities provided at the center. Check all that apply.

- | | | |
|--|---|---|
| <input type="checkbox"/> Arts/Music | <input type="checkbox"/> Mentoring | <input type="checkbox"/> Fitness and Recreation |
| <input type="checkbox"/> Homework assistance | <input type="checkbox"/> Counseling | <input type="checkbox"/> Study aids |
| <input type="checkbox"/> Life skills | <input type="checkbox"/> Character and Leadership development | <input type="checkbox"/> Health skills |
| <input type="checkbox"/> Computer lab | <input type="checkbox"/> Reading room/library | <input type="checkbox"/> Tutoring |

Other:

11. Emergency Shelter Eligibility

- Yes No This site provides temporary shelter and food services to homeless children.
- Yes No A daily enrollment roster is maintained for every child in residence at the shelter
- Yes No The shelter assures that it will only claim reimbursement for meals served to children 18 years of age or under who reside there.
- Yes No Meals claimed for CACFP reimbursement are served in a congregate setting (an exception may be made for infants from birth through age 11 months).

12. Adult Care Center Information Only

- Yes No Will this adult center limit its reimbursement to meals served only to enrolled participants who remain in the community and reside with family members or other caregivers who would benefit from the respite which adult care service could provide?
- Yes No Does this adult center offer a structured, comprehensive program that provides a variety of health, social and related support services to enrolled adult participants?
- Yes No Does this adult center have approval to provide day care services to functionally impaired adults in a group setting outside their home on a less than 24-hour basis?
- Yes No Does this center serve adults over 60 years of age?

- Yes No Does this center serve functionally impaired adults under 60 years of age?
- Yes No Does this center have individual plans of care for all functionally impaired adults who are enrolled and participating in the Child and Adult Care Food Program?
- Yes No Does this center receive reimbursement under Title IIIc of the Older Americans Act?
- Yes No Does this center receive reimbursement from the Child and Adult Care Food Program and funding from the Title IIIc for the same meals?

13. For Profit Eligibility / NA

Child Day Care Centers Only:

Indicate the number of eligible participants

Free 15 / 0 Reduced Price 7 / 0 Over Income 80 / 0 Total: 102 / 0 21% / 0

Describe the process used to collect enrollment information from each site to monitor and report the percentage of eligible free and reduced-price participants each month.

NOTE: Submit documentation verifying that at least 25% of the children (licensed capacity or enrollment) are eligible at the free or reduced price levels (e.g. copies of free and reduced price income eligibility applications and enrollment lists for each center).

Adult Day Care Centers Only:

Indicate the total number of eligible participants.

Title XIX _____ Number of eligible participants

NOTE: Submit documentation (e.g., current client bills or billing printout and enrollment list) verifying that at least 25% of the participants served are Title XIX recipients.

14. Meals Served

Meals Served	Time of Meal Service		Number Enrolled	Source of Meals
	Begin	End		
<input checked="" type="checkbox"/> Breakfast	09:00 am	10:00 am	106 / 113	At Center (Self Prep)
<input type="checkbox"/> AM Snack				
<input checked="" type="checkbox"/> Lunch	11:30 am	12:30 pm	106 / 113	At Center (Self Prep)
<input checked="" type="checkbox"/> PM Snack	03:00 pm	03:30 pm	106 / 113	At Center (Self Prep)
<input type="checkbox"/> Supper				
<input type="checkbox"/> Evening Snack				
<input type="checkbox"/> After School "At Risk" Snack				

Internal Use Only

Yes No New Site Application? Initial Claim Start Date:

% of Free and Reduced Eligible: Effective Date:

At Risk - Determination Expiration Date:

Application Approval Status

Application Approved by: ConnAdmin on 07/30/2007

Approval Comments:

Termination Information

Terminated by:

Termination Effective Date:

Termination Reason:

Terminated Comments:

Created By: ConnAdmin on: 03/16/2007

Modified By: ConnAdmin on: 07/30/2007



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MCH*
CC: Maria Capriola, Assistant to Town Manager; Kevin Grunwald, Director of Social Services
Date: October 22, 2007
Re: 2008 Social Services Block Grant

Subject Matter/Background

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

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

Financial Impact

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

Recommendation

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

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

Move, effective October 22, 2007, to authorize Town Manager Matthew W. Hart to submit an application to the US Department of Health and Human Services for a Social Services Block Grant in the amount of \$3,657.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant to Town Manager; Mike Nintean, Director of Building and Housing Inspection
Date: October 22, 2007
Re: Mansfield Housing Code, Expansion of Rental Certification Zone

Subject Matter/Background

Attached please find two options from Mike Nintean, Director of Building and Housing Inspection, to expand the rental certification zone under the Mansfield Housing Code. Due to excellent compliance on the part of landlords and tenants, and fewer complaints than we had anticipated, we believe that we could expand the zone without any addition to staff.

Staff endorses expanding the rental certification zone to include both Option A and Option B. From my perspective, there are a few key benefits to expanding the zone and including both options. For one, we would have direct access to more rental properties, particularly student rentals, and would be better able to ensure that these properties meet minimum safety standards. Second, expanding the certification zone would enhance our ability to protect existing neighborhoods in several areas of town, including the Route 32 corridor.

Financial Impact

As stated, staff believes that we could expand the rental certification zone without an increase to staffing levels. Option A would generate an additional \$14,850 in revenue and Option B would generate \$3,975.

Recommendation

Expanding the zone would officially constitute an amendment to the housing code. Consequently, staff recommends that the Town Council schedule a public hearing to solicit public comment regarding the proposed revision.

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

Move, effective October 22, 2007, to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on Tuesday, November 13, 2007, to solicit public comment regarding the proposed revision to the Mansfield Code to expand the rental certification zone.

Attachments

- 1) M. Nintean re: Proposal for Certification Zone Expansion
- 2) List of affected properties
- 3) Map of proposed certification zone expansion

TOWN OF MANSFIELD
OFFICE OF BUILDING AND HOUSING INSPECTION



Michael E. Nintean, CBO MCP, Director
Derek Debus, Housing Code Enforcement Officer
Brad Freeman, Code Enforcement Officer

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268

TEL. 860-487-4440

FAX 860-487-4443

Date: October 17, 2007

To: Matt Hart, Town Manager

From: Mike Nintean, Director of Building and Housing Inspection

Re: Proposal for Certification Zone Expansion

Option A:

Expand the zone to include all properties within the existing zone and all additional properties east of the Willimantic River then along Mansfield City Road east to the junction of Browns Road east to the junction with Storrs Road and then northeast along Warrentown Road to the Ashford border. This includes both sides of the streets mentioned. (Please see map)

The expansion would include several properties that have student rentals and many single-family homes that have been converted to rentals, which are not presently within the Certification Zone. This zone includes Rock Ridge, Crystal Springs, White Oak (AKA College Park), Guilford Apartments, Woods Edge and Valley View Mobile Park. (Please see appendix A)

This plan would add approximately 198 properties to the Certification Zone generating additional revenue of \$14,850 annually.

We anticipate these inspections would take 3.6 months to complete at our current rate.

This would bring the total number of units within the Certification Zone to 1079.

Option B:

Expand the zone as in Option A but also include all of Stafford Road south to the Windham town line as well as all roads west of Stafford Road to the Willimantic River. This includes the properties on both sides of the streets affected. This would cover an area with older, deteriorating rental structures that are a cause for concern. Inspection would benefit the tenants and community as a whole. This zone would include Burkamp trailer park. (Please see map)

This plan would add approximately 53 properties to the Certification Zone resulting in an additional \$3,975 annually.

We anticipate these inspections (including option A) would take 4.6 months to complete at our current rate.

This would bring the total number of units within the zone to 1132.

Entire Town

It is estimated that the Town has a total of 1501 rental units. If Options A and B were implemented this would leave a remainder of 369 units. The major complexes remaining would include Colonial apartments, Freedom Green and Eastbrook Heights.

Increase of Inspection Frequency

The proposal to increase inspection frequency within the existing zone has been investigated. I am opposed to this proposal for the following reasons:

- The tenant will always have the option to request an inspection on a complaint basis
- Several of the complaints to date have come from outside of the Certification Zone. As of October 1, 2007 we have received 21 complaints from the original zone, 4 complaints from Zone A, 5 complaints from Zone B, and 4 complaints from the remainder of the Town. This indicates that these structures could benefit from periodic inspection.
- Non-students may find annual inspections to be overly invasive
- Landlords may rely on the Town to police their property and not apply a periodic maintenance schedule

Preferred Option and Rational

The department conducted 606 inspections within the first full year of operation. That equates to 53% of the total units within the existing zone. During the first quarter of this fiscal year we have inspected an additional 160 units. When combined, we have inspected 84% of the total units in the existing zone within that time frame.

This equates to approximately 54 units per month on average. (Only 11 months were used to calculate inspections during the first fiscal year due to initial Department set up.)

There are 121 units that have not been inspected within the current zone. If the current pace is maintained we will conclude inspection of all units within the original zone near the end of December 2007. If the workload remains steady this would allow the department to add approximately 378 units to the Certification Zone.

I do however consider that number overly aggressive due to the following; although we did not receive the level of complaints we had originally anticipated it is my belief with the addition of a university employee to advocate for off campus students and the increased knowledge by the public of this program that complaint numbers will increase. This rise has been indicated by our statistics within the past few months. We have also implemented blight patrols, which will require staff resources to implement. That notwithstanding, I calculate at current staffing levels we can inspect the 251 units within options A and B without jeopardizing the current high level of service provided. This action will add \$18,825 in revenue annually to the Town.

This is another step in the development of this program and I intend to reevaluate the status of our workload and propose additional increases in the future if time and staffing levels warrant. If the zone were expanded the entire new zone created would require approximately 21 months to complete. This would allow time for additional complaint investigation, blight duties and enforcement of other ordinances assigned to the department.

The program has run smoothly to date as a result of excellent cooperation by the public and hard work by my dedicated staff. I do not want to jeopardize our success by being overly aggressive regarding workload and am comfortable with this proposal.

RENTAL PROPERTIES
OPTION A AND B

<u>Street #</u>	<u>Street Address</u>	<u>Dwelling Units</u>	<u>Land Use</u>	<u>Complex</u>	<u>Notes</u>
11C	Anton Road	1	R550	Rockridge Condo	
201D	Baxter Road	1	R550	Rockridge Condo	
79	Browns Road	1	R510		
373	Browns Road	2	R520		
8	Buckingham Road	2	R520		
33	Chaffeeville Road	1	R510		
132	Chaffeeville Road	1	R510		
154	Chaffeeville Road	1	R510		
548	Chaffeeville Road	2	R520		
560	Chaffeeville Road	1	R510		
614	Chaffeeville Road	1	R510		
676	Chaffeeville Road	1	R540	326 Gurleyville Rd	
6	Cod Fish Falls	1	R510		
47	Cod Fish Falls	1	R510		
02B	College Park	1	R550	White Oak Condo	
02C	College Park	1	R550	White Oak Condo	
02D	College Park	1	R550	White Oak Condo	
03B	College Park	1	R550	White Oak Condo	
03D	College Park	1	R550	White Oak Condo	
05B	College Park	1	R550	White Oak Condo	
05C	College Park	1	R550	White Oak Condo	
05D	College Park	1	R550	White Oak Condo	
06C	College Park	1	R550	White Oak Condo	
06D	College Park	1	R550	White Oak Condo	
07A	College Park	1	R550	White Oak Condo	
07B	College Park	1	R550	White Oak Condo	
08B	College Park	1	R550	White Oak Condo	
09C	College Park	1	R550	White Oak Condo	
10A	College Park	1	R550	White Oak Condo	
10D	College Park	1	R550	White Oak Condo	
11A	College Park	1	R550	White Oak Condo	
11B	College Park	1	R550	White Oak Condo	
12B	College Park	1	R550	White Oak Condo	
14A	College Park	1	R550	White Oak Condo	
14B	College Park	1	R550	White Oak Condo	
14D	College Park	1	R550	White Oak Condo	
38A	Crystal Lane	1	R550	Crystal Springs	
50D	Crystal Lane	1	R550	Crystal Springs	
52C	Crystal Lane	1	R550	Crystal Springs	
60C	Crystal Lane	1	R550	Crystal Springs	
95	Depot Road	1	R510	91 Depot Road	
34	Dodd Road	1	R510		
77	Forest Road	6	R401	Guildford Apartments	
86	Forest Road	3	R530		
287	Gurleyville Road	1	C429		residential / retail
305	Gurleyville Road	1	R510		
326	Gurleyville Road	3	R540		
370	Gurleyville Road	1	R510		
519	Gurleyville Road	2	R520		
198	Hanks Hill Road	2	R515		

RENTAL PROPERTIES
OPTION A AND B

<u>Street #</u>	<u>Street Address</u>	<u>Dwelling Units</u>	<u>Land Use</u>	<u>Complex</u>	<u>Notes</u>
233	Hanks Hill Road	1	R510		
257	Hanks Hill Road	1	R510		
286	Hanks Hill Road	2	R520		
294	Hanks Hill Road	2	R520		
43	Higgins Highway	1	R510		
11	Ledgewood Drive	2	R515		
12	Ledgewood Drive	1	R510		
474	Mansfield City Road	1	R530	484 Mansfield City Rd	
484	Mansfield City Road	1	R530		
504	Mansfield City Road	1	R530	484 Mansfield City Rd	
519	Mansfield City Road	1	R510		
834	Mansfield City Road	1	R510		
986	Mansfield City Road	1	R510		
1008	Mansfield City Road	1	R510		
1035	Mansfield City Road	1	R510		
111	McCollum Road	5	R510 / R520		3 single, 1 two-family
3	Merrow Road	4	R540		
47	Middle Turnpike	1	R510		
51	Middle Turnpike	2	R520		
773	Middle Turnpike	1	R510		
799	Middle Turnpike	2	R520		
805	Middle Turnpike	2	R520		
171	Mt Hope Road	1	R510		
264	Mt Hope Road	32	R401	Woods Edge	
303	Mt Hope Road	1	R510		
21	Mulberry Road	1	R510		
38	Mulberry Road	1	R510		
295	Mulberry Road	1	R510		
307	Mulberry Road	1	R510		
331	Mulberry Road	2	R520		
342	Mulberry Road	1	R510		
85	Old Turnpike Road	3	R530		
33	Rockridge Road	1	R510		
64	Spring Manor Road	1	R510		
66	Spring Manor Road	1	R510		
3	Stafford Road	1	R510		
15	Stafford Road	1	R520		
17	Stafford Road	1	R520	15 Stafford Road	
21	Stafford Road	1	C447		office / residential
42	Stafford Road	3	R530		
81	Stafford Road	2	R520		
109	Stafford Road	1	R510		
114	Stafford Road	1	R510		
169	Stafford Road	1	R510		
248	Stafford Road	1	R510		
266	Stafford Road	1	R510		
285	Stafford Road	1	C429		residential / retail
297	Stafford Road	4	C401		LUC change 5/2/07
334	Stafford Road	1	R510		
386	Stafford Road	1	R510		

RENTAL PROPERTIES
OPTION A AND B

<u>Street #</u>	<u>Street Address</u>	<u>Dwelling Units</u>	<u>Land Use</u>	<u>Complex</u>	<u>Notes</u>
390	Stafford Road	2	R520		
405	Stafford Road	1	R510		
441	Stafford Road	1	R510		
442	Stafford Road	1	R510		
446	Stafford Road	1	R510	442 Stafford Road	
452	Stafford Road	1	C430		restaurant / apt.
456	Stafford Road	2	R520	442 Stafford Road	
460	Stafford Road	1	R510	442 Stafford Road	
466	Stafford Road	1	R560		1 ranch, 8 mobile
468	Stafford Road	0	R560	466 Stafford Road	
506	Stafford Road	2	R520		
506A	Stafford Road	1	R510	506 Stafford Road	
508	Stafford Road	2	R520	506 Stafford Road	
510	Stafford Road	1	R510	506 Stafford Road	
727	Stafford Road	2	R520		
735	Stafford Road	2	R520		
743	Stafford Road	2	R520		
961	Stafford Road	1	R510		
979	Stafford Road	1	R510		
1007	Stafford Road	1	R510		
1013	Stafford Road	2	R520		
1025	Stafford Road	1	R510		
1436	Stafford Road	2	R520		
1440	Stafford Road	2	R520		
1444	Stafford Road	2	R520		
1472	Stafford Road	2	R520		
1478	Stafford Road	2	R520		
1555	Stafford Road	5	C401		
1728	Stafford Road	1	R510		
18	Stonemill Road	1	R510		
614	Storrs Road	1	R510		
616	Storrs Road	1	R510		
626	Storrs Road	3	R530		
629	Storrs Road	2	R520		
642	Storrs Road	1	R510		
693	Storrs Road	1	R510		
735	Storrs Road	1	R510		
743	Storrs Road	1	R510		
762	Storrs Road	1	R510		
786	Storrs Road	1	R510		
806	Storrs Road	1	R510		
871	Storrs Road	1	R510		
29	Thornbush Road	1	R510		
414	Warrenville Road	4	R540		
895	Warrenville Road	4	R540		
973	Warrenville Road	2	R530	971 Warrenville	2 1-fam, main house
246	Woodland Road	1	R510		
286	Woodland Road	1	R510		
423	Wormwood Hill Road	2	R520		
603	Wormwood Hill Road	3	R530		3 single-family homes

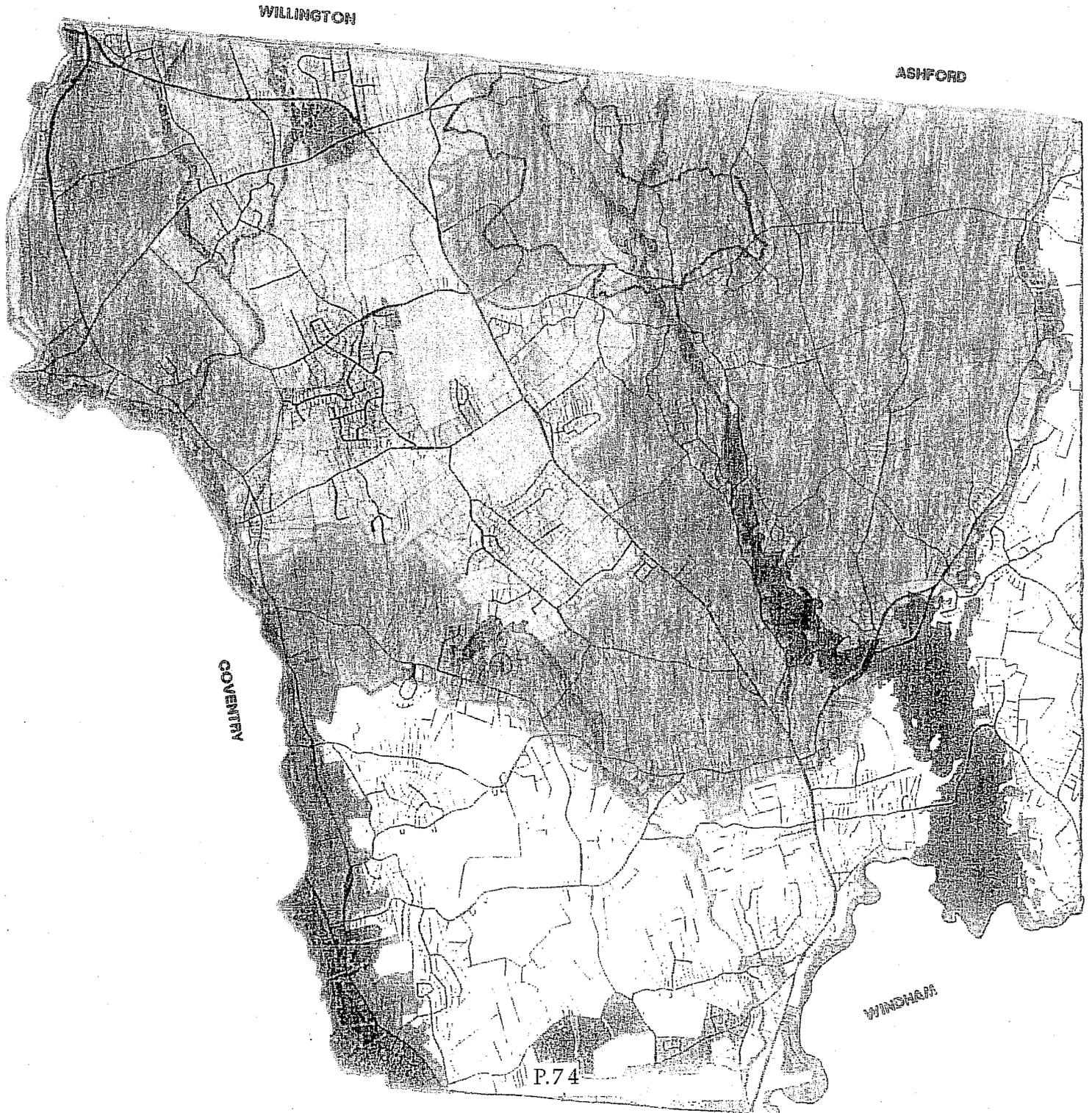
RENTAL PROPERTIES
OPTION A AND B

<u>Street #</u>	<u>Street Address</u>	<u>Dwelling Units</u>	<u>Land Use</u>	<u>Complex</u>	<u>Notes</u>
609	Wormwood Hill Road	0	R530	603 Wormwood Hill	
	TOTAL UNITS	<u>246</u>			

CERTIFICATION ZONE EXPANSION PROPOSAL

FOR THE TOWN OF MANSFIELD

-  CURRENT ZONE
-  OPTION A
-  OPTION B





**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Assistant to Town Manager; Michael Ninteau, Director of Building and Housing Inspection
Date: October 22, 2007
Re: Grants Accountant Position

Subject Matter/Background

The Town currently employs one full-time and one part-time accountant. Our part-time employee is retiring, and management believes this would be an appropriate point to reconfigure this position to full-time. Attached please find a recommendation from Cherie Trahan, our Controller/Treasurer, which highlights the need for this change. Among other factors, Ms. Trahan cites the fact that our responsibilities have increased in recent years, and we do service a number of entities, including the Town, the Mansfield Public Schools, Regional School District No. 19, the Eastern Highlands Health District, the Mansfield Discovery Depot and the Mansfield Downtown Partnership. The expanded position would be primarily responsible for handling fiduciary responsibilities related to the various grants that our many entities receive.

Financial Impact

Under staff's proposal, the expansion of this position would be supported via administrative charges to various grants, and would not have an impact on the General Fund.

Recommendation

I have referred this item to the Finance and Personnel Committees for review and discussion. The full Council does not need to take any additional action at this time.

Attachments

- 1) C. Trahan re: Expansion of Accountant Position to Full-time

INTER

OFFICE

MEMO

FINANCE DEPARTMENT, TOWN OF MANSFIELD

To: Jeff Smith, Director of Finance
From: Cherie Trahan, Controller/Treasurer
Subject: Expansion of Accountant Position to Full Time
Date: September 27, 2007

For some time now, the Finance department has been faced with an increasing need for accountant services. Several factors have contributed to this:

- The number of agencies and their grant awards have grown. The addition of Eastern Highlands Health District, and their own internal growth in terms of member towns, has added to the volume of accounts payable processing, payroll processing and financial reporting. The Health District has several grants that require time-consuming cost allocation and financial reporting which is performed at the accountant level.
- The establishment of the Mansfield Downtown Partnership has added similar responsibilities in terms of grant reporting. They have been awarded two \$500,000 STEAP grants which require financial accountability, reporting and requests for payments. These grants are particularly time-consuming because the Department of Economic Development requires us to match funding with particular expenditures. They also require copies of every payment that is made with STEAP funds. As this project moves forward, the demands on the department will continue to grow.
- The challenges we face because of the fluctuations in State funding are requiring more and more analysis and modifications to the budget as we try to balance our needs with our available resources.
- The financial status of the Parks & Recreation department has presented us with additional financial reporting and analysis needs. Again, this is very time consuming but critical to the financial success of the Community Center.
- Over the last couple of years, the Town Council and both Boards of Education have requested budget information earlier on in the process. Our biggest obstacle in providing this information is budgeting and estimating salaries and benefits. All three budget cycles overlap. At this time, one accountant does the salary estimating (current year) for budget transfers and the salary budgeting (proposed year) for all three entities. This responsibility clearly needs to be split between two staff members. It is a critical part of the budget process.
- School construction grants are also very time consuming and are handled by the same accountant who is responsible for the salary budgeting. We currently have several projects underway and anticipate much larger scale projects in the near future.
- The Management Services Fund has allowed us to centralize many of our internal services (phones, copiers, computers, mailing, energy, information technology) and at the same time reduce costs, and even out replacement costs and upgrades. Our entire Department of Technology is an internal service fund supported by contributions from those who receive its services. But along with the benefits of this

Fund, is a considerable amount of accounting and budgeting to accurately report, project and allocate revenues and expenditures within the Fund. This is critical to be certain that every "customer" is receiving their fair share of services and that the fund remains sufficiently solvent to meet future needs.

Currently, in addition to the Controller, the Finance department has 1.34 FTE accountants. At the end of this calendar year, our part time accountant is retiring. At this time, I would like to recommend that we expand this position to full time. In the past, we have not charged grants for administrative support, even though most of them allow it. It is our recommendation to begin charging administrative costs to several of the larger grants. I would also recommend that discussion begin with the Mansfield Discovery Depot, as we did with Eastern Highlands Health District, to charge them a nominal fee for accounting support. The Discovery Depot is provided with payroll processing; payroll tax deposits and reporting; accounts payable and purchasing; accounting and financial services; and personnel and benefits management.

The .34 FTE accountant position is supported by the Solid Waste Fund at a cost of approximately \$17,000. If we expand the position to full time, I would expect an annual cost of approximately \$53,000 including benefits. Recommended funding is as follows:

Solid Waste Fund - 32% (no change)	\$ 16,200
Various Grants - 50% *	26,500
Discovery Depot - 8%	5,000
Management Services Fund - 10%	5,300

Grant funding would come from the Board of Education IDEA Part B grant; Bio-terrorism Preparedness grant; School Readiness Grant; and the Small Cities Program Income. Our philosophy has always been that grant funding goes towards the programs they are supporting, however, we can no longer do that without covering some of the administration costs of those grants. None of the charges recommended here will have a significant impact on the programs they support. I am proposing no impact on the General Fund budget.

With the 2008/09 budget season about to begin, I request that if approved, we move forward as quickly as possible and aim to have someone on board by mid-November. Grant budgets can be modified for the current year to provide the funding for 2007/08.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant to Town Manager; Jaime Russell, Director of Information Technology
Date: October 22, 2007
Re: Mansfield Troops and Volunteers Online

Subject Matter/Background

On the Town's website, we would like to recognize active duty members of the armed forces as well as active participants in the Peace Corps, Teach for America and AmeriCorps who have a connection to Mansfield.

Below is an outline of parameters that staff has thought of; you may have additional thoughts as well:

- The site is designed to recognize individuals with some connection to Mansfield. For example, a Mansfield resident or someone who has a relative in Mansfield or someone who went to school in Mansfield or someone who previously lived in Mansfield.
- The individuals would need to be either active duty armed forces or a reservist on active duty (either at home or overseas), or presently active in the Peace Corps, Teach for America or AmeriCorps (or recently active).
- The individual could forward his or her own information, or a relative or friend could forward the information. The information would be sent to the Town Manager's Office and in it, the person would take ownership that they were either themselves the individual, or they have the permission of the individual (some people do not want their information on the Internet, so it is important that the person submitting the information takes ownership of securing permission).
- Copyrighted photos from professional photographers could only be posted if the person submitting the photo secured permission. In the event that the photo contained potentially objective content (for example, a threatening use of a gun), then staff could tactfully seek a different photo.

Recommendation

This program would require some organization and push from the outset to get it moving forward, but could be a wonderful opportunity to give a small token of thanks and recognition to those who have given back so much with their national service. However, I want to make sure that the Town Council is comfortable with this concept before we proceed. I look forward to any suggestions you might have.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *M-H*
CC: Maria Capriola, Assistant to Town Manager; Gordon Schimmel, Superintendent of Schools
Date: October 22, 2007
Re: Collective Bargaining Agreement between the Mansfield Board of Education and the Mansfield Education Association

Subject Matter/Background

The Mansfield Board of Education (MBOE) and the Mansfield Education Association (MEA) have agreed to a contract settlement, the highlights of which are attached.

With respect to teacher's contracts, the Town Council has three options:

- 1) Ratify/approve the tentative agreement;
- 2) Reject the tentative agreement, in which case the matter shall be referred to binding arbitration; or
- 3) Take no action, in which case the tentative agreement shall be considered ratified by the town after a 30-day waiting period.

Financial Impact

The MBOE's labor counsel has estimated the cost of the three-year agreement as follows:

- 2008-09: 3.1% plus increment (total cost 4.27%)
- 2009-10: 3.1% plus increment (total cost 4.33%)
- 2010-11: 3.1% plus increment (total cost 3.86 %)

Legal Review

The MBOE has negotiated the agreement with the assistance of its labor attorney.

Recommendation

Town staff does not participate in labor relations involving MBOE employees. The cost projections for the tentative agreement do appear reasonable with respect to recently negotiated teacher settlements around the state. Because the parties have negotiated and reached an agreement in good faith, staff recommends that the Town Council ratify or take no action on this item.

Attachments

- 1) Summary of Key Provisions of Settlement
- 2) Contract Between the Mansfield Board of Education and the Mansfield Education Association

Mansfield Teacher Negotiations 2007
Summary of Key Provisions of Settlement

Issue	Agreement												
Duration	3-year agreement (2008-2011)												
Professional Improvement	Increase aggregate tuition reimbursement amount from \$7,500 to \$15,000, and increase per credit reimbursement maximum from \$150 to \$200. Change "September 1 through August 31" to "each contract year."												
Additional Days	Increase maximum number of days for guidance counselors from five to ten. Add math consultant at ten days (current practice). Add reading coaches at three days (current practice).												
Insurance:													
<ul style="list-style-type: none"> • Premium Contributions for PPO Plan and Dental Plan (currently 15.5%) 	<table border="1"> <thead> <tr> <th data-bbox="539 706 639 733">Year</th> <th data-bbox="724 706 799 733">Board</th> <th data-bbox="906 706 1023 733">Employee</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 733 639 760">2008-09</td> <td data-bbox="724 733 799 760">84.0%</td> <td data-bbox="906 733 1023 760">16.0%</td> </tr> <tr> <td data-bbox="539 760 639 787">2009-10</td> <td data-bbox="724 760 799 787">83.5%</td> <td data-bbox="906 760 1023 787">16.5%</td> </tr> <tr> <td data-bbox="539 787 639 814">2010-11</td> <td data-bbox="724 787 799 814">83.0%</td> <td data-bbox="906 787 1023 814">17.0%</td> </tr> </tbody> </table>	Year	Board	Employee	2008-09	84.0%	16.0%	2009-10	83.5%	16.5%	2010-11	83.0%	17.0%
Year	Board	Employee											
2008-09	84.0%	16.0%											
2009-10	83.5%	16.5%											
2010-11	83.0%	17.0%											
<ul style="list-style-type: none"> • Domestic Partner Language 	Delete domestic partnership language, based on new civil union legislation.												
Salary	2008-09: 3.1% plus increment (total cost 4.27%) 2009-10: 3.1% plus increment (total cost 4.33%) 2010-11: 3.1% plus increment (total cost 3.86%)												
Stipends	<p>Stipends in side letter to be increased as set forth in the attached schedule (to remain as a side letter, not to be part of the contract).</p> <p>Add Best Mentor stipend to the side letter, at the rate of \$500 per team of mentors, per year. The Principals shall determine how the \$500 payment shall be distributed to the members of each mentor team. If a mentor team is serving as the BEST mentor for a new teacher and the new teacher leaves the Board's employ for any reason during the course of a school year, the stipend for the BEST mentor team shall be pro-rated based on the number of months remaining in the school year at the time the teacher leaves the Board's employ. Any teacher serving as a member of more than one BEST mentor team at a time will be eligible for a portion of the stipend applicable to each of the mentor teams on which he/she is serving.</p>												

The Contract Between
The MANSFIELD BOARD OF EDUCATION
and
The MANSFIELD EDUCATION ASSOCIATION
2008-2011

486532 v.02

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Contract between the MANSFIELD BOARD OF EDUCATION and
the MANSFIELD EDUCATION ASSOCIATION
2008-2011

ARTICLE 1
Recognition/Definitions

- A. The Mansfield Board of Education (hereinafter referred to as the "Board") hereby recognizes the Mansfield Education Association (hereinafter referred to as the "Association") as the exclusive representative, as defined in Section 10-153b, through 10-153g of the Connecticut General Statutes as amended, of the Teachers' Unit, which includes the group of certified professional employees who are employed by the Board in positions requiring a teaching or special services certificate or who are employed on the basis of a Durational Shortage Area Permit (DSAP), excluding employees in the administrators' bargaining unit, temporary substitutes and all others excluded by the Teacher Negotiation Act.

Employees working in a teaching position solely on the basis of a DSAP shall be covered by all terms and conditions of the collective bargaining agreement, except as follows:

1. DSAP holders shall not accrue seniority or length of service for any purpose of this Agreement. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained continuously by the Board as an employee after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of employment by the Board.
 2. The Board shall have the right, in its sole discretion, not to renew and/or to terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.
 3. DSAP holders shall have no bumping rights or recall rights under this Agreement.
- B. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement shall refer to all employees in the Teachers' Unit.
- C. The Association accepts such recognition, and agrees to represent equally all teachers.

- D. It is the intent and purpose of the parties hereto that their agreements provide for orderly professional negotiation between the Board and the Association with respect to salaries and other conditions of employment and to secure prompt and fair disposition of grievances.
- E. As used in this Agreement, the term "days" means business days, unless otherwise expressly specified in this Agreement.
- F. As used in this Agreement, the term "year" means the employment year, as defined in Article 6 of this Agreement, unless otherwise expressly specified in this Agreement.

ARTICLE 2
Board Prerogatives

All rights, powers, authority and prerogatives of the Board, as specified by Connecticut General Statutes, shall continue to remain exclusively vested in the Board.

ARTICLE 3
Professional Negotiations

- A. The Board and the Association agree to begin to negotiate in good faith pursuant to Section 10-153b through 10-153g of the Connecticut General Statutes as amended in accordance with the procedures set forth herein. The purpose of such negotiations shall be to secure a successor agreement relative to salaries and other conditions of employment.
- B. During negotiation, the Board and the Association shall exchange relevant data, points of view, and proposals and counter-proposals with respect to salaries and other conditions of employment about which either party wishes to negotiate. Either party may utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

ARTICLE 4
Severability

In the event that any provision or portion of this agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, such provision or portion shall be severed from this agreement, and the balance and remainder of this agreement shall remain in full force and effect.

ARTICLE 5
Grievance Procedure

A. Purpose: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise, under this Agreement, affecting the welfare or working conditions of teachers. Both parties agree that proceedings shall be kept as confidential as is appropriate, to the extent permitted by law.

B. Definitions

1. "Grievance" shall mean a claim based upon a complaint by a teacher(s) that he/she has been unfairly or inequitably treated, (a) upon a violation, misinterpretation of or misapplication of the provisions of this Agreement, or (b) upon a violation of a procedure contained within the district's teacher evaluation plan. Grievances described in (a) above may be submitted to arbitration in accordance with Level 4 of this procedure. Grievances described in (b) above may be processed through to the Superintendent at Level 2, but may not be processed beyond that level.
2. "Teacher" means any individual(s) represented by the Association as defined in Article 1 B.
3. "Party in interest" shall mean the teacher or teachers making the claim, including their designated representative as provided for herein, any teacher or administrator who might be required to take action or against whom action might be taken in order to resolve the problem.

C. Time Limits

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a teacher does not file a grievance in writing with his/her immediate supervisor within twenty (20) days after he/she knew or, under normal circumstances, should have known of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the grievant teacher at any level to appeal a grievance to the next level within the time limit specified in the formal procedure shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedure

1. If a teacher feels that he/she may have a grievance, he/she shall first discuss the matter with his/her immediate supervisor in an effort to resolve the problem informally.
2. If the teacher is not satisfied with the disposition of the matter, he/she shall then have the right to have the Association assist him/her in further efforts to resolve the problem informally with the immediate supervisor and the Superintendent of Schools.

E. Formal Procedure

1. Level One - Immediate Supervisor

- a. If a grievant teacher is not satisfied with the outcome of informal procedures, he/she may present his/her claim as a written grievance to his/her immediate supervisor within the specified time period as stated in Paragraph C.2. above. The teacher shall also send a copy of the grievance to the Association at the same time.
- b. The immediate supervisor shall, within five (5) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the grievant teacher and to the Association.

2. Level Two - Superintendent of Schools

- a. If the grievant teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may within five (5) days after receipt of the written decision of his/her immediate supervisor, file his/her written grievance with the Association.
- b. The Association shall, within five (5) days after receipt, refer the grievance to the superintendent, if it is determined by either the grievant teacher or the Association that the grievance is to be pursued. Prior to doing so the grievant teacher shall meet with the Professional Rights and Responsibilities Committee to review the grievance.
- c. The superintendent shall, within ten (10) days after receipt of the referral, meet with the grievant teacher and with representatives of the Professional Rights and Responsibilities Committee of the Association for the purpose of resolving the grievance.

- d. The superintendent shall, within seven (7) days after the hearing, render his/her decision and the reasons therefore in writing to the grievant teacher, with a copy to the Association.

3. Level Three - Board of Education

- a. If the grievant teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within three (3) days after receipt of the decision, file the grievance again with the Association for appeal to the Board of Education.
- b. If the Association determines that the matter should be reviewed further, the Association shall, within three (3) days after receipt, refer the appeal to the Board of Education.
- c. The Board (or its designated committee) shall, within twenty (20) days, meet with the grievant teacher and with representatives of the Association for the purpose of resolving the grievance. Meetings concerning personnel matters or character of the grievant shall be held in executive session to the extent permitted by law.
- d. The Board shall render its decision and the reasons therefore in writing to the grievant teacher, with a copy to the Association, within ten (10) days following the hearing of the appeal.

4. Level Four - Arbitration

- a. Decision of the Board shall be final on all grievances except as specifically provided in paragraph "b" below.
- b. If the decision of the Board does not resolve, to the satisfaction of the grievant teacher, a grievance based upon an alleged violation, misinterpretation or misapplication of the specific terms of this Agreement, and he/she wishes review by a third party, and if the Association determines that the matter should be reviewed further, it shall so advise the Board through the superintendent in writing within twenty (20) days of the Board's decision. The Board and the president of the Association shall, within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the Board and the Association are unable to agree on an arbitrator within five (5) days, the American Dispute Resolution Center, Inc. shall be immediately called upon to select the single arbitrator.

- c. All grievance proceedings shall be conducted in accordance with the rules of the American Dispute Resolution Center, Inc. The decision of the arbitrator shall be final and binding, except as otherwise provided by law. The arbitrator shall be bound by, and must comply with all of the terms of this Agreement. The arbitrator shall have no power to add to, delete from, or modify in any way the provisions of this Agreement.
- d. The costs of the services of the arbitrator shall be borne equally by the Board and the Association.

F. Rights of Teachers

- 1. No reprisals of any kind shall be taken by the Board, the Association, or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- 2. Any party of interest may be represented at any level of the grievance procedure by the Association, including representatives from the Mansfield Education Association and its state affiliate the Connecticut Education Association.
- 3. All records dealing with the processing of a grievance shall be filed in a central filing system separate from the personnel file.

- G. Obligation of Teachers: This is the official mutually agreed upon procedure by which teachers register grievances and teachers will proceed exclusively in accordance with this procedure.

ARTICLE 6
Employment Year

- A. The Board will notify teachers of the proposed calendar for the next employment year by June 1 of the preceding school year, or sooner if possible.
- B. Employees covered by this Agreement will be considered twelve-month employees whose scheduled work year will begin on July 1 and end on June 30. Six professional days shall be designated as follows: one shall be a pre-school work day and five shall be full professional days incorporated into the calendar by the calendar committee. The five full professional days will be scheduled during the school year or immediately preceding or following the school year. (For purposes of the preceding sentence, the school year shall include the pre-school work day). Activities on professional days may include, but are not limited to: workshops, curriculum council meetings, curriculum development, building planned in-service, conferences and visitations.

Effort will be made to schedule professional days in common with surrounding school systems in order to offer a wide variety of available workshops.

The number of vacation days per year for all twelve-month employees shall be sixty (60) during the term of this Agreement:

The number of vacation days will be increased by one (1) day in the event of a leap year. Vacation days may not be taken when school is in session or on scheduled professional days. Unscheduled days off which occur during the year (including, but not limited to snow days) will be charged as vacation days.

Employees in the bargaining unit will not be required to work on the twelve (12) legal holidays observed by the Board per year.

If the Board, in its discretion, elects to reduce the number of vacation days for employees covered by this Agreement, in order to increase the number of professional days or student school days, it will pay an additional per diem for each additional work day calculated as one divided by the total number of work days in the previous year.

Guidance counselors at the Middle School shall work up to an additional ten (10) days, as determined by the Superintendent, and be compensated on a per diem basis for the additional days worked. In addition, the district's two Computer Coordinators, the Library-Media Coordinator, the District Reading Consultant(s) and the District Math Consultant(s) shall work up to an additional ten (10) days, as determined by the Superintendent and the coordinators/consultants, and be compensated on a per diem basis for the additional days worked. Reading coaches shall work up to an additional three (3) days, as determined by the Superintendent and the coaches, and be compensated on a per diem basis for the additional days worked.

ARTICLE 7

Length of Teachers' Day, Attendance at Faculty Meetings and Responsibility of Part-Time Teachers

A. Length of Teachers' Day

1. The work day for teachers shall be seven and one-quarter (7-1/4) hours per day.
2. The minimum school week schedule for individuals and groups will be arranged by the principals at the beginning of the school year after consultation with affected staff. Mutually convenient individual schedule variations may be arranged with the principals.

3. If the Board, in its sole discretion, elects to increase the teacher work day as described above, it agrees to bargain with the Association over the impact of that decision upon salaries provided herein, in accordance with the Teacher Negotiations Act.

B. Attendance at Faculty Meetings

1. Teachers shall attend regular faculty meetings as scheduled by the principal. Such faculty meetings shall end no later than one hour after the end of the teachers' work day and shall not exceed twelve (12) per school year, provided that up to three of the twelve meetings may end no later than ninety (90) minutes after the end of the teachers' work day.
2. Attendance at faculty meetings does not preclude attendance at one district-wide, in-service meeting or workshop occurring during the same week held on a different day.
3. At the beginning of each school year the staff shall receive a list of the dates of at least nine (9) of the twelve (12) regular faculty meetings.
4. Teachers shall receive a written agenda at least one day before the regular faculty meetings.
5. Emergency faculty meetings may be called by the building administrators to handle crises such as school closings, bomb scares, power failures, safety or security situations and other problems of a similar nature.
6. If any scheduled meeting is canceled due to inclement weather or other emergency, the building administrator can re-schedule such meeting.

C. Responsibilities of part-time teachers

1. Teachers working part-time are responsible for attending faculty meetings, curriculum development, training sessions, in-service programs, kindergarten screenings and related staff responsibilities in an amount equal to the percentage of time their assignment represents in relation to a full-time assignment. At the beginning of each employment year, part-time teachers are expected to confer with their immediate supervisor to determine a mutually agreeable schedule to complete these responsibilities.

ARTICLE 8
Duty Free Lunch

All teachers shall have an uninterrupted duty-free lunch period daily of 25-30 minutes, depending on the building schedule.

ARTICLE 9
Preparation and Planning Time

The Board and the Association agree that the best interests of the students are served when teachers are afforded sufficient preparation and planning time, in addition to their before and after school planning times. Therefore:

- A. All teachers at the Middle School shall have, in addition to their lunch period, a minimum of four (4) hours of preparation and planning time per week.
- B. All teachers in the elementary schools shall have, in addition to their lunch period, at least three (3) hours of preparation and planning time per week. Teachers and administrators shall continue to review schedules and staff utilization in an attempt to equalize elementary teacher planning time with that of the Middle School.
- C. Teachers working part-time shall have preparation and planning time equal to the percentage of their assignment.

ARTICLE 10
Vacancies and Transfers

- A. All vacancies and available promotions including newly created positions will be published, dated and posted for the staff for a minimum of seven (7) days before applications are closed.
- B. Notification of any vacancies becoming available during the summer shall be mailed to all interested staff as soon as possible. Addressed labels and stamps will be provided by MEA in June.
- C. Teachers who desire to transfer the succeeding year shall file a written statement of such desire with their immediate supervisor and superintendent by February 1. After that date, a teacher may apply for any posted position.
- D. Transfers initiated by the administration shall be made only after a meeting between the teacher involved and the superintendent, or his/her designee, at which time the teacher shall be notified of the reasons for the transfer. Following such meeting, the

superintendent or his/her designee will provide written notification of such reasons to the affected teacher(s).

- E. Notice of transfer shall be given to the teacher as soon as possible, but not later than one month prior to the close of the school year, whenever feasible.
- F. All positions will be filled by the best qualified person, as determined by the superintendent of Schools.

ARTICLE 11 Leave Policies

The Board and Association agree that the best interests of students are usually served when they are working with their regularly assigned teachers. We also agree that upon occasion, either due to personal health, opportunities for professional growth, or other extenuating circumstances, both the interests of the teachers and their students are best served by a teacher's temporary absence. The following leave policies have been mutually agreed in recognition of the desirability of such temporary absences. However, such absences should occur only when necessary. If a leave is denied, reason for denial shall be written on the request for leave form. The form stating reason for denial shall be filed with approved forms. In the event that any provision of this Article is inconsistent with any applicable statute concerning family and medical leave, the provisions of the statute shall be controlling.

- A. Individual Leave. Teachers will be allowed a maximum of three (3) days of absence without loss of pay for individual reasons, provided the absences are approved by the Principal and Superintendent of Schools. These individual reasons shall include: legal business, attendance at academic exercises and other pressing matters which are unavoidable and beyond the teacher's control and which cannot reasonably be attended to on non-school days. One of these days may be taken as private leave with no further explanation. Specifically excluded from individual leave with pay are absences which result in an extension of any vacation unless approved by the superintendent.
- B. Professional Leave. The Board of Education encourages each teacher to continue his/her professional growth while in service through participation in professional meetings, conferences and conventions and/or through visiting programs in other schools, either within or outside the school system when such activity is expected to result in professional growth of the teacher and, therefore, improvement in the quality of education in the Mansfield Public Schools. Professional days for those purposes may be granted without loss of pay upon approval of the principal and the superintendent, based upon the following criterion: Under normal circumstances, no more than 20% of the staff in each school shall be granted a professional leave on a given day. Requests beyond 20% of the staff may be granted at the discretion of the administration.

C. Bereavement Leave

1. In the event of a death in the immediate family of a staff member, specifically - spouse, parent or child, a maximum of five (5) days absence may be granted without loss of pay.
2. In the event of a death of a sibling, a maximum of three (3) days absence may be granted without loss of pay.
3. In the event of the death of a grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, or person with whom a staff member has a close personal relationship, a maximum of one (1) day of absence may be granted without loss of pay.

D. Observance of Holy Days. A maximum of three (3) school days without loss of pay in any school year may be allowed for observances of Holy Days.

E. Sick Leave.

1. Each full-time employee is entitled to fifteen (15) days sick leave with full pay in each year. These fifteen days shall be accrued from the first day of employment in the year. Sick leave may be accrued up to a maximum of 180 days. Employees who have accrued up to a maximum of 180 days shall have their sick days deducted from the fifteen (15) days they would have earned in that year if they were not at the maximum. After utilizing the fifteen days, any other sick leave shall be deducted from their 180 days. Unused sick leave shall be accumulated from year to year so long as the employee remains continuously in the service of the Board of Education, or on authorized leave.

All part-time employees are eligible for a prorated share of sick leave based on the percentage of their assignment.

2. Use of Sick Leave. Sick leave shall be allowed for personal illness, physical incapacity or non-compensable bodily injury or disease and for medical treatment or diagnosis. Physical incapacity includes disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom. Up to five (5) days sick leave per year may be used to render care to an immediate family member. Immediate family member shall be interpreted to mean spouse, parent, sibling, child or other person(s) residing in the same household of the staff member. Extensions of such leave may be requested under Section I.2. or I.3.

3. For extended absences, the Board may require proof of illness or, in rare circumstances, an examination by a Board appointed physician.
4. An employee on sick leave shall be treated in all matters as any other regularly employed staff member.
5. Upon request of her physician, subject to consultation with the school medical advisor, a pregnant teacher may be excused from her duties when there exists a risk of contagion of a disease potentially harmful to the fetus (including but not limited to Fifth Disease). Such leave shall be charged to sick leave to the extent accrued and shall thereafter be without pay but with benefits. Such teachers shall return after tests establish immunity from the disease or when otherwise her physician, in consultation with the school medical advisor, determines the teacher may return to work.

F. Leave for Jury Duty

1. Any teacher who is called for jury duty shall be eligible to receive the necessary leave to fulfill this civic duty. This leave shall not be deducted from sick leave or from personal days. The teacher shall receive a rate of pay equal to the difference between his/her contract step on the professional salary schedule and the jury fee.
2. Any teacher called for jury duty will so inform the superintendent within three working days of such notification. The superintendent may request that the teacher be excused if the superintendent feels such jury duty would create an extreme hardship for the system.

G. Sabbatical Leave. The superintendent shall determine availability of suitable substitutes and determine leave on this availability and shall review and approve worthwhile programs subject to the following conditions:

1. No more than 2% of the total staff shall be absent on sabbatical leave at any one time.
2. Request for sabbatical leave must be received by the superintendent in writing in such form as may be required no later than December 15 of the year preceding the school year in which the sabbatical is requested. It is understood that the deadline of December 15 may be waived at the discretion of the superintendent when fellowships, grants or scholarships awarded later in the year make such a deadline unreasonable.

3. The teacher shall be eligible for an initial sabbatical leave after at least six (6) consecutive full school years of active service in this system. A second sabbatical may be granted after another six-year period.
4. A sabbatical leave shall be for a full academic year and the professional staff member shall be paid 1/2 of the base rate, provided that the total compensation of any program grant, scholarship, assistantship or other compensation and the sabbatical pay does not exceed the teacher's full annual base rate. In this instance, "full annual base rate" shall be defined as that salary from which retirement is deducted.
5. The teacher, as a condition to the acceptance of the sabbatical leave, shall agree to return to employment in the system for two (2) full years. In the event the teacher shall not elect to return, the teacher shall reimburse the Board fully for all sabbatical payments made by the School Board.
6. The Teacher returning from sabbatical leave shall be placed on the appropriate step on the salary schedule as though he/she had been in active service in the system for the year of the sabbatical leave. The sabbatical leave shall not affect continuity of service or accrual of benefits.
7. A sabbatical leave shall be subject to the recommendation of the superintendent and subject to the approval of the Board of Education. If a sabbatical leave is denied, reason for the denial will be submitted in writing to the applicant by the superintendent promptly and no later than February 15 of the year preceding the year in which the leave would be taken.
8. Normally, a sabbatical leave shall not be granted to a teacher whose spouse also has a sabbatical leave from any institution during the same period. However, the Board may waive this rule if upon investigation it feels that the granting of a sabbatical leave is in the best interest of the school system.

H. Leave for Work-Related Injury

1. The Board guarantees teachers no loss of pay for injuries for which they can establish eligibility for Workers' Compensation for as long as eligibility exists, but in no case for more than one (1) calendar year from the date of injury.
2. The employee's sick leave will be used on a pro rata basis to compensate for the difference between normal salary and that received from Workers' Compensation.

I. Other Leaves

1. The superintendent may, at his/her discretion, grant up to three days leave without pay per employee each year.
2. On the rare occasion when an employee with five (5) years of completed service with the Board may have an extended period of disability which requires absence from his/her position beyond absences covered by his/her accumulated sick days, that employee may request the MEA to establish an Emergency Sick Day Bank on his/her behalf. Only employees with five (5) years of completed service with the Board may contribute up to two (2) days each of their accumulated sick days to the bank. These days will be used exclusively by the applicant. Any unused days will revert back to the contributors on a prorated basis.
3. On rare occasions, an employee may have an unusual personal situation which requires absence from his/her position beyond absences covered by the above leave policies. In such cases, the employee may apply to the Board for a leave of absence without pay not to extend beyond the end of the current employment year (or if within sixty working days of the end of the current employment year, not to extend beyond the end of the next employment year). The Board will act upon each such request in the best interests of the school system. Employees on such leave shall have the option to participate in the group insurance program and pay the required premium.
4. In any case where a paid leave is granted to a certified staff member for purposes for which the teacher is to be reimbursed by a fee, the staff member shall receive a rate of pay equal to the difference between his/her contractual step on the professional schedule and the fee received.

J. Childrearing Leave

1. Any certified professional employee shall be entitled, upon written request submitted to the Superintendent of Schools and after approval granted by the Board of Education, to an extended leave without pay for the purposes of child rearing, apart from any period of childbirth disability leave with pay. Such employee shall be entitled to such leave until the end of the half school year in which the child is born or adopted, and for one or two additional half school years after that. The employee shall request leave for one of the three durations described above.

Employees granted such leave by the Board shall not be permitted to subsequently modify the length of the leave granted to them, except when, in

the Board's opinion and after review by the superintendent, extraordinary circumstances justifying modification of the length of the leave exist.

2. Childrearing leave, like other extended leaves, shall be subject to the following provisions:

a. Employees requesting leave shall submit not less than thirty (30) days written notice of the anticipated date of ending performance of their duties.

b. Employees on such leave shall have the option to participate in the group insurance programs and pay the required premiums.

K. Absences without prior approval: Any employee absent from work without any of the leave coverages stated above shall be subject to disciplinary action by the Board.

ARTICLE 12 Early Retirement

A. Any teacher whose age and years of teaching as of June 30 total at least seventy (70) and who has been employed for at least fifteen (15) years (not necessarily consecutive) as a teacher in Mansfield, may elect to retire (retirement meaning such teacher will not be employed in a position requiring payment being made to the Connecticut State Teachers' Retirement System while receiving early retirement from the Town of Mansfield) early under the following conditions:

1. The applicant must submit a letter of application to the superintendent by January 1 prior to the end of the last full year of employment. The Board of Education will review the application and determine whether an employee may participate.
2. The Board of Education will not consider any request to withdraw an election for early retirement beyond March 1st. In cases of extreme hardship the applicant may appeal to the superintendent to withdraw the application to early retire.
3. Annual compensation will be one-fifth of the teacher's signed salary agreement at the time of retirement. This compensation shall not include retirement pay for unused sick leave days. The payment will be made for a maximum of five (5) consecutive years.

4. Upon death of the retiree receiving early retirement payments, the benefits remaining due shall be payable to the retiree's designated beneficiary under prevailing terms.
5. It is the responsibility of the retiree to maintain accurate address information with the superintendent's office.
6. Retirement payments will be made in a lump sum or in two equal payments on July 15 and/or January 15. The first payment must be taken in the first eligible fiscal year. The retiree must notify the superintendent in writing of the payment schedule selected and may not change it once it has been selected.
7. Continued participation in the group insurance program offered by the Board for those coverages existing at the time of retirement shall be available under the applicable options below. State law including but not limited to Section 10-183t as it may be amended from time to time, may provide teachers with additional rights.
 - a. Persons drawing early retirement compensation from the Board and not drawing funds from the Connecticut State Teachers Retirement System may elect to participate in the group insurance program offered by the Board under a co-payment plan. The retiree would pay one half of the total annual premium and the Board would pay one half.
 - b. Retirees who have participated in (A) above and who are no longer drawing early retirement funds from the Board, and who have not become eligible for Medicare, may continue to participate in the Board's group insurance plan at their own expense.
 - c. Retirees who draw early retirement funds from the Board and who draw funds from the State Teachers Retirement System may continue to participate in the group insurance program of the Board at their own expense after they become eligible for Medicare.
 - d. Premiums due must be submitted to the office of the superintendent of schools by the tenth of the month in which State Teachers Retirement benefits commence. Insurance will be discontinued if premium payments are more than thirty days overdue. Teachers receiving early retirement benefits under Article 12 will be permitted to make their insurance premium contributions on a pre-tax basis under the district's Section 125 plan, to the extent that such pre-tax treatment is permitted by law. In order to be eligible for such pre-tax treatment, teachers must agree to have such insurance premium contributions deducted from their early retirement payments. Such pre-tax treatment shall continue only

until such time as the teacher ceases receiving early retirement payments under Article 12.

- e. Retirees must notify the superintendent's office in writing of desired coverage or change in coverage thirty (30) days before the date the coverage or change is to become effective.
- f. In the event of death continued benefits under this plan are not transferable.
- g. The individual teachers and the Association agree to Save Harmless the Board of Education and the Town of Mansfield from any and all claims from the implementation of this retirement provision.

- B. Article 12 A. shall be effective for all teachers employed by the Mansfield Board of Education prior to September 1, 1987.

ARTICLE 13 Payroll Deductions

- A. An individual teacher may elect to have a portion of his or her salary deposited into a tax-sheltered annuity designated by the individual teacher. However, the teachers collectively may designate no more than ten (10) tax sheltered annuity vendors for such purpose. Notwithstanding the limitation on the number of annuity vendors, any teacher enrolled in an annuity through the Board as of September 1, 2001 shall be permitted to maintain his/her enrollment in that annuity for the duration of his/her employment with the Board. The Board agrees to provide payroll deductions for annuities for those teachers filing a form no later than thirty (30) days prior to the effective date of the change.
- B. The Board further agrees to provide payroll deductions for local, state and national teacher association dues, to be deducted from each payroll from October through June for those teachers filing a payroll deduction form no later than the last week of September of each year.
- C. The Board agrees to provide deductions from each payroll for the Northeast Family Federal Credit Union, provided the teacher files a form no later than two pay periods before the desired deduction date.
- D. The Board will make available to the teachers a Section 125 plan for payment of the following qualified expenses on a pre-tax basis:
 - 1. Insurance premium contribution

2. Dependent care assistance
3. Supplemental medical expense reimbursement

The teachers' insurance premium contributions, as set forth in Article 14, shall be paid through payroll deductions from twenty (20) paychecks per year. The Board agrees to provide payroll deductions for dependent care assistance and supplemental medical expense reimbursement based on the number of checks the teacher receives each calendar year.

ARTICLE 14
Insurance Benefits

A. Health Insurance

Each full-time employee may select coverage under one of the following health insurance plans:

1. PPO Plan

For teachers electing coverage under the PPO plan, the Board and the teachers shall pay the following percentages of the costs for coverage under the PPO plan:

<u>Contract Year</u>	<u>Board Contribution</u>	<u>Employee Contribution</u>
2008-2009	84.0%	16.0%
2009-2010	83.5%	16.5%
2010-2011	83.0%	17.0%

The PPO plan provided by the Board will include the following elements:

Co-payments for in-network services	
OV co-payment & outpatient services	\$0 preventive care \$15 PCP \$15 specialists (including allergists) \$15 for outpatient services (including mental health, substance abuse, PT, OT, speech, chiro, short-term rehab)
Urgent Care	\$25
ER	\$50
Outpatient hospital services	\$100
In-patient hospitalization	\$200

Out-of-network services	
Deductibles	\$400/800/1000
80-20 Co-insurance, subject to the following out-of-pocket maximums	\$2000/4000/5000
Lifetime maximum benefit	\$1,000,000
Prescription Coverage	\$5/15/25 public sector formulary, \$3,000/year max, 2x co-payment for mail order (3-mo. supply).

2. POS Plan

The Board will offer a POS plan as an alternative to the PPO plan set forth above. The Board shall have the right to set the employee premium contribution percentage for the POS plan, at a percentage not to exceed the percentage contribution for the PPO plan.

The POS plan provided by the Board will include the following elements:

Co-payments for in-network services	
OV co-payment & outpatient services	0 preventive care \$20 PCP \$25 specialists (including allergists) \$25 for outpatient services (including mental health, substance abuse, PT, OT, speech, chiro, short-term rehab)
Urgent Care	\$50
ER	\$75
Outpatient hospital services	\$175
In-patient hospitalization	\$350
Out-of-network services	
Deductibles	\$500/1000/1500
80-20 Co-insurance, subject to the following out-of-pocket maximums	\$2500/5000/7500
Lifetime maximum benefit	\$1,000,000

Prescription Coverage	\$10/25/40 public sector formulary, \$2,000/year max, 2x co-payment for mail order (3-mo. supply).
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The health insurance plans will incorporate the State statutory mandates applicable to fully insured plans for the purpose of including provisions for mental health parity and for coverage of oral contraceptives.

- B. The Board will pay all costs for each full-time employee for a \$20,000 term life insurance policy. Retirees may continue to participate in the group term life insurance program at their own expense, until the age of 75.
- C. The Board and the teachers shall pay the following percentages of the costs for individual coverage under the Blue Cross/Blue Shield Dental Plan, or its equivalent, for each full-time employee:

<u>Contract Year</u>	<u>Board Contribution</u>	<u>Employee Contribution</u>
2008-2009	84.0%	16.0%
2009-2010	83.5%	16.5%
2010-2011	83.0%	17.0%

Teachers may purchase dental coverage for their eligible dependents, provided that the additional cost for such dependent dental coverage (above the cost for individual coverage) shall be borne 50% by the Board and 50% by the teacher.

- D. The Board reserves the right to change carriers for any of the above insurance plans, provided that it gives advance notice to the Association, and provided that the level of benefits is substantially comparable to or better than the current coverage.

ARTICLE 15
Payroll Schedule

- A. Three payroll options are available to each teacher upon receipt of his/her salary notification. The options are:
 1. Twenty-six (26) checks may be issued, one (1) every other Wednesday beginning with the first regularly scheduled town payroll in September, after school is in session.
 2. Twenty-one (21) checks, one every other Wednesday while school is in session.

3. Twenty-one (21) equal checks, based on a twelve (12) month year, will be issued every other Wednesday while school is in session, the remaining amount to be paid in five checks on the last day of school in June.
- B. A payroll option sheet will be attached to the salary notification for each teacher to indicate a choice of option. No change can be made after date of employment or August 15, whichever is later.

ARTICLE 16
Retirement Benefits

- A. Upon retirement (or early retirement), each full-time teacher with twenty (20) years or more of service to the Mansfield Public Schools shall be compensated for unused sick leave days up to a maximum of 180 days, at a rate of \$12 per day.
- B. Upon retirement (or early retirement), each full-time teacher with fifteen to nineteen (15-19) years of service to the Mansfield Public Schools shall be compensated for unused sick leave up to a maximum of 180 days, at a rate of \$6 per day.

ARTICLE 17
Reduction in Force and Recall Procedure

The Association shall be notified of the need for staff reduction as soon as it is apparent that there is no other alternative.

- A. **General Statement of Policy:** It is recognized that, under Section 10-220 and 10-4a of the Connecticut General Statutes, the Board of Education has the sole and exclusive prerogative to eliminate or reduce certificated staff positions. It also has the responsibility to maintain good public elementary and secondary schools and to implement the educational interest of the state. However, recognizing that it may become necessary to eliminate or reduce certified staff positions in certain circumstances, this policy is incorporated into this contract to provide a fair and orderly process should such reductions and/or elimination become necessary.
- B. **Definitions:** As used herein the terms teacher, teaching and teaching/administrative experience shall apply to any employee of the Board of Education who holds a certificate issued by the Connecticut State Board of Education and is employed in a teaching or administrative position below the rank of superintendent.

C. Procedure

1. The Association shall be notified in writing of the need for staff reduction.
2. Prior to the identification of any tenured teacher who is to be terminated a seniority list will be developed by the Superintendent of Schools and the president of the Mansfield Education Association or designee. This list will be available to all staff members for review. Such a seniority list shall reflect in this order:
 - a. teachers' name
 - b. total certificated employment for the Mansfield Board of Education
 - c. date on which contract of employment for the Mansfield Board of Education was signed
 - d. total public school teacher experience
 - e. degree status (per agreement between the Mansfield Education Association and the Board of Education)
 - f. areas of certification
3. Prior to commencing action to terminate teacher contracts under this procedure, the Mansfield Board of Education will give due consideration to its ability to effectuate elimination and/or reduction in staff by:
 - a. voluntary retirement
 - b. voluntary resignation
 - c. transfer of existing staff members, i.e.,
 - (1) transfer to an opening for which that teacher is certified and qualified
 - (2) transfer to a position for which the teacher is certified and qualified which is currently held by a teacher with less seniority in Mansfield in the following categories and in the order stated:
 - i. nontenured teacher
 - ii. teacher holding one or more provisional certificates
 - iii. tenured teacher holding one or more professional certificates
 - (3) no transfers under (1) or (2) above shall be required for part-time teachers where the transfer would increase the teacher's position to full-time or greater part-time employment.

- d. voluntary leave of absence
- e. reduction from full-time to part-time positions
- f. permanent substitute position(s)
- g. utility teacher positions

4. Determination of staff members who are to be terminated shall be in the following order:

- a. certified, nontenured teachers
- b. certified, tenured teachers

5. In the event that the foregoing determinations are not definitive, these criteria shall apply in the following order:

- a. total certificated employment for the Mansfield Board of Education
- b. total public school teacher experience
- c. degree status (per agreement between the Mansfield Education Association and the Mansfield Board of Education - the person with the highest degree shall be retained).
- d. areas of certification

D. Policy Provisions Not Applicable to Promotions: Nothing in this policy shall require the promotion of a teacher into a position of higher rank, authority, or compensation even though the teacher be qualified.

E. Recall to Full or Partial Employment Procedure

1. If the contract of employment of a teacher is terminated, or the terms of that contract reduced because of the elimination or reduction of a position, and such teacher makes a prompt written request for placement on a recall list, the name of that teacher shall be placed on a reappointment list and remain on such a list for a period of up to two years, if the teacher has served for two years or less, or for three years if the teacher has served for three years or more. Teachers eligible to remain on the recall list must request continuation in writing at the beginning of each school year. Recall will be in descending order from the reappointment list with the staff person most recently terminated or reduced placed at the top. In the event that the services of more than one teacher are terminated or reduced at the same time, recall order will be determined by recommendation of the superintendent. If a position becomes open during such period, and the teacher has been selected by the Board of Education as a person on the recall list who is certified and qualified to hold that position, then the teacher will be notified in writing by registered mail, sent to his or her last known address, at least thirty (30) days prior to the anticipated date of reemployment, if possible. The teacher shall accept or reject the appointment

within seven (7) days after the mailing of such notification by certified mail, return receipt requested, to the teacher at the address on file with the district. If the appointment is accepted, the teacher shall receive a written contract within twenty (20) days of receipt of the teacher's reply by the Board of Education. If the teacher rejects the appointment offer or does not respond according to this procedure within seven (7) days after receipt of such notification, the name of the teacher will be removed from the recall list.

2. Separation of a teacher under that staff reduction policy shall not, during the recall period, adversely affect accumulated sick leave, accumulated toward sabbatical leave, eligibility for placement on the salary schedule, except that time of unemployment shall not be credited for salary schedule advancement on reappointment. Reemployment beyond the recall period may result in such credits and shall be determined at the time of the teacher's reemployment.

F. It is recognized that dismissal of a teacher is reviewable only under Connecticut General Statutes 10-151 and in no other manner. The procedures therein provide the exclusive method for challenging a separation from employment. Therefore no grievance under Article 17 may be filed or submitted to an arbitrator under Article 6. However, the parties agree that in the event of a challenged dismissal under this section, the provisions of this contract can and should be submitted to the Board, an impartial hearing panel or a court, as appropriate.

ARTICLE 18 No Strike

Employees are prohibited from striking or engaging in concerted refusals to render services in accordance with Section 10-153e of the General Statutes, as it may be amended from time to time.

ARTICLE 19 Just Cause

Any substantive complaint made against a teacher by any parent, student or other person shall promptly be called to the attention of the teacher. In no case shall any such complaint be placed in a teacher's file without an investigation by the superintendent or his designee. The investigation shall include a meeting or meetings as appropriate with the superintendent or his designee and the teacher during which the teacher may have association representation and a reasonable opportunity to comment upon and present relevant information concerning the complaint. Consideration shall be given to the views and information provided by the teacher before any determination of the validity of the complaint is made. The superintendent or his designee shall determine the validity of the complaint, and if he determines the complaint to be

valid, he shall briefly state the reason in writing. In no case shall any anonymous complaint be placed in a teacher's file.

No written evaluation, or written notice of discipline, or written complaint submitted by any person against a teacher, originating after original employment, shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to review the material. A teacher may submit a written notation regarding any material placed in the teacher's file, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

No teacher shall be given a written letter of reprimand, denied an increment or given a disciplinary suspension without just cause. Such teacher shall be entitled to receive a statement of reasons in writing and to have a representative of the Association present.

ARTICLE 20 Salaries

- A. The salary schedule covered by this Agreement is set forth in Appendix A, which is attached hereto and made a part of this Agreement.
- B. Salary increments will be based on satisfactory performance with the provision that a warning letter of substandard performance be sent to the teacher by the superintendent of schools before February 1. If improvement is not noted, the teacher will be so informed before the following March 15.
- C. Longevity - It is agreed that any individual hired after September 1, 1985 will be eligible for longevity only after he/she has been employed by the Mansfield Board of Education for a minimum of fourteen years.

Longevity will be paid on the following scale:

15-19 years:	\$ 750
20-24 years:	1,000
25 or more years:	1,250

The longevity payments set forth in this section shall be available only to teachers hired by the Board of Education prior to June 30, 1993.

- D. The salary schedule listed in the Appendix of this Agreement shall be interpreted and applied in accordance with the following definitions:

Bachelor's Degree-- A Bachelor's degree earned at an accredited college or university.

Master's Degree-- A Master's degree earned at an accredited college or university.

Masters' Degree plus 15 hours-- Fifteen semester hours earned in a planned program at an accredited college or university.

Sixth Year Certificate-- The 6th year shall constitute a planned program at an accredited institution resulting in the award of a Sixth Year Certificate.

Teachers may advance to a new column in the salary schedule by receiving one of the degrees defined above in the field of education. Alternatively, upon the prior written determination of the superintendent that the teacher's degree benefits the school system, teachers may advance by receiving one of the defined degrees outside of the field of education.

- E. Professional Improvement. Compensation at a salary above the level of original employment shall be paid for the completion of approved degree programs or for the completion of an equivalent professional improvement (E.P.I.) program above an earned degree or diploma. An equivalent professional improvement shall be measured in terms of 30 credits as being equal to a year of academic work in lieu of an advanced degree program.
1. Such professional improvement shall be defined as an approved program directed at improving the teaching and learning situation. Each program must be submitted to the superintendent for approval in advance. Any changes in the program, as approved, must be authorized in accordance with the procedure for original approval outlined above.
 2. Approval of change in salary status through the Professional Improvement Program will be recommended to the Board by the superintendent upon receipt of official transcripts and/or official documentation no later than the last regular meeting of the Board in October. Salary adjustments will be retroactive to September 1st.
 3. The Board will make available \$15,000 for each contract year to be used by staff members as reimbursement for approved courses. Funds will be available at the rate of \$200 per credit hour (or actual cost if less) for a maximum of six (6) credit hours per staff member per year. Priority will be given to those on the Bachelor's level. Applications must be submitted to the superintendent by August 15 for the upcoming contract year. The superintendent may accept later applications if there is still money available.
- F. In placing incoming teachers on the salary schedule, the Superintendent shall give salary schedule credit for previous teaching experience in public, private and parochial schools, provided that such experience shall have been continuous service of at least one-half of any school year. Intermittent or short-term substitute teaching service will not be credited as previous teaching experience. The Superintendent may also grant

credit on the salary schedule to an incoming teacher for any other type of experience deemed relevant to teaching in Mansfield.

ARTICLE 21 Past Practices

All past practices, agreements and understandings between the Association and the Board in conflict with this contract, are void and of no force and effect.

ARTICLE 22 Agency Fee

- A. All teachers employed by the Mansfield Board of Education shall, as a condition of employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration, and grievance adjustment.
- B. The Mansfield Board of Education agrees to deduct the service fee by means of payroll deduction. The amount of the deduction for service fee from each paycheck shall be equal to the total service fee divided by the number of paychecks from and including the first paycheck in January through and including the last paycheck in June. The amount of service fee shall be certified by the Association to the Board of Education prior to January 1 of each school year.

Those teachers whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year.

The Board of Education agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of the teachers for whom such deductions were made.

No later than the first paycheck in October of each school year, the Board of Education shall provide the Association with a list of all employees of the Board and the positions held by said employees. The Board shall notify the Association monthly of any changes in said list.

The singular reference to the "Association" herein shall be interpreted as referring to the Mansfield Education Association, the Connecticut Education Association, and the National Education Association.

- C. The Association shall indemnify and save the Board harmless against all claims, demands, suits, or other forms of liability, including attorney's fees, which may arise by reason of any action taken in applying or enforcing the provisions of this Article, including the making of deductions and remitting of the same to the Association.

ARTICLE 23

Duration and Amendment

- A. This Agreement shall be in full force and effect from July 1, 2008 through and including June 30, 2011, or until such subsequent time that a successor Agreement becomes effective.
- B. This Agreement may be amended only by the mutual written agreement of the parties. Any agreement between the parties with respect to a proposed amendment shall be reduced to writing, shall be signed by the Board and the Association and shall become an addendum of this Agreement.

In witness whereof, the duly authorized Parties hereunto affix their seals this ____ day of _____, 2007.

MANSFIELD BOARD OF EDUCATION

By Chairperson

MANSFIELD EDUCATION ASSOCIATION

By President

486532 v.02

SIDE LETTER

The Association and the Board mutually agree that the first paragraph of Article 19 (Just Cause) is addressed solely to the placement of complaints in a teacher's file and does not modify, limit or infringe in any way upon the Board's right to suspend, transfer, or reassign a teacher, pending the conclusion of an investigation.

In witness whereof, the duly authorized Parties hereunto affix their seals this 10th day of November, 1992.

MANSFIELD BOARD OF EDUCATION

Timothy A. Jurek

By Chairperson

MANSFIELD EDUCATION ASSOCIATION

Paul David Osypuk

By President

SIDE LETTER

The Mansfield Board of Education and the Mansfield Education Association agree that the deletion of the reference to "student school day" from Article 7, Section A of the collective bargaining agreement, as agreed to in the parties' negotiations for the 1999-2002 contract, will not affect either party's rights with regard to impact bargaining under the Teacher Negotiations Act.

MANSFIELD BOARD OF EDUCATION

By: 

Chairperson

Date: 9 Nov 98

MANSFIELD EDUCATION ASSOCIATION

By: 

President

Date: Nov 6th, 1998

APPENDIX A - SALARY SCHEDULES

2008-09 SALARY SCHEDULE

Step	BA	MA	MA+15	Sixth
1	\$43,042	\$44,836	\$46,094	\$47,229
2	\$45,349	\$47,519	\$48,711	\$49,865
3	\$46,566	\$49,051	\$50,437	\$51,505
4	\$47,995	\$50,583	\$51,878	\$53,143
5	\$49,421	\$52,112	\$53,464	\$54,783
6	\$50,867	\$53,650	\$55,044	\$56,423
7	\$52,276	\$55,302	\$56,631	\$58,069
8	\$53,703	\$56,837	\$58,214	\$59,701
9	\$55,284	\$58,367	\$59,795	\$61,340
10	\$56,559	\$59,902	\$61,379	\$62,981
11	\$57,984	\$61,350	\$62,966	\$64,620
12	\$61,313	\$62,966	\$64,545	\$66,258
13	\$66,762	\$67,295	\$68,030	\$69,800
14		\$76,046	\$77,950	\$79,851

2009-10 SALARY SCHEDULE

Step	BA	MA	MA+15	Sixth
1	\$44,376	\$46,226	\$47,523	\$48,693
2	\$46,755	\$48,992	\$50,221	\$51,411
3	\$48,010	\$50,572	\$52,001	\$53,102
4	\$49,483	\$52,151	\$53,486	\$54,790
5	\$50,953	\$53,727	\$55,121	\$56,481
6	\$52,444	\$55,313	\$56,750	\$58,172
7	\$53,897	\$57,016	\$58,387	\$59,869
8	\$55,368	\$58,599	\$60,019	\$61,552
9	\$56,998	\$60,176	\$61,649	\$63,242
10	\$58,312	\$61,759	\$63,282	\$64,933
11	\$59,782	\$63,252	\$64,918	\$66,623
12	\$63,214	\$64,918	\$66,546	\$68,312
13	\$68,832	\$69,381	\$70,139	\$71,964
14		\$78,403	\$80,366	\$82,326

2010-11 SALARY SCHEDULE

Step	BA	MA	MA+15	Sixth
1	\$45,752	\$47,659	\$48,996	\$50,202
2	\$48,204	\$50,511	\$51,778	\$53,005
3	\$49,498	\$52,140	\$53,613	\$54,748
4	\$51,017	\$53,768	\$55,144	\$56,488
5	\$52,533	\$55,393	\$56,830	\$58,232
6	\$54,070	\$57,028	\$58,509	\$59,975
7	\$55,568	\$58,783	\$60,197	\$61,725
8	\$57,084	\$60,416	\$61,880	\$63,460
9	\$58,765	\$62,041	\$63,560	\$65,203
10	\$60,120	\$63,674	\$65,244	\$66,946
11	\$61,635	\$65,213	\$66,930	\$68,688
12	\$65,174	\$66,930	\$68,609	\$70,430
13	\$70,966	\$71,532	\$72,313	\$74,195
14		\$80,833	\$82,857	\$84,878

486532 v.02

MEMORANDUM OF AGREEMENT

In connection with the contract settlement reached by the Mansfield Board of Education (the "Board") and the Mansfield Education Association (the "Association") in October 2004, the parties agree that, effective at the beginning of the 2005-06 contract year, the Board will provide a one-time recognition payment in the amount of \$1000 to any teacher who earns National Board Certification, with such payment to be made in the year in which the teacher provides verification of such certification.

MANSFIELD BOARD OF EDUCATION

By: _____

Date: _____

MANSFIELD EDUCATION ASSOCIATION

By: _____

Date: _____

486532 v.02

Mansfield Board of Education and Mansfield Education Association

Side Letter Regarding Stipends (2008-11)

The following stipends shall apply for 2008-11:

Curriculum Writing, outside the school day, per hour	\$25
After School Activities, per session	\$30
Athletic Director	\$2,000
Head Coach, all sports	
◦ 1-3 years experience	\$1,200
◦ 4+ years experience	\$1,500
Assistant Coach, all sports	\$350
Academic Seminars/Clubs Including planning, per hour	\$30
Team Leader, Base Salary	\$600
◦ Over 4, per person add	\$30
Budget Coordinator, Base Salary	\$200
◦ Over 1, per person add	\$25
BEST Mentor (per team, per year)*	\$500

*BEST Mentor Stipends: The Principals shall determine how the \$500 payment shall be distributed to the members of each mentor team. If a mentor team is serving as the BEST mentor for a new teacher and the new teacher leaves the Board's employ for any reason during the course of a school year, the stipend for the BEST mentor team shall be pro-rated based on the number of months remaining in the school year at the time the teacher leaves the Board's employ. Any teacher serving as a member of more than one BEST mentor team at a time will be eligible for a portion of the stipend applicable to each of the mentor teams on which he/she is serving.

**TOWN OF MANSFIELD
ASSISTED/INDEPENDENT LIVING ADVISORY COMMITTEE
MINUTES**

September 26, 2007

PRESENT: K. Grunwald (staff), G. Cole, A. Kenefick, M. Hart (staff), J.A. Bobbitt, N. Sheehan, G. Padick (staff), S. Thomas

- I. **WELCOME AND INTRODUCTIONS:** members introduced themselves to Scott Cohen from Hawthorne Partners.

- II. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE COMMITTEE:** no public comment.

- III. **REVIEW OF MINUTES:** The minutes of the September 12, 2007 were reviewed. J.A. Bobbitt asked that on page 2 it should be noted that dementia care would not be a proposed part of this facility. Minutes accepted with that correction.

- IV. **COMMUNICATIONS:**
 - A. Agenda
 - B. September 12, 2007 Minutes

- V. **DISCUSSION/NEW BUSINESS:**
 - A. Presentation by Scott Cohen, Hawthorne Partners/Benchmark:
Scott Cohen indicated that Hawthorne Partners is a development group that would work with Benchmark to run the facility. Benchmark started in 1997 and over time they developed and/or acquired a number of projects in CT, MA and NH. Hawthorne Partners is a development company that partners with Benchmark on senior housing projects. Benchmark is interested in linkages to the community, university, and other amenities. Their focus is on sizing the project so that it fills quickly; looking at 60-90 units as an ideal size. They currently have 3 other projects in New England that they are jointly developing. The focus is on developing a facility that fits into the existing community. Most facilities they have developed are primarily assisted living; include Alzheimer's care and some independent living. They would conduct their own market analysis to determine what the specific need is here. The key is "housing with a purpose." Thoughts about the proposed Mansfield site: "great location, access to athletic fields, Community

Center and UConn." They are interested in a relationship with the School of Nursing, and in general this site is consistent with the type of location that they look for.

Q: Who is responsible for facility management? A: Benchmark manages the full range of operations, including hiring, training, etc. There is an Executive Director for each community, who reports to a Regional Director.

Q: Difference between a for-profit and non-profit? A: This would be better answered by Benchmark; there is a distinctive difference in the level of service, quality of building and personnel, and financing available (access to capital).

Q: View of the current marketplace re: age-restricted housing; projects approved and not implemented? A: Senior housing is very attractive at this time, but certain areas are over-developed; the market needs to be there to support it.

Q: Is much of the information about their proposed interest proprietary? A: Hawthorne can only speak to the development aspect; they would like to respond with someone from Benchmark to answer those questions; focus is on current operations as opposed to potential development.

Q: Are you familiar with the actual site? A: The location is ideal; need to look more closely at the actual site. The minimum development area would be 4-5 acres, depending on size of the building. They have done facilities on sites as small as 1.5 acres. They would work with the available land.

Q: What would your advice be re: how long it would take to develop a full proposal? A: It would take approximately one month to put together a proposal. They would look for one year to obtain permits for the project. Focus on creating the right space.

- B. Review of Qualifications received: K. Grunwald reported that we will not be receiving qualifications from Sunrise.
- C. Next Steps: discussion re: RFP. G. Cole raised the question as to whether or not we can ask for this without having identified a specific site. G. Padick indicated that the issue is infrastructure. We would need to know if a developer could live with a site in the southern part of town. If we are committed to a Storrs site then we need to talk to the university and estimate water needs. Other potential sites have been identified, but the issue is still access to water and sewer. There was some discussion about the demographics of potential residents, and how this affects proximity to the downtown. N. Sheehan made the point that even older seniors should ideally have access to services and be able to walk to locations. Within the projected age profile there would be residents who are functionally independent. S. Thomas pointed

out that many seniors walk in the area, but would still be reliant on transportation for shopping, etc. In general, she felt that some distance from downtown would not be problematic. G. Padick feels that prospective developers need to help us to understand what their site requirements are. We can indicate if our preference is to focus on Storrs. One area to pay attention to is the potential for university-owned land. The RFP would need to raise specific site questions regarding requirements and preferences. Other areas of interest in a proposal: for-profit vs. non-profit issue: are there pros and cons regarding quality, etc. In nursing homes for-profit entities are very complex corporate structures that tend to be set up to protect corporate assets. J.A. Bobbitt indicated that there is website that we can review that rates all nursing homes. A. Kenefick stated that it's difficult to find objective metrics that reflect the quality of services provided. N. Sheehan suggested that visits would be helpful in terms of evaluating the quality of facilities in action. G. Cole suggested that visiting the Long Hill facility in Shelton, which apparently is the best example of the Planetree philosophy. Perry Phillips would be interested in coming to meet with this group to talk about his experience. Questions for RFP: staffing model (including aides), use of part-time staff, turnover, training, etc. Terminology that is used to describe residents. Measures of fiscal stability, experience in meeting deadlines, annual financial report, programs and services that would be offered. Possible alliance with programs at UConn; how they would hope to partner. Opportunities to place students; describe ways in which they would partner with the University. Alliances in general are important: Community Center, MCNR, etc. How would they anticipate that the needs of residents who need other levels of care would be provided, pricing structure (including absence from the facility).

D. "Other": none.

VI. **SCHEDULE FOR FUTURE MEETINGS:** second and fourth Wednesday of each month, 9-10:30; location TBD.

VII. **ADJOURNMENT:** the meeting adjourned at 10:50 AM.

Respectfully submitted,

Kevin Grunwald



COMMITTEE ON COMMITTEES

September 17, 2007

AUDREY P. BECK BUILDING

6:30 PM

Room B

Chairman Bruce Clouette called the meeting to order.

Present were Bruce Clouette and Al Hawkins.

The minutes of the August 20, 2007 meeting were approved as presented.

Members discussed their participation at the Know Your Town Fair and the Festival on the Green. Applications and information on volunteer opportunities within Town were distributed. Four applications were submitted at the events and many more were taken home. The Town Clerk will send letters of acknowledgement to the applicants and appointments will be considered at the next meeting.

The proposed changes to the by-laws of the Mansfield Advocates for Children were discussed with members agreeing to review them prior to the next meeting. By consensus it was agreed that whenever possible term limits should be standardized at 3 years. Mr. Clouette will contact Sandy Baxter regarding the Committee's deliberations. Members will also review the Charter regarding the policy on missing meetings.

Mr. Clouette has contacted Isabelle Atwood regarding the Beautification Committee and she suggested Richard Noorgard as a potential member. Bruce will contact him and call the other expired members of the Committee.

Mr. Clouette will fax the information from the Commission on Aging to Mr. Hawkins and if all are in agreement those nominations will be presented at the next Council meeting.

Members discussed the Board of Ethics and determined that after new members are appointed the Board should meet and maybe CCM could hold a workshop for the members. There was also a question whether or not this Board was established by state statute. The Town Clerk will ask the Town Attorney.

By consensus the following nominations will be presented to the Town Council for approval:

David Silsbee to the Parks Advisory
Susan Harrington to the Parks Advisory
Richard Pellegrine to the Housing Code Board

The meeting was adjourned at 7:15 p.m.

Mary Stanton, Town Clerk

Town of Mansfield
CONSERVATION COMMISSION
Meeting of 19 September 2007
Conference B, Beck Building
MINUTES

Members present: Peter Drzewiecki, Quentin Kessel, Scott Lehmann, John Silander. *Members absent:* Robert Dahn, Rachel Rosen, Frank Trainor. *Others present:* Grant Meitzler (staff), Sam & Michelle Shifrin, Paul Todd.

1. The meeting was **called to order** by Chair Quentin Kessel at 7:39p. The order of the agenda was changed to accommodate the Shifrins: W1386 was considered before item 2, though it is recorded in these minutes with other IWA referrals under item 3.
2. The **minutes** of the 15 August 07 meeting were approved as written.
3. **IWA referrals.** Lehmann's report on the 10 Sep 07 IWA field trip (e-mailed the same day to Commission members) is attached.

- a. **W1383 (Bobb, Separatist & N. Eagleville Rds., revised)** The original proposal has been revised so that the boundary between lots 6 and 7 lies in the wetland, so that the development envelope of lot 6 is not so close to it. (The Commission notes, however, that the yield plan dated 23 Aug 07 does not incorporate this revision.) The Commission agreed unanimously (motion: Drzewiecki, Silander) on the following comment (see also 4a below):

The revised proposal improves on the original proposal by reducing the potential wetlands impact of developing lot 6. However, the revision does not address the Commission's other concerns about the proposed development, namely that the yield plan involves significant wetlands impacts by routing the access road from Separatist Rd. across a wetland and siting four houses above Eagleville Brook. The Commission concurs with the "quick overview" of this application by the Open Space Advisory Committee and recommends (a) that DEP be asked whether the plan is consistent with TMDL (total maximum daily load) targets for Eagleville Brook and (b) that conservation easements be enlarged to enhance protection of the brook and other wetlands.

- b. **W1386 (Shifrin, Kirby Mill)** A gravel parking lot is proposed for level land behind the mill building; it lies between wetlands on both sides – about 35 ft away at the closest point. This project was part of the original site plan approved in the late 90s, but more than five years have elapsed, so it must be resubmitted. Sam Shifrin indicated that he expects to rent the mill's now vacant top floor for office space soon and that additional parking will be needed for employees; the new lot would increase available parking by about 200%. There do not appear to be feasible alternative sites for additional parking. The Windham Water Works has no objection.

The Commission agreed unanimously (motion: Silander, Drzewiecki) that minimal

impact on wetlands is to be expected from this project, as long as standard erosion controls are employed during construction.

- c. **W1387 (Abell, Bassetts Bridge Rd.)** An above-ground pool would be within about 75 ft of an artificial pond; the land between the pond and proposed pool is level.

The Commission agreed unanimously (motion: Silander, Drzewiecki) that no significant impact on wetlands is to be expected from this project.

4. PZC referrals.

- a. **PZC 1266 (Arthur's Pond Place)** This is the same project considered under W1383. The Commission agreed unanimously (motion: Lehmann, Drzewiecki) on the following comment:

The Commission is in substantial agreement with the Open Space Advisory Committee's "quick overview" of this application. The Commission regards the yield plan for this subdivision as unrealistic in view of the significant impacts an access road from Separatist Rd. and four lots above Eagleville Brook would have on wetlands. In the Commission's view, a yield plan for this parcel that took wetlands protection seriously would call for only two lots – one on Separatist Rd. and one on N. Eagleville Rd. The Commission also believes that the site plan based on the yield plan does not honor the spirit of the PZC's cluster-housing provisions.

5. Adjourned at 8:57p.

Scott Lehmann, Secretary
21 September 07
Approved 17 October 07

Attachment: Notes on 10 Sep 07 IWA Field Trip

W1386 (Kirby Mill). The proposal is for a gravel parking lot parallel to the Natchaug R. behind the mill; it would occupy a flat piece of land (a few feet below the present parking area on the river side of the mill buildings). The lot is between wetlands on both sides (within about 35 ft. at the closest point). The parking area was part of the original application for renovating the mill buildings, which was approved; however, more than 5 years has elapsed since then, so it must go through IWA again. There does not appear to be a feasible alternative location for additional parking. The CC might consider recommending drainage swales to filter run-off.

W1387 (Abell, Bassetts Br. Rd.) A 20 ft diameter above ground pool is proposed within about 75 ft of an artificial pond. The land is flat, and it's hard to imagine any significant wetlands impact.

Eastern Highlands Health District
Board of Directors Regular Meeting
Coventry Town Hall – Annex

August 16, 2007

Chair E. Paterson called the meeting to order at 4:30 p.m.

Present: D. Cameron, J. Elsesser, C. Johnson, M. Kurland, E. Paterson, J. Stille, T. Tully, S. Werbner, P. Schur

Staff Present: R. Miller, M. Remy

Absent: C. Anderson (Alternate), S. Chace (Alternate), L. Eldridge (Alternate), M. Hart, R. Fletcher (Alternate), W. Kennedy, R. Skinner, A. Teveris, Dr. Dardick, J. Smith, Andover Appointee

Approval of June 21, 2007 Minutes: A MOTION was made by D. Cameron, seconded by M. Kurland, to approve the minutes of the April 19, 2007 meeting as presented. The MOTION was PASSED unanimously.

Public Comments: None

Old Business:

1. Proposed Fraud Policy (Item #5, 4/19/07): A revised policy reviewed by the Personnel Committee was presented to the Board by R. Miller.

J. Elsesser made a MOTION to adopt the Eastern Highlands Health District Fraud Policy, dated July 10, 2007 with the following two revisions: (1) add, "...no later than next regular board meeting," to end of second paragraph in section titled "Investigation Responsibilities" (2) add, "motor vehicles" to the listing on the eighth bullet point in section titled, "Actions Constituting Fraud," seconded by J. Stille, the MOTION was PASSED unanimously.

2. By-Law Revision Proposed – Line Item Transfer Authority (Item #3, 6/21/07): In J. Smith's absence, R. Miller discussed additions and deletions in Section 4 – Budget Amendments. Intent of the new language was to address the concerns of the Board while avoiding increase workload on staff. S. Werbner suggested that a phrase be included which obligates the Director to report all transfers greater than \$5,000 to the Finance Committee.

A MOTION was made by P. Schur, seconded by D. Cameron to table this item until the next meeting until language change. The MOTION was PASSED unanimously.

New Business:

3. Personnel Rules Revision Proposed – Management Compensation Plan: R. Miller presented proposed revisions in Personnel Rules for Management/Supervisor Class Employees Compensation Plan. Personnel Committee comments are incorporated in proposed revisions. There are four revisions – Article 3 eliminates the “step system” with a merit based system. Articles 13, 14 & 15 adds language, which provides broad flexibility to the Board to modify benefits while maintaining a minimum scope of benefits.

A comprehensive update of Personnel Rules is a work in progress.

S. Werbner recommended specific revised language to Article 3.5 (c) - Advancement in the range for Management and Supervisor Class Positions. It is the Board's consensus to table and revise rules in accordance with S. Werbner's recommended language for next meeting.

A MOTION was made by J. Elsesser, seconded by J. Stille to set the Chief Sanitarian annual base salary range at \$63,136 to \$73,192. The MOTION was PASSED unanimously.

Town Reports: A discussion ensued regarding issues on Outdoor Wood Burning Furnaces.

Directors Report:

4. Quarterly Activity Reports: R. Miller reported a fee for service revenue deficit of approximately \$29,000 for FY 06/07.
5. State Per Capita Grant Increase: Getting an additional \$34,000 in state grant funds.

Rob Miller reported Cheryl Proctor filled the Sanitarian I vacancy. She was hired as an Environmental Health Inspector until she receives proper certifications.

Communications: No discussion

Chairs Report: No discussion

Executive Session: None

Adjournment: A MOTION was made by J. Stille, seconded by D. Cameron to adjourn the Board of Director's Meeting at 5:30 p.m. The MOTION was PASSED unanimously.

Respectfully submitted,



Robert Miller
Secretary

Town of Mansfield
Open Space Preservation Committee
Minutes of the September 18, 2007 meeting

Members present: Evangeline Abbott, Ken Feathers, Quentin Kessel, Jim Morrow, Vicky Wetherell. Also, Jennifer Kaufman.

1. Meeting called to order at 7:35.
2. Minutes of the August 21, 2007 meeting were approved on a motion by Morrow/Wetherell.
3. Opportunity for Public Comment: none present.
4. Old Business: Executive Session@7:43 – Discussion of a particular property and preparation of comments and recommendations regarding it to be made to Town Council. Out of Executive Session@8:07.
5. Recommendations to Town Manager: Motion by Feathers/Morrow passed to support recommendations prepared in Executive Session.
6. New Business: Extensive discussion and preparation of comments regarding PZC file#1266 Arthur's Pond Place. Feathers/Wetherell moved (Kessel abstained) to recommend the following: First, OSPC desires a more serious consideration of connections between Hillyndale Rd. and Separatist Rd. Second, OSPC expresses concerns as to whether or not this yield plan, as presented, is truly approvable. Third, OSPC recommends that this application be denied and resubmitted with evidence of better protection for Eagleville Brook (based on input from DEP/TMDL info) and the inclusion of a pedestrian area. OSPC would also like to state that this sub-development plan is a good example of a Pre-Review candidate. Motion passed.
7. Meeting adjourned at 9:05.

Respectfully submitted
Evangeline Abbott

MINUTES

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, October 1, 2007

Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), K. Holt, P. Kochenburger, B. Ryan, G. Zimmer
 Members absent: B. Gardner, J. Goodwin, R. Hall, P. Plante
 Alternates present: M. Beal, L. Lombard, B. Pociask
 Staff present: G. Padick (Director of Planning, Curt Hirsch (Zoning Agent)

Chairman Favretti called the meeting to order at 9:13 P.M. and appointed Alternates Beal, Lombard and Pociask to act in members' absence.

Minutes:

9-17-07: Zimmer MOVED, Holt seconded, to approve the minutes as presented. MOTION PASSED with Ryan disqualifying herself.

Scheduled Business:

Subdivision Application (Arthur's Pond) 7 Proposed lots off of N. Eagleville and Separatist Roads.

File #1266

Chairman Favretti opened the Public Hearing at 9:14 p.m and noted that the information presented during the Inland Wetlands Agency Public Hearing for Arthur's Pond will be entered into the record for this PZC Hearing. Members present were R. Favretti, K. Holt, P. Kochenburger, B. Ryan, G. Zimmer and Alternates M. Beal, L. Lombard, B. Pociask, who were appointed to act. Padick read the Legal Notice as it appeared in the Chronicle on 9/20/07 and 9/26/07. Padick listed the following communications received and distributed to all members of the Commission:

- 9/18/2007 Memo from the Open Space Preservation Committee
- 9/19/2007 Draft Minutes of the Conservation Commission
- 9/26/2007 Memo from Geoffrey Havens, RS, Eastern Highlands Health District
- 9/27/2007 Memo from The Director of Planning
- 9/27/2007 Memo from The Assistant Town Engineer
- 9/27/2007 Memo from John Jackman, Deputy Chief/Fire Marshal
- 9/27/2007 Letter from Terry and Joan Webster of 23 Southwood Road
- 9/27/2007 Letter from Thomas A. and Alice-Mae Suites of 12 Hillyndale Road

Michael Dilaj of Datum Engineering, representing the applicant, noted that he submitted certified mailing receipts for the PZC during the Inland Wetlands Agency Public Hearing. Dilaj reviewed and addressed comments made by staff and advisory committees and discussed the revisions he feels he will be making and submitting for the next meeting.

Holt questioned if the soils were suitable for septic systems, and Dilaj noted that E.H.H.D. is requiring more test pits to be dug, and he is expecting to a report from them by the next meeting.

Favretti noted there were no further questions or comments from the public or the Commission. Holt MOVED, Lombard seconded, to continue the Public Hearing until 11/5/07. MOTION PASSED UNANIMOUSLY.

Public Hearing Continuation: Application to amend the Zoning Map by rezoning property on Storrs Road from RAR-90 to PB-3, P. & N. Miniutti, p. 13 pant, R. Walsh, Owner. File #1260

Holt, P. Kochenburger, B. Ryan, G. Zimmer and Alternates M. Beal, L. Lombard, B. Pociask who were appointed to act. Padick noted that no new Legal Notice was published. Padick listed the following communications received and distributed to all members of the Commission: a 9/24/07 letter from Norville Smith of BT Partners LLC., a 9/24/07 letter from Robert Gillard, a 9/24/07 letter from Daniel C. Rappe of the Taylor Family Trust and a 9/27/07 letter from Pasquale A. Ferrigno, of Ferrigno Realtors.

Peter Miniutti, applicant, submitted return receipt cards for the file. Miniutti discussed the two major points in Ferrigno's letter to the Commission. He noted that the Plan of Conservation and Development encouraged business in the Four Corners area and he felt that this application is consistent with the Plan.

Holt questioned if the applicant had received any communications from the neighbor owning the single family home that abuts the property; Miniutti said he had not received any.

Chairman Favretti noted no comments or questions from the audience or Commission and that the reason for having continued the Public Hearing was for receipt of the certificates of notification to abutters, which have now been received. Holt MOVED, Kochenburger seconded, to close the Public Hearing at 9:42 p.m. MOTION PASSED UNANIMOUSLY. Beal volunteered to work on a motion with staff assistance.

Public Hearing, Special Permit Application, efficiency unit, 112 Stafford Rd., L. Hunley owner, D. Stepule applicant, File #1265

Chairman Favretti opened the Public Hearing at 9:43 p.m. Members present were R. Favretti, K. Holt, P. Kochenburger, B. Ryan, G. Zimmer and Alternates M. Beal, L. Lombard, B. Pociask who were appointed to act. Padick read the Legal Notice as it appeared in the Chronicle on 9/20/07 and 9/26/07. Padick noted the following communications received and distributed to all members of the Commission: a 9/29/07 report from the Director of Planning and a 9/29/07 report from EHHD.

David Stepule, applicant, presented the Commission with the return receipt cards and gave a description of the proposal and noted that the building materials to be used for the addition of the efficiency unit will be the same as the existing house.

After a brief questioning from Holt, Stepule confirmed that there will be an interior access way between the existing house and the efficiency unit, and there will be one bedroom in the unit, thus making a total of four bedrooms.

Chairman Favretti noted no further comments from the Commission and none from the public. Holt MOVED, Beal seconded, to close the Public Hearing at 9:48 p.m. MOTION PASSED UNANIMOUSLY. Kochenburger volunteered to work on a motion for the next meeting.

Old Business:

1. Subdivision Application, 2 lots on Woodland Road, W. Lukas o/a, File #1261

Kochenburger MOVED, Holt seconded, to approve with conditions the subdivision application (File #1261), of William Lukas III, for two lots, on property owned by the applicant, located on Woodland Road, in an RAR-90 zone, as submitted to the Commission and shown on plans dated February 28, 2007 as revised to September 14, 2007.

This approval is granted because the application, as hereby approved, is considered to be in compliance with the Mansfield Subdivision Regulations. Approval is granted with the following conditions:

1. Final plans shall be signed and sealed by the responsible surveyor, engineer, and soil scientist.
2. Pursuant to subdivision regulations, particularly Sections 7.5 and 7.6, this action specifically approves the depicted Building Area and Development Area Envelopes and front line setback waivers for both lots. Unless the Commission specifically authorizes revisions, the approved envelopes shall serve as the setback lines for all future structures and improvements, pursuant to Article VIII of the Zoning

- Regulations. This condition shall be specifically Noticed on the Land Records and the deed for the subject property and shall be inserted as a replacement note 19 on sheets 1 and 2 of the final plans.
3. This approval accepts the applicant's proposed conservation easements as appropriate to address the open space requirements of Section 13 for the subject subdivision. Conservation easement documents shall be approved by the Director of Planning and Town Attorney and filed on the Land Records in association with final plans. The easements shall utilize the Town's model format with specific provisions regarding the preservation of the depicted old foundation.
 4. No Certificate of Compliance or occupancy permits shall be issued for a new residence on Lot 1B until an existing well on Lot 1B is abandoned in accordance with State Health Code requirements. This requirement shall be specifically Noticed on the Land Records and the deed for Lot 1B (if this lot is sold before the abandonment takes place).
 5. Inland Wetland Agency required drainage pipe outlet improvements shall be completed or bonded (pursuant to regulatory requirements) before final maps are filed on the Land Records.
 6. Final plans shall specifically depict and label the Development Area Envelope (DAE) for both lots along Woodland Road. The DAE for Lot 1B shall not include the depicted old foundation which is within a conservation easement area.
 7. Due to the size of the subject subdivision and distance from existing survey control points, this approval waives (pursuant to Section 6.5.4.b) the requirement that the survey be tied to the Connecticut Plane Coordinate System.
 8. The Commission, for good cause, shall have the right to declare this approval null and void if the following deadlines are not met (unless a ninety (90) or one hundred and eighty (180) day filing extension has been granted):
 - A. All final maps, including submittal in digital format, the depicted conservation easements, the depicted drainage easements and a Notice on the Land Records to address conditions 2 and 5 (with any associated mortgage releases) shall be submitted to the Planning Office no later than fifteen days after the appeal period provided for in Section 8-8 of the State Statutes, or, in the case of an appeal, no later than fifteen days of any judgment in favor of the applicant;
 - B. All monumentation (including delineation of the conservation easements with iron pins and Town's official markers every 50-100 feet on perimeter trees or on cedar posts), with Surveyor's Certificate, shall be completed or bonded pursuant to the Commission's approval action and Section 14 of the Subdivision Regulations no later than fifteen days after the appeal period provided for in Section 8-8 of the State Statutes, or, in the case of an appeal, no later than fifteen days, of any judgment in favor of the applicant.

MOTION PASSED UNANIMOUSLY.

Zoning Agent's Report:

Items a-c were noted. Hirsch noted that he has issued several violation notices for rental sites, and the next step will be to issue citations. Some of the violations occurred at houses that have had violations in the past, and some were new. The Hall site has some grading activity on the son's property. Hirsch also noted that the project of putting an antenna inside the steeple of the Storrs Congregational Church has been completed. As part of the PZC's approval condition, the PZC was to be notified when the project was completed, so that members could verify that the antenna was not visible. Chairman Favretti, after inspecting the steeple, said he felt that it conformed to the plan and saw no need for a field trip. The consensus of the Commission was to accept Favretti's approval of the steeple.

Old Business:

2. Subdivision Application, Mulwood West, 4 lots on Mulberry Rd., Dorwart Family Trust o/a File #1225-2

Padick summarized his report. Zimmer questioned the verbal agreement made with the town to purchase the open space and felt it should be a condition in the motion. Holt agreed to work on a motion with staff.

3. Request for additional occupancy permits, Wild Horse Estates Section 2 Subdivision, File #1113-3

Holt MOVED. Pociask seconded that the Commission modify its current authorization to permit the

Zoning Agent to issue Certificates of Compliance for the occupancy of no more than twenty (20) lots.

MOTION PASSED UNANIMOUSLY.

4. Live Music Permit Renewals
Tabled- Public Hearing scheduled for 10/15/07.
5. Level A Aquifer Designation for Willimantic River Well Field
Tabled.
6. Request for release of common driveway bond, Mulwood East Subdivision, File #1225
Tabled.
7. Design Review Panel Vacancy
Tabled.

New Business:

1. Statutory Revisions to Aquifer Protection Program-9/17/07 letter from DEP
Tabled- referred to staff for review and comment.
2. Coventry Referral, Proposed subdivision west of Willimantic River on Brigham Tavern Road
No action deemed necessary by Director of Planning and the Planning and Zoning Commission.
3. Special Permit Application, Efficiency Unit, 300 Woodland Rd., F & S Sandberg, o/a File #1267
Kochenburger MOVED, Holt seconded, to receive the Special Permit application (File #1267) submitted by Frank and Sandra Sandberg for a single family residence with efficiency unit, on property located at 300 Woodland Road owned by the applicants, as shown on undated plans and as described in other application submissions, and to refer said application to the staff for review and comments, and to set a Public Hearing for October 15, 2007. MOTION PASSED UNANIMOUSLY.
4. Special Permit Application, Efficiency Unit, 141 Gurleyville Rd., J. Catalano, o/a File #1268
Kochenburger disqualified himself. Holt MOVED, Ryan seconded, to receive the Special Permit application (File #1268) submitted by Jeff Catalano for a single family residence with efficiency unit, on property located at 141 Gurleyville Road owned by the applicant, as shown on plans dated February 1960, revised through 9/25/07, and as described in other application submissions, and to refer said application to the staff for review and comments, and to set a Public Hearing for November 5, 2007. MOTION PASSED with all in favor except Kochenburger who disqualified himself.

Reports of Officers and Committees:

There were no items on which to report.

Communications and Bills:

The agenda items were noted.

Adjournment:

Favretti declared the meeting adjourned at 10:24 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent *CH*
 Date: October 10, 2007

Re: *Monthly Report of Zoning Enforcement Activity
 For the month of September, 2007*

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	19	24	19	72	67
Certificates of Compliance issued	20	21	13	54	48
Site inspections	57	85	65	204	249
Complaints received from the Public	5	3	2	10	15
Complaints requiring inspection	4	2	2	8	7
Potential/Actual violations found	3	2	19	7	36
Enforcement letters	6	22	10	54	32
Notices to issue ZBA forms	3	2	0	6	3
Notices of Zoning Violations issued	8	3	1	15	12
Zoning Citations issued	0	0	3	0	7

Zoning permits issued this month for single family homes = 1, multi-fm = 6
 2007/08 fiscal year total: s-fm = 5, multi-fm = 11

TOWN/UNIVERSITY RELATIONS COMMITTEE

**Tuesday, September 11, 2007
Audrey Beck Municipal Building
Council Chambers**

4:00 pm

Minutes

Present: P. Barry, J. Bell-Elkins, T. Callahan, B. Clouette, M. Hart, A.J. Pappanikou, E. Paterson, W. Simpson, G. Zimmer

Staff: M. Capriola, G. Padick

1. Opportunity for Public to Address the Committee
None.

2. August 14, 2007 Meeting Minutes
The minutes of August 14, 2007 were passed unanimously.

3. Community-Campus Relations

Mr. Hart stated that there has been quite a bit of activity at Carriage House Apartment complex during the first three weekends school has been in session. Aspen Square (managers of Carriage House) and the Town have met and he is optimistic that improvements are being made. Aspen Square has implemented some of the Town's recommendations such as:

- Erection of a temporary fence along the front entrance of the property. This assists police with checking IDs and managing the crowds.
- On site management representative. A temporary on site management representative has been provided by Aspen Square for evening hours.
- Leases now have occupancy limits and a "three strikes and you're out" policy is being enforced.
- Police officers have been hired by Aspen Square as private duty on the weekends.

Mayor Paterson stated that both she and Mr. Hart have been at Carriage House on numerous occasions and have engaged in dialogue with students. She believes this has helped to communicate various issues to students. Mr. Clouette noted that local residents are appreciative of the efforts of the University and Mr. Hintz's Office for Off-Campus Services.

Mr. Hart noted that some house parties have popped up in neighborhoods, but these parties do not generally attract an outside element like Carriage House parties. Mayor Paterson and Mr. Hart commented on a complaint received by the Town regarding a rental property on Gurleyville Road; the house was inspected and registered via the Town's housing code program and Jim Hintz/Office for Off-Campus Services paid a visit to the residents of the property. Mayor Paterson stated that both of these programs are effectively carrying out their purposes.

Mayor Paterson stated that the Town will be adding a section to its website for information related to off-campus student rentals. She also mentioned that the Mansfield Community-Campus Partnership conducted visits to off-campus residences to inform students about safety issues, responsibilities, etc. Groups conducting the visits consisted of Town, State, and University officials.

Ms. Bell-Elkins noted that she will be contacting UMASS Amherst to benchmark because Aspen Square has properties there as well. Changes in accountability and expectations in the long-run can be achieved by working with folks within the company's management ranks.

Mr. Pappanikou inquired as to whether or not plans are underway for new University student housing. Mr. Callahan stated that no such plans are underway.

Mr. Clouette inquired about student enrollment. Mr. Callahan stated that incoming freshman classes are consisting of approximately 3,200 students. The average completion time is 4.2/4.3 years, which is down considerably. Mr. Simpson stated that last year there was a 1.2% increase in the growth of enrollment. Mr. Callahan noted that UCONN houses 78% of its undergraduate population. He further stated that the code of conduct applies to students living off campus as well.

Mr. Clouette stated that a real effort must be made to provide information to the public about housing and other efforts of the Town and University.

Ms. Bell-Elkins stated that she has been tracking student/Town/University attendance at the MCCP meetings. It was an even 6/6/6 split (18 total) at the most recent meeting (and at most meetings).

4. Community Water and Wastewater Issues

Mr. Callahan discussed what was determined in Fall 2005 in regards to the UCONN water supply issue:

- A need existed to get the operations/management of the system under control;
- A need existed to get the environmental management of the system under control;
- A need existed for the University and the Town to partner and work together, which resulted in the formation of the Advisory Committee.

Mr. Callahan stated that the Advisory Committee reviews the following in regards to proposed projects:

- Is the use consistent with the Town's Plan of Conservation and Development?
- Will the Town's land use authorities approve?
- Is the use consistent with the Master Plan (UCONN)?
- Can UCONN utilities support the project?

For example, Mr. Callahan noted that the Advisory Committee issued a conditional letter with 22 conditions related to utility connections for the proposed Ponde Place project. The process has been transparent at open public meetings.

Mr. Clouette stated that there should be a public education effort about the Advisory Committee and its objective process. Discussion occurred amongst Committee members as to the best way to educate members of the public about the Advisory Committee and its process.

5. Mansfield Downtown Partnership

Mayor Paterson informed the Committee that the annual fireworks and Festival on the Green celebration will be occurring on September 15-16th. Features of the Festival will include a bikes, tykes and trikes parade, cooking demonstrations, food vendors. The Little Big Band will be performing on September 15th prior to the fireworks.

Mr. Zimmer inquired as to the status of the footbridge discussion from the previous Committee meeting. Mr. Callahan stated that there is not an answer at this time but Ms van Zelm is investigating the matter.

6. Future Discussion/Presentation Topics

No future topics discussed.

7. Other Business

No other business discussed.

The meeting adjourned at 5:25pm.

Respectfully submitted,
Maria E. Capriola
Assistant to Town Manager



TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Matthew W. Hart, Town Manager

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

October 25, 2007

Virginia Walton, Recycling Coordinator
Department of Public Works
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Ginny,

Under the provisions of Connecticut General Statute §7-92, and in connection with your duties as Recycling Coordinator and Enforcement Officer for the Town of Mansfield, you are hereby appointed as part-time Special Constable for the period of October 25, 2007 through October 24, 2009.

Pursuant to Connecticut General Statute §7-88, the Town Clerk will administer the oath of office to you.

In this capacity as a part-time Special Constable, you are empowered solely to issue infractions citations for Town Ordinance violations pertaining to Blight / Litter and Solid Waste / Recycling ordinances punishable pursuant to sections 131-15 and 161-12 of the Mansfield Code of Ordinances respectively, and as may be amended from time to time. You are not empowered to make arrests or to carry a weapon in connection with your duties. Further, you shall act in your capacity as a part-time Special Constable fewer than twenty (20) hours per week. It also should be noted that this appointment is made to facilitate the completion of your current duties and that you will receive no additional compensation as a part-time Special Constable.

Sincerely,

Matthew W. Hart
Town Manager

cc: Mary Stanton, Town Clerk
Dennis O'Brien, Esq., Town Attorney
Lon Hultgren, Director, Public Works/Town Engineer



TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER

Matthew W. Hart, Town Manager

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

October 25, 2007

Fran Raiola, Assistant Fire Marshal and
Assistant Emergency Management Director
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Fran,

Under the provisions of Connecticut General Statute §7-92, and in connection with your duties as Assistant Fire Marshal and Assistant Emergency Management Director for the Town of Mansfield, you are hereby appointed as part-time Special Constable for the period of October 25, 2007 through October 24, 2009.

Pursuant to Connecticut General Statute §7-88, the Town Clerk will administer the oath of office to you.

In this capacity as a part-time Special Constable, you are empowered solely to issue infractions citations for Town Ordinance violations pertaining to Open Outdoor Burning and Underground Storage Tank ordinances punishable pursuant to sections 114-7.A and 163.21.B of the Mansfield Code of Ordinances respectively, and as may be amended from time to time. You are not empowered to make arrests or to carry a weapon in connection with your duties. Further, you shall act in your capacity as a part-time Special Constable fewer than twenty (20) hours per week. It also should be noted that this appointment is made to facilitate the completion of your current duties and that you will receive no additional compensation as a part-time Special Constable.

Sincerely,

Matthew W. Hart
Town Manager

cc: Mary Stanton, Town Clerk
Dennis O'Brien, Esq., Town Attorney
John Jackman, Fire Marshal

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

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

October 25, 2007

John Jackman, Deputy Chief (Fire Marshal)
and Emergency Management Director
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear John,

Under the provisions of Connecticut General Statute §7-92, and in connection with your duties as Fire Marshal and Emergency Management Director for the Town of Mansfield, you are hereby appointed as part-time Special Constable for the period of October 25, 2007 through October 24, 2009.

Pursuant to Connecticut General Statute §7-88, the Town Clerk will administer the oath of office to you.

In this capacity as a part-time Special Constable, you are empowered solely to issue infractions citations for Town Ordinance violations pertaining to Open Outdoor Burning and Underground Storage Tank ordinances punishable pursuant to sections 114-7.A and 163.21.B of the Mansfield Code of Ordinances respectively, and as may be amended from time to time. You are not empowered to make arrests or to carry a weapon in connection with your duties. Further, you shall act in your capacity as a part-time Special Constable fewer than twenty (20) hours per week. It also should be noted that this appointment is made to facilitate the completion of your current duties and that you will receive no additional compensation as a part-time Special Constable.

Sincerely,

Matthew W. Hart
Town Manager

cc: Mary Stanton, Town Clerk
Dennis O'Brien, Esq., Town Attorney

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

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

October 25, 2007

Michael E. Nintean, CBO, MCP, Director
Department of Building & Housing Inspection
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Michael,

Under the provisions of Connecticut General Statute §7-92, and in connection with your duties as Building Official and Enforcement Officer for the Town of Mansfield, you are hereby appointed as part-time Special Constable for the period of October 25, 2007 through October 24, 2009.

Pursuant to Connecticut General Statute §7-88, the Town Clerk will administer the oath of office to you.

In this capacity as a part-time Special Constable, you are empowered solely to issue infractions citations for Town Ordinance violations pertaining to Blight / Litter, Housing Code and Numbering of Buildings ordinances punishable pursuant to sections 131-15, 130-35 and 111-5 of the Mansfield Code of Ordinances respectively, and as may be amended from time to time. You are not empowered to make arrests or to carry a weapon in connection with your duties. Further, you shall act in your capacity as a part-time Special Constable fewer than twenty (20) hours per week. It also should be noted that this appointment is made to facilitate the completion of your current duties and that you will receive no additional compensation as a part-time Special Constable.

Sincerely,

Matthew W. Hart
Town Manager

cc: Mary Stanton, Town Clerk
Dennis O'Brien, Esq., Town Attorney

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

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October 25, 2007

Derek A. Debus
Department of Building & Housing Inspection
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Derek,

Under the provisions of Connecticut General Statute §7-92, and in connection with your duties as Housing Code Enforcement Officer and [Litter Ordinance] Enforcement Officer for the Town of Mansfield, you are hereby appointed as part-time Special Constable for the period of October 25, 2007 through October 24, 2009.

Pursuant to Connecticut General Statute §7-88, the Town Clerk will administer the oath of office to you.

In this capacity as a part-time Special Constable, you are empowered solely to issue infractions citations for Town Ordinance violations pertaining to Blight / Litter and Housing Code ordinances punishable pursuant to sections 131-15 and 130-35 of the Mansfield Code of Ordinances respectively, and as may be amended from time to time. You are not empowered to make arrests or to carry a weapon in connection with your duties. Further, you shall act in your capacity as a part-time Special Constable fewer than twenty (20) hours per week. It also should be noted that this appointment is made to facilitate the completion of your current duties and that you will receive no additional compensation as a part-time Special Constable.

Sincerely,

Matthew W. Hart
Town Manager

cc: Mary Stanton, Town Clerk
Dennis O'Brien, Esq., Town Attorney
Michael Nintean, Director, Building & Housing Insp.

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

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October 25, 2007

Bradford Freeman, Code Enforcement Officer
Department of Building & Housing Inspection
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Bradford,

Under the provisions of Connecticut General Statute §7-92, and in connection with your duties as [Building and Housing] Code Enforcement Officer and [Litter Ordinance] Enforcement Officer for the Town of Mansfield, you are hereby appointed as part-time Special Constable for the period of October 25, 2007 through October 24, 2009.

Pursuant to Connecticut General Statute §7-88, the Town Clerk will administer the oath of office to you.

In this capacity as a part-time Special Constable, you are empowered solely to issue infractions citations for Town Ordinance violations pertaining to Blight / Litter, Housing Code and Numbering of Buildings ordinances punishable pursuant to sections 131-15, 130-35 and 111-5 of the Mansfield Code of Ordinances respectively, and as may be amended from time to time. You are not empowered to make arrests or to carry a weapon in connection with your duties. Further, you shall act in your capacity as a part-time Special Constable fewer than twenty (20) hours per week. It also should be noted that this appointment is made to facilitate the completion of your current duties and that you will receive no additional compensation as a part-time Special Constable.

Sincerely,

Matthew W. Hart
Town Manager

cc: Mary Stanton, Town Clerk
Dennis O'Brien, Esq., Town Attorney
Michael Nintean, Director, Building & Housing Insp.

Courant.com

He Shaped Hartford's Landscape

New Book Outlines Influence Of Architect Jacob Weidenmann

By STEVE GRANT

Courant Staff Writer

October 16, 2007

Jacob Weidenmann was a significant influence on what we can call the face of Hartford, but in all likelihood, you've never heard of him.

Serious students of landscape architecture know of Weidenmann, who died more than a century ago, and respect his work. The rest of the world is essentially clueless, even the thousands of people who walk through Bushnell Park in Hartford, which Weidenmann essentially designed after an initial design turned into a mess.

Rudy J. Favretti, professor emeritus of landscape architecture at the University of Connecticut, wants to change all that.

In "Jacob Weidenmann: Pioneer Landscape Architect" (Wesleyan University Press, \$49.95), Favretti works to rescue Weidenmann from what he regards as undeserved obscurity.

"Very few people know about him; I felt he was important," Favretti said in an interview.

For one thing, Favretti said, Weidenmann was highly regarded by the most prominent 19th-century landscape architects, notably Frederick Law Olmsted, who was born in Hartford and is regarded as the father of American landscape architecture. "For us here in Connecticut, where we have four of his projects that are still displaying pretty much his original design - out of five nationally - it is especially important to know about him."

Besides Bushnell Park, America's first park built entirely with public funds, Weidenmann designed Cedar Hill Cemetery, which straddles Hartford, Wethersfield and Newington and is considered a prime example of the "rural" cemetery designs that emerged in the late 19th century. Weidenmann, who died in 1893, was retained to design Cedar Hill in 1863.

"Cedar Hill is highly regarded as a rural cemetery because of the fact it has Weidenmann's concept of the open lawns, meaning there are no walls, curbs or fences," Favretti said. "Cedar Hill is more like a park with gravestones in it, if you will, with its flowing lawn and roads that follow the contours of the



land. It really is an unusual space."

Weidenmann had a close association for many years with Olmsted, communicating often. Olmsted and his partner, Calvert Vaux, prepared a landscaping outline for the Retreat for the Insane, now the Institute for Living in Hartford, that Weidenmann brought to fruition, providing much of the detail for the design.

Weidenmann also designed the gardens at what today is the historic Butler-McCook House and Garden, Hartford's oldest house. Its Victorian garden is the only surviving domestic project designed by Weidenmann. Another surviving Weidenmann commission is the capitol grounds in Des Moines.

Favretti began researching Weidenmann 40 years ago and for the past six years worked intensively on the book. He makes the case that Weidenmann ought to be considered the founder of landscape architecture in the United States.

"In the 19th century, he was the only landscape architect fully trained, as we think of training for landscape architecture today," Favretti said. Weidenmann put together his training piecemeal, because he had to. He studied architecture at one institution in Germany, engineering at another. He worked in the ateliers of several artists in Switzerland, then apprenticed at several botanical gardens.

"If you put it together, it is the same education we give landscape architecture students today, minus the computer technology," Favretti said. "In those days there were no landscape architecture programs you could go and study. He composed his own."

Still, he is overshadowed by Olmsted. But it may well be that Weidenmann today does not get credit for some of the work he did with Olmsted. Favretti found instances where Olmsted is credited with the design of projects that Weidenmann's daughter also cites in a paper she prepared listing all her father's projects.

Favretti said that could be one reason Weidenmann hasn't gotten the attention from scholars that he might have.

Weidenmann only lived in Hartford for about 10 years, but fittingly, he is buried in Cedar Hill Cemetery, in the city where the bulk of his surviving work can still be found.

Contact Steve Grant at grant@courant.com

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TOWN OF MANSFIELD
PLANNING AND ZONING COMMISSION

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

October 16, 2007

Storrs Center Alliance LLC
C/o Leyland Alliance LLC
Macon Toledano
16 Sterling Lake Road
Tuxedo, NY 10987

Re: Mansfield's PZC approved subdivision application
PZC file #1246-4

COPY

Dear Mr. Toledano

At a meeting held on 10/15/07, the Mansfield Planning and Zoning Commission adopted the following motion:

"That the Planning and Zoning Commission re-approve the Storrs Center Alliance LLC 1 lot subdivision on Dog Lane with the same map references and approval conditions cited in a July 5, 2006 action. The Minutes of this meeting shall include the July 5, 2006 approval motion details."

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

Very truly yours,



Katherine K. Holt, Secretary
Mansfield Planning & Zoning Commission

Cc: Mansfield Town Council
Storrs Center Alliance LLC.
Attorney Thomas Cody
Attorney Lee Cole-Chu

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TOWN OF MANSFIELD
TOWN MANAGER'S OFFICE



Matthew W. Hart, Town Manager

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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: Matthew W. Hart, (860) 429-3336

10-18-07

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Town of Mansfield by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual, designated by the Town as primarily responsible for preparing the award-winning CAFR. This has been presented to Cheryl A. Trahan, Controller.

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 16,000 government finance professionals with offices in Chicago, IL, and Washington, D.C.

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