



**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
TUESDAY, November 13, 2007  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.**

**AGENDA**

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**EXECUTIVE SESSION**

- 20. Personnel – Performance Review

**ADJOURNMENT**

REGULAR MEETING-MANSFIELD TOWN COUNCIL  
October 22, 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, Hawkins, Koehn, Paterson, Paulhus, Schaefer

II. APPROVAL OF MINUTES

Mr. Clouette moved and Mr. Hawkins seconded to approve the October 9, 2007 minutes of the regular meeting with corrections and the special meeting as presented.

Motion passed with Mr. Haddad 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

Betty Wassmundt, Old Turnpike Road, distributed a list of concerns she has with the Landlord Registration Ordinance and some suggestions to address these concerns (attached).

V. PUBLIC INFORMATION SESSION

1. Preliminary Designs to Stone Mill Road/Laurel Lane Bridge

Lon Hultgren, Director of Public Works, commented that these two federal bridge projects are still in the preliminary design stage and introduced Lorin Pippin from GM2 Associates who described the projects.

John Berg, 52 Laurel Lane, questioned whether or not the plans for the Laurel Lane Bridge include a parking area for fishermen. They do.

Mr. Hultgren explained that the Stonemill Project is very similar to a previously designed bridge for this area but now instead of receiving 30% reimbursement from the state the Town will be receiving an 80% reimbursement from the federal government. Stonemill Road has a scenic road designation so even though the federal requirements are that the

bridge must be 18' wide the designation will help to protect the size and unpaved condition of the current road. Mr. Pippin described the proposed pilings and the critter passages.

Holly Rawson, 667 Chaffeeville Road, questioned the removal of trees for the project. The plan is to save all large trees. Any other trees marked for removal will be identified and citizens will have a chance to comment. Ms. Rawson asked the record show she objects to the length of the guide rails and would prefer the paving on the west side of the bridge be much shorter.

Robert Bohn, 77 Stonemill Road, questioned the size of the hydraulic opening commenting it may be excessive.

Mike Morrissey, representing the Department of Transportation Rights of Way Division, explained the process of acquiring property and easements for the projects.

## VI. OLD BUSINESS

### 2. Community/Campus Relations

Matt Hart, Town Manager, distributed information from Jim Hintz, Director of Off-Campus Student Services, which described what other college communities are doing to preserve the single-family residential character of campus neighborhoods. (attached) He also reported on a follow up meeting with Aspen Management at which the current situation and possible additional strategies were discussed.

### 3. Community Water and Wastewater Issues

The next meeting will take place in December. The Town Manager noted an environmental representative has been recently appointed and the Committee is now looking for a user representative.

### 4. Gurleyville Bridge Railing Upgrade

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

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.

Motion passed by all.

## VII. NEW BUSINESS

### 5. Modification to Town Council Meeting Schedule

Mr. Paulhus moved and Mr. Clouette seconded, effective October 22, 2007, to cancel the Town Council meeting scheduled for November 12, 2007, the legal holiday in observance of Veteran's Day, and to schedule a Town Council meeting for Tuesday, November 13, 2007.

Motion passed unanimously.

### 6. Grant Application to Recreational Trails Schedule

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

Be it resolved that it is in the best interest of the Town of Mansfield to enter into contracts with the Department of Environmental Protection, for the purposes 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, rescissions, and revisions thereto.

Motion passed unanimously

7. Child and Adult Care Food Program Application for Mansfield Discovery Depot

Mr. Haddad moved and Ms. Koehn seconded to approve the following resolution:

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.

Motion passed unanimously.

Mr. Schaefer requested the Town Manager look into the answer to Question 1 on page 57 of the packet.

8. 2008 Social Services Block Grant

Mr. Schaefer moved and Mr. Hawkins seconded, 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 \$43,657.

Mr. Schaefer asked staff to see if the program could be expanded from the 25 person maximum that currently exist. He suggested the matter be brought to the attention of the State, CCM and our legislators.

Motion passed unanimously.

9. Mansfield Housing Code, Expansion of Rental Certification Code

Mr. Haddad moved and Mr. Paulhus seconded, 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.

Mike Nintean described the proposed expansion of the rental certification zone. In response to questions Mr. Nintean defined a rental property as being a residence in which the owner on the deed is not in residence. Mayor Paterson requested Council members contact Mr. Nintean if they hear of questionable activity at an address

Motion passed unanimously.

10. Grants Accountant Position

Mr. Schaefer, Chair of the Finance Committee, reported that the Finance Committee will be evaluating the requested position and will forward the matter to the Personnel Committee.

11. Mansfield Troops and Volunteers Online

Prior to implementing this new initiative the Town Manager will appoint a committee to develop a draft website policy for Town Council approval. The policy will include input from citizens and address the use and purpose of the site.

12. Collective Bargaining Agreement between the Mansfield Board of Education and the Mansfield Education Association

Ms. Blair moved and Mr. Schaefer seconded to ratify the tentative collective bargaining agreement between the Mansfield Board of Education and the Mansfield Education Association.

Motion passed unanimously.

VIII. QUARTERLY REPORTS

IX. DEPARTMENTAL AND COMMITTEE REPORTS

X. REPORTS OF COUNCIL COMMITTEES

October 22, 2007

To: The Town Council  
From: Elizabeth T. Wassmundt  
54 Old Turnpike Rd  
Storrs, CT 06268  
860-429-8300

I have issues with The Landlord Registration Ordinance (LRO) as adopted August 28, 2006.

LRO does not define:

Dwelling Unit  
Premises  
Associated Premises

LRO refers to CGS 47a, I question that the two are consistent.

Also, I have an issue with some of the wording in LRO and with what appears to be a missing section in the International Property Maintenance Code (IPMC).

Please consider the following.

1.

Definitions:

CGS Sec.47a-1

"Dwelling Unit" means any house or building, or portion thereof, which is occupied, is designed to be occupied, or is rented, leased or hired out to be occupied, as a home or residence of one or more persons.

(According to this definition, a building with three apartments would have three "dwelling units".)

International Property Maintenance Code (IPMC)

"Dwelling Unit." A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

(Again, according to this definition, a building with three apartments would have three "dwelling units".)

Comment:

Refer to Landlord Registration Ordinance (LRO)

LRO does not use the term "Dwelling Unit". LRO uses the term "Housing Unit".

"Housing Unit" is not defined. If this, "Housing Unit", is assumed to be used interchangeably with "Dwelling Unit", then, please refer to Section 6 A and C of LRO and consider the following example.

Jane Doe owns a residential rental property consisting of a building with three apartments. If "Housing" and "Dwelling" are interchangeable and have the same definition as in CGS 47a and IPMC, then Jane Doe must pay \$75 to register her property. In both CGS and IPMC "Dwelling Unit" indicates a single apartment. Note, both CGS and IPMC carefully distinguish between an individual unit and the real property where said unit exists. LRO does not.

Is this what was intended, that Jane Doe should pay \$75 for her 3 unit rental property? Perhaps it is.

Is it a good thing to have to assume when dealing with a law? I am aware that in another ordinance, it is stated that "Dwelling" is used interchangeably with "Housing". Should one have to read all other Mansfield ordinances to understand the wording of this one?

2.

Definitions:

CGS Sec 47a-1

"Premises" means a dwelling unit and the structure of which it is a part and facilities and appurtenances therein and grounds, areas and facilities held out for the use of tenants generally or whose use is promised to the tenant.

IPMC

"Premises" A lot, plot or parcel of land, easement or public way, including any structures thereon.

LRO

There is no definition of "Premises".

"Premises" is always used as "Associated Premises" – there is no definition for "Associated Premises".

Comment:

Consider the following example:

Jane Doe owns a three unit residential rental property. Jane Doe lives on the adjoining property. Does Jane Doe have to register her rental property?

If we use the CGS and IPMC definitions of "Premises", Jane Doe has to register the rental.

But, surely, Jane Doe lives on "Associated Premises".

Webster's second edition defines "Associated" as anything closely or usually connected with another.

Surely Jane's rental property and residence are "Associated" premises. Therefore, according to LRO, Jane Doe does not have to register her rental. Do I need a new dictionary or should "Associated Premises" be defined?

3.

Comment:

Please consider LRO and refer to Section 6A.

This starts "By January 1, 2007" etc. Again I must refer to Webster's dictionary (same old dictionary) which states that "By" as used in this context means "Not later than". Consequently, this ordinance does not apply to any rental property activated after January 1, 2007.

Is this what was intended? I had brought this up previously and the reply was that "common sense dictates" that this law applies subsequent to Jan. 1, 2007. Is "common sense dictates" a good legal defense? This is a law.

4.

Comment:

Refer to Town of Mansfield Code of Ordinances

Adopted by Mansfield Town Council

May 8, 2006

Refer to page 5, Section 201 General This reads:

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

Note: there is no Section 8. Should there be?

## What Other College Communities Have Done

### *Examples of Regulatory Actions to Preserve the Single-Family, Residential Character of a Campus Neighborhood*

West Urbana is not alone in trying to preserve its single-family residential neighborhood. The May 2002 issue of *Zoning News*, a publication of the American Planning Association, discusses "How Communities Address the Problems of Students Living Off-Campus." It lists effective strategies to reverse the "encroachment of student rental housing into nearby single-family neighborhoods and the negative effects of this encroachment."<sup>1</sup> Research by members of the West Urbana Neighborhood Association details solutions other college communities have implemented to achieve these goals.<sup>2</sup> What follows are examples from which we can extrapolate and learn.

**Restrict the Definition of Family** "The most common method of attempting to deal with over-occupation of rental properties in a single-family district."

Example of a "functional family" from Ann Arbor, MI: "... functional family means a group of people plus their offspring, having a relationship which is functionally equivalent to a family. The relationship must be of a permanent and distinct character with a demonstrable and recognizable bond characteristic of a cohesive unit. Functional family does not include any society, club, fraternity, sorority, association, lodge, organization or group of students or other individuals where the common living arrangement or basis for the establishment of the housekeeping unit is temporary."<sup>3</sup>

The restrictive family definition needs to be non-discriminatory and broad enough to include two unrelated partners and same-sex partners. Specific exceptions can be included in such an ordinance: e.g., in-home childcare; elderly care; sabbatical renters; exchange students, etc. Towns that have passed such an ordinance, and the year of passage include:

- ◆ Macomb, IL, 2001
- ◆ Ann Arbor, MI [Survived challenges at the State Supreme Court level, 2001]
- ◆ East Lansing, MI, 1997
- ◆ Burlington, VT, 2001
- ◆ Salisbury, MD, 2003
- ◆ Binghamton, NY, [Survived challenges at the State Supreme Court level, 2000]

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<sup>1</sup> Craig Raborn: "Coping with Colleges: How Communities Address the Problems of Students Living Off-Campus." *Zoning News*, May 2002, p1-6. [Quote, p.1] Other quotes from this article, unless otherwise indicated.

<sup>2</sup> Research was conducted over the last several years and may not be 100% accurate.

<sup>3</sup> Chapter 55, Zoning Code. Also at: <http://www.ci.ann-arbor.mi.us/Planning/codes/ch55-all.html>

**Reduce the Number of Unrelateds** [currently 4 in Urbana]. Provide a sunset provision which requires that any current rentals will have to conform to the new occupancy rate within a specified number of years. Examples of the number of permitted unrelateds in other communities and when current level enacted are:

- ✦ Carbondale, IL, 2, 1974
- ✦ Normal, IL, 2, long-standing
- ✦ Macomb, IL, 2, 2001
- ✦ Columbus, OH, 2, long-standing
- ✦ Madison, WI, 2, long-standing
- ✦ East Lansing, MI, 2, 1997
- ✦ Salisbury, MD, 2, 2003. Included a sunset provision of 3 years for existing rentals.
- ✦ Lawrence, KS, 3, 2003
- ✦ Provo, UT, 2, 2003
- ✦ Lincoln, NE, 2 [Survived challenges at the State Supreme Court level, 1997]
- ✦ Bloomington, IN, 3 [Survived challenges at the State Supreme Court level, 2003]
- ✦ Allentown, PA: Student overlay district, limiting the number of unrelateds permitted in this district compared to other parts of town. [Upheld in court challenges.]

**Enforce Codes and Standards Ordinances** to encourage compliance with existing codes include:

- ✦ Bethlehem, PA: Tenant & Landlord must sign supplementary agreement that stipulates an understanding of legal # of occupants; obligations of landlord for maintenance; obligations of decent conduct by tenants.
- ✦ Gainesville, FL: Requires rental occupancy permit to be maintained on premises.
- ✦ Iowa City, IA: Have info disclosure form on responsibilities and # occupants. Post legal # occupants for every rental property on the Web.
- ✦ West Lafayette, IN: Nuisance inspector who inspects key neighborhoods 3-4/x daily. Has resulted in a major change in appearance of area.

### **Issue Residential Parking Permits**

- ✦ Manhattan, KS: issues two permits per property at nominal fee. Overnight parking in neighborhoods near campus prohibited without a permit.
- ✦ Newark, DE: No more than 2 residential parking permits will be issued per address for any non-owner occupant single-family type dwelling requiring a rental permit.
- ✦ Columbus, OH: Limits number of 'stacked' cars in a driveway; also limits to area devoted to parking and maneuvering of vehicles in the University District Overlay to 35% of lot to prevent the "auto salvage yards" syndrome.
- ✦ Eugene, OR: One permit per address, with a limited number of additional permits for a 2-hour parking limit only.

- ◆ East Lansing, MI: 24/7 program in select neighborhoods, which limits number of permits [up to 3 or 4, depending on area] per address. No on-street parking 2am-5am. Grandfathered businesses exempted.
- ◆ Bloomington, IN: Limits number of permits issued to Greek houses in the neighborhood. Greek Houses do not receive visitor passes.

**Inspect Rentals and License Landlords** "Safe rental housing and a record of responsible parties for each property are additional benefits of such a program."

- ◆ Columbia, MO: Requires certificate of compliance, HVAC inspection, and city inspection. Registration and inspection fees required.
- ◆ Gainesville, FL: Yearly fee for rental properties. Website promotion of licensed properties. Landlord point system, in which revocation of license possible for non-compliance [passed 2003].
- ◆ Iowa City, IA: requires rental permit [fee assessed every 3 years per structure and per number of bedrooms] and one-time Certificate for Structure Compliance [one-time fee].
- ◆ West Lafayette, IN: Requires certification of all rental housing. Annual fee of \$300 per structure in 2002, and additional per-unit fee. Different fees depending on whether owner-occupied, # of relateds and/or unrelateds, and multi-housing/single-family unit, etc.
- ◆ East Lansing, MI: Annual inspections.
- ◆ Boulder, CO: Baseline and safety inspections required. Fines up to \$2000 if unlicensed. Exempted properties include: owner-occupied or sabbatical rentals.

**Implement Rooming House Programs** These programs may be permitted in certain zones or overlay districts and may be prohibited in single-family districts.

- ◆ Adopt ordinance making a Student Rental Home a use by special exception
  - ◆ West Chester, PA
  - ◆ Merion Township, PA
- ✱ ◆ Limits on density of student houses:
  - ◆ West Chester, PA: bans new student housing within 400' of other such housing.
  - ◆ Newark, DE: student homes must be at least 10 lot-widths apart.

**Target Disorderly Houses** Minimizing nuisance and over-occupancy violations. Drafting ordinances to preserve the spirit of single-family zoning.

- ✱ ◆ East Lansing, MI: Landlord fined daily if over-occupied. Landlord must prove tried to evict. Can fine landlord or tenant. If there are too many noise violations, the landlord is notified and ultimately liable. \$1,000 fines and possible incarceration for serious repeat noise violations. Enforced twice and never needed subsequently, as of 2004.
- ◆ Columbus, OH: Owner liable for over-occupancy.
- ✱ ◆ West Lafayette, IN: Requires Occupancy Affidavit, which must be displayed on premises. Fines of \$1000-\$2500 imposed on landlord for over-occupancy. Owner and tenants must sign occupancy affidavit.

- ✦ ♦ Springfield, IL: Website of landlords with excessive violations.  
[http://www.springfield.il.us/CITY\\_GOV/ComServ/TopTen.htm](http://www.springfield.il.us/CITY_GOV/ComServ/TopTen.htm)
- ♦ Ames, IA: Aggressive enforcement of over-occupancy. Landlords and tenants found in violation of the occupancy limit for their area will be fined \$500 for the first violation and \$750 for additional violations.
- ♦ Carbondale, IL: Second offense for over-occupancy: fine owner and tenants. Burden is on the owner to inform tenants of legal occupancy rate. Burden of proof on residency is on the tenant.
- ♦ Bloomington, IN: Everyone on lease gets a ticket if there is a noise complaint, whether present or not at party.
- ♦ Boulder, CO: violation for over-occupancy and nuisance violations can be up to \$2,000 and 90 days in jail.
- ✦ ♦ Manhattan, KS: If tenants get more than 2 serious violations within a year, the city can shut down the rental house.
- ♦ Normal, IL; Boulder, CO; Ft. Collins, CO; Ames, IA; Tuscaloosa, AL; and Blacksburg, VA: ban of indoor [upholstered] furniture outside, "based on national fire safety standards and tragedies that have occurred with fires on porches or with waterlogged furniture causing collapse of the structure. Couches outdoors also attract vagrants who may find them a nice place to sleep and smoke."
- ♦ Eugene, OR: Requires bike storage – number depending on type of building and number of units.
- ♦ West Chester, PA: For drinking offenses, can impose the maximum state penalty – loss of driver's license.

## Other Solutions

### Encourage Owner-Occupancy and Responsible Management

- ♦ East Lansing, MI: Occupancy limits based on dwelling size and whether owner-occupied.
- ♦ West Lafayette, IN: rental registration program assigns different category of fees and fines for rental properties, depending on whether or not it is owner occupied. Properties with out-of-town owners must have a local manager if property owner lives outside of designated area [e.g., city or county limits].
- ✦ ♦ Carbondale, IL, Ann Arbor, MI, and Boulder, CO: Must have a local agent to manage property, even if owned by out-of-town parent.
- ♦ Ann Arbor, MI: UMich has Website listing of approved landlords.
- ♦ East Lansing, MI: Considering buying back rental licenses and converting rentals back to single-family, owner-occupied properties [as of 2004].

### Limit Occupancy Based On Parking Availability

- ♦ East Lansing, MI. Under consideration.

## Reverse Grandfathered Non-Conforming Uses

- ◆ Tallahassee, FL: Elimination of non-conforming status for properties that have had three or more violations of a rental housing ordinance during a six-month period.
- ◆ Bloomington, IN: Require all owners to register, and rescind non-conforming status if they do not register.
- ◆ Utah: Abandonment and Amortization of Nonconforming Uses: "The right to continue a nonconforming use may be lost if the use is abandoned for a period of time. State law does not define the period of time so it must be done by municipal ordinance. Most municipal zoning ordinances allow six months to one year of non-use, after which the property cannot be used except in conformity with the current zoning ordinance." Elsewhere, applies towards abatement of nuisances.
- ◆ Mason County, IL: "Whenever a nonconforming use has been discontinued for a period of 12 months, such use shall not thereafter be reestablished, and use thereafter shall conform to the provisions of this ordinance."
- ◆ Elgin, IL: "Multi-Family Conversion Program" with funding to encourage conversion of grandfathered properties back to single-family.

**Establish A Conservation District Or Overlay Zones to Discourage Demolition Of Historic Properties** and insure new development is architecturally compatible with existing fabric of the neighborhood.

- ◆ Portland, OR, 1977
- ◆ Cambridge, MA, 1983
- ◆ Raleigh, NC, 1988
- ◆ Lake Forest, IL, 1990
- ◆ Arlington, VA, 1998
- ◆ Palos Verdes, CA, 1998
- ◆ Austin, TX, 1999
- ◆ Arlington, VA, 1999
- ◆ Boulder, CO, 2002
- ◆ Chapel Hill, NC

**Develop Deed Restrictions and Covenants** for specified neighborhoods

- ◆ Newark, DE: Limits on number of student homes permitted: "A student home is permitted on a lot only if any portion of the lot is no closer to any portion of another student home, than a distance determined by multiplying times 10 the required lot width for a single-family detached dwelling in the zoning district in which the proposed student home is located."<sup>4</sup>

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<sup>4</sup> <http://www.udel.edu/towngown/HousingRentalGuide.html>

# Memo

To: Town Council

From: Matt Hart, Town Manager *MH*

CC: Town Employees

Date: October 22, 2007

Re: Town Manager's Report

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

- Mayor Elizabeth "Betsy" Paterson and I cordially invite the community to a reception to welcome new University of Connecticut President Michael Hogan and his wife Virginia to Mansfield. We will hold the reception from 4-6 PM on November 2, 2007, at the Mansfield Community Center. All are welcome - please RSVP to Sara-Ann Chaine by October 26, 2007.
- On November 1<sup>st</sup>, in partnership with the University of Connecticut, the town will co-sponsor a conference titled "Climate Change: Science, Policy and Strategies for Life in a Changing World." This half-day session will be held at the Bishop Center and will feature speakers from the university and town and state government. Registration forms are available on the town's website.
- I would like to commend Jessie Shea, Alicia Bouley and the rest of Team Mansfield for their great effort on behalf of the American Cancer Society's Relay for Life. With spirit and enthusiasm, the team raised over \$7,800! By raising more than \$5,000, the team qualified for a Silver Award. This is a tremendous accomplishment, and I thank the team and everyone who contributed for their hard work and generosity.

- Beginning February 5, 2008, the location for Voting District 1 in Mansfield shall be changed from the Council Chambers in the Beck Municipal Building to the Gymnasium at the Mansfield Community Center. The reason for this change is that the Registrars believe the Community Center offers more parking and is therefore more convenient for our voters.
- **Upcoming meetings:**
  - ✔ Recreation Advisory Committee, 7:30 PM, October 24, 2007, Mansfield Community Center
  - ✔ Strategic Planning Steering Committee, 6:00 PM, Mansfield Community Center
  - ✔ Town Council Meeting with the Mansfield Housing Authority, 7:00 PM, November 1, 2007, Audrey P. Beck Municipal Building, Council Chambers
  - ✔ Arts Advisory Committee, 7:00 PM, November 2, 2007, Mansfield Community Center
  - ✔ Planning and Zoning Commission, 7:30 PM, November 5, 2007, Audrey P. Beck Municipal Building, Council Chambers
  - ✔ Beautification Committee, 8:00 PM, November 5, 2007, Audrey P. Beck Municipal Building, Conference Room B
  - ✔ Mansfield Downtown Partnership Board of Directors, 4:00 PM, November 6, 2007, Mansfield Downtown Partnership Office
  - ✔ Mansfield Advocates for Children, 6:30 PM, November 7, 2007, Audrey P. Beck Municipal Building, Conference Room C
  - ✔ Agriculture Committee, 7:30 PM, November 7, 2007, Audrey P. Beck Municipal Building, Conference Room B
  - ✔ Solid Waste Advisory Committee, 7:00 PM, November 8, 2007, Audrey P. Beck Municipal Building, Conference Room B
  - ✔ Board of Education, 7:30 PM, November 8, 2007, Audrey P. Beck Municipal Building, Council Chambers
  - ✔ Youth Service Beareau Advisory Board, 11:30 AM, November 13, 2007, Audrey P. Beck Municipal Building, Conference Room B
  - ✔ Commission on Aging, 2:30 PM, November 13, 2007, Senior Center
  - ✔ Town-University Relations Committee, 4:00 PM, November 13, 2007, Audrey P. Beck Municipal Building, Council Chambers
  - ✔ Transportation Advisory Committee, 7:30 PM, November 13, 2007, Audrey P. Beck Municipal Building, Conference Room B
  - ✔ Town Council, 7:30 PM, November 13, 2007, Audrey P. Beck Municipal Building, Council Chambers
  - ✔ Historic District Commission, 8:00 PM, November 13, 2007, Audrey P. Beck Municipal Building, Employee Lounge

LEGAL NOTICE  
TOWN OF MANSFIELD  
PUBLIC HEARING NOVEMBER 13, 2007  
Proposed Amendments to the Mansfield Housing Code

The Mansfield Town Council will hold a public hearing at 7:30 PM at their regular meeting on November 13, 2007 to solicit public comment regarding the proposed revision to the Mansfield Housing Code to expand the rental certification zone.

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

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

Dated at Mansfield Connecticut this 5<sup>th</sup> day of November 2007.

PAGE  
BREAK



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Acting Town Manager *Handwritten initials*  
**CC:** Matt Hart, Town Manager; Mike Ninteau, Director of Building and Housing Inspection  
**Date:** November 13, 2007  
**Re:** Mansfield Housing Code, Expansion of Rental Certification Zone

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**Subject Matter/Background**

At Tuesday's meeting, the Town Council will conduct a public hearing regarding the proposed amendments to the Mansfield Housing Code. As you may recall, 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 rental certification zone without any addition to staff.

Attached please find two options from Mike Ninteau, Director of Building and Housing Inspection, to expand the rental certification zone under the Mansfield Housing Code. 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**

Unless the public hearing raises any additional issues that we have not considered, or if the Town Council wishes to make further revisions, staff recommends that the Council adopt the proposed amendments to the housing code.

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

*Move, effective November 13, 2007, to accept the proposed amendments to the Mansfield Housing Code, which amendments shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield.*

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	McCullum Road	5	R510 / R520		3 single, 1 two-family
3	Marrow 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

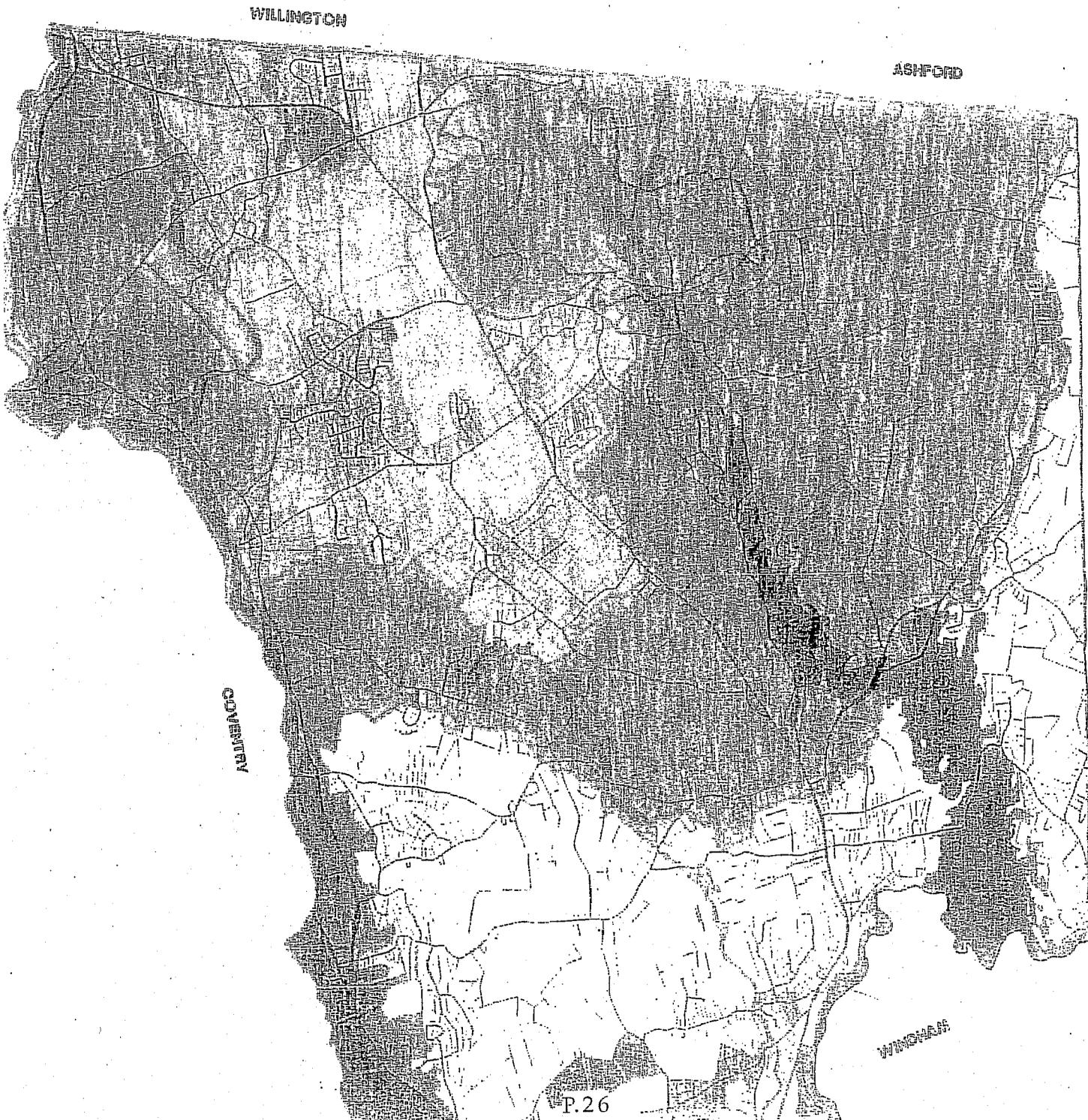
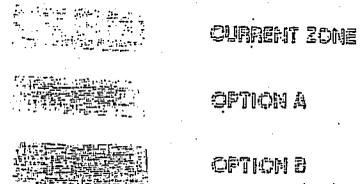
<u>Street #</u>	<u>Street Address</u>	<u>Dwelling Units</u>	<u>Land Use</u>	<u>Complex</u>	<u>Notes</u>
390	Stafford Road	2	R520		
405	Stafford Road	1	R510		
441	Stafford Road	1	R510		
442	Stafford Road	1	R510		
446	Stafford Road	1	R510	442 Stafford Road	
452	Stafford Road	1	C430		restaurant / apt.
456	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





**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Acting Town Manager *MC*  
**CC:** Matt Hart, Town Manager; John Jackman, Director of Emergency Management; David Dagon, Fire Chief  
**Date:** November 13, 2007  
**Re:** Community/Campus Relations

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**Subject Matter/Background**

I have attached for your review the University of Connecticut Spring Weekend 2007 Report. The report provides a comprehensive review of the weekend, as well as recommendations for the future.

**Recommendation**

Staff respectfully requests that the town council review this report, and present us with any follow-up questions or concerns.

**Attachments**

1) University of Connecticut Spring Weekend 2007 Report

In addition, staff from the Mansfield Resident State Trooper's Office and the Mansfield Fire Department, Office of the Fire Marshal met with the owners and management of local apartment complexes to discuss and implement various preventive measures against fires and other potential problems. The university also engaged in a public relations campaign to encourage students to act responsibly and to caution them about the ramifications of inappropriate and illegal behavior. And, the Town Manager's Office notified area residents of potential road closures and the EO Smith High School administration sent letters to the parents of its students to alert them of the potential dangers inherent to spring weekend.

Some planning and preventative measures from 2006 were continued and enhanced this year, and all appeared to have a positive impact. For one, the undergraduate student government, with the endorsement of the Mansfield Community-Campus Partnership on Substance Abuse, conducted an educational campaign to encourage students to celebrate safely and to alert them to the negative consequences of illegal behavior. The campaign also continued to focus upon a theme to "take back spring weekend" from the non-students that have come to frequent the event. As part of this effort, the students issued wrist bracelets to identify students and their guests from non-students and uninvited visitors.

Also, the Dean of Students Office continued its proactive approach to dealing with problem off-campus behavior and used the University Judicial Process to review violations of the student code of conduct in a more immediate fashion.

As another planning measure, the mayor and the town manager met with the commissioner of the Connecticut Department of Public Safety to discuss spring weekend and to determine if the department had any additional resources that it could bring to bear. The commissioner was very supportive, and, as a result of that meeting, the state police continued its expanded commitment of officers to the event. As in 2006, these additional officers were deployed to staff three DWI spot-checks established at key locations in town, as well as a separate "enforcement platoon" designed to enforce state and local liquor laws.

In a break from previous years a press conference was not held. There is antidotal evidence that this may have helped keep the media spotlight off UConn Spring Weekend and may have helped keep "outsiders" away from this year's event.

### EVENT CHRONOLOGY

*Thursday, April 19 into Friday, April 20*

Following tradition, the location for Thursday night's event was the Carriage House Apartments located on Carriage House Drive, off of Hunting Lodge Road, and approximately 8,000 to 10,000 people had gathered at Carriage House Apartments by 10:00 PM. The weather was seasonable throughout the evening with a high temperature of approximately 60 degrees and a low temperature of approximately 40 degrees. Small crowds started gathering late afternoon early evening hours, with the first deployment of State Police squads at approximately 4:30 p.m. and by 8:00 p.m. the state had deployed its full complement of 148 personnel. In addition, the town located fire police and town officers to control traffic along the affected roads.

As in 2005 and 2006 the number of additional personnel assigned by the commissioner to work the event, this year's contingent of 148 state police officers considerably exceeded the deployment of personnel from

previous years. In 2004, for example, the state had assigned approximately 100 officers to provide service on Thursday evening. Some of the officers were assigned to three separate spot-checks, (which were operationalized at 9:30 p.m.) in the area to conduct driving-while-intoxicated (DWI) enforcement, and the 22 personnel formed a separate "enforcement platoon" stationed along the perimeter of Carriage House Apartments to enforce liquor law violations. According to the state police, both of these tactics were successful and should be incorporated within the operations plan for future years. Although the number of DWI arrests was lower than anticipated, the spot-checks helped to control the volume of traffic and the police issued a number of motor vehicle infractions.

The state police closed the road to vehicular traffic by 9:00 p.m., and an estimated crowd of 10,000 people gathered within the apartments and on Carriage House Drive, with the largest group in and around Buildings # 15 & 17. According to the state police, "the partygoers were generally well behaved." There was no reported property damage. The partygoers did set off occasional fireworks, and did not overturn any vehicles. That evening, state police made 9 custodial arrests, including 4 UConn students, for criminal offenses, and issued 4 infractions. In addition, the personnel at the DWI Checkpoints made 1 custodial arrest. The police started to disperse the crowd at midnight, and the scene was quiet by about 2:00 a.m.

The Mansfield Fire Department also established a command post and triage area onsite with assistance from other area departments. A total of 94 emergency services personnel worked on Thursday evening and handled 29 medical incidents, of which 17 involved transports to area hospitals. The majority of the injuries were classified as non-life threatening. However, as in past years some cases of alcohol poisoning were treated.

*Friday, April 20 into Saturday, April 21*

In the past, the activities on Friday night primarily involved smaller parties at student housing sites around town. More recent years, however, have seen the development of large-scale parties at Celeron Square Apartments, located directly across Hunting Lodge Road from the Carriage House complex. This year was no exception to the recent trend, as approximately 10,000 to 12,000 people gathered on Friday night at Celeron Square. Since Celeron Square is sited on property belonging to UConn, university police have primary jurisdiction for that complex. Yet, because the size of the crowd was so significant, the university police required the assistance of the state police to adequately respond to the event. By 9:00 p.m., the state police had deployed its full complement of 148 personnel with most of its officers assigned to Celeron Square and a reserve dedicated to Carriage House. As in 2005 and 2006, and consistent with the previous evening, this deployment exceeded the state police contingent from prior years, with 21 officers assigned to DWI spot-checks and 22 officers assigned to the "enforcement platoon." The police closed the road to vehicular traffic by 9:00 p.m.

Similar to Thursday night, the weather was seasonable throughout the evening but temperatures were slightly warmer, with a high of approximately 70 degrees and a low of approximately 30 degrees. The apparent 'mob' mentality was noted within portions of Celeron Square, during the evening and a moderate degree of non-compliance with state police instructions was encountered again this year. The partygoers did set off occasional fireworks, did light two fires, and did not overturn any vehicles. On Friday, Connecticut State Police made 12 custodial arrests within Celeron Square for criminal offenses. Of the 12 arrests, 5 were UConn students. Despite the tenor of the crowd, the officers were able to start dispersing the crowd at midnight (without incident) and the scene was quiet by about 2:00 a.m.

However, the State Police reported that "Due to the large number of people present at Celeron Square, any fewer State Police personnel could have created an unsafe environment for police and partygoers."

Emergency services personnel retained their command post/triage area at the Carriage House site, and on Friday night they deployed 95 personnel and treated 22 medical incidents, of which 16 were transported to area hospitals. The majority of the injuries were classified as non-life threatening. However, as in past years some cases of alcohol poisoning were treated.

*Saturday, April 21 into Sunday, April 22*

In keeping with tradition, Saturday's night's unsanctioned event took place at the X-lot parking lot on the campus proper, which is under the jurisdiction of the UConn police. Also, the university sponsored a concert event that evening in Gampel Pavilion. UConn police handled security at the concert, and experienced little law enforcement problems.

Similar to Friday night, the weather was seasonable throughout the evening but temperatures were slightly warmer with a high of approximately 75 degrees and a low of approximately 30 degrees. By 10:00 p.m. the state police had deployed its full complement of 144 personnel. The crowd remained "small" until approximately 10:30 PM with an estimated the crowd at 12,000 at midnight, which, was noticeably smaller than previous years. According to plan, state police "integrated" into the crowd to maintain order. On Saturday evening, the police continued the three DWI spot-checks and did deploy a separate enforcement platoon at the entrance to the North Parking Garage, and an additional enforcement platoon to the Subway/Store 24 parking lot.

At approximately midnight, police began dispersing the crowd. As reported by the police, the crowd was "the best behaved of the three nights," with "limited incidents of bottle-throwing and disruptive behavior." The state police made 1 custodial arrest that evening (a UConn student). The state police were able to disperse the crowd by approximately 12:30 a.m. and then assisted the university police in patrolling the campus until about 3:30 a.m.

With the location at X-lot, the university's emergency medical services and health services personnel treated the majority of incidents that evening.

In addition, The Mansfield Fire Department also established a command post at Station 307 with assistance from other area departments. A total of 44 emergency services personnel worked on Saturday evening and handled 5 medical incidents, of which 5 involved transports to area hospitals. The majority of the injuries were classified as non-life threatening. However, as in past years some cases of alcohol poisoning were treated. In addition, the Mansfield Fire Department responded to 5 outside fires in Carriage House and Celeron Square at the close of the evening.

### **FIRE AND EMERGENCY MEDICAL OPERATIONS**

As described to some degree above, over the weekend Mansfield Fire and EMS personnel responded to a number of calls and medical incidents ranging from acute intoxication, to first aid and assault injuries. The Mansfield Fire Department treated 56 medical incidents, of which 38 involved ambulance transports.

These numbers are consistent with the previous years. In addition the Mansfield Fire Department responded to a total of 7 outside fires over the three evenings.

Thursday, April 19, 2007: 29 patients Treated; 17 transported to area hospitals  
Friday, April 20, 2007: 22 patients treated; 16 transported to area hospitals  
Saturday, April 21, 2007: 5 patents treated; 5 transported to area hospitals

Thursday, April 20, 2006: 18 patients Treated; 11 transported to area hospitals  
Friday, April 21, 2006: 29 patients treated; 14 transported to area hospitals  
Saturday, April 22, 2006: 5 patents treated; 5 transported to area hospitals

As in 2006, the Mansfield Fire Department received assistance from the State Department of Health and utilized the DPH Medical Mobile Command Post as a command post and for records management. The command post proved to be a very practical and successful resource to use as a command post as it provided communications equipment and a workspace to successfully manage an incident of this size and complexity.

The Mansfield Fire Department with assistance from mutual aid fire and EMS agencies devoted approximately 1744 hours to Spring Weekend operations. Volunteers alone contributed approximately 1,403 hours over the three-day period, and not included in this number of volunteer hours are the support-related activities such as planning and briefing sessions, officer meetings, arrangements for food, and time spent procuring the light tower, generators, tents and other incidentals.

### SUPPORTING DEPARTMENTS/AGENCIES

In addition to the above listed local, regional and state departments and agencies the following Town of Mansfield Departments contributed resources to Spring Weekend: Maintenance Department; Board of Education; Department of Public Works; and Office of Emergency Management.

### TOTAL ARRESTS

Over the weekend, the Connecticut State Police and the UConn Police made 87 arrests and issued 13 infractions.

### STAFFING COSTS

Throughout Spring Weekend, Mansfield's town officers and assigned resident state troopers worked 414 hours of overtime at a total cost of approximately \$16,052. This figure does include hours worked at straight time by part-time town officers, but does not include regular hours worked by the full-time town officers and resident troopers during this time frame.

As reported by the Chief of the Mansfield Fire Department, the department's full and part-time fire personnel worked an additional 188.5 hours of straight time and 152.0 hours of over-time at a total

cost of \$8,736. Also, using an hourly figure of \$18.77, the value of the volunteer hours contributed to the event can be estimated at \$23,334. Combined with the figure of \$8,736 for paid personnel, this brings the cost for fire and emergency services personnel to \$35,070. This figure does not include the regular hours worked by fire personnel or the costs of supplies or equipment costs.

Over the three days of the University Spring Weekend, additional staffing expenditures for the town police and fire agencies total approximately \$24,788. It should be noted that this cost does not include volunteer time or costs associated with planning, training, or coordination activities. The Connecticut State Police, the University of Connecticut and other responding agencies and organizations undoubtedly experienced significant additional staffing costs as well.

### OBSERVATIONS

Every year following spring weekend, most of the primary agencies involved conduct an after-action review to examine the weekend in detail, and to note what actions worked well and what might need improvement. The after-action review is an essential planning tool for the future.

Following spring weekend 2007, the Connecticut State Police and the Mansfield Fire Department both conducted a thorough after-action review. The following observations are illustrative and informative:

- The addition of the "Virtual Command Post" from the Connecticut Intelligence Center was very helpful in providing situational awareness and coordination of all of the public safety agencies involved.
- Although they did not result in a great number of arrests, the DWI checkpoints were successful as a deterrent
- The state police did write violations for the open container ordinance – this should be expanded for next year
- Carriage House could benefit from a fence along its frontage
- The DPH Mobile Medical Command Post was a valuable addition to the organization
- It is disappointing that the DMAT was not put into place by the state – we should try to get the team scheduled for next year
- UConn's checkpoint along the path was successful in terms of providing a public safety presence and in disposing of alcohol
- Carriage House Apartment's provision against kegs seems to be having some effect – the number of kegs is way down
- Running the concert late is a good strategy to alleviate some of the numbers at X-lot
- Opening the Student Union and programming activities for students during Spring Weekend was a strategy in providing alternative activities – this should be expanded for next year.
- There seemed to be less broken glass and less vandalism this year
- The DPH Mobile Medical Command Post was utilized for regular briefings of police, fire, and emergency management command staff and would be a good location for a unified command next year

- Dedicating two town officers to serve the remainder of the town worked well to ensure that the rest of the town had police coverage

### SUMMARY

We can attribute much of credit for the relatively limited level of violence and injury experienced during Spring Weekend 2007 to the efforts of the public safety and emergency services personnel who were assigned and responded to the event. All of these staff members (career and volunteer) – from the town, the university, the state and the region – appeared very well prepared for the event and handled their responsibilities in a most capable and professional manner. The town and the university were very fortunate to have had the assistance of these dedicated staff and volunteers throughout the weekend.

In addition, credit must be given to staff members from the University of Connecticut and the Town of Mansfield who have worked throughout this last year to change the nature of the event and to advocate for responsible behavior on the part of the partygoers.

PAGE  
BREAK



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Acting Town Manager *MC*  
**CC:** Matt Hart, Town Manager; Lon Hultgren, Director of Public Works; Robert Miller, Director of Health; Gregory Padick, Director of Planning  
**Date:** November 13, 2007  
**Re:** Community Water and Wastewater Issues

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**Subject Matter/Background**

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

**Attachments**

- 1) T. Callahan re: Water Conservation Update
- 2) New England Water Utility Services, Inc. re: UConn Water System Supply and Conservation Assessment - Update

**Matthew W. Hart**

**From:** Callahan, Thomas  
**Sent:** Saturday, October 27, 2007 12:54 PM  
**To:** Paterson, Elizabeth; Matthew W. Hart; Gregory J. Padick  
**Cc:** Barry Feldman  
**Subject:** FW: Water Conservation Update

Fyi... Call with any questions or concerns you may have. Tom

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**From:** Callahan, Thomas  
**Sent:** Saturday, October 27, 2007 12:53 PM  
**To:** Hogan, Michael; Aronson, Lorraine; 'Deckers, Peter J.'; Feldman, Barry; Nicholls, Peter; Hathaway, Jeffrey; Brohinsky, Scott; bcarlson@adp.uchc.edu; Evanovich, M; 'jmartin@foundation.uconn.edu'; Rhodes, Stephen; Saddlemire, John; Schurin, Ronald; Troyer, Lisa  
**Cc:** Pierce, C; Saddlemire, John; Roberts, Eugene; Pacholski, Michael; Tussing, Timothy; Peter J. Pezanko (ppezanko@water.com); Grava, Karen; Miller, Richard; Coite, Jason  
**Subject:** Water Conservation Update

All:

Attached is the latest assessment of the University's water supply and demand conditions. It is prepared by New England Water Utilities Services, Inc., our water system supply manager and operator.

To summarize its key points, streamflow and groundwater conditions are rebounding, albeit it slowly. Consumption continues to trend downward when measured against prior month and prior year month. Significant co-generation induced demands have also trended downward as a result of the moderating outside temperature conditions and some operating adjustments.

These improving conditions provided the opportunity to return to the use of plates, glasses and silverware in the University's dining facilities effective this morning. This measure was one of several implemented in early September. As a matter of prudent management, we will leave the remaining mandatory (limits on outdoor irrigation, closure of university wash bay, etc) in place as well as those voluntary measures outlined in the attached memo until conditions improve further.

DEP and DPH regulatory staff were advised on Thursday. We will send a note to the University community on Monday.

I'd like to thank Dennis Pierce, his team and our students for their support. Their leadership made an important substantive difference in University consumption and community awareness during this very important time. The combined efforts of the NEWUS, Facilities Operations and the Office of Environmental Policy, Media Relations teams has also been invaluable in managing this challenge.

We're not completely out of the woods and will continue watch and manage carefully until conditions return fully to normal

Please be in touch should you have any questions or need additional information.

Regards,

Tom



NEW ENGLAND WATER UTILITY SERVICES

## INTEROFFICE MEMO

SUBJECT: UConn Water System Supply and Conservation Assessment – Update  
DATE: October 25, 2007  
FROM: Pete Pezanko  
TO: Tom Callahan  
CC: Tim Tussing, Mike Pacholski, Eugene Roberts, Tom Marston,  
Maureen Westbrook, Terry O'Neill, Dave Radka

### Water Conservation Alert

A Water Conservation Alert was issued on August 6 by the University, in compliance with the water supply emergency contingency plan, which asks system users to conserve water based on when stream flows in the Fenton River are reduced below specific levels. This request for voluntary conservation was the first stage of the University's comprehensive five step emergency contingency plan. The triggers for subsequent steps are based on a combination of operational factors including projected available supply, projected water usage, and tank storage levels.

### Stage II Drought Watch – Mandatory Conservation

On September 5, the University moved to a Stage II Drought Watch and immediately initiated mandatory conservation measures, supplementing those voluntary measures already in place. In addition to the mandatory conservation measures identified in the emergency contingency plan, the university raised room temperatures 4 degrees and began serving breakfast and lunch on paper plates and in plastic cups at dining halls. Extensive communication was also initiated at this time to ensure all internal and external customers and other critical stakeholders – including state regulatory officials – were kept properly informed.

The University has kept its Stage II Drought Watch and Mandatory Conservation in full force and effect since its September 5 implementation.

### Continued Evaluation

- Average daily demand for the month of October is 1.48 mgd, which is a decrease of 4.8% from the prior month and 6.9% from 2006 October monthly demand.
- Test well 2 water levels, while still depressed, continue to slowly recover. From a low of 26.2 feet on October 6, water levels have risen approximately 1.5 feet, which is likely due to more frequent resting of the wells. Water levels in well #4 have stabilized at 2 to 3 feet above the screen at a pumping rate of 200gpm.

- Significant precipitation on October 19 caused flow in the Fenton to peak at > 20 cfs. However, flows have subsequently receded to under 5 cfs, with continued recession expected. This is consistent with USGS data that indicate streamflow in the eastern part of the state remains below long-term medians for this time of year.
- NOAA has upgraded the region's drought status to an "Improved Area", indicating that the drought is likely to continue to improve and impacts ease. The agency's 6 – 10 day forecast suggests more normal precipitation.
- It is important to note that the University has sufficient available water to meet the on and off campus demands of the system. UConn has chosen not to use any water from the Fenton Wellfield in deference to the Fenton River Study that was completed in 2006 and that recommended reductions in withdrawals under certain low-flow periods. While UConn remains committed to addressing the serious drought conditions in the area through continued implementation of conservation measures, should conditions worsen or should there be an emergency, such as a major fire, the Fenton Wells may need to be activated for some period of time to supplement pumping from the Willimantic Wells. It is expected the University will shortly complete its modeling assessment of Well D withdrawals.

### Recommended Next Steps

- The University and its professional water system operator and manager, New England Water Utility Services (NEWUS), continue to closely monitor and assess all relevant information to determine if additional measures should be taken. At this time, NEWUS recommends **moving from the Stage II Drought Watch back to Stage IB - Advisory**. This would allow the university to relax some of the mandatory conservation measures that have been implemented during the drought. With this change, the University may find it advantageous to ease certain restrictions, such as those that pertain to dining hall activities. Because of the continued uncertainty over long-term weather patterns, however, limits on outdoor usage and voluntary conservation measures should remain in place for the time being.

In their communications announcing the move from the Drought Watch back to Advisory, the University will reiterate the importance of continued efforts in water conservation and again ask that people:

- ✓ Take shorter showers
- ✓ Run dishwashers and washing machines with full loads,
- ✓ Don't let water run continuously when washing dishes, shaving and brushing teeth
- ✓ Avoid washing cars or power washing buildings
- ✓ Reduce lawn watering or water in the late evening
- ✓ Don't fill swimming pools
- ✓ Raise the thermostat temperature in UConn buildings
- ✓ Report leaky fixtures in UConn buildings to campus officials

Additionally, the university will continue to monitor its own facilities and activities to voluntarily minimize use.

- It is recommended the University complete its evaluation of the potential use of Fenton Well D, in consultation with DEP and DPH staff.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Acting Town Manager *maria*  
**CC:** Matt Hart, Town Manager; Robert Miller, Director of Health  
**Date:** November 13, 2007  
**Re:** Issues Regarding the UConn Landfill

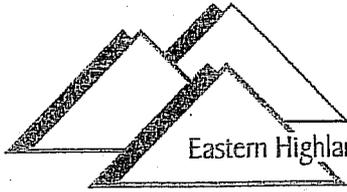
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**Subject Matter/Background**

I have attached for your information recent correspondence regarding the UConn landfill. At this time, the Town Council does not need to take any action on this item.

**Attachments**

- 1) R. Miller re: UConn Landfill Project Progress Report – July, August, & September 2007
- 2) University of Connecticut re: Quarterly Progress Report – July, August, and September 2007



Eastern Highlands Health District

4 South Eagleville Road • Mansfield CT 06268 • Tel: (860) 429-3325 • Fax: (860) 429-3321 • Web: [www.EHHD.org](http://www.EHHD.org)

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## Memo

**To:** Matt Hart, Town Manager

**From:** Robert Miller, Director of Health 

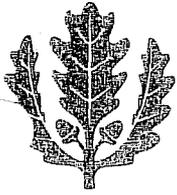
**Date:** 11/2/2007

**Re:** UConn Landfill Project Progress Report – July, August, & September 2007

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Per your request, I have reviewed the above reference report. To the best of my knowledge, the information provided in the report is representative of the ongoing activities associated with the landfill project. Of note, the project close out date is pushed back six months to June 2008. The balance of the report content is consistent with the expectations of this office.

Please feel free to contact me if you have any questions.



University of Connecticut  
*Office of the Vice President and  
Chief Operating Officer*

Office of Environmental Policy

Richard A. Miller  
*Director*

OCT 22 2007

October 19, 2007

Raymond L. Frigon, Jr.  
Environmental Analyst  
State of Connecticut, Department of Environmental Protection  
Bureau of Water Protection and Land Reuse  
79 Elm Street  
Hartford, CT 06106-5127

RE: CONSENT ORDER #SRD 101, STATE OF CONNECTICUT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION (CTDEP)  
QUARTERLY PROGRESS REPORT - JULY, AUGUST, AND SEPTEMBER 2007  
UNIVERSITY OF CONNECTICUT LANDFILL, STORRS, CT  
PROJECT # 900748

Dear Mr. Frigon:

The University of Connecticut (UConn) is issuing this Quarterly Progress Report to the Connecticut Department of Environmental Protection (CTDEP). Project progress is discussed for the following topics:

- Tentative Closure Schedule - Construction Schedule update
- Hillside Environmental Education Park (HEEP)
- Monthly Construction Activity Reports (July-September)
- Monthly Permitting Activity Reports (July-September)
- Construction Photographs
- Consultant Activities (July-September)
- Long-Term Monitoring Plan (LTMP)
- Technical Review Session Information
- Proposed Sampling Year 2007
- Project Permits, Approvals, Conditions
- Background-Remedial Action Plan Implementation, Landfill and Former Chemical Pits
- UConn's Technical Consultants - Hydrogeologic Investigation Team
- Schedule for Compliance (Revision No. 3)
- Listing of Project Contacts
- UConn Project Web Site
- Project Documents
- Certification

*Equal Opportunity Employer*

31 LeDoyt Road Unit 3055  
Storrs, Connecticut 06269-3055

Telephone: (860) 486-8741  
Facsimile: (860) 486-5477

CTDEP Consent Order  
 Quarterly Progress Report- July, August, and September 2007  
 October 19, 2007

Tentative Closure Schedule – Construction Schedule update

O&G Industries, Inc., the Construction Manager (CM) has provided an updated schedule as of September 25, 2007. Revisions from previous reports are shown in bold italics.

<u>Construction Task</u>	<u>Estimated Start Date</u>	<u>Estimated Completion Date</u>
Mobilization, Site Preparation, and Stormwater and Erosion Control	July-06	Completed August-06
Contaminated Sediment Removal and Relocation	September-06	Completed December-06
Construction of the leachate interceptor trenches (LITs)	November-06	Completed December-06
Waste Consolidation	August-06	Completed August-07
Land Reshaping and Grading	August-06	Completed November-07
Installation of Monitoring Wells	February-07	Completed August-07
Stormwater Ponds & Outfall Installations	January-07	October-07
Cover System Installation	August-07	October-24, 2007
<i>Pave Access Road</i>	<i>October-07</i>	<i>November-07</i>
<i>Winter Shutdown</i>	<i>December 31, 2007</i>	<i>April 2, 2008</i>
<i>Parking Lot and Walk Paving</i>	<i>April 15, 2008</i>	<i>April 29, 2008</i>
<i>Closeout - Project Completion, Demobilization</i>	<i>May 21, 2008</i>	<i>June 02, 2008</i>
Preparation of closure certification report	Following Project Closeout	90 - 120 Days Following Project Closeout

Hillside Environmental Education Park (HEEP)

CTDEP has approved a Remedial Action Plan (RAP) to close the UCONN landfill and former chemical pits and remove leachate-contaminated sediments from wetlands located along the landfill perimeter in order to provide a sustainable solution to the site's environmental problems. In addition to the landfill remediation, this plan also requires a wetlands mitigation project.

Aside from the required clean-up and mitigation, this project area has been designated as the Hillside Environmental Education Park (HEEP). Working closely with the Landfill Remediation team, the faculty, staff, and students involved in planning HEEP are focused on determining ecological and educational uses of the landfill site both during and after the landfill closure process. Over the last few years, these members have worked at identifying and encouraging faculty and student groups interested in using the landfill site to pursue research in environmentally related fields. These areas may include topics such as environmental rehabilitation and sustainability, wildlife research, wetlands ecosystem development and research, and invasive species management. UConn is currently coordinating with the CTDEP in finalizing a legal Conservation Agreement to be signed and filed with the Town of Mansfield land records.

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Monthly Construction Activity Reports

The following construction related work was completed since the last quarterly report:

**July 2007**

After completion of the second phase of Deep Dynamic Construction (DDC) in June, Haley and Aldrich (H&A) reviewed the survey information provided by R. Bates and Sons to determine the final elevation of the future parking lot on the top of the landfill. This survey information revealed that there was more material than anticipated during design, so a revised grading plan was developed and issued as Bulletin #4. This bulletin only addressed grading in the north and central areas of the landfill. The southern areas will be addressed in Bulletin #5 at a future date. With these changes to the grading, the liner installation had to be pushed in the schedule. The liner installation was scheduled for the end of August. This schedule shift will result in the final pavement of the parking lot to be done in the spring of 2008.

R. Bates and Sons (Bates) moved quickly to achieve the revised grading plan, and the placement of subgrade material. They cut in the trenches for the storm water system at their new elevations in the north and placed subgrade material in all of these trenches. They also placed subgrade material on the whole northern end and central areas of the landfill. The remainder will be completed once Bulletin #5 is issued.

Ducci Electric (Ducci) received and placed both the electrical cabinet and the data cabinet. Ducci then pulled wire from the electrical cabinet to both compressor buildings. They also installed the duct bank along North Hillside Road for our communications tie in and received and placed the new transformer for the project. Ducci is currently making plans for the "tie in" for power at the top of the new access road.

Other work performed during the month of July was screening onsite material for liner installation at a later date, installation of the remaining drainage structures along the access road, continuation of temporary pumping of the LIT Trench in the north, construction of the two outlook platforms in the wetland areas, placing of subgrade material on the access road and grading in the chemical pit area.

**August 2007**

Bulletin #5 was issued at the beginning of August giving Bates the information they needed to continue with the revised grading on top of the landfill in the southern section. Bates moved quickly on Bulletin #5 in attempt to start the liner installation sooner than scheduled. They achieved their goal with the revised grading and cutting in the trenches for the drainage lines and allowed their liner subcontractor to start ahead of schedule.

New England Liner, Bates' subcontractor, began liner installation in the northwest corner of the landfill. After two weeks of work, they have completed liner installation on approximately 75% of the landfill slopes. The remaining slope areas in the south will be completed after the liner is installed on the top of the landfill. The liner installation on top is temporarily on hold until we receive information related to installing light pole, gas vent, camera and blue phone bases. The team is currently trying to develop a plan to allow installation of the liner prior to these bases, once again to maintain or push ahead of schedule.

Other work performed during the month of August was screening of topsoil for landscaping at a later date, installation of the remaining LIT Recovery Well #3, installation of additional gravel along the access road per Bulletin #5, continuation of temporary pumping of the LIT Trench in the north, installation of two monitoring wells in the area of F lot and installation of an electrical duct bank and extension of an existing sanitary line both across the access road to be used on a future project.

## CTDEP Consent Order

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### September 2007

During the month of September, liner installation continued on top of the landfill after a plan to continue prior to receiving bases for light poles, future cameras and gas vents was approved. This approved plan was to install large Sonotubes in place of the bases. The liner would be installed over these tubes. Once the bases are delivered, the liner would be cut over the Sonotubes, and bases installed inside of the tubes. Half of the liner on top of the landfill was completed this month.

Bates began placing stone on the slopes where liner has been completed. Other work performed during the month of September was continuation of temporary pumping of the LIT Trench in the north, electrical tie in of power for the project site, delivery and mechanical installation of the compressors and well pumps, gas vent piping, installation of the North Pond outlet structure, installation of the north storm water drainage line down the north face of the landfill, and miscellaneous electrical work in the compressor buildings.

### Monthly Permitting Activity Reports

The following permit-related work was completed since the last quarterly report:

#### July 2007

Bates continued pumping from the northern Leachate Interceptor Trench (LIT) to the university wastewater treatment plant using a temporary, portable vacuum pump.

Haley & Aldrich developed a plan to manage the excess material, including the topsoil within the landfill.

Mason & Associates, Inc. (Mason), the project wetlands scientist, conducted some monitoring work on September 30, 2007 - GPS data collection of special habitat features such as coarse woody debris in the wetland creation and restoration areas.

A meeting was held on September 27, 2007 with University officials, Haley & Aldrich, Mason and O&G to discuss the proposed Hillside Environmental Education Park (HEEP). The agenda included issues such as the creation of interpretative trails, observational platform and educational use of the open space area.

Bates finished installing wetlands observation boardwalks in Wetland Area C West and the Wetland Creation Area.

#### August 2007

UConn authorized Haley & Aldrich to proceed with the design of the Hunting Lodge Road "pull-off," which will encourage public access to the Conservation Area being established per the project Permit requirements.

New England Liner placed flexible membrane liner over the landfill, provided independent testing and TRI/Environmental tested the heat-fusion welded seams on behalf of UConn

The site contractor Bates continued pumping from the northern LIT to the university wastewater treatment plant using a temporary, portable vacuum pump.

CTDEP approved Haley & Aldrich's proposal to place excess fill material under the liner in the former chemical pits area, raising the design grade by approximately 6 to 12 inches.

September 2007

Haley & Aldrich proceeded with the design of the Hunting Lodge Road "pull-off".

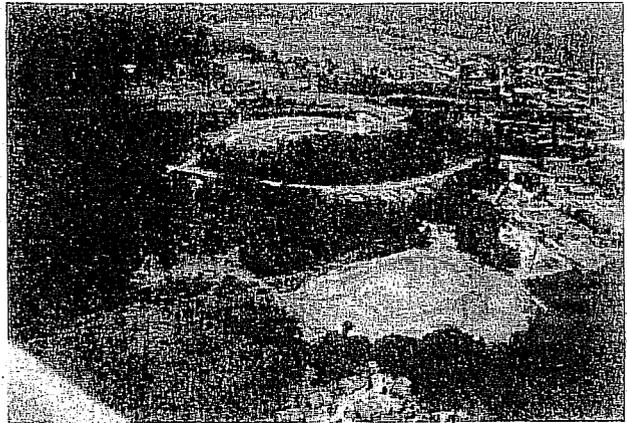
TRI/Environmental continued to test the heat-fusion welded seams.

Bates continued pumping from the northern Leachate Interceptor Trench (LIT) to the university wastewater treatment plant using a temporary, portable vacuum pump

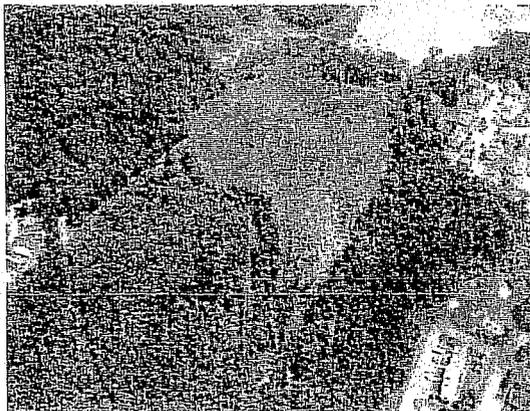
Construction Photographs



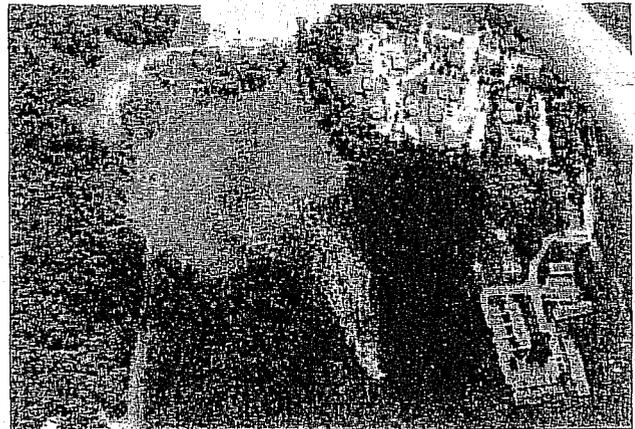
Northern Wetlands Creation Areas  
August 1, 2007



Aerial View Looking East, August 1, 2007

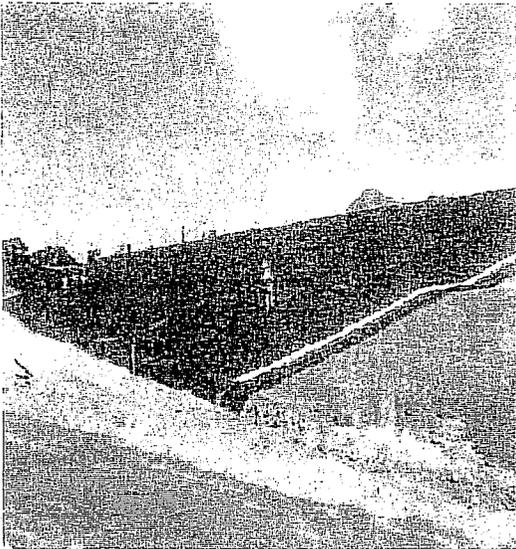


Wetlands Creation Areas - August 1, 2007

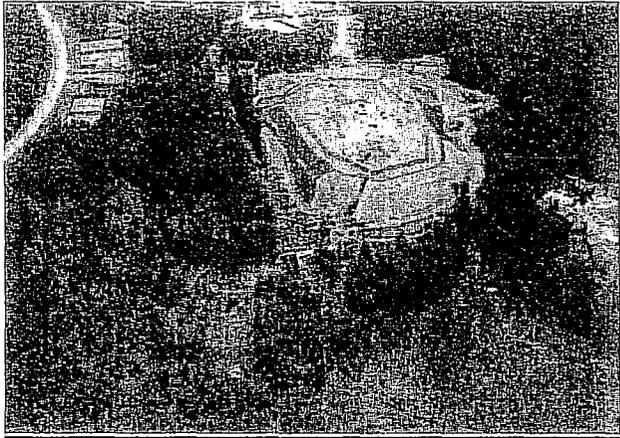


Wetlands Creation Areas - August 1, 2007

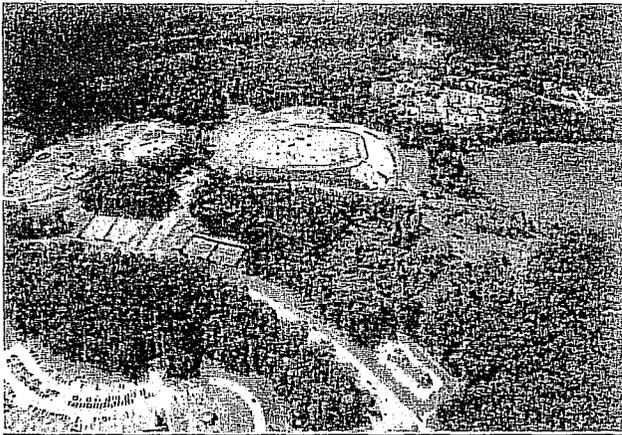
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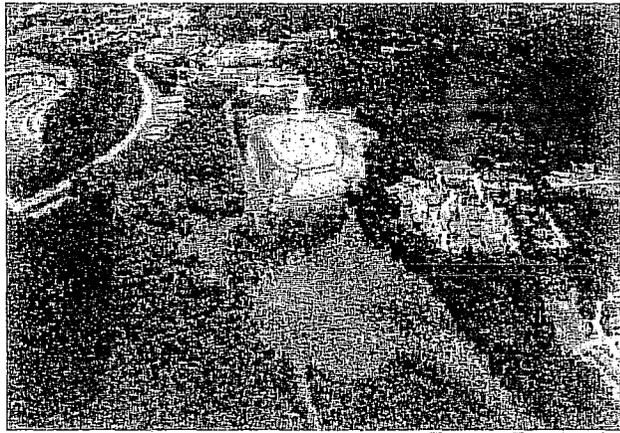
UConn Landfill liner placement on west slope - August 28 2007



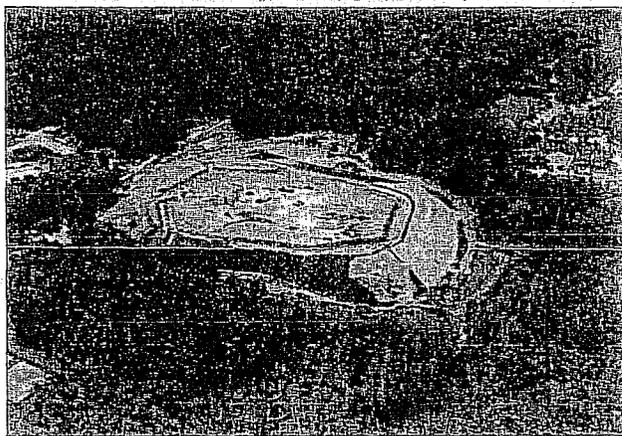
Aerial View, Looking South, September 12, 2007



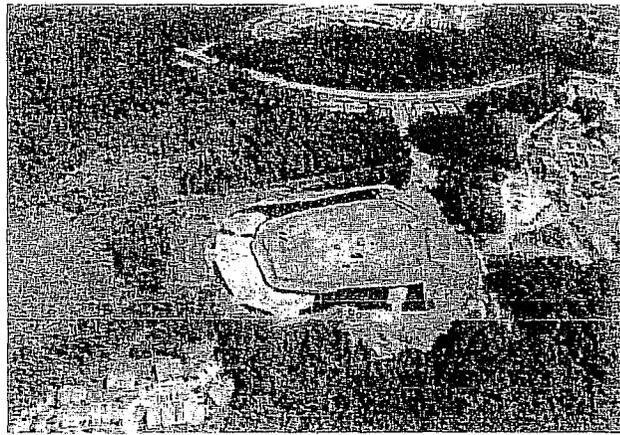
Aerial View, Looking West, September 12, 2007



Aerial View, Looking South, September 12, 2007

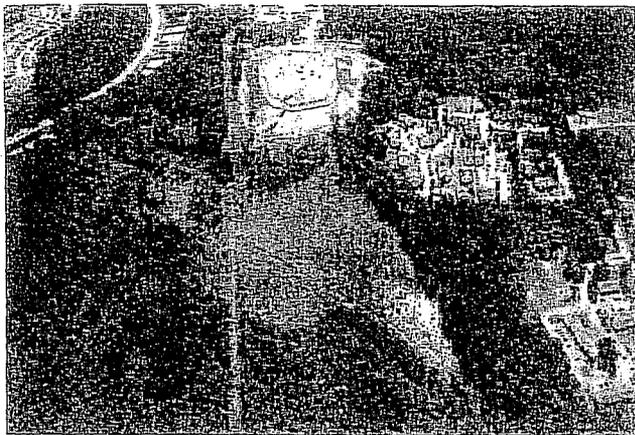


Aerial View, Looking West, September 12, 2007

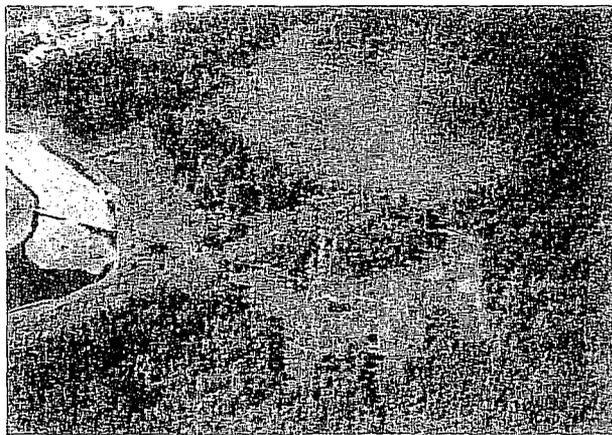


Aerial View, Looking East, September 12, 2007

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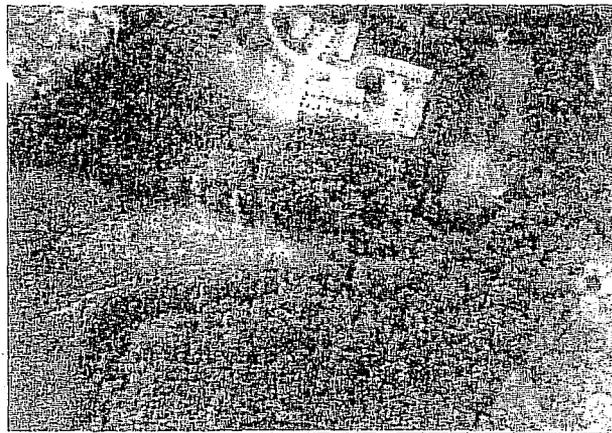
Aerial View, Looking South, Wetland Creation Areas in Foreground, September 12, 2007



Aerial View, Looking West, Wetland Creation Areas, September 12, 2007



Aerial View, Looking North September 12, 2007



Aerial View, Looking West, Wetland Creation Areas, September 12, 2007

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Consultant Activities (July - September)

July 2007

<u>Organization</u>	<u>Activity</u>
UConn	<ul style="list-style-type: none"> <li>◦ Discussions with Engineers and CM regarding landfill closure</li> <li>◦ Attended weekly construction progress meetings</li> </ul>
Haley & Aldrich	<ul style="list-style-type: none"> <li>◦ Attended weekly construction progress meetings</li> <li>◦ Contract Administration and Inspection</li> </ul>
Earth Tech	<ul style="list-style-type: none"> <li>◦ Attended weekly construction progress meetings</li> </ul>
USGS	<ul style="list-style-type: none"> <li>◦ No activity</li> </ul>
Phoenix	<ul style="list-style-type: none"> <li>◦ Analytical laboratory work</li> </ul>
Regina Villa Associates (RVA)	<ul style="list-style-type: none"> <li>◦ Updated landfill webpage text regarding remedial construction activities</li> </ul>
Field Safety Corporation	<ul style="list-style-type: none"> <li>◦ Third party inspection of project site safety conditions</li> </ul>
Camp Dresser & McKee (CDM)	<ul style="list-style-type: none"> <li>◦ No activity</li> </ul>

August 2007

<u>Organization</u>	<u>Activity</u>
UConn	<ul style="list-style-type: none"> <li>◦ Attended weekly construction progress meetings</li> <li>◦ Discussions with Engineers and CM regarding landfill closure</li> </ul>
Haley & Aldrich	<ul style="list-style-type: none"> <li>◦ Discussion with CM regarding landfill closure</li> <li>◦ Attended weekly construction progress meetings</li> <li>◦ Contract Administration and Inspection</li> </ul>
Earth Tech	<ul style="list-style-type: none"> <li>◦ Contract administration services</li> <li>◦ Discussion with CM regarding landfill closure</li> <li>◦ Attended weekly construction progress meetings</li> </ul>
USGS	<ul style="list-style-type: none"> <li>◦ No activity</li> </ul>
Phoenix	<ul style="list-style-type: none"> <li>◦ No activity</li> </ul>
Regina Villa Associates (RVA)	<ul style="list-style-type: none"> <li>◦ Updated landfill webpage text regarding remedial construction activities</li> </ul>
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 Quarterly Progress Report- July, August, and September 2007  
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September 2007

<u>Organization</u>	<u>Activity</u>
UConn	<ul style="list-style-type: none"> <li>◦ Discussions with Engineers and CM regarding landfill closure</li> <li>◦ Attended weekly construction progress meetings.</li> </ul>
Haley & Aldrich	<ul style="list-style-type: none"> <li>◦ Discussion with CM &amp; Trade Contractors regarding landfill closure</li> <li>◦ Contract Administration and Inspection</li> <li>◦ Attended weekly construction progress meetings</li> </ul>
Earth Tech	<ul style="list-style-type: none"> <li>◦ Contract Administration and Inspection Services</li> <li>◦ Discussion with CM regarding landfill closure</li> <li>◦ Attended weekly construction progress meetings</li> </ul>
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Field Safety Corporation	<ul style="list-style-type: none"> <li>◦ Third party inspection of project site safety conditions</li> </ul>

Long-Term Monitoring Plan (LTMP)

On July 10, 2007 Haley & Aldrich submitted to CTDEP, the latest Long Term Sampling Plan Report, April 2007, Sampling Round #3.

Technical Review Session Information

No changes or updates to report since last Quarterly Report

Proposed Sampling Year 2007

No changes or updates to report since last Quarterly Report

Project Permits, Approvals, Conditions

No changes or updates to report since last Quarterly Report

Background - Remedial Action Plan Implementation, Landfill and Former Chemical Pits

No changes or updates to report since last Quarterly Report

UConn's Technical Consultants - Hydrogeologic Investigation Team

**Haley & Aldrich:** Haley & Aldrich is conducting construction contract administration and inspection services, as well as monitoring well samplings. Work also included technical input and the review of permitting and design work for landfill and former chemical pits remediation based on final RAP. Consultant prepared the submitted Closure Plan, provided construction drawings and specifications, and prepared the submitted Permit applications to CTDEP and ACOE. Consultant assisted in the preparation of the Comprehensive Hydrogeologic Report and RAP, as well as public meeting preparation. Consultant is providing contract administration and inspection services during construction.

**Earth Tech:** Earth Tech is conducting construction contract administration, conducted roadway layout and parking lot design work, and State Traffic Commission Certificate permitting services. Consultant is providing contract administration and inspection services during construction.

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**United States Geologic Survey:** The USGS work tasks included Final Supplemental Hydrogeologic Investigation Scope of Work contribution and reviews. The USGS interpreted surface geophysical survey data, conducted and interpreted borehole geophysical surveys, and is collecting bedrock ground-water level information. USGS was also involved in hydrogeologic data assessment and evaluation.

**Phoenix Environmental Laboratories, Inc.:** Phoenix is conducting sample analyses as part of the UConn Landfill project and LTMP.

**Regina Villa Associates:** RVA is the community information specialist and continues to produce and distribute the *UConn Update*. Work also included the integration of review comments and assistance with public involvement as well as public meeting preparation.

**Field Safety Corporation:** Third party inspection of project site safety conditions with a FSC team of trained professionals conducting thorough site assessment reviews.

**Camp Dresser & McKee (CDM):** Third party erosion and sedimentation controls inspector. CDM is helping UConn meet a wide array of State and federal environmental requirements.

Schedule for Compliance (Revision No. 3)

The submitted Plan for presentation and the Schedule for Compliance for Consent Order SRD-101 Hydrogeologic Investigation - University of Connecticut Landfill, F-Lot and Chemical Pits, Storrs, CT, has been proposed for modification as follows (completed items in italics):

Schedule for Compliance Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, CT – Updated September 25, 2007 (COMPLETED ITEMS IN ITALICS)		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
UConn Landfill and Former Chemical Pits — Ecological Assessment	<i>Results of Ecological Assessment and Implications of the Assessment on Evaluation of Remedial Alternatives</i>	<i>January 9, 2002 (presentation completed); April 11, 2002 (interim report submitted*)</i>
UConn Landfill and Former Chemical Pits — Conceptual Site Model (CSM), impact on bedrock groundwater quality	<i>CSM details and supporting geophysical, hydrological, and chemical data</i>	<i>February 7, 2002 (presentation completed) April 8, 2002 (interim report submitted*)</i>
Remedial alternatives for the UConn Landfill, former chemical pits, F-Lot, and contaminated ground water	<i>Report will be included as the Remedial Action Plan in the Comprehensive Report</i>	<i>June 13, 2002 (presentation completed)</i>

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Schedule for Compliance Hydrogeologic Investigation of UConn Landfill, F-Lot, and Former Chemical Pits, Storrs, CT – Updated September 25, 2007 (COMPLETED ITEMS IN <i>ITALICS</i> )		
Consent Order Deliverable	Contents	Dates of Presentations and Submittals to CTDEP
Comprehensive Hydrogeologic Report and Remedial Action Plan - integration of information in all interim reports and all previous reports	<ul style="list-style-type: none"> <li>▪ <i>Results of Comprehensive Hydrogeologic Investigation</i></li> <li>▪ <i>Remedial Action Plan</i></li> <li>▪ <i>LTMP</i></li> <li>▪ <i>Schedule (to include public and agency review, permitting, design, and construction)</i></li> <li>▪ <i>Post-Closure</i></li> <li>▪ <i>Redevelopment Plan for the UConn Landfill and F-Lot</i></li> </ul>	<p><i>August 29, 2002 (presentation)**</i></p> <p><i>October 31, 2002 (Comprehensive Report Submitted to CTDEP)</i></p>
Comprehensive Final Remedial Action Plan Report	<i>Release of Report and Plan for CTDEP and public review of remedial design</i>	<i>January 2003</i>
Remedial Action Design to include comprehensive interpretive design of the Landfill final cap	<i>Detailed design drawings and specifications of the preferred remedial alternative(s)</i>	<p><i>A Technical Review Committee Meeting was held Wednesday, June 25, 2003.</i></p> <p><i>Summer 2003 (Comprehensive Design Submittal)</i></p> <p><i>A public review session for the UConn landfill design took place at the Town of Mansfield, September 3, 2003.</i></p>
Implement Remedial Action Plan for the UConn Landfill, former chemical pits, F-Lot and contaminated groundwater	<p><i>Finalize detailed construction drawings, and specifications</i></p> <p><i>Develop bid packages based on approved Remedial Action Plan</i></p> <ul style="list-style-type: none"> <li>- <i>Competitive Bidding Process</i></li> <li>- <i>Select Contractor</i></li> <li>- <i>Obtain Permits as detailed in the Remedial Action Plan</i></li> </ul> <p><i>Mobilization &amp; Fieldwork</i></p>	<p><i>July 2003 through 2005</i></p> <p><i>(Contractor selection June/July 2004 Notice of Award Sent to O&amp;G)</i></p> <p><i>REVISED ***</i></p>
Initiation of Construction of Approved Remedial Option	<i>Selection of contractors and the beginning of Pre-Construction Phase Services and construction of approved remedial options</i>	<p><i>On-going – Construction activities began July 2006</i></p> <p><i>Mobilize contractor(s) (Contingent on Construction Timetable ***)</i></p> <p><i>REVISED ***</i></p>
Initiation of Long Term Monitoring Plan (LTMP)	<i>IMP/LTMP sampling continues quarterly.</i>	<p><i>LTMP started January 2006</i></p> <p><i>REVISED ***</i></p>
Completion of Remedial Construction	Comprehensive final as-built drawings and closure report for the UConn Landfill, former chemical pit area.	<p><b>June 2003</b> - Anticipated completion of construction (Contingent on Construction Timetable ***)</p> <p><b>REVISED ***</b></p>
Post-Closure Monitoring	Begin post-closure monitoring program of the Remedial Action upon approval from CTDEP	<p><b>June 2003</b> (Contingent on Construction Timetable ***)</p> <p><b>REVISED ***</b></p>

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- \* Interim reports submittals are the data packages that support the presentation accompanied by interpretive text sufficient for review. Comments received will be addressed.
- \*\* Results will not be complete until evaluation of data from MW 208R, if permission to drill from the property owner is received or an alternate is approved.
- \*\*\* Contingent on CTDEP approvals, construction timetable based on bidding market, weather conditions, numerous permitting issues, along with State and local reviews and conditions.

Listing of Project Contacts

Matthew Hart, Town Manager  
Town of Mansfield  
Audrey P. Beck Building  
4 South Eagleville Road  
Mansfield, CT 06268-2599  
(860) 429-3336

U.S. Environmental Protection Agency  
Northeast Region  
1 Congress Street (CCT)  
Boston, MA 02114-2023  
(617) 918-1554

Richard P. Standish, L.E.P.  
Haley & Aldrich, Inc.  
800 Connecticut Blvd. Suite 100  
East Hartford, CT 06108-7303  
(860) 290-3131

Raymond Frigon, Project Manager  
CT Department of Environmental Protection Water Management Bureau  
79 Elm Street  
Hartford, CT 06106-5127  
(860) 424-3797

Karen A. Grava, Media Communication Director  
University of Connecticut, Communications  
1266 Storrs Road, Unit 4144  
Storrs, CT 06269-4144  
(860) 486-3530

Richard Miller, Director  
University of Connecticut, Environmental Policy  
31 LeDoyt Road, Unit 3038  
Storrs, CT 06269-3038  
(860) 486-8741

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James Pietrzak, P.E., CHMM, Senior Project Manager  
University of Connecticut, Architectural & Engineering Services  
31 LeDoyt Road, Unit 3038  
Storrs, CT 06269-3038  
(860) 486-5836

UConn Project Web Site

The site's Internet address is <http://landfillproject.uconn.edu/> and a subsection contains updated construction information (see: <http://landfillproject.uconn.edu/files/construction.html> ).

Project Documents

Copies of project documents are available at:

Town Manager's Office  
Audrey P. Beck Bldg.  
4 South Eagleville Road  
Mansfield, CT 06268  
(860) 429-3336

CT Dept. of Environmental Protection  
Contact: Ray Frigon  
79 Elm St.  
Hartford, CT 06106-5127  
(860) 424-3797

Mansfield Public Library  
54 Warrenville Road  
Mansfield Center, CT 06250  
(860) 423-2501

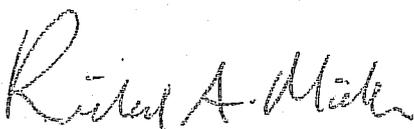
UConn at Storrs  
Contact: Karen A. Grava  
University Communications  
1266 Storrs Road, U-144  
Storrs, CT 06269-4144  
(860) 486-3530

Certification

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

Please contact James M. Pietrzak, P.E. at (860) 486-5836 or Stephanie Marks at (860) 486-1031 if you need additional information.

Sincerely,



Richard A. Miller  
Director, Office of Environmental Policy

CTDEP Consent Order  
Quarterly Progress Report- July, August, and September 2007  
October 19, 2007

cc:

Robert Bell, CTDEP  
James Bradley, UConn  
Scott Brohinsky, UConn  
Eileen Brown, UConn  
Thomas Callahan, UConn  
Marion Cox, Resource Associates  
Robert Dahn, Town of Mansfield - Planning Office  
Peter Drzewiecki, Town of Mansfield - Planning Office  
Nancy Farrell, RVA  
Barry Feldman, UConn  
Mark Fitzgibbons, UConn  
Salvatore Giuliano, NU Real Estate  
Roger Gleason, UConn  
Brian Gore, UConn  
Karen Grava, UConn  
Peter Haeni, F.P. Haeni, LLC  
Matthew Hart, Town Manager, Mansfield  
Allison Hilding, Mansfield Resident  
Traci Iott, CTDEP  
Carole Johnson, USGS  
Ayla Kardestuncer, Mansfield Common Sense  
John Kastrinos, Haley & Aldrich  
Alice Kaufman, USEPA  
Jennifer Kaufman, Town of Mansfield - Planning Office  
George Kraus, UConn  
Scott Lehmann, Town of Mansfield - Planning Office  
Chris Mason, Mason & Associates  
Stephanie Marks, UConn  
Robert Miller, Eastern Highlands Health District  
Jessie Shea, Town of Mansfield - Planning Office, Secretary  
John Silander, Town of Mansfield - Planning Office  
Mike Pacholski, UConn  
James Pietrzak, UConn  
Rachel Rosen, Town of Mansfield - Planning Office  
John Sobanik, Celeron  
Richard Standish, Haley & Aldrich  
Frank Trainor, Town of Mansfield - Planning Office  
Michael Triba, O&G



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Acting Town Manager *MC*  
**CC:** Matt Hart, Town Manager; Jeffrey Smith, Director of Finance; Cherie Trahan, Controller/Treasurer  
**Date:** November 13, 2007  
**Re:** Grants Accountant Position

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**Subject Matter/Background**

With the shared services model we employ in Mansfield, the Finance Department is able to serve a host of entities, which significantly benefits our taxpayers. Entities served includes: 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. In recent years, the workload of the Finance Department has increased without a commensurate increase in professional staff.

The Town currently employs one full-time and one part-time accountant. The Finance Department is at the point where it is struggling to meet current demands and would greatly benefit from the expansion of the existing part-time accountant position to full-time. With two full-time employees, we would be in a much better position to accomplish and keep up with the work at hand. Attached please find a recommendation from Cherie Trahan, our Controller/Treasurer, which highlights the need for this change. The expanded hours would be primarily utilized for fiduciary responsibilities related to the various grants that our many entities receive.

In fact, the Finance Department has .56 less FTE for Fiscal Years 2004 to the present; an increase in hours of the accountant position would return the Finance Department to FY 2003 staffing levels.

Furthermore, we have identified a way to fund this position without an impact on the General Fund.

The request to expand the hours of the part-time accountant position to full-time has been reviewed by the Personnel and Finance Committees.

**Financial Impact**

The current .34 FTE accountant position is supported by the Solid Waste Fund at an annual cost of approximately \$17,500. If we expand the position to full-time, staff anticipates an annual cost of approximately \$53,000 including benefits. There would be no additional cost to the Solid Waste Fund and no additional cost to the General Fund. Instead, the additional funding would come from existing grants, the Management Services Fund and possibly a charge to the Discovery Depot for accounting services.

If an expansion of hours is approved, it is anticipated that the full-time hours would begin on or around January 1, 2007. Projected costs for the current Fiscal Year from that point forward would be funded as follows:

<u>Revenue Source</u>	<u>Amount</u>
Solid Waste Fund	\$8,400
School Readiness Grant	\$11,000
Bioterrorism Grant	\$1,500
IDEA Part B Grant	\$5,100
<b>TOTAL</b>	<b>\$26,000</b>

### Recommendation

I am recommending that we increase the part-time accountant position to full-time, bringing the town to a staffing level of two full-time accountants (2.0 FTE) effective for the 1<sup>st</sup> of the New Year.

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

*Move, to increase the existing part-time accountant position to full-time, resulting in a staffing level of two full-time accountants (2.0 FTE) within the Department of Finance, effective January 1, 2008.*

### Attachments

- 1) C. Trahan re: Expansion of Accountant Position to Full-time
- 2) Job Description (Accountant)
- 3) Summary of Finance Department Fiduciary Responsibilities and Historic Position Trends

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MEMO

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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.

TOWN OF MANSFIELD  
POSITION DESCRIPTION

Class Title: Accountant  
Group: Town Administrators  
Pay Grade: Town Administrators Grade 15  
FLSA: Non-Exempt  
Effective Date: January 1, 2006

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General Description/Definition of Work

This position performs responsible professional work involving the preparation and/or maintenance of fiscal and related records, general ledger, fixed assets and capital projects as well as related work as required. Duties include assisting with preparing and maintaining budget and other financial records; entering, verifying and checking data; and processing budget and other financial accounts. Work is performed under regular supervision. Position reports to the Controller.

Essential Job Functions/Typical Tasks

- Prepares and maintains position control and budgeting position reports to track and estimate payroll and benefits expenditures; prepares salary transfers for review and approval.
- Responsible for the financial administration of various grants, including school construction reimbursement grants; determines which expenses are eligible for reimbursement; prepares cost calculations; maintains necessary grant documentation; assists with grant audits.
- Assists with preparation of annual operating budget; provides various departments with technical assistance; prepares budget calendar and work plan; prepares end-of-year budget transfers; maintains various trend data.
- Analyzes and helps maintain general ledger account; prepares various journal entries and budget adjustments; assists with related staff training; prepares monthly analysis of other operating funds, special education tuition costs and education grant.
- Prepares and maintains all Capital Projects financial reports, appropriations and transfers.
- Assists with the preparation of various schedules, statements and notes for periodic financial reports, the annual financial report, and the annual budgets.
- Prepares and maintains the Sewer Operating Fund budgets
- Maintains Fixed Asset records including additions, deletions and transfers; prepares capitalization and depreciation entries and maintains record of asset tag numbers.
- Assists the Controller with required State Department of Education periodic reporting.
- Prepares and files Internal Revenue Service annual returns for our exempt organizations (Daycare & MDP)
- Prepares various statistical reports for the U.S. Census Bureau and others.
- Prepares annual Dog Fund Report to the State of Conn.
- Prepares and maintains payroll audit information for workers compensation insurance to calculate estimated and final premiums; provides backup assistance with payroll processing.
- Reconciles bank statements and accounts; releases wire transfers from banks; processes withdrawals and deposits to state treasury investment fund; transmits file to bank to process accounts payable checks.
- Serves as backup to the Payroll Administrator including, but not limited to, processing payroll tax deposits, preparing quarterly and annual payroll tax reports (ie, Forms 941, W-2's and State reporting) and administration of the payroll system.
- Creates various spreadsheets, forecasts and analyses as requested; assists auditors; may serve as acting Controller in his/her absence.
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

- General knowledge of governmental accounting and budgeting principles, rules and regulations; general knowledge of accounting terminology, methods, procedures and equipment.
- General knowledge of principles and procedures of financial record keeping and reporting.
- Ability to understand and follow oral and written directions; ability to establish and follow work procedures.
- Ability to post accounts and to perform mathematical computations with speed and accuracy; ability to prepare complete and accurate reports from various accounting data; ability to analyze reporting data and make recommendations; ability to verify accounting documents and forms for accuracy and completeness.
- Ability to understand and apply laws and established policies to the maintenance of financial records.
- Skill in the use of a variety of office machines; ability to operate computers including some knowledge of applicable software packages.
- Ability to establish and maintain effective working relationships with associates and the general public.

**Education and Experience:**

Graduation from an accredited college or university with major course work in accounting or related field and some accounting experience. Consideration may be given to equivalent experience and training.

**Physical Demands and Work Environment:**

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

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.
- Work requires fingering, grasping, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is not subject to adverse environmental conditions.

**Special Requirements:**

None.

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

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

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

Town of Mansfield - Finance Department

Responsibility	Town	Region Board	Mansfield Board	Health District	Downtown Partnership	Discovery Depot	
Payroll Processing	X	X	X	X	X	X	
Payroll Tax Reporting	X	X	X	X	X	X	
Accounts Payable	X	X	X	X	X	X	
Financial Reporting	X	X	X	X	X	X	
All Other Funds accounting	X	X					
Fixed Assets Records	X	X	X			X	
Account Analysis	X	X	X	X	X	X	
Bank Reconciliations	X	X	X	X	X	X	
Trending Analysis	X	X	X	X			
Cash Management	X	X	X	X	X	X	
Budget Preparation	X	X	X	X			
Salary Budgeting	X	X	X	X	X	X	
Salary & Yearend Transfers	X	X	X	X			
Annual audit/annual financial report	X	X		X			
Educational Grant Reporting (ED141,ED111)		X	X				
State Educational Spending Reporting (ED001)		X	X				
Community Center Daily Cash Deposits	X						
Universal Services Fund Filing		X	X				
School Construction Grant Filings/Drawdowns		X	X				
Grant Reporting/Drawdowns	X	X	X	X	X	X	
Annual Budget	\$ 11,773,910	\$ 17,403,590	\$ 19,839,620	\$ 746,790	\$ 254,670	\$ 1,155,830	\$ 51,174,410
Other Funds Annual Budgets (Excl. ISF, CP)	\$ 6,381,715						\$ 6,381,715
Grants Budgets (Reporting requirements)		\$ 423,670	\$ 592,200	\$ 174,915	\$ 1,000,000		\$ 2,190,785
Total Fiscal Responsibility							\$ 59,746,910
Minimum estimated staffing - Individual - FTE (Combination Finance Clerks/Accountants)	2.5	2.0	2.5	1.0	1.0	1.0	10.0
Requested Combined Services Staffing							7.35
Current Combined Services Staffing							6.79
							0.56
Staffing Levels by Fiscal Year (Excl. CFO)	2000	2001	2002	2003	2004-present	Requested	
Full Time Equivalent	6.35	7.35	7.35	7.35	6.79	7.35	

Notes - in 2001 added 1.0 FTE Finance Clerk; in 2004 added .45 FTE Finance Clerk and reduced by 1.0 FTE Administrative Support  
 Notes - this additional .56 FTE would bring us back to our 2003 total staffing level.

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Acting Town Manager *MC*  
**CC:** Matt Hart, Town Manager; Lon Hultgren, Director of Public Works  
**Date:** November 13, 2007  
**Re:** Stone Mill Road/Laurel Lane Bridges

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**Subject Matter/Background**

A public information meeting was held at the October 22<sup>nd</sup> Council meeting where residents expressed their views about the proposed bridge replacement projects. As indicated by the designers, these concerns will be addressed in the design in so far as Federal design standards will permit. Where waivers in the standards are possible, the Town will apply for them. Summaries of the public information session(s) are attached.

**Financial Impact**

The design costs for these projects have been budgeted; the 20% local match for each will be included in the upcoming capital budgets for 2008 and beyond.

**Recommendation**

Council's action to adopt the attached resolutions authorizing the final design work is respectfully requested.

**Attachments**

- 1) Resolution regarding the replacement of the Stone Mill Road Bridge
- 2) Resolution regarding the replacement of the Laurel Lane Bridge
- 3) Report of Public Information Meeting regarding Stone Mill Road Bridge
- 4) Report of Public Information Meeting regarding Laurel Lane Bridge

Town of Mansfield

**RESOLUTION**

Replacement of the Stone Mill Road Bridge.

WHEREAS, the Town of Mansfield has published a legal notice display ad, mailed a news release to a number of officials and agencies, and mailed a formal letter to abutting property owners, announcing a public informational meeting for the proposed Replacement of the Stone Mill Road Bridge, Project #77-213 and

WHEREAS, a public informational meeting was held on October 22, 2007 at the Town office building from 7:30 p.m. to 8:15 p.m. 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 right-of-way and construction activities; and

WHEREAS, the Mansfield Town Council has considered the concerns of the residents from the public informational meeting and finds that the proposed Stone Mill Bridge replacement project is in the best interest of the Town of Mansfield and will promote the health, safety and general welfare of its residents and provide for convenience and safety of the motoring public.

WHEREAS the Town of Mansfield, based on the above information, and by virtue of this resolution, hereby fully supports the proposed project and authorizes its proceeding through the design stage.

Approved by the Mansfield Town Council on  
the \_\_\_\_\_ day of \_\_\_\_\_, 2007

TOWN SEAL

\_\_\_\_\_  
Mary L. Stanton  
Mansfield Town Clerk

Town of Mansfield

**RESOLUTION**

Replacement of the Laurel Lane Bridge.

WHEREAS, the Town of Mansfield has published a legal notice display ad, mailed a news release to a number of officials and agencies, and mailed a formal letter to abutting property owners, announcing a public informational meeting for the proposed Replacement of the Laurel Lane Bridge, Project #77-214 and

WHEREAS, a public informational meeting was held on October 22, 2007 at the Town office building from 7:30 p.m. to 8:15 p.m. 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 right-of-way and construction activities; and

WHEREAS, the Mansfield Town Council has considered the concerns of the residents from the public informational meeting and finds that the proposed Laurel Lane I Bridge replacement project is in the best interest of the Town of Mansfield and will promote the health, safety and general welfare of its residents and provide for convenience and safety of the motoring public.

WHEREAS the Town of Mansfield, based on the above information, and by virtue of this resolution, hereby fully supports the proposed project and authorizes its proceeding through the design stage.

Approved by the Mansfield Town Council on  
the \_\_\_\_\_ day of \_\_\_\_\_, 2007

TOWN SEAL

\_\_\_\_\_  
Mary L. Stanton  
Mansfield Town Clerk

**Report of Public Information Meeting – October 22, 2007  
Stone Mill Road Bridge replacement project; Project #77-213**

Notice of this meeting was published in the Willimantic Chronicle on Oct 22, 2007 and notices (including excerpts from the preliminary design report) were sent by direct mail to area residents and local officials. (See attached).

Mayor Paterson concluded the meeting held on the Laurel Lane bridge and opened the meeting for the Stone Mill Road bridge and re-introduced Lon Hultgren, Mansfield's Director of Public Works, who described how this bridge had first been designed under the CT Local Bridge (33%) funding program, but now was being funded under the federal bridge program which had an 80% level of reimbursement. He said that at the completion of the preliminary design phase a public information meeting was required. He also noted that the Town had made Stone Mill Road a Scenic Town road under the Town's scenic road ordinance. Hultgren then re-introduced Lorin Pippin from the firm GM2 who then outlined the basis of the design and presented the project via colored plans displayed on easels.

Councilman Cluette asked what the chances of getting the bridge width approved at less than 18 feet. Ed Walz from the firm Close Jensen and Miller answered and explained the Federal standards that would apply, indicating that there was no chance to get a bridge less than 18 feet wide approved for Federal funding as the bridge width would show up as "deficient" as soon as the project was completed.

Holly Rawson, a bridge neighbor on Chaffeeville Road, asked several questions of Pippin and Hultgren regarding the size and shape of the "critter shelf", the extent of the rip-rap proposed in and near the river, whether the deep pool would remain under the new bridge, the ability of the public to go under the new bridge (to be in and around the river), the size of the piers, the trees that would or would not be cut along the bridge and approach road, the length of the approach railings (should be as short as possible) and the length of the paved section of approach road just west of the bridge (also should be minimized).

Bob Bohn, a bridge neighbor on Stone Mill Road said he was disappointed that the bridge's major repairs in 1983 were not listed in the report and that the height of the existing ends of the bridge were reported incorrectly (the west end is not higher than the east end). He said he calculated the square foot opening of the new bridge and that it was much larger than the existing bridge and he questioned why so big an opening was required. He suggested smaller arches and a shorter span. Mr. Pippin replied that the hydraulic analysis they had done showed the proposed arches were necessary for the flood way and that the river would be less impacted by the abutment construction being done out of the water (for the longer bridge). Hultgren also said that the DEP would be reviewing the floodway changes so that there were no disruptions to the river's downstream or upstream floodway. He said he would send a copy of the hydraulic report to Mr. Bohn.

Mike Marzi of the DOT Rights of Ways office outlined the process of obtaining property or easements for this project, including the eminent domain process if necessary. He said the DOT would be acquiring property and/or easements for the Town for this project.

Hultgren explained that the Town planned to construct the Stone Mill bridge after the design was approved and local funding arranged which would be 2008 at the earliest.

Mayor Paterson closed the Stone Mill Road portion of the meeting.



Lon Hultgren  
Director of Public Works  
Mansfield, CT

10/29/07

**Report of Public Information Meeting – October 22, 2007  
Laurel Lane Bridge replacement project; Project #77-214**

Notice of this meeting was published in the Willimantic Chronicle on Oct 22, 2007 and notices (including excerpts from the preliminary design report) were sent by direct mail to area residents and local officials. (See attached).

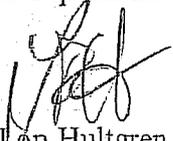
Mayor Paterson opened the meeting and introduced Lon Hultgren, Mansfield's Director of Public Works, who described the federal funding process and said that at the completion of the preliminary design phase a public information meeting was required. Hultgren introduced Lorin Pippin from the firm GM2 who then outlined the basis of the design and presented the project via colored plans displayed on easels.

Mr. John Berg, one of the bridge's closest neighbors asked if there will be any accommodation made for parking for fishing. Pippin pointed out where parking for this purpose will be located.

Mike Marzi of the DOT Rights of Ways office outlined the process of obtaining property or easements for this project, including the eminent domain process if necessary. He said the DOT would be acquiring property and/or easements for the Town for this project.

Hultgren explained that the Town had another bridge project (Stone Mill Bridge) it hoped to complete prior to the construction of the Laurel Lane bridge, so that the earliest it would be constructed would be in 2009.

Mayor Paterson closed the Laurel Lane portion of the meeting and reintroduced Hultgren to explain the Stone Mill Road bridge project.

  
Lon Hultgren  
Director of Public Works  
Mansfield, CT

10/29/07



Item #8

**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Acting Town Manager *Maia*  
**CC:** Matt Hart, Town Manager  
**Date:** November 13, 2007  
**Re:** Proclamation in Honor of Alan R. Hawkins

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**Subject Matter/Background**

Mr. Alan Hawkins has served on the Town Council since November 2001. We are grateful for Alan's many years of service to the Town, particularly his six years of service on the council, and we hope he will continue to be an active member of our community. We will be presenting Alan with a proclamation in his honor at the November 13, 2007 meeting.

**Recommendation**

Staff recommends that the Council authorize Mayor Paterson to issue the attached proclamation.

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

*Move, effective November 13, 2007, to authorize the Mayor to issue the attached Proclamation in Honor of Alan R. Hawkins.*

**Attachments**

1) Proclamation in honor of Alan R. Hawkins



*Town of Mansfield  
Proclamation in honor of Alan R. Hawkins*

*Whereas*, Alan R. Hawkins was appointed to the Mansfield Town Council in November 2001 and has served on the Council for six dedicated years; and

*Whereas*, Mr. Hawkins has been a lifelong Mansfield resident; and

*Whereas*, Mr. Hawkins has been a very valuable member of the Town Council's Special Committee on Community Quality of Life as well as the Committee on Committees, has a strong interest in ensuring tenant safety for the students residing in off-campus housing and has been instrumental in advocating on behalf of the housing code, and has been an overall very productive member of the town council - always prepared and an excellent advocate for the town; and

*Whereas*, Mr. Hawkins was appointed by the Town Council to serve on the Mansfield Downtown Partnership Board of Directors in May 2003 for a three-year term and re-appointed in May 2006 for another three-year term and has been one of the Partnership's most active, visible and dedicated Board members - strongly supporting the Storrs Center project and working hard to get the project well on its way; and

*Whereas*, Mr. Hawkins serves on the Membership Development Committee, visited all Town committees to inform them about the Partnership and the Storrs Center project, attended many public hearings and meetings held on the Storrs Center project and volunteered for Partnership events including the Festival on the Green; and

*Whereas*, Mr. Hawkins is a lifetime member of the Mansfield Fire Company, was Chief of the Mansfield Volunteer Fire Company, is a Volunteer Deputy Fire Marshal for the town and a member of the Emergency Services Management Team which worked to bring about the successful consolidation of the Mansfield Volunteer Fire Company and the Eagleville Fire Department; and

*Whereas*, Mr. Hawkins is the president of the Board of Directors of the Eastern Connecticut Fire School and worked tirelessly to get the bonding necessary to find a new location for the facility and improve the training facilities available to firefighters throughout Eastern Connecticut:

**NOW, THEREFORE, BE IT RESOLVED**, that I, Elizabeth C. Paterson, Mayor of Mansfield, Connecticut, on behalf of the Town Council and the citizens of Mansfield do hereby issue this proclamation in recognition of Alan R. Hawkins for his meritorious and dedicated service to the Town of Mansfield.

**IN WITNESS WHEREOF**, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 13<sup>th</sup> day of November in the year 2007.

---

*Elizabeth C. Paterson  
Mayor, Town of Mansfield*



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Maria Capriola, Acting Town Manager *Marie*  
**CC:** Matt Hart, Town Manager; Kevin Grunwald, Director of Social Services  
**Date:** November 13, 2007  
**Re:** Local Capacity Building Grant

---

**Subject Matter/Background**

The Early Childhood Education Cabinet of the State Department of Education, in their document "*Ready by 5 & Fine by 9*" ([www.earlychildhoodpolicy.org](http://www.earlychildhoodpolicy.org)) established three goals for all children in Connecticut:

- Reach appropriate developmental milestones from birth to age five;
- Begin kindergarten with the knowledge, skills and behaviors needed for success in school; and
- Have K-3 education experiences that extend children's birth-to-five learning and ensure consistent progress in achieving reading mastery.

In a unique partnership, the Early Childhood Education Cabinet and the William Caspar Graustein Memorial Fund have allocated funding for community grants to support the development of comprehensive community plans for young children that align with these goals. The Cabinet and the Memorial Fund see this investment as an opportunity for communities to develop or enhance a local plan for a system of services that responds to family needs, has measurable child, family and systems outcomes, and that can be jointly owned and measured through a local/state partnership.

Our intent is to utilize this grant award to hire Management Partners, the firm we have retained to facilitate the Town's larger strategic planning process, to assist us in developing a strategic plan for young children in Mansfield. This plan would be linked to the larger town-wide strategic plan, and would identify specific outcomes and priorities for young children and their families.

**Financial Impact**

Total funds available for communities through this public/private partnership are \$1.2 million. For funding purposes, \$600,000 will be available in Year 1 and \$600,000 will be available in Year 2. Up to twenty-five (25) communities will be selected to receive one-time grants ranging from \$35,000 to \$50,000 over the eighteen-month period, based on state appropriations.

**Recommendation**

Staff recommends that we submit this grant application. This grant would provide us with an opportunity to link our current strategic planning initiative to the development of a more specific plan for a target population of young children and their families.

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

*Move, effective November 13, 2007 to authorize the Town Manger, Matthew W. Hart, to submit an application to the Early Childhood Education Cabinet and the William Caspar Graustein Memorial Fund for grant funding.*

**Attachments**

- 1) Project Summary

## LOCAL CAPACITY BUILDING GRANT

### Project Summary

This project will support the development of a community-wide planning process that results in a comprehensive community plan for young children from birth through age eight which encompasses early care and education, social, emotional, behavioral and physical health and family supports and aligns with the Connecticut's Early Childhood Framework, "*Ready by 5 & Fine by 9*". Plans must meet the eight *Required Elements of a Comprehensive Community Plan*:

1. **Community vision**– a clear statement of the community’s aspirations for young children birth through age eight and their families;
2. **Needs assessment** – an analysis of community-wide assets and system gaps/barriers;
3. **Goals and objectives** – how the community will address the identified system challenges and achieve specified child, family, system and program outcomes;
4. **Measurable results** – that are prioritized and achievable over the short-term using existing local and state resources and in the long term with new public and private resources;
5. **Data collection system** -- to monitor and track indicators and results across public systems and public and private funded programs;
6. **Financing strategy** – that costs out the plan and identifies resources across categorical funding streams to activate the plan and achieve the results;
7. **Management and governance structure** – that identifies leadership and decision-making roles, systemic implementation responsibilities across institutions and a sustainable staffing plan for implementation of the plan; and
8. **Accountability system** - that publicly and regularly reports, at minimum, on an annual basis to the community on the status of children and progress made against the plan’s goals, objectives and results.

### Application Requirements

- a. Submitted jointly by the Discovery collaborative and the School Readiness Council in communities where both exist;
- b. Documents a diverse leadership work group that “mirrors” the community, including economic class, cultural background, racial heritage, age, gender, religious or faith affiliation, neighborhood associations, professional affiliations and sectors;
- c. Provides for a systematic feedback loop and priority-setting process between the leadership group and the community-at-large, especially parents of young children;
- d. Demonstrates outreach to establish working relationships with child and family support systems, including health and providers;
- e. Describes how the community will utilize existing community and program needs assessments;
- f. Describes how the community will conduct a comprehensive data collection and analysis process to establish and track measurable results;
- g. Provides a staffing plan to support the planning process, including new and redeployed local resources (staff, cash, in-kind);

- h. Documents organizational commitment to the planning process by the Chief Elected Official and the Superintendent of Schools as evidenced by a leadership role and/or redeployed staff or other resources;
- i. Provides a statement of commitment to adhere to the required plan elements outlined in the RFP.

**MINUTES**  
**Mansfield Advocates for Children**  
**Wednesday, October 3, 2007**  
**Mansfield Town Hall - Council Chambers**  
**6:30PM-8:00 PM**

**PRESENT:** K. Grunwald (staff), S. Baxter (staff), J. Stoughton (staff), D. McLaughlin, Jessica Higham (guest), K. Paulhus, J. Buck, A. Bladen (Chair), R. Leclerc, J. Goldman, E. Lehmann, E.A. Aschenbrenner (Eastconn), C. Guerrerri (Graustein), L. Dahn  
**REGRETS:** L. Oransoff, S. Patwa, N. Hovorka, M.J. Newman

Time	Item	Discussion	Outcome
6:30 PM- 6:40 PM	<u>-Call to order</u>  Introduction: E.A. Aschenbrenner EASTCONN-Collaborative Agent  <u>Announcements</u> - PEP Program Update -Discovery Stone Soup registration reminder -Candidates' Night Questions about early care and ed.	Chair A. Bladen called the meeting to order at 6:40 PM. Guests introduced themselves. S. Baxter announced that PEP is starting next week with 3-4 enrollees; still recruiting for new members.  Reminder that the Stone Soup Conference will be held on Oct. 24; still time to register. LWV is sponsoring candidates' night Oct. 18; we are looking for 1-2 questions for the candidates re: ECE issues.	-Sub committees and ad hoc groups list suggestions for project for PEP group - recruitment of PEP grads and parents -work on questions for candidate's night
6:40 PM- 7:05 PM	Approve minutes of 9/5/07  E.A. Aschenbrenner from EASTCONN to discuss collaborative agent's role	Minutes: Note that J. Goldman was a member of the Infant/Toddler's group.  E.A. Aschenbrenner provided a brief overview of EASTCONN as an agency. Their job is to support member communities. They provide professional development and support for early care providers through state grants. She has reviewed the Action Plan that MAC has submitted; asked what our vision is re: being influential locally and statewide? J. Buck asked if Eastconn can help to mobilize support on a regional basis? Eastconn is mobilizing local communities to advocate for enhanced school readiness funding. S. Baxter asked what MAC can do to support these regional efforts? One of the issues is parity in funding between priority school districts and competitive school readiness programs. Some discussion of professional development opportunities. J. Goldman stated that at MDD the emphasis for professional development is on receiving academic credit. C. Guerrerri questioned whether or not E.A. is the right person from Eastconn to play an active role as the collaborative agent for this community? E.A. answered that the role is different in different communities, and partly depends on the funding that is available to support this role. P. 75 Guerrerri asked if there is a plan	Minutes accepted with that correction.  S. Baxter invited E.A. to attend monthly MAC meetings.  Executive Committee will meet with representatives of EASTCONN to discuss whether or not they are the appropriate agency to fulfill this role and if so, to prepare a working agreement. This will be completed by the end of the year.

representatives of the various communities represented? This depends on the support and interest of the communities that are involved. There needs to be some discussion and negotiation re: the role of the collaborative agent and the fee that will be paid for these services. K. Paulhus asked why a collaborative agent is required and what they do for this fee? An external collaborative agent is a grant requirement; Eastconn essentially serves the role of a fiscal agent for a fee of 5% of the grant. J. Goldman asked that Eastconn look at assuming a more active role around the issue of parent engagement. Eastconn has applied for funding to support regional parent training initiatives and disseminating information.

Review 2008-09 Discovery Action Plan (see small groups) to decide how sub committee or ad hoc group will move the action plan in the 2008-09 Discovery work when in small gr.

Feedback on the Action Plan and Narrative of the grant application: J. Buck noted that the use of parent stipends is a creative way of involving parents. She is also glad to see that we are continuing other activities that disseminate information. J. Buck also felt that in the area of local leadership the strategies support what we have been doing for some time.

J. Goldman announced that the town-wide strategic planning community has started to work and will be inviting individuals to participate in this effort.

7:05 PM-  
8:00PM

**3 Small groups: Assess where group is and next steps and any future meeting necessary**

- **Parents- Recruitment- Who are we reaching, who are we not reaching?**
- **Infant/Toddler- How will survey be used? Who will do surveying?**
- **Membership-What next?**

Small groups began discussions, but time was too short to accomplish the stated goals. Groups will meet between now and the next MAC meeting and report on their progress at the next MAC meeting 11/7/07

-Each sub committee creates action steps toward outcome accomplishment - and who will be responsible for the action step

Meeting adjourned at 8:00 PM; Respectfully submitted: Kevin Grunwald

Minutes of the Agriculture Committee  
Town of Mansfield 9-5-07

Meeting called to order at 7:35 by Chair, Vicky Wetherell

There were no minutes as our last meeting was a work session

Old business:

Manure Piles

Carolyn Stearns shared an idea on creating a manure composting area at the dump as part of the towns recycle and renew efforts, to be done in cooperation with the 4-H and E.O. Smith FFA programs. Small animal holdings are looking for ways to compost the manure created and this would be a viable solution and speed the composting of the leaf and Christmas tree matter. Carolyn agreed to approach town recycle agent Ginny Walton about this.

Animal Regulations Proposal

The updated version of the draft of regulations brought together at the work session were passed out. We went over them line by line again. The following changes were made:

To title bar the word draft to be DRAFT

Sec B.1-c ... animals weighing 30-1000 pounds "but not exceeding 6 animals" (with a total cumulative weight....

Sec. 2 c.- ...Fences "shall be sufficient" that animals shall not escape.

...Fencing that borders" undeveloped or agricultural land" may be on the property line.

Sec. 3b. ....remove word "approved" as there is no one to do approval checks

Discussion of Lot size: present draft one acre lot required. Al Cyr suggests

Changing large animal unit to 2 acre lot stated. " minimum lot size for a large animal unit would be 2 acres."

It was decided to invite Greg Paddock to discuss our draft at his convenience. Vicky thought our draft would go first to the regulatory review sub committee.

Al Cyr suggested a cover letter explaining some of our choices and why we put items as we did. Suggestions followed.

Non neutered males up to one year of age – after that some become unmanageable or dangerous.

Manure piles managed not restricted

Section 2c on boundaries to protect neighbors

We want to note that we used the town regulations of South Windsor and Salem in drafting ours. The E.O. Smith Ag. Ed dept. was also consulted as well as Jim Gibbons.

Also note that Ashford voted down a more strictly worded set of regulations in the time we have been meeting on this.

The Ag. Com. tried to look at these from varied viewpoints owners, neighbors, and 4-H & FFA youth with animal projects.

Al Cyr moved to accept the draft of regulations and the motion was seconded by Carolyn Stearns all were in favor.

#### Barn Inventory:

Vicky Wetherell had contacted Ann Galonska of the Mansfield Historical Society about the barn inventory project. She said members of their board were very interested but they need workers to help on the project.

Carolyn Stearns Suggested the inventory be done by village and teams should be assigned to sections to cover.

The committee decided we need to know first what information the state wants and then how Tolland gathered it. We will ask Ann Galonska to determine this.

The committee discussed forming a special committee for the barn project made up of members of the Ag. Com, Historical Soc., FFA and 4-H people and any interested community members.

Discussion of Carolyn Stearns earlier idea of a "Barns of Mansfield" Photo Contest It was decided that our next meeting date of Nov. 7, 2007 will be the date for that meeting, we will consider it a work session. All should be invited.

Horizons magazine, The Chronicle and the town website, all places to put notice of the upcoming meeting and forms for the barns or how to sign up.

Carolyn Suggest we ask realtors to let us know if a barn comes on the market so we can get in to collect our data.

We need to ask Ann Galonska to look over our opinions and what ideas she has. All of the project should be done by Memorial Day 2008.

#### Committee membership:

Carolyn Stearns will ask the Trickett Family If one will serve the committee Vicky will ask Kristin Wilmer, or her housemates Diane and Brian Connolly if they are interested.

Al will ask Burnie or George Thompson if they would be on the committee.

Carolyn will ask Larry Lombard

#### Monitoring town Leases

The town ag. Land presently leased was divided among the committee.

Vicky announced a Nov. 17 Regional Conservation Workshop with the Connecticut Farmland Trust. Mansfield will send letter to landlords

At 9:05 Al Cyr moved to adjourn the meeting and all agreed.  
Vicky seconded the motion all were in favor and the meeting closed.

Respectfully remitted Carolyn Stearns

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

**October 17, 2007**

**PRESENT:** K. Grunwald (staff), J. Brubacher, J.A. Bobbitt, Carl Schaeffer (guest), A. Kennefick  
**REGRETS:** G. Padick, G. Cole, M. Hart

- I. **WELCOME AND INTRODUCTIONS:** Town Council member Carl Schaeffer introduced himself to the Committee members. He mentioned that he had visited the University of Virginia several years ago and toured their Assisted Living facility. He pointed out that the university benefits from the presence of the facility; they use this as an attraction for faculty in recruitment. They also find that this is a significant source of alumni fund raising. AAUP is interested in bettering the lives of emeritus faculty, and this is an additional benefit. He would like to see UConn support the building of this facility.
- II. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE COMMITTEE:** no comments.
- III. **REVIEW OF MINUTES:** the minutes of the September 26, 2007 meeting were accepted as written.
- IV. **COMMUNICATIONS:**
  - A. Agenda
  - B. September 26, 2007 Minutes
- V. **DISCUSSION/NEW BUSINESS:**
  - A. Presentation by Benchmark: they were not able to attend, but will present at our next meeting.
  - B. Review of Qualifications received: A. Kennefick raised the question of whether or not we can get a commitment from a developer without a commitment regarding access to sewer and water. J.A. Bobbitt raised the question about a commitment on the location of a road on the proposed site. She also raised the question as to how we will inform the Town Council regarding what action they need to take regarding this initiative. We need to get estimates from developers regarding how much water will be needed for this facility. C. Schaeffer believes that water is a significant issue for the town overall, and we need to identify a source of water independent of private wells and the university. The university currently furnishes water for the nursing home; how much is used?

Can we also confirm that access to sewer is not a problem? We can check on the water billing for the Housing Authority, which goes through the Finance Dept. The non-profit developers expressed an interest in affiliating with the University, and the feeling was that we should clarify this with Benchmark as well.

- C. Schedule for site visits: There is interest in visiting the following facilities: Benchmark in Mystic or Niantic, Middlewoods (UMH) in Farmington, and Masonicare in Wallingford. We would look at possibly combining two visits in one day. Members want to hear more about the philosophy and programming/training, etc. at these facilities. The importance of talking with residents was also stressed. Regarding visits to facilities, N. Sheehan and A. Kennefick could go early on a Tuesday; possibly 11/13 or 11/27. N. Sheehan is generally available on a Monday or Friday; 11/2 is also a possibility. J. Brubacher and J.A. Bobbitt are generally available with the exception of Wednesday. K. Grunwald will attempt to coordinate at least two groups of committee members for visits and will contact facilities.
- D. Development of an RFP: The next step includes identifying the amount of water needed for this project. Other items to stress in the RFP include the following: staffing model (incl. 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).
- E. "Other": none.

VI. **SCHEDULE FOR NEXT MEETING:** Wednesday, October 31, 9-10:30; location TBD.

VII. **ADJOURNMENT:** meeting adjourned at 10:00 AM.

Respectfully submitted,

Kevin Grunwald

# Mansfield Board of Education Meeting

## September 6, 2007

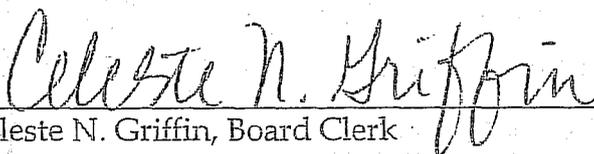
### Minutes

**Attendees:** William Simpson, Chair, Mary Feathers, Vice Chair, Christopher Kueffner, Secretary, Gary Bent, Dudley Hamlin, Martha Kelly, Min Lin, Shamim Patwa, Katherine Paulhus, Superintendent Gordon Schimmel, Board Clerk, Celeste Griffin,

**Absent:**

- I. Call to Order
  - a. The meeting was called to order at 7:33 p.m. by Mr. Simpson, Chair.
- II. Approval of Minutes - **MOTION** by Mr. Kueffner, seconded by Ms. Lin to approve the minutes of the 9-7-07 meeting. **VOTE:** Unanimous in favor.
- III. Hearing for Visitors - None
- IV. Communications - The Board received a letter from Goens/Esparo, LLC introducing their search company.
- V. Addition to Present Agenda - None.
- VI. Committee Reports - Mr. Simpson updated the Board on the progress of the Building Committee. Ms Feathers asked for an Executive Session to discuss negotiations.
- VII. Report of the Superintendent
  - A. School Playscapes - Dr. Palmer discussed the addition to the Vinton playscape and Dr. Schimmel discussed plans for the Goodwin playscape.
  - B. Budget Transfers - **MOTION** by Dr. Bent, seconded by Dr. Patwa to approve the budget transfers for the 2006-2007 school year. **VOTE:** Unanimous in favor.
  - C. June 30, 2007 Financial Statements - **MOTION** by Dr. Patwa, seconded by Dr. Bent to accept the fourth quarter financial report for the period ending June 30, 2007. **VOTE:** Unanimous in favor.
  - D. MMS Exchange Program - Mr. Cryan discussed the possibility of a group of Mansfield Middle School students participating in a Chinese Exchange Trip with other school districts. The Board encouraged Mr. Cryan to continue pursuing the possibility of this exchange and report on his findings.
  - E. October 1 Enrollment/Class Size Report - The principals reported that there was no major change in enrollment or class size since the opening of school.
  - F. Redistricting Options - Several strategies were discussed to better balance school enrollment throughout the district and the administrators were asked to bring forward more detail for discussion at a subsequent Board meeting.
  - G. Measuring Progress on MBOE Goals - Mr. Baruzzi and the principals discussed plans for measuring and reporting progress on Goals I and II.
  - H. Extension of MBOE Goals - **MOTION** by Dudley Hamlin, seconded by Mr. Kueffner, to extend the goals for one year through 2008/2009 was tabled.

- VIII. Hearing for Visitors - Barbara Hunter, Mansfield Education Association Co-President announced that the MEA had ratified the 2008-2011 contract and looked forward to working with the Board.
- IX. Suggestions for Future Agenda - Dr. Bent and Mr. Kueffner asked that Energy Conservation be discussed at a future meeting.
- X. Executive Session - Negotiations and security items
- XI. MOTION by Ms. Feathers, seconded by Mr. Kueffner to go into executive session at 10:30p.m. VOTE: Unanimous in favor.  
MOTION by Dr. Bent, seconded by Dr. Patwa to return to open session at 11:17 p.m.  
VOTE: Unanimous in favor
- XII. MOTION by Dr. Bent, seconded by Ms Lin to ratify the 2008-2011 Mansfield Education Association contract. VOTE: Unanimous in favor.
- XIII. Superintendent Search Committee: Discussion led by Mr. Simpson.
- XIV. Adjournment - MOTION by Dr. Patwa, seconded by Ms Lin to adjourn at 11:41 a.m.  
VOTE: Unanimous in favor.

  
\_\_\_\_\_  
Celeste N. Griffin, Board Clerk

**Mansfield Board of Education Meeting**  
**October 25, 2007**  
**Minutes**

**Attendees:** William Simpson, Chair, Mary Feathers, Vice Chair, Christopher Kueffner, Secretary, Dudley Hamlin, Martha Kelly, Min Lin, Shamim Patwa, Katherine Paulhus, Superintendent Gordon Schimmel, Board Clerk, Celeste Griffin,

**Absent:** Gary Bent

**I. Call to Order**

The meeting was called to order at 7:40 p.m. by Mr. Simpson, Chair.

**II. Teacher of the Year Celebration - Elizabeth Latino, Fourth Grade Teacher at Southeast School was honored as 2008 Mansfield Teacher of the Year. The Board also recognized Mr. Simpson's fourteen years of service on the Mansfield Board of Education.**

Mrs. Kelly left at 8:55 p.m.

**III. Approval of Minutes - MOTION by Mr. Kueffner, seconded by Dr. Patwa to approve the minutes of the 10-11-07 meeting. VOTE: Unanimous in favor.**

**IV. Hearing for Visitors - None**

**V. Communications - None**

**VI. Addition to Present Agenda - None.**

**VII. Committee Reports - None**

**VII. Report of the Superintendent**

**A. Measuring Progress on MBOE Goals - The administrators outlined plans for measuring and reporting Board Goals I and II.**

**B. One School One Read - Mrs. Linda Robinson, Library Media Coordinator discussed preparation for the third OSOR at the middle school.**

**C. One-Year Extension of MBOE Goals - MOTION by Mr. Kueffner, seconded by Ms. Feathers to extend the 2005-2008 Board Goals with proposed edits, adding a fifth goal addressing energy conservation VOTE: Unanimous in favor.**

**D. Professional Development Program Update - Tabled for future discussion.**

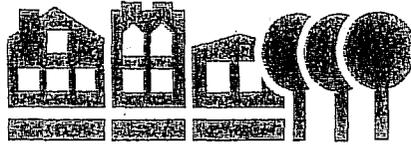
**E. Professional Improvement of Staff - MOTION by Dr. Patwa, seconded by Ms. Feathers to approve the increase in salary for educational improvement for the following certified staff: Sharon Cline, Mansfield Middle School and Mary Lee Geary, Goodwin Elementary School. VOTE: Unanimous in favor.**

**F. Proposed 2008 Board Meeting Calendar - The calendar will be discussed and voted on during the November 8, 2007 meeting.**

**VIII. Hearing for Visitors - None**

**IX. Adjournment - MOTION by Dr. Patwa, seconded by Ms Feathers to adjourn at 10:00pm. VOTE: Unanimous in favor.**

*Celeste Griffin*



Mansfield Downtown Partnership

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

November 6, 2007

Board of Directors  
Mansfield Downtown Partnership

Re: Item #3 - Meeting Minutes

Dear Board members:

Attached please find the minutes for the Board meeting held on October 2, 2007.

The following motion would be in order:

*Motion, to approve the minutes of October 2, 2007.*

Sincerely,

A handwritten signature in cursive script that reads "Cynthia van Zelm". The signature is written in dark ink and is positioned above the printed name and title.

Cynthia van Zelm  
Executive Director

Attach: (1)

MANSFIELD DOWNTOWN PARTNERSHIP  
BOARD OF DIRECTORS MEETING  
Tuesday, October 2, 2007  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's Bank in Storrs Commons)

4:00 PM

Meeting Notes

Present: Chair Philip Lodewick, Steve Bacon, Tom Callahan, Bruce Clouette, Barry Feldman, Matt Hart, Janet Jones, Frank McNabb, Peter Nicholls, Betsy Paterson, Kristin Schwab, Phil Spak, Betsy Treiber, David Woods

Staff: Cynthia van Zelm, Kathleen Paterson

1. Call to Order

Philip Lodewick called the meeting to order at 4.05 pm.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes

Dean Woods made a motion to approve the meeting notes. Matt Hart seconded the motion. The meeting notes were approved unanimously.

4. Director's Report

Cynthia van Zelm reported to the Board the following:

The Nominating Committee will meet before the November Board meeting to discuss the idea of a Board of Advisors.

The Executive Committee will also meet before the Board meeting to continue the discussion of representation on the Executive Committee of the Town and the University, and review a draft of the Partnership Strategic Plan.

Ms. van Zelm noted that there are openings on the following committees: Finance and Administration (4), Membership Development (6), Nominating (1), and Business Development and Retention (1). Only Business has a waiting list. Most people on the waiting list are interested in Advertising

and Promotion, and Planning and Design. She said committees do not have to be filled but she wanted committee chairs to know that there are spots open.

Ms. van Zelm, Mayor Paterson, Town Manager Matt Hart, and Macon Toledano will be meeting with a reporter from the Economist to talk about the Storrs Center project.

Ms. van Zelm passed around her pictures from the Cultural Towns: Cultural Landscapes symposium in New Harmony, IN. She said there was a good discussion of the benefits of a college/university town. Mr. Lodewick noted that he was recently in Portland, ME, and noted the vitality there which he hopes can be emulated in Mansfield.

Ms. van Zelm said she is continuing to work with Mr. Hart on linking to the private website that would highlight Mansfield's attractions and businesses.

#### 5. Update on Storrs Center Project and Next Steps

Ms. van Zelm said there was no update on the state bonding bill which is holding up any projects being considered on the Bond Commission agenda.

Betsy Paterson said she spoke to State Senator Don Williams who indicated that the impasse was causing some towns to have to borrow money for school construction.

Ms. Paterson also said she had called former Congressman Rob Simmons, the Governor's Business Advocate, to discuss the Storrs Center project.

Tom Callahan said it is important to clarify with Senator Williams and State Representative Denise Merrill the status of the request for parking garage and relocation funding if it is not in the bonding package. Is the Town's request still pending since it was part of an Urban Action Grant application (submitted 2+ years ago)? Ms. Paterson will check with Senator Williams and Representative Merrill.

Mr. Lodewick asked what the alternatives are for parking garage funding. Mr. Hart said discussion is still at the staff level but the Town has hired a parking consultant who will do peer review on Desman's work. One issue that needs to be resolved is how the availability of free parking affects the parking garage and street parking (which will not be free). The consultant will look at this as part of his mandate. The consultant has done work in other Connecticut communities.

## 6. Report from Committees

### Advertising and Promotion

Dean Woods said that Ms. van Zelm had been on WTIC's radio show before the UConn football game to talk about the Storrs Center project. Ms. van Zelm said that WTIC had been very supportive of helping to promote the project, with leadership from the UConn Athletic Department.

Dean Woods said that the newsletter had gone out and commended Kathleen Paterson for her good work.

Ms. van Zelm said the Storrs Center DVD had been completed and was sent to the Connecticut Commission on Culture & Tourism (funding agency). She said it took on more of an historical perspective rather than a marketing perspective.

### Festival on the Green

Ms. Paterson said the Festival was the best one yet! The attendance, weather and music were great.

She is asking Committee members to stay on for next year.

Dean Woods noted that the Advertising and Promotion Committee had passed a motion recommending that the Partnership organize the Festival again.

Ms. Paterson said there were a lot of new people at the Festival. She commended Ms. K. Paterson for jumping right in and for her idea of gift baskets with the proceeds going to the Partnership.

She asked Board members for comments about the Festival. Mr. Bacon suggested diverting traffic on to Mansfield Road during the parade as there was a back up.

Betsy Treiber suggested having more people in the parade and not just children. She said the UConn marching band was fabulous. Ms. Paterson thought maybe there could be floats next year.

Kristin Schwab said with the change of the parade to Storrs Road there is a need to advertise this in terms of having enough people up on Storrs Road from the Festival grounds to watch the parade.

Ms. van Zelm and Ms. Paterson thanked the Board, Town and the University for all their help. Ms. Paterson noted that there was even more

participation from the University this year. Dean Woods noted that the School of Fine Arts was represented by the Benton, Puppetry program, the Art Dept., and the Connecticut Repertory Theater.

### Finance and Administration

Mr. Callahan said there had already been discussion about the Dog Lane (DL)-1 building and the parking garages.

An important step was taken last night when the Mansfield Inland Wetlands Agency approved the application from Leyland Alliance for a wetlands license. The project is now fully permitted at the local level. The permits that are still needed are from the Department of Environmental Protection, the US Army Corps of Engineers, and the CT State Traffic Commission (STC). The STC process will be longer and more involved.

Mr. Callahan said Leyland did a good job of moving the wetlands application along.

Mr. Callahan said the Committee had its quarterly meeting with Leyland represented by Howard Kaufman and Macon Toledano. They discussed the current real estate market and its effect on the Storrs Center project and their other projects. They did note that there had been some slowdown in sales, particularly, in the northeast and they were being prudent about expenses.

Ms. Paterson asked about the timing for review of the outstanding permits. Ms. van Zelm said her understanding is that it will take 3 to 6 months for the review by the CT Department of Environmental Protection (DEP), and the US Army Corps of Engineers. The estimate for the STC is 6 to 8 months. Mr. Callahan noted that Leyland has had several meetings with the DEP and the Corps of Engineers – more than with the CT Department of Transportation although they have met with them as well (along with Ms. van Zelm and Mansfield Public Works Director Lon Hultgren).

Barry Feldman asked how Leyland will proceed if funding for the garages is delayed. Mr. Callahan said that Leyland has separated proceeding on DL-1 from the progress on the parking garages. This is important because it will allow construction to start and sends a signal that the project is moving ahead.

Mr. Callahan said that Leyland continues to work with its federal and state lobbyists on assisting with funding for the garages. In response to a question from Ms. Schwab regarding the lobbying firms, Ms. van Zelm said they are hired by Leyland. Ms. van Zelm does have a conference call with Mr. Toledano and Cindy O'Malley from the national firm of K & L

Gates every other week re: status of funding and steps to be taken locally to assist with the efforts to receive funding through Congress.

Ms. van Zelm said that Ms. O'Malley indicated that the Transportation Appropriations bill is scheduled to go to conference (between the House and Senate) in the next two weeks. President Bush has threatened a veto of some of the appropriations bills.

Ms. Schwab asked why forming a redevelopment agency could take awhile. Ms. van Zelm and Ms. Paterson said that the planning needs to run its course. Ms. van Zelm said the members could include Partnership members who live in town. They do not believe that Town Council members could serve.

Mr. Callahan wondered if it would be effective to have a redevelopment agency address other areas in town besides the DL-1 building. There was some discussion of this by the Board members but no conclusion was made.

#### Membership Development

Ms. Treiber said the focus of the Membership Development Committee going forward is to redo the membership brochure emphasizing the role of the Partnership in advocating for the community during the construction of Storrs Center. The new brochure will wait until after groundbreaking on DL-1.

Ms. Treiber said there are 39 new members with some from the mailing to the Altrusa and League of Women Voters' members. She said that Committee members Dolan Evanovich and John Saddlemire were helping with the University recruitment. She said there are 377 total members with a goal of 400.

#### 7. Adjourn

Ms. Treiber made a motion to adjourn. Janet Jones seconded the motion. The motion was approved unanimously. The meeting adjourned at 5:10 pm.

*Meeting notes taken by Cynthia van Zelm.*

## HISTORIC DISTRICT COMMISSION MEETING

Minutes from Meeting of Tuesday, September 11, 2007

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

Attending: Members: Gail Bruhn, Isabel Atwood

Apology was made by Gail Bruhn for failing to send out the agenda in time for the meeting.

Items discussed included:

- 1) Letter from and conversation with Sam Shifrin regarding lights to be installed in the rear parking area of the Kirby Mill. The lights will be 3 ½ foot high low wattage lights, identical to those used in the front parking light. It was therefore decided that no Committee review was necessary.
- 2) The Connecticut Circuit Rider Program (a partnership of the Connecticut Trust for Historic Preservation and the National Trust for Historic Preservation) will present a special seminar for local historic district commissions entitled "Managing Historic Districts in Connecticut: Review standards and procedures" on Monday Sept. 24 at the South Windsor Library from 5:30 to 7:30. Gail Bruhn will try to attend.
- 3) Information on in-kind contributions or volunteer time for historic preservation will be submitted to Charlene Perkins Cutler, Director of the Quinebaug-Shetucket Heritage Corridor for purposes of matching a federal grant.

Respectively submitted,

Gail Bruhn  
Chairman

## MINUTES

MANSFIELD INLAND WETLANDS AGENCY  
 Regular Meeting, Monday, October 1, 2007  
 Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), J. Goodwin, K. Holt, P. Kochenburger (arrived at 7:02 p.m.),  
 B. Ryan, G. Zimmer  
 Members absent: B. Gardner, R. Hall, P. Plante  
 Alternates present: M. Beal, L. Lombard, B. Pociask  
 Staff present: G. Meitzler (Wetlands Agent)

Chairman Favretti called the meeting to order at 7:00 P.M. and appointed alternates Beal, Lombard and Pociask to act in members' absence.

Minutes:

9/4/07 - Zimmer MOVED, Lombard seconded, to approve the Minutes as written. MOTION PASSED UNANIMOUSLY. Beal noted that he listened to the tapes of the meeting.

9-10-07 Field Trip - Ryan MOVED, Holt seconded, to approve the Field Trip Minutes as written. MOTION PASSED with Favretti, Beal, Lombard, Ryan and Holt in favor and all others disqualified.

9-17-07 Special Meeting - Zimmer MOVED, Pociask seconded, to approve the Special Meeting Minutes as written. MOTION PASSED with all in favor except Ryan who disqualified herself.

Communications:

The Draft Minutes of the 9/19/07 Conservation Commission and the 9/17/07 Wetlands Agent's Monthly Business report were noted.

Old Business:W1378 - Storrs Center Alliance, LLC - Storrs Center Project

Holt MOVED, Beal seconded, to grant an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to the Storrs Center Alliance, LLC (file no. W1378), for a mixed-use town center, on property owned by the State of Connecticut, Esther Warzocha, and Steve Rogers, located on the east side of Storrs Road from the Storrs Post Office Drive to Dog Lane, as shown on plans dated 6/25/2007, and as described in other application submissions. This action is based on the application submissions and information presented at a Public Hearing held on September 4, 2007 and from observations made on a field trip to the site on July 19, 2007, and in consideration of applicable regulations.

The Agency hereby finds:

1. The wetlands treatments presented represent an improvement to those important wetlands areas which are now partially degraded, by reducing the amount of sedimentation presently occurring;
2. The existing flooding of the wetlands will be controlled and the sedimentation limited by the extensive drainage control systems that are proposed;
3. The project offers long term improvement by the on-going reduction of sedimentation impacts on the site's wetlands;
4. Overall, the project will enhance the existing environmental quality of the site's wetlands;
5. Through mitigation efforts, the project's improvements outweigh the loss of two presently degraded wetland areas totaling 0.28 acres, with improvements being proposed for 3.22 acres of other wetlands on the site;
6. The project offers a considerable commitment of resources, both in the open space dedication of more than 20 acres of land important for protection of wetland<sup>P.92</sup> and off the site, and in the drainage system controls

7. That a feasible and prudent alternative does not exist, based on reductions in the scope of development now proposed that were made according to the recommendations of the applicant's environmental experts. The result will be a state-of-the-art drainage system offering long term improvement to wetlands both on and off the site.

This approval is granted with the following conditions:

1. No construction permits shall be issued until acceptance by the Town of deed documents for the open space dedication areas, together with surveying pins and open space tags placed every 50 to 100 feet along the open space boundaries;
2. The drainage retention areas located directly adjacent to wetlands and all other storm water management improvements shall be completed promptly and at early stages of each phase for which they are required;
3. No construction permits shall be issued until all required State and Federal permits have been obtained. Any revisions to the Storm Water Management Plan shall be reviewed and approved by the Inland Wetlands Agency prior to installation. An additional Inland Wetlands license shall not be required unless revisions involve significant alterations to the project;
4. An Inland Wetlands license shall be required for the planned walking trails through the open space areas. Said trail design shall:
  - A. Avoid proximity to the important vernal pool areas located on the open space parcel, except for an overlook area specified in comments made by Dr. Michael Klemens;
  - B. Insofar as practical, the trail shall be combined with efforts to restore the stockpile areas needing stabilization in the northeasterly area near the wetland in that location;
5. Best Development Practices, as outlined by Calhoun and Klemens in their book by the same title, shall be followed;
 

Appropriate erosion and sedimentation controls (as shown on the plans) shall be placed prior to construction and maintained during construction and removed when disturbed areas are completely stabilized.

This approval is valid for a period of five years (until October 1, 2012), unless additional time is requested by the applicant and granted by the Inland Wetlands Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this Agency for further review, comment and determination prior to its conclusion. MOTION PASSED UNANIMOUSLY.

W1386 - Shifrin - Mansfield Hollow R - parking expansion

A brief discussion was held. Kochenburger questioned the amount of maintenance required for the rain gardens, and Zimmer recommended including a condition regarding maintenance. Holt MOVED, Lombard seconded, to grant an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Sam Shifrin, (file W1386), for the construction of Phase II parking area as depicted on a 12/8/97 site plan, on property owned by the applicant, located at 114 Mansfield Hollow Road, as shown on a map dated 12/9/96 revised through 12/8/97, and as described in other application submissions.

This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon the following provisions being met:

1. Appropriate erosion and sedimentation controls (as shown on the plans) shall be in place prior to construction, maintained during construction and removed when disturbed areas are completely stabilized;
2. A defined stockpile area shall be enclosed with silt fencing;
3. Two (2) rain gardens shall be created to capture runoff from the parking lot and roof areas to protect the water quality in the Natchaug River. The rain gardens shall be maintained according to approved standards. Specific instructions for installation are outlined in the Wetlands Agent's memo dated September 26, 2007, as attached;
4. Consultation with the Wetlands Agent, prior to work will aid in locating the stockpile area and two rain

This approval is valid for a period of five years (until 10/1/2012), unless additional time is requested by the applicant and granted by the Inland Wetlands Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment. MOTION PASSED UNANIMOUSLY.

W1387 - Abell - Bassetts Bridge R - above ground pool in buffer

Holt MOVED, Ryan seconded, to grant an Inland Wetlands License under Section 5 of the Wetlands and Watercourses Regulations of the Town of Mansfield to Tina and Roger Abell, (file W1387), for the installation of a 24 foot above-ground swimming pool, on property owned by the applicants, located at 606 Bassetts Bridge Road, as shown on a map dated 8/30/07, and as described in other application submissions.

This action is based on a finding of no anticipated significant impact on the wetlands, and is conditioned upon:

1. A consultation with the Wetlands Agent, prior to work, that shall determine if and where erosion and sediment controls are needed.

This approval is valid for a period of five years (until 10/1/2012), unless additional time is requested by the applicant and granted by the Inland Wetlands Agency. The applicant shall notify the Wetlands Agent before any work begins, and all work shall be completed within one year. Any extension of the activity period shall come before this agency for further review and comment. MOTION PASSED UNANIMOUSLY.

**Public Hearing:**

W1383 - Bobb - Separatist & N Eagleville R - 7 lot subdivision

Chairman Favretti opened the Public Hearing at 7:23 p.m. Members present were R. Favretti, J. Goodwin, K. Holt, P. Kochenburger, B. Ryan, G. Zimmer and Alternates M. Beal, L. Lombard, B. Pociask who were appointed to act. Meitzler read the Legal Notice as it appeared in the Chronicle on 9/20/07 and 9/26/07. Meitzler listed the following communications received and distributed to all members of the Agency:

- 9-27-07 memo from Grant Meitzler, updated from his 8-29-07 memo
- 9-24-07 updated plans
- 9-17-07 Conservation Commission Draft Minutes
- 9-27-07 letter from Thomas A. and Alice-Mae Suits of 12 Hillyndale Road
- 9-27-07 memo from Terry and Joan Webster of 23 Southwood Road

Michael Dilaj of Datum Engineering, representing the applicant, submitted certified mailing receipts to the Agency. He requested that the information presented during the Inland Wetlands Public Hearing be entered into the record for the Planning and Zoning Commission public hearing which follows.

John Alexopoulos, Registered Land Architect, was present to address any questions, and he gave a brief summary of his landscape analysis of the site.

Mr. Dilaj reviewed the proposed site plan and a yield plan. There are two scenarios: one (the yield plan) depicts a town road into the site, and the other (the proposed plan) depicts two common driveways, which Dilaj said would have less impact than the town road on wetlands onsite and on Eagleville Brook which flows along one boundary. He outlined the BAE, DAE, acreage and frontage for each lot for each scenario as well as the amount of wetlands that will be disturbed or filled for each. The road will disturb 3,700 square feet of wetlands and the common driveways will disturb 2,600 square feet. He also indicated that the Eastern Highlands Health District is requiring additional test pits on specific lots as outlined in the EHHD memo.

Dilaj indicated that he has not yet received a response from UConn regarding his request to connect to their water line on North Eagleville Road to supply all 7 lot<sub>p. 94</sub> not granted, he noted that each lot will have an

onsite well. Dilaj also noted that sightline distances in both directions from all driveways and the proposed road would be 350 feet or greater.

Dilaj, on behalf of the applicant, agreed to a 35-day extension to revise plans to address staff comments. He will submit a letter to the Planning Office requesting the extension.

Chairman Favretti opened the discussion for Agency members.

Zimmer questioned if building the road, as opposed to the common driveways, would decrease the size of building lots, and wondered if shifting the common driveway more to the east side would be better or worse for keeping away from the wetlands. Zimmer also questioned the width of the wetland crossing.

Beal asked if one 24-inch culvert would be large enough for the wetland crossing. Meitzler noted that it is designed to accommodate water flow for a 25-year storm, and that it is adequately sized.

Chairman Favretti opened the discussion to the public.

Mr. Thomas Suits, of Hillyndale Road, indicated that he had no real objection and feels that as long as the wetlands, septic, and open space requirements are adhered to he anticipates no problems.

Attorney Howard Schiller, representing Allison Hilding, expressed the concerns her family had with the project's impact on her property. Ms. Hilding explained the background of the drainage pipe that drains from her basement onto one of the proposed lots by previous agreement with the landowner. She expressed concern for the drainage of her property should anything happen to that pipe. She also addressed the effect of the generally high water table in the area on her property.

Zimmer questioned the right to drain from one lot onto another.

Holt MOVED, Lombard seconded, to continue the Public Hearing until November 5<sup>th</sup>. MOTION PASSED UNANIMOUSLY.

New Business:

W1388 – Windham Referral, Common Ground - 87 Roanoke Ave. - utility work

Grant Meitzler summarized his memo and suggested that no response was necessary by the Inland Wetlands Agency. Members agreed by consensus that no response was necessary.

Reports of Officers and Committees:

None

Other Communications and Bills:

Noted

Adjournment:

The meeting was adjourned at 9:07 p.m.

Respectfully submitted,

Katherine K. Holt, Secretary

Mid-Northeast Recycling Operating Committee  
Minutes of the Meeting  
October 18, 2007  
Windham High School

Present: Sevcik (Chair – Tolland), Hultgren (Mansfield), Wrubel (Coventry), Trowbridge (Eastford),  
Swift (Union), Wentzell (Program Administrator)

The meeting was called to order by Chair Sevcik at 7:06 p.m.

The minutes of the May 17, 2007 meeting were approved on a motion by Swift/Hultgren.

Wentzell handed out a financial status sheet for the Household Chemical Waste Facility (attached). He explained that the current year's budget was as expected except that there will be some unbudgeted costs to apply for the facility's permit renewal due every 5<sup>th</sup> year. He said volume was about the same (800-900 vehicles per year) with very few businesses participating.

Wentzell explained the new Connecticut law on electronics recycling which will take effect in 2009. He said for computer items listed in the legislation there will be no charge for disposal and Town's can't charge for their disposal either. He said other peripheral items are yet to be addressed (printers, keyboards) and he will monitor the DEP program as it is developed this year. As of January 2011 the listed items will be banned from non-recycling disposal in CT as well.

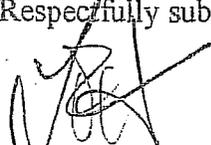
The proposed RFP for the sale of recyclables was reviewed. These include waste oil and antifreeze; tires; auto batteries; CFC removal; propane tanks and electronics. At Mansfield's request, alkaline batteries will be added to the RFP. Proposals will be due prior to the December meeting so that awards can be made.

Under other business it was noted that the bulky waste contracts had one additional year and would not be re-bid at this time. Ginny Walton sent in a change in the disposal practices for household medicines (see attached) that now says don't flush them.... dispose of them in the trash. Asbestos disposal practices were discussed noting that quantities of one cubic foot or less could be double-bagged and disposed of in the trash. Plastic recycling for additional numbers (beyond #1 and #2) was discussed with the understanding that Willimantic Waste Paper was planning to try to implement this in 2008.

The next meeting was set for 7:00 p.m. December 6<sup>th</sup> at the Windham High School.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,



Don R. Hultgren  
Secretary

cc: T. Wentzell, Program Administrator, Matthew W. Hart, Mansfield Town Manager, V. Walton,  
Mansfield Recycling Coordinator, File

**Town of Mansfield  
Personnel Committee  
Thursday, September 20, 2007  
Audrey Beck Municipal Building, Conference Room B**

Members Present: Councilor Helen Koehn, Councilor Chris Paulhus

Staff Present: Assistant to Town Manager Maria Capriola

I. CALL TO ORDER

The meeting came to order at 7:35 p.m.

II. MINUTES

The minutes of June 19, 2007 were passed by members present (Koehn, Paulhus):

III. PROCESS FOR TOWN MANAGER PERFORMANCE EVALUATION

Members of the Committee reviewed Town Manager Hart's goals that were presented to Council in February 2007. Members also reviewed the performance evaluation and self-evaluation instruments that have been used for the past few years. Members were comfortable with utilizing both instruments for the Town Manager's upcoming performance review. Town Manager Hart's goals were incorporated into Section VI (*Facilitation of Council Goals and Objectives*) of the performance evaluation instrument.

The following timeline of events in the performance review process were determined:

<u>Task</u>	<u>Date</u>	<u>Person/People Responsible</u>
Distribute Performance Evaluation Form and Timeline to Council Members	9/24/07	Maria Capriola
Self-Evaluation due to Council	10/9/07	Matthew Hart, Town Mgr.
Performance Evaluation Forms Completed and returned to Personnel Committee	10/22/07	Town Council Members
Personnel Committee meets to discuss and combine performance reviews into one cohesive document	10/30/07	Personnel Committee
Town Council meets in Executive Session to review Performance Review with Town Manager	11/13/07	Town Council & Town Mgr.

IV. ADJOURNMENT

The meeting concluded at 8:10 p.m.

## MINUTES

## MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting, Monday, October 15, 2007

Council Chambers, Audrey P. Beck Municipal Building

Members present: R. Favretti (Chairman), J. Goodwin, R. Hall, K. Holt (8:00), P. Kochenburger, P. Plante, B. Ryan, G. Zimmer

Members absent: B. Gardner

Alternates present: M. Beal

Alternates absent: L. Lombard, B. Pociask

Staff present: G. Padick (Director of Planning)

Chairman Favretti called the meeting to order at 7:02 p.m. He appointed Bonnie Ryan as Secretary Pro-Tem and appointed Alternate Beal to act in Gardner's absence.

Minutes:

10-1-07: Zimmer MOVED, Kochenburger seconded, to approve the minutes as presented. MOTION PASSED with Plante, Hall and Goodwin disqualified.

Scheduled Business:Zoning Agent's Report

Items A-C were noted. Hirsch mentioned that he went on a walk-through with Hall, and noted that all trailers on the site are registered, and the majority of the other vehicles on the property need to be removed, noting that only 1/3 of them are Hall's. He also noted that the side of the Eric Hall house that is visible from the road is very close to having site work completed. Hirsch also noted that particular attention should be paid to his memo regarding the Parks and Recreation projects.

Old Business:

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

Ryan MOVED, Hall seconded, to approve with conditions the four-lot Mulwood West subdivision owned by the Reinhold A. and Juanita M. Dorwart Family Trust, located along the southerly side of Mulberry Road in an RAR-90 zone, as submitted to the Commission and shown on plans dated 7/31/07 and revised to 9/27/07. This approval is granted because the application as hereby approved is considered to be in compliance with the Mansfield Zoning and Subdivision Regulations. Approval is granted with the following modifications or conditions:

1. Final plans shall be signed and sealed by the responsible surveyor, engineer, soil scientist and landscape architect;
2. It shall be confirmed that all requirements of the Mansfield Inland Wetland Agency have been incorporated onto final plans;
3. This approval accepts the applicant's proposed dedication of land to the Town and proposed conservation easements as appropriate to address the open space dedication requirements of Section 13 for the subject 4-lot subdivision. A deed for the open space dedication to the Town and 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.
4. Pursuant to Section 13.1.1, the PZC reserves the right to require an additional open space dedication in the event lot 5 and/or the other land labeled to be purchased by the Town is subdivided in the future. This condition shall be specifically Noticed on Land Records.

5. This approval authorizes the proposed common driveways with a merged opening on Mulberry Road. This design is considered to be consistent with regulatory provisions and will enhance traffic safety and roadside aesthetics. Common driveway easements that address maintenance and liability issues, including the maintenance of depicted driveway sightlines, shall be submitted to the Planning Office for approval by the PZC Chairman, with staff assistance, and the Town Attorney. The common driveway work shall be completed or bonded in an amount and form acceptable to the PZC Chairman, with staff assistance, before the filing of the subdivision plan, pursuant to Section 7.10.e.
6. Pursuant to Subdivision Regulations provisions, particularly Sections 7.5 and 7.6, this action specifically approves a frontage waiver for lot 1 and the depicted building envelopes for all lots, which include setback waivers. Unless revisions are specifically authorized by the Commission, the depicted building envelopes shall serve as the setback lines for all future structures and site improvements, pursuant to Article VIII of the Zoning Regulations. This condition shall be noted on the final plans and specifically Noticed on the Land Records.

It is noted that alternative development plans with the potential for additional lots off a new Town road would be possible if land to the south were not going to be sold to the Town and that the submitted yield plan is considered adequate to support the approved frontage waiver;

7. The planned conveyance of a 3-acre parcel of other land to the adjacent property owner, Mary Jane Cook (as depicted on approved subdivision plans), shall take place prior to or concurrent with the filing of approved subdivision maps on the Land Records.
8. The final maps shall move an existing "conservation easement area" label on lot 2 into the easement area and out of a development area envelope.
9. 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, a right-of-way deed along Mulberry Road, a drainage easement and right-to-drain, common driveway easements, an open space deed for land to be conveyed to the Town, conservation easements, and a Notice on the Land Records to address conditions 5 and 6, for recording on the Land Records (with any associated mortgage releases), shall be submitted to the Planning Office no later than fifteen days after the appeal period provided for in Sec. 8-8 of the State Statutes or, in the case of an appeal, no later than fifteen days after any judgment in favor of the applicant;
  - B. All monumentation (including delineation of the open space parcel and conservation easement areas with iron pins and the Town's official markers every 50 to 100 feet on perimeter trees or on cedar posts), with Surveyor's Certificate, and all required subdivision work, including common driveway improvements, 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 after any judgment in favor of the applicant. MOTION PASSED UNANIMOUSLY.

2. Application to amend the Zoning Map by rezoning property on Storrs Road from RAR-90 to PB-3, P. & N. Miniutti; Applicant, R. Walsh, Owner. File #1260

Beal MOVED, Ryan seconded, that the Planning and Zoning Commission approve the application of Drumlin Studios 1 LLC, to rezone from Rural Agricultural Residence-90 to Planned Business-3 approximately 2 acres of land located south of Storrs Road between 1753 and 1775 Storrs Road, as submitted to the Commission and as heard at Public Hearings on September 17 and October 1, 2007. The subject rezoning shall become effective as of November 15, 2007 and this action is conditioned upon the applicant's submittal of a surveyor's boundary description of the area of rezoning.

In approving this application the Planning and Zoning Commission has considered all Public Hearing testimony and communications. The subject rezoning is approved pursuant to the provisions and authority contained in Chapter 124 of the Connecticut General Statutes, including Section 8-2, which provides the Commission with:

- The authority to regulate the location and use of buildings, structures and land for trade, industry, residence or other purposes;
- The authority to divide the municipality into districts of such number, shape and area as may be best suited to carry out the purposes of Chapter 124 of the Connecticut General Statutes; and, within such districts, the authority to regulate the erection, construction, reconstruction, alteration or use of buildings or structures and the use of land;
- The mandate to consider the Plan of Conservation and Development prepared under Section 8-23;
- The mandate to give reasonable consideration as to the character of the district and its peculiar suitability for particular uses and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout such municipality;

This zoning map revision has been adopted because it promotes these statutory goals and other zoning "purposes" cited in Article One of Mansfield's Zoning Regulations. Furthermore, this approval is granted for the following reasons:

1. The Planning and Zoning Commission has determined, after specific analysis of site and neighborhood characteristics and consideration of Public Hearing testimony, that extending an existing PB-3 zone to include the subject land would be consistent with statutory authority (as cited above) and overall Plan of Development goals and objectives by permitting, with Special Permit approval, uses authorized in the PB-3 zone. Rezoning to PB-3 would promote the public's general welfare and is considered to be consistent with the 2002 Windham Regional Land Use Plan and the 2005-2010 Conservation and Development Policies Plan for Connecticut.
  2. Based on site and neighborhood characteristics, it is expected that any potential impacts from a potential retail, service or other Planned Business zone use can be appropriately addressed by existing Special Permit application review and approval processes. The Special Permit process requires specific approval of all uses and site work. Special Permit approvals require determinations that land use factors, including but not limited to: water supply, septic disposal, driveway access, drainage, traffic safety, building design, landscaping, buffering and neighborhood impacts, have been addressed suitably.
  3. The subject site contains extensive Inland Wetland areas and any new development will be subject to all applicable Inland Wetlands Agency requirements. It is anticipated that the Inland Wetlands License and Special Permit requirements will appropriately address potential environmental impacts. MOTION PASSED with all in favor except Hall.
3. Special Permit Application, efficiency unit, 112 Stafford Rd., L. Hunley owner, D. Stepule applicant, File #1265

Kochenburger MOVED, Zimmer seconded to approve with conditions the special permit application (file #1265), of D. Stepule, for an efficiency apartment on property of R. and L. Hunley located at 112 Stafford Road, in an RAR-90 zone, as submitted to the Commission and shown on plans dated 8/27/07 and other applicant submissions, and as presented at a Public Hearing on October 1, 2007.

This approval is granted because the application, as hereby approved, is considered to be in compliance with Article X, Section M, Article V, Section B, and other provisions of the Mansfield Zoning Regulations, and is granted with the following conditions:

1. This approval is granted for a one-bedroom efficiency unit in association with an existing single-family home having up to three additional bedrooms. Any increase in the number of bedrooms on this property shall necessitate subsequent review and approval from Eastern Highlands Health District and the Planning and Zoning Commission;
  2. This approval is conditioned upon continued compliance with Mansfield's zoning regulations for efficiency units, which include owner-occupancy requirements and limitations on the number of residents in an efficiency unit;
  3. This special permit shall not become valid until filed upon the Land Records by the applicant.
- MOTION PASSED with Plante, Hall and Goodwin disqualified.

4. Subdivision Application (Arthur's Pond) 7 Proposed lots off of N. Eagleville and Separatist Roads, File #1266  
Tabled, Public Hearing continued until November 5, 2007.
5. Special Permit Application, Efficiency Unit, 141 Gurleyville Rd., J. Catalano, o/a File #1268  
Tabled, Public Hearing scheduled for November 5, 2007.
6. Level A Aquifer Designation for Willimantic River Well Field  
(To be tabled-Public Hearing tentatively scheduled for November 5, 2007)
7. Request for release of common driveway bond, Mulwood East Subdivision, File #1225  
Awaiting staff Report
8. Design Review Panel Vacancy  
Padick noted that all Professional Engineers registered in the State of Connecticut that live in the 06268 and 06250 zip codes have been notified and invited to submit a professional resume and a letter of interest. To date we have had 4 letters of interest that have been handed out this evening. Favretti asked that the members review them and be prepared to discuss filling the vacancy at the next meeting.
9. Statutory Revisions to Aquifer Protection Program  
Tabled, awaiting staff report.
10. Subdivision Completion/Bonding update  
Director of Planning verbally discussed the bonds that have reached their time limit, noting that several are waiting for street tree planting that cannot be completed this year due to drought conditions. Padick noted that he is expecting several recommendations on bonding issues at the next meeting.

#### New Business

1. New Special Permit Application, Natchaug Hospital Office Use, 165 Storrs Road, Natchaug Hospital, applicant M. Howard owner, File #1032-2  
Hall MOVED, Ryan seconded, to receive the Special Permit application (File #1032-2) submitted by Natchaug Hospital, for office use, on property located at 165 Storrs Road, owned by Marian Howard, as shown on plans dated 10/4/07, 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 11/5/07. MOTION PASSED UNANIMOUSLY.
2. Modification Request: Proposed Entry revisions, Regional School District #19 Education Facility, 85 Depot Road, File #1251  
Bruce Silva, Superintendent of Regional School District #19, and Richard Lawrence of Lawrence and Associates were present to discuss the need to revise the north side entry. Lawrence presented digitally enhanced images of the proposed revision. He added that the modification is necessary, and it has been discussed with the Building Official and Fire Marshal. Favretti asked if the stone lintel over the door, with the name of the Reynolds School incised in it, will remain unaltered. Lawrence responded that there would be no change. Padick stated that another revision had recently been proposed by the applicant, and it seemed appropriate to bring it before the entire Commission. The revision necessitates a lowering of the level of basement windows on the back or south side of the building in order to accommodate interior duct work without obscuring the window. Padick circulated an elevation sketch depicting the change which was then explained by Lawrence. The consensus of the Commission was that this is a minor modification that staff can address.

Goodwin MOVED, Hall seconded that the PZC Chairman and Zoning Agent be authorized to approve the 10/9/07 modification request for entry revisions for the Regional School District #19 educational facility at 85 Depot Road, as described on submitted plans and discussed at the PZC's 10/15/07 meeting. This authorization is subject to the following condition:

1. Landscaping revisions, acceptable to the PZC Chairman with staff assistance, shall be incorporated into the plans to help reduce visual impacts of the entry revision. MOTION PASSED with Zimmer, Goodwin, Hall, Kochenburger and Beal in favor, Plante and Favretti opposed, and Ryan abstaining.

Public Hearing

Special Permit renewal request for the use of live music in conjunction with the following restaurants: Coyote Flaco, Rt. 31; Huskies, King Hill Rd; Stonewall Tavern, Rt. 32; Ted's Restaurant, King Hill Rd.; Tequila Cove, Storrs Rd; and Zenny's, Rt. 44.

Chairman Favretti opened the Public Hearing at 8:02 p.m. Members present were R. Favretti, J. Goodwin, R. Hall, K. Holt, P. Kochenburger, P. Plante, B. Ryan, G. Zimmer, and Alternate M. Beal. Padick read the Legal Notice as it appeared in the Chronicle on 10/3/07 and 10/11/07, and noted that the only communication received was a 10/11/07 report from Curt Hirsch, Zoning Agent. Favretti noted no members from the public present and no comments or questions from the Commission. Hirsch discussed the Tequila Cove proposed Revision. Hall mentioned live music at the Altnaveigh and Starbucks, and Hirsch said he would address them.

Holt MOVED, Zimmer seconded, to close the Public Hearing at 8:08 p.m.

Kochenburger MOVED, Holt seconded, that the Commission approve the Live Music Permit renewals through November 1, 2008 for the following restaurants: Huskies Restaurant, file # 780-2; The Stonewall Tavern, file # 595; Ted's Restaurant, file # 1107; Tequila Cove, file # 887; and Zenny's Restaurant, file # 984. These renewals are conditioned upon compliance with the current mandated conditions for each, which shall be attached to this motion. MOTION PASSED UNANIMOUSLY.

New Business Continued

3. Request for Subdivision Renewal, 1-lot on Dog Lane, Storrs Center Alliance, LLC, applicant, File #1246-4

The report from the Director of Planning was noted and, with no discussion, Kochenburger MOVED, Holt seconded, 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. MOTION PASSED UNANIMOUSLY.

4. Recommended Bond Release, Oliver Driveway work, File # 1244

The report from the Director of Planning was noted and, with no discussion, Kochenburger MOVED, Holt seconded, that the PZC recommended that the Director of Planning be authorized to take appropriate action to release \$5,000 plus accumulated interest that has been held to ensure suitable completion of the Oliver driveway work at 525 Storrs Road. MOTION PASSED UNANIMOUSLY,

Reports of Officers and Committees:

There were no items to report on.

Communications and Bills:

The agenda items were noted, with particular attention to the letters written regarding the work being done on the southeast corner of Mulberry Road and Wormwood Hill Road.

Public Hearing

Special Permit Application, Efficiency Unit, 300 Woodland Rd., F & S Sandberg, o/a File #1267

Chairman Favretti opened the Public Hearing at 8:17 p.m. Members present were R. Favretti, J. Goodwin, R. Hall, K. Holt, P. Kochenburger, P. Plante, B. Ryan, G. Zimmer, and Alternate M. Beal. Padick read the Legal Notice as it appeared in the Chronicle on 10/3/07 and 10/11/07, and noted that the only communication received was a 9/28/07 report from the Director of Planning and an approval form from the E.H.H.D.

Owners Frank and Sandy Sandberg submitted computer generated return receipts and the notification slips. Question was raised as to how much fill will be removed or brought in. Mr. Sandberg noted that gravel removed for the foundation will be re-used at the site. It will be built into the hillside so that the exit will be at ground level. All materials and architecture will be in keeping with the existing house. A Question was raised

regarding the square footage of the existing house. Since it was not on submitted materials, Padick took what the Assessors office had on record. Prior to the next meeting, the applicant needs to provide the Director of Planning with measurements to ensure that the square footage of the efficiency unit will be 35% or less total square footage of the primary residence.

Holt MOVED, Plante seconded, to continue the Public Hearing until November 5, 2007. MOTION PASSED UNANIMOUSLY.

Hall volunteered to work with staff to create a motion pending submittal of information that supports the efficiency unit being 35% or less square footage of the primary residence.

Adjournment:

Favretti declared the meeting adjourned at 8:32 p.m.

Respectfully submitted,

Bonnie Ryan, Secretary Pro-tem

To: Town Council/Planning & Zoning Commission  
 From: Curt Hirsch, Zoning Agent  
 Date: November 6, 2007

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

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	18	19	18	90	85
Certificates of Compliance issued	26	20	30	80	78
Site inspections	102	57	82	306	331
Complaints received from the Public	2	5	7	12	22
Complaints requiring inspection	2	4	5	10	12
Potential/Actual violations found	2	3	3	9	39
Enforcement letters	9	6	7	63	39
Notices to issue ZBA forms	1	3	3	7	6
Notices of Zoning Violations issued	7	8	2	22	14
Zoning Citations issued	10	0	3	10	10

Zoning permits issued this month for single family homes = 0, multi-fm = 0  
 2007/08 fiscal year total: s-fm = 5, multi-fm = 11

## Mansfield YSB Advisory Board

### Meeting Minutes

Tuesday, September 25, 2007

12 noon @ YSB Conf. Rm. B

**Attendees:** Ethel Mantzaris, Frank Perrotti, Jerry Marchon

**Staff:** Kevin Grunwald, Pat Michalak, Kathy McNamara, Karen Taylor

**Regrets:** Mike Collins

#### Call to Order

Ethel Mantzaris, Chair, called the meeting to order at 12:05

- I. Approval of Minutes – **MOTION** by Frank Perrotti seconded by Ethel Mantzaris. vote: Unanimous in favor of approving minutes as submitted.

#### Kevin Grunwald, Director

- A. Kevin advised the Board that he has met with YSB staff over the summer and discussed Program Planning, activities and YSB requirements for the coming year.
- B. He advised the Board that there are currently 30 – 35 individuals interested in participating in this session of the H.I.F.I. group.
- C. He informed the Board that the YSB was eligible for a State Enhancement Grant totaling \$6200 and that the application had been submitted. Kevin informed the Board that part of this grant if approved would be to fund the part-time position responsible for coordinating the Grandparents Group. Also, as a collaborative group YSB's were donating funds to the Manchester Memorial Hospital for after hours support.
- D. Kevin updated the Board on the Underage Drinking Project and that there is an upcoming presentation scheduled at E.O. Smith.

## September Activities 2007

- The past several years of diligent lobbying on the part of the Connecticut Youth Service Association has brought very good news to the Youth Service Bureaus in the State of Connecticut. CYSA and Mansfield's Denise Merrill were able to locate additional sources of funding for Youth Service Bureaus. Mansfield is hoping to receive \$6,200.00 in enhancement money by the end of November. This money will enable the Youth Service Bureau to participate in the Manchester Hospital "Youth in Crisis Response System" and to fund a part time position to continue the Grandparents Raising Grandchildren group.

- The Youth in Crisis Response System is a collaborative effort of the East of the River Youth Service Bureaus and Manchester Hospital. The project will be staffed at the hospital in the adolescent unit Monday through Friday 5pm to

11:30pm and on weekends from 7pm to 11:30pm. Participating Youth Service Bureaus and their respective Police Departments will be given a dedicated 1-800 private direct line to the triage person on call. Triage will screen the calls and offer clinical interventions and/or referrals to the Adolescent Unit. In the event that the youth does not need intensive clinical intervention, Manchester Hospital would then contact us the next morning allowing us to follow up with the youth and family.

- Grandparents from our Grandparent's Raising Grandchildren Group participated in the AARP Connecticut Grandparents Taskforce: Grandparents Voices for Change. Participants learned about new laws and resources to help relative caregivers. Over 200 grandparents from around the state were in attendance.
- Children's Grief Group began its 2nd session with more families participating than our first session and several families were put on a waiting list for our next session in February.
- YSB honored Amy Pimentel at the 4th annual Friend's of Youth Service Bureau Awards Banquet. Amy has been a dedicated and hard working volunteer who has enhanced the services of the agency.
- YSB staff attended open houses at the three elementary schools and the middle school. Families used this opportunity to learn more about our services and to sign up for our programs.
- Staff developed new program flyers, allowing residents to better understand our services.
- Continued work with UCONN Psychological Services to assist us with the volume of referrals we are receiving from the schools and community.
- YSB collaborated with the JOY program at UCONN allowing underprivileged Mansfield children and their families to attend the production of Winnie the Pooh at Jorgensen.
- Over 90 UCONN students applied for an opportunity to work in our mentoring program. Due to staffing constraints we were only able to accept 8 since we also had 10 returning students.
- YSB has procured a UCONN work study student, financed by the university to assist in the delivery of our services.
- YSB is supervising an intern from the Family Studies Program at UCONN to work in our COPE program.
- Staff is working with EOS on the development of a program to help ensure success for 8th grade students transferring to high school.
- Orientation dinner and open house was provided for parents of 7th and 8th grade special education students who are in the self contained classroom with Ms. Holman at MMS.

- Intakes, assessments and psychiatric involvement with families are ongoing including
- DCF referral, emergency placement use of United Services

Good neighbor programs:

- Mansfield child continues to receive complimentary Martial Arts training from Villari's Martial Arts School in Willimantic.
- UCONN professor is paying for 2 children to participate in the Mansfield Community Center After School Program.
- Karate
- Good neighbors program
- DCF referral, emergency placement use of United services

Introduction of Matt Hart, Town Manager to the Youth Service Advisory Board members.

Matt thanked the Board for inviting him and informed them that he would welcome any and all questions.

- Frank inquired about the reasoning for the part-time position in YSB being cut from the budget. To which Matt replied it was a joint decision with Jeff Smith the Finance Director during the budget process. Matt advised the Board that it would be addressed during the next budget cycle and explained to the Board that it is up to the Director to provide justification for the position. A discussion ensued between Matt and the Board members regarding the commitment to the families and youth of Mansfield thru programs and support groups.
- Matt proposed a question to the Board regarding key interests for the youth and community served by the YSB. A discussion ensued.
- Ethel commented that Youth Services has always done an outstanding job and provides an invaluable service to the schools.
- Frank commented on needy families and the unique services that YSB provides to meet those needs.
- Jerry asked Matt to speak about the Strategic Planning Committee that is forming and where YSB fits in. Matt advised the Board that letters were to go out within the month announcing the committee. At which point, Ethel suggested having a member from each advisory committee be part of the planning to better serve the youth, families and the community. Matt agreed and suggested that anyone from the Board submit a letter of interest.

Ethel thanked Matt for coming and extended an open invitation to future Advisory Board meetings.

II. Old Business: None

III. New Business: None

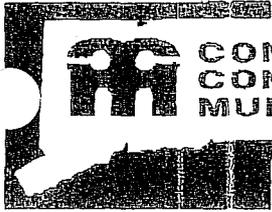
IV. Other:

- Frank asked about Pomfret (Rectory) camp. Both Kevin and Pat advised the Board that the program had to be cut. However, more youths were sent to town camp and other families with youth who qualified for fee waivers were enrolled at the Community Center. Frank made the suggestion to contact the local Lions Club for donations to support the camp fund.
- Kevin and Pat shared with the board that the Challenge program is in it's 31<sup>st</sup> year and the criteria and selection process is being reviewed between E.O. Smith and Youth Services with an effort toward more involvement between the two.

Meeting adjourned at 1:02.

Respectfully submitted by:

Karen L. Taylor  
Secretary



CONNECTICUT  
CONFERENCE OF  
MUNICIPALITIES

900 Chapel St., 9th Fl  
Phone (203) 498-3025

For immediate release:  
Friday September 28, 2007  
Contact: Kevin Maloney  
(203) 498-3025

## CCM releases

- (1) Initial survey responses for top ten municipalities most impacted by school construction bonding impasse**
- (2) Town-by-town update on school construction payments past due for August, September and due in October**

As the impasse over state bonding continues, the Connecticut Conference of Municipalities (CCM) today (Friday, September 28) released (1) its initial survey responses detailing the impacts on the top ten municipalities most affected by the delay in school construction progress payments (see Attachment 1); and (2) updated town-by-town dollar figures on school construction progress payments past due in August, September and due in October (see Attachment 2).

Connecticut's largest cities have been hard hit. New Haven has been forced to tap a line of credit for \$29 million, at a borrowing cost of \$256,000 to keep its school projects going. Hartford has had to borrow upwards of \$12 million and is losing interest income of up to \$100,000 each month. Bridgeport has been forced to borrow \$14 million and has already lost \$130,000 in interest income.

Smaller communities are also suffering. The Town of Groton is drawing down its municipal fund balance in the face of not receiving \$6.9 million in scheduled school construction payments, and has lost nearly \$14,000 in interest income. Thompson is still awaiting a scheduled payment of \$5.6 million and as a result has lost more than \$20,000 in interest income, after being forced to use surplus funds. And Plainville will be pressed to use bond anticipation notes if school construction reimbursement delays continue any longer.

CCM hopes that a bipartisan agreement can be reached quickly on a state bond package. CCM has requested meetings with the Governor, the Senate President, and Speaker of the House to advance a resolution that includes reimbursing municipalities for the cost of the delay. Local leaders not only have concerns with the impasse in bonding authorizations regarding school construction funding (with a total of \$153 million coming past due in October, affecting 129 projects in 60 towns and cities), but also other critical aspects of the bond package that affect towns and cities, including aid for infrastructure repairs, clean water needs, economic development assistance, and other important municipal needs (see Attachment 3).

Attachments (3)

**TOP TEN SURVEY RESULTS: COST TO RESPONDING MUNICIPALITIES  
RESULTING FROM DELAY IN SCHOOL CONSTRUCTION PROGRESS PAYMENTS  
(LISTED IN ALPHABETICAL ORDER)**

NO. TOWN	IMPACT
1. Bridgeport	August & October payment total: \$23 million \$14 million borrowed to date \$130,000 in lost interest income for two months If next month's payment of \$8.5 million is not received, lost interest will increase to \$97,000 per month.
2. Groton (Town)	September payment total: \$6.9 million Loss in interest of \$13,542 to date Is using fund balance. Will move to temporary financing if the situation continues.
3. Hartford	September payment total: \$11.8 million The sum will increase to \$20 million, should payment delays continue. It will cost \$100,000 in lost interest for the first month as funding will need to be diverted from other projects.
4. Manchester	September payment total: \$5.9 million Interest income loss of \$5,000
5. Middletown	September payment total: \$5.1 million Virtually out of funds to meet contractual commitments. If stalemate continues, will look at Bond Anticipation Notes, using fund balance, or, as a last resort, stopping work on the new high school.
6. New Haven	August & September payments total: of \$29.9 million Presently taking money from line of credit. Reaching credit limit. Interest income loss of \$15,000 to date Borrowing cost of \$256,000 New Haven has only two months of available funding left to make school construction vendor payments averaging \$10 million a month
7. Plainville	September & October payments total: \$5.2 million Bonded for their portion of the project, which will run out in two months. Will be forced to draw down from Bond Anticipation Notes in two months resulting in a loss of interest.
8. Stamford	August & September payments total: \$5.4 million Presently taking money out of fund balance Loss of interest income of \$48,000 to date Construction projects may be curtailed
9. Thompson	September payment of \$5.6 million \$20,800 Loss in interest income Presently using surplus funds
10. Waterbury	August, September & October payments total: \$6 million Currently using general fund to cover costs A loss of interest of \$170,000 to date

\* Note: Impact based on individual survey responses  
CCM Survey, 9/07

SCHOOL CONSTRUCTION PROGRESS PAYMENTS ALREADY MISSED OR AT RISK  
AUGUST, SEPTEMBER AND OCTOBER PAYMENTS

NO.	MUNICIPALITY	FACILITY NAME	AUGUST (1) PAYMENT MISSED	SEPTEMBER (2) PAYMENT MISSED	ESTIMATED (3) OCTOBER PAYMENT	TOTAL ESTIMATED AT RISK TO DATE
1.	AVON	Avon Middle School	52,935			
		Avon High School		777,111.10		
	AVON TOTAL		52,935	777,111.10		\$ 830,046.10
2.	BLOOMFIELD	The Big Picture High School		1,660,942.95		
		Bloomfield Early Childhood Magnet School		180,980.60		
	BLOOMFIELD TOTAL			1,850,931.55		\$ 1,850,931.55
3.	BROOKLYN	Brooklyn Elementary Preschool		591,905.20		
	BROOKLYN TOTAL			591,905.20		\$ 591,905.20
4.	BRIDGEPORT	New East End Elementary	9,520,479			
		New North End Elementary	2,117,807		4,382,048.00	
		New Barnum Elem	2,634,420		3,981,571.00	
		Roosevelt School	38,507			
		Harding High School	192,970			
		Multi-Magnet High School	180,110			
		Bridgeport Discovery Magnet School	4,546		4,600.00	
		Central Administration #2	3,040			
		Columbus School			96,000.00	
		BLC at Sheridan School	2,830			
	BRIDGEPORT TOTAL		14,698,795		8,464,219.00	\$ 23,163,014.00
5.	CHESHIRE	Cheshire High School		19,115.30		
	CHESHIRE TOTAL			19,115.30		\$ 19,115.30
6.	CLINTON	Central Administration			21,647.00	
	CLINTON TOTAL				21,647.00	\$ 21,647.00
7.	COLEBROOK	Colebrook Consolidated School	15,418			
	COLEBROOK TOTAL		15,418			\$ 15,418.00
8.	COVENTRY	George Hersey Robertson School		100,457.45		
	COVENTRY TOTAL			100,457.45		\$ 100,457.45
9.	CROMWELL	Cromwell High School	342,692			
	CROMWELL TOTAL		342,692			\$ 342,692.00
10.	EAST HADDAM	New East Haddam 4-8 School	1,989,418			
	EAST HADDAM TOTAL		1,989,418			\$ 1,989,418.00
11.	EAST WINDSOR	Broad Brook Elementary		3,026.66		
	EAST WINDSOR TOTAL			3,026.66		\$ 3,026.66
12.	ESSEX	Essex Elementary School		2,096,735.97		
	ESSEX TOTAL			2,096,735.97		\$ 2,096,735.97
13.	FAIRFIELD	Holland Hill School			44,128.00	
	FAIRFIELD TOTAL				44,128.00	\$ 44,128.00
14.	FARMINGTON	Nyah Wallace School			8,413.00	
		Farmington High School			15,001.00	
	FARMINGTON TOTAL				23,494.00	\$ 23,494.00
15.	GLASTONBURY	Glastonbury High School	173,177		113,573.00	
		New Elementary School		265,508.15		
	GLASTONBURY TOTAL		173,177	265,508.15	113,573.00	\$ 552,258.15
16.	GREENWICH	Hamilton Avenue School		754,000.00		
	GREENWICH TOTAL			754,000.00		\$ 754,000.00
17.	GROTON	Catherine Kolnaski Elementary		673,935.16		
		Fitch Senior High School		4,907,485.20		
		Northeast Academy School		1,034,214.60		
	GROTON TOTAL			6,915,636.96		\$ 6,915,636.96
18.	HAMDEN	Central Administration			211,500.00	

(1) Source: Audited Final Numbers, CT Dept. of Ed.

(2) Source: Estimates, CT Dept. of Ed.

SCHOOL CONSTRUCTION PROGRESS PAYMENTS ALREADY MISSED OR AT RISK  
AUGUST, SEPTEMBER AND OCTOBER PAYMENTS

NO.	MUNICIPALITY	FACILITY NAME	AUGUST (1) PAYMENT MISSED	SEPTEMBER (2) PAYMENT MISSED	ESTIMATED (3) OCTOBER PAYMENT	TOTAL ESTIMATED AT RISK TO DATE
	HAMDEN TOTAL				211,608.00	\$ 211,608.00
19.	HARTFORD	Sport Science Academy		10,250,000.00		
		U of H Science & Engineering		926,280.00		
		Fisher Magnet School		237,500.00		
		Kingsella Magnet School		175,000.00		
	HARTFORD TOTAL			11,988,780.00		\$ 11,988,780.00
20.	KILLINGLY	Killingly High School		156,830.46		
	KILLINGLY TOTAL			156,830.46		\$ 156,830.46
21.	LITCHFIELD	Litchfield Middle/High School		41,430.00		
	LITCHFIELD TOTAL			41,430.00		\$ 41,430.00
22.	MANCHESTER	Manchester High School		3,136,050.25		
		Ilwaco Middle School		476,901.72		
		Danriot Middle School		2,320,970.77		
	MANCHESTER TOTAL			5,933,922.74		\$ 5,933,922.74
23.	MARLBOROUGH	Elmer Thienes-Mary Hall Elementary	48,523			
	MARLBOROUGH TOTAL		48,523			\$ 48,523.00
24.	MERIDEN	Washington Middle School	433,125			
	MERIDEN TOTAL		433,125			\$ 433,125.00
25.	MIDDLETOWN	New Middletown High School		4,411,901.25		
		Middletown Voc-Arts Center		782,500.00		
	MIDDLETOWN TOTAL			5,174,401.25		\$ 5,174,401.25
26.	MILFORD	Alternative Education	615,500			
		Pumpkin Delight School		9,393.41		
		Jonathan Law High School		349,788.01		
		Meadowside School		195,040.13		
		Call Pen Meadow School		175,040.11		
	MILFORD TOTAL			730,161.66		\$ 730,161.66
27.	MONROE	Chalk Hill Middle School			341,583.00	
	MONROE TOTAL				341,583.00	\$ 341,583.00
28.	NAUGATUCK	Naugatuck High School	1,304,340			
	NAUGATUCK TOTAL		1,304,340			\$ 1,304,340.00
29.	NEW HARTFORD	New Hartford Elementary			217,870.00	
	NEW HARTFORD TOTAL				217,870.00	\$ 217,870.00
30.	NEW HAVEN	Fair Haven Middle School		4,820,345.71		
		New Jepson Interdistrict Magnet	2,680,210		2,304,993.00	
		Magnet Coop Arts & Humanities HS	5,818,419		2,688,002.00	
		Ruby Ross Arts Magnet School			353,708.00	
		Clements PK-B School			201,747.00	
		Troup Middle School		821,282.28		
		Clinton Avenue School		1,100,970.28		
		Sound School-Pardee Greenhouses	419,021		79,284.00	
		Christopher Columbus School		3,300,121.75		
		Shendon (PK - B) Magnet	7,708		4,338,560.00	
		Metropolitan Business Magnet High School	263,154		228,442.00	
		New Bishop Woods School	146,051		291,458.00	
	NEW HAVEN TOTAL		9,324,583	10,088,730.02	10,486,951.00	\$ 29,900,244.02
31.	NEW LONDON	New C D Jennings Elementary			4,249,122.00	
	NEW LONDON TOTAL				4,249,122.00	\$ 4,249,122.00
32.	NORTH HAVEN	New North Haven High School		7,176.53		
	NORTH HAVEN TOTAL			7,176.53		\$ 7,176.53
33.	NORWALK	Brookside Elementary School	89,171			
		Roton Middle School		608,947.65		
		Norwalk High School		1,541,538.54		

(1) Source: Audited Final Numbers, CT Dept. of Ed.

(2) Source: Estimates, CT Dept. of Ed.

SCHOOL CONSTRUCTION PROGRESS PAYMENTS ALREADY MISSED OR AT RISK  
AUGUST, SEPTEMBER AND OCTOBER PAYMENTS

NO.	MUNICIPALITY	FACILITY NAME	AUGUST (1) PAYMENT MISSED	SEPTEMBER (2) PAYMENT MISSED	ESTIMATED (3) OCTOBER PAYMENT	TOTAL ESTIMATED AT RISK TO DATE
		Parus Ridge Middle School		467,211.26		
		Nathan Hale Middle School		448,821.61		
	NORWALK TOTAL		39,171	3,006,917.26		\$ 3,046,088.26
34.	NORWICH	Thomas W. Mahan School			500,720.00	
	NORWICH TOTAL				500,720.00	\$ 500,720.00
35.	OLD SAYBROOK	Kathleen C. Goodwin School			70,676.00	
		Old Saybrook Senior High School			447,761.00	
	OLD SAYBROOK TOTAL				518,437.00	\$ 518,437.00
36.	OXFORD	New Oxford High School	1,062,020			
	OXFORD TOTAL		1,062,020			\$ 1,062,020.00
37.	PLAINVILLE	Plainville High School		3,096,893.00		
		Louis Toffolon School			1,320,771.00	
	PLAINVILLE TOTAL			3,096,893.00	1,320,771.00	\$ 5,217,374.00
38.	PLYMOUTH	New Plymouth/Terryville High School		1,037,772.58		
		Terryville High School		85,869.10		
	PLYMOUTH TOTAL			1,113,331.78		\$ 1,113,331.78
39.	SCOTLAND	Scotland Elementary School		1,092,455.10		
	SCOTLAND TOTAL			1,092,455.10		\$ 1,092,455.10
40.	SHELTON	Shelton High School			1,381,780.00	
	SHELTON TOTAL				1,381,780.00	\$ 1,381,780.00
41.	SOMERS	Mabelle B. Avery Middle School	176,837		43,837.00	
		Central Administration			43,447.00	
	SOMERS TOTAL		176,837		87,274.00	\$ 264,111.00
42.	STAFFORD	Stafford High School			2,120,420.00	
	STAFFORD TOTAL				2,120,420.00	\$ 2,120,420.00
43.	STAMFORD	Stamford High School		133,805.21		
		Academy of Information Tech & Eng		2,872,291.00		
		Environmental Studies Magnet		773,982.10		
		Westhill High School		805,364.40		
		Cloonan School	27,548			
	STAMFORD TOTAL		27,548	5,385,442.71		\$ 5,412,990.71
44.	STERLING	New Sterling PK-B School	1,792,891			
	STERLING TOTAL		1,792,891			\$ 1,792,891.00
45.	SUFFIELD	Suffield High School	69,979			
		Suffield High School	33,987			
	SUFFIELD TOTAL		103,966			\$ 103,966.00
46.	THOMPSON	Fisher/Thompson/Tourelotte Schools		5,623,365.96		
	THOMPSON TOTAL			5,623,365.96		\$ 5,623,365.96
47.	TOLLAND	Parker Memorial School		26,533.56		
		Tolland High School	82,180			
	TOLLAND TOTAL		82,180	26,533.56		\$ 108,713.56
48.	TRUMBULL	Reg Agriscience/Tech Cntr	102,937			
	TRUMBULL TOTAL		102,937			\$ 102,937.00
49.	VERNON	Northeast School		83,370.15		
		Vernon Center Middle School		1,870,354.50		
		Rockville High School		909,342.48		
		Center Road School		175,984.49		
		Maple Street School		92,047.05		
		Lake Street School		25,022.07		
		Skinner Road School		24,500.46		
	VERNON TOTAL			2,980,622.12		\$ 2,980,622.12

SCHOOL CONSTRUCTION PROGRESS PAYMENTS ALREADY MISSED OR AT RISK  
AUGUST, SEPTEMBER AND OCTOBER PAYMENTS

NO. MUNICIPALITY	FACILITY NAME	AUGUST (1) PAYMENT MISSED	SEPTEMBER (2) PAYMENT MISSED	ESTIMATED (3) OCTOBER PAYMENT	TOTAL ESTIMATED AT RISK TO DATE
50. WATERBURY	Bucks Hill School		2,141.15		
	Margaret M General Elementary		2,141.15		
	John F. Kennedy High School	629,710		352,460.00	
	Crosby/Wallace Schools	1,212,332		504,062.00	
	Wilby H S /North End Middle	933,937		565,437.00	
	Duggan School		69,574.85		
	New Elementary School #2	84,108		56,181.00	
	New Elementary School #3	211,864		251,005.00	
	Crosby/Wallace Schools	1,043,562			
WATERBURY TOTAL		4,115,353	73,857.15	1,819,203.00	\$ 6,008,413.15
51. WATERTOWN	Swift Middle School			4,208,172.00	
	Polk School			104,092.00	
WATERTOWN TOTAL				4,310,264.00	\$ 4,310,264.00
52. WEST HAVEN	Forest School	1,364,866			
WEST HAVEN TOTAL		1,364,866			\$ 1,364,866.00
53. WINCHESTER	Pearson Middle School	24,107			
WINCHESTER TOTAL		24,107			\$ 24,107.00
54. WINDSOR	Roger Wolcott Early Child Ctr.	51,427			
WINDSOR TOTAL		51,427			\$ 51,427.00
55. REGIONAL DISTRICT 4	Valley Regional High School		94,500.00		
REGIONAL DISTRICT 4 TOTAL			94,500.00		\$ 94,500.00
56. REGIONAL DISTRICT 5	Amity Regional Sr HS	340,329		500,793.00	
	Amity (Bethany) Jr High			862,580.00	
	Amity (Orange) Jr High			1,172,032.00	
	Central Administration			21,685.00	
REGIONAL DISTRICT 5 TOTAL		340,329		2,835,090.00	\$ 3,175,419.00
57. REGIONAL DISTRICT 6	Warren Elementary School	37,473			
	Wamogo Regional Vo Ag			19,114.00	
REGIONAL DISTRICT 6 TOTAL		37,473		19,114.00	\$ 56,587.00
58. REGIONAL DISTRICT 10	Lewis S Mills/Har-Bur Complex			1,065,680.00	
REGIONAL DISTRICT 10 TOTAL				1,065,680.00	\$ 1,065,680.00
59. CES	Regional Center for the Arts			3,512,529.00	
CES TOTAL				3,512,529.00	\$ 3,512,529.00
60. ACES	ACES ACCESS			757,571.00	
ACES TOTAL				757,571.00	\$ 757,571.00
TOTAL PAYMENTS DUE		37,704,091	70,695,558.13	44,430,850.00	\$ 152,910,489.13

(1) Source: Audited Final Numbers, CT Dept. of Ed.

(2) Source: Estimate, CT Dept. of Ed.



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### Attachment 3

**The state bond package  
includes funding for the following key programs for municipalities\***

<u>Program</u>	<u>Bonding, in millions</u>	
	<u>2007-08</u>	<u>2008-09</u>
School Construction	\$705	\$603
Rail cars and maintenance facility	\$140	--
Clean Water Fund (g.o. bonds)	\$110	\$110
Local Capital Improvement Program (LoCIP)	\$ 30	\$ 30
Urban Act	\$ 30	\$ 30
Small Town Economic Assistance (STEAP)	\$ 20	\$ 20
Open Space grants	\$ 7.5	\$ 7.5
Brownfield Pilot Program	\$ 5	\$ 5
Transit oriented development projects	\$ 5	--
Responsible Growth Incentive Fund	\$ 5	\$ 10
Reg'l Brownfield Development Loans	\$ 2.5	\$ 2.5
Plans of Conservation and Development	\$ 1	\$ 1
GIS systems	\$ .4	--
Miscellaneous projects of benefit to municipalities	\$243.2	\$ 58.4

\*Source: House Bill 1501, as adopted by the General Assembly on 9/20/07

CCM 9/07

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<u>Date</u>	<u>Location</u>
Thursday, 1/3/08	Naugatuck Valley Comm. College - Mainstage Theatre, Fine Arts Center Bldg. - Waterbury
Tuesday, 1/8/08	Southern CT State Univ. - Michael J. Adanti Student Center Theater (Bldg. 14) - New Haven
Thursday, 1/10/08	Univ. of Bridgeport - Littlefield Recital Hall, Arnold Bernhard Arts & Humanities Center - Bridgeport
Thursday, 1/17/08	Legislative Office Building - Room 2C - Hartford
Tuesday, 1/22/08	UCONN Stamford - Genre Auditorium - Stamford

Written comments can be emailed to DECD at [CTStrategicPlan@ct.gov](mailto:CTStrategicPlan@ct.gov) or mailed to:

Stan McMillen, Ph.D., Managing Economist  
Department of Economic & Community Development

505 Hudson Street, 2<sup>nd</sup> floor  
Hartford, CT 06106

\*\*\* \*\* \*

For more information, please contact Gian-Carl Casa or Ron Thomas of CCM at (203) 498-3000.



# Legislative Update



THE VOICE OF LOCAL GOVERNMENT

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## State Bonding Compromise Passed

The General Assembly passed today, and the Governor is expected to sign, a state bond package for FY 2008 and FY 2009.

This compromise package authorizes a total of \$2.6 billion in state bonding, about \$115 million more than the package first proposed by Governor Rell in February and \$664 million less than what was passed by the General Assembly, but vetoed in September.

### School Construction – CCM Works Successfully to Keep Municipalities Whole

The bond package includes a provision, sought and successfully lobbied for by CCM, that keeps municipalities whole for any costs incurred due to the delay in receipt of school construction progress payments caused by the stalemate over the bond package.

The provision applies to school construction grant recipients "(1) for which a payment request for such grant was approved by the Department of Education during the period beginning July 1, 2007, and ending December 31, 2007, (2) that had such payment delayed due to unavailability of state bond funds for such payment, and (3) that incurred fees, interest and other costs or lost income associated with short-term borrowing..."

The package provides an additional \$2 million in school construction bonding to the Department of Education for this purpose, but the language of the bill does not limit municipal reimbursements to that amount.

### Other Key Municipal Programs

Key provisions affecting municipalities include the following:

<u>Program</u>	<u>FY 2008 (in millions)</u>	<u>FY 2009 (in millions)</u>
School Construction Grants	\$707	\$603
Local Capital Improvement Program (LoCIP)	\$ 30	\$ 30
Urban Act	\$ 20	\$ 20
Small Town Economic Assistance (STEAP)	\$ 20	\$ 20
Clean Water Fund (GO Bonds)	\$ 90	\$ 90
Clean Water Fund (Revenue Bonds)	\$235	\$180
Recreation & Natural Heritage	\$ 7.5	\$ 7.5
Open Space Grants	\$ 7.5	\$ 7.5
Responsible Growth Incentives	\$ .5	\$ 10 <sup>a</sup>
Municipal Plans of C&D	\$ .5	\$ .5
RPO's for GIS	\$ .4	—
Brownfield Loans	\$ 2.5	—
School Security	\$ .5	—
Libraries (Distressed Municipalities)	\$ .5	\$ .5
Libraries (Other Municipalities)	\$ 3.5	\$ 3.5

<sup>a</sup> of which \$5 million is for transit-oriented development

-OVER-

Transportation Provisions

Several provisions in the state bond package added new transportation-related projects and expenditures, including:

- \$5 million in FY 09 for transit-oriented development. The Act provides that RPOs may receive up to \$1 million each, and provides a method by which individual municipalities may also apply. CCM will provide more details in a later analysis.
- \$20 million to improve "bus connectivity and service" including purchasing vehicles for elderly and disabled demand-responsive transportation programs for use by municipalities receiving state matching grants.
- 38 new electric rail cars for use on the New Haven and Shore Line East lines.
- Improving bicycle access to, and storage facilities at, transportation centers.
- A Connecticut bikeway grant program for municipalities for portions of, and connections to, the "east coast greenway" or other paths designated in the state recreational trails plan.
- A requirement that DOT study a route 2A bypass alternative.

CCM will provide you additional details as we complete our analysis of this complicated legislation.

\*\* \*\* \*

For more information, please contact Gieri-Carl Casa, Jim Finley or Katie Cohen at (203) 498-3000.

## UConn Students Journey to the Dominican Republic

(cont'd from page 2)

group taught English at a primary school in San Pedro. They worked in groups of two and three and taught simple English to classes of 20-40 students, even though some only spoke Spanish conversationally. Each class day was about three hours. The task was made more difficult due to overcrowding, and the general misbehavior of the younger students. The group quickly learned that many Dominican children may never receive a formal education because the government refuses to issue them a legal birth certificate or simply because they cannot afford the required uniform.

It is important to note that the poverty in the Dominican is more of a problem for Haitian immigrants, who are subject to racial discrimination from the government and some Dominican citizens. The government makes it nearly impossible for any Haitian immigrant or descendant to obtain citizenship, taking away the key to the betterment of their lives.

When the group was not on a barge or at the school, they could be found journeying to various cultural and educational sites. They visited an HIV clinic that was working to end the discrimination against pregnant women with HIV/AIDS and toured a public hospital, including the emergency room, the operating rooms, and the x-ray rooms. The group also visited

Santo Domingo to see the monument dedicated to the Mirabel sisters, who were martyred when they opposed the fascist government under President Raphael Trujillo. Also in Santo Domingo, the group saw the Christopher Columbus Lighthouse, a controversial monument that cost tens of millions of dollars.

The cultural differences were obvious when the group returned to the US. In the Dominican, friendly greetings from strangers are customary, and spontaneous dance parties on long bus rides to a work site were ordinary occurrences. The journey to class is far more impartial. The time the UConn group spent in



Two Dominican children take time to stop for a picture

the Dominican taught them much about the controversial issues of racism and poverty still existing in the country today. The experiences in the Dominican instilled a sense of responsibility and a desire to advocate for rampant suffering and human rights violations. With their experience, they hope to empower more people to take this knowledge and make a difference.

## \* "Supportive Girl Talk" Provides Summer Fun

by Cecily Faenza  
CLAS '09

For Amy Pimentel, reaching out to the community extends beyond the school year and into the summer. This past summer break, Amy created a girl's only program in conjunction with Mansfield Youth Services, which she named "Supportive Girl Talk and Summer Fun." The program met once a week for six weeks in July and August for girls in grades five through nine. With the help of Kathy McNamara and Patricia Michalak, of Mansfield Youth Services, the program offered adolescent girls a place to "come together, learn from each other, and improve their self-esteem", according to Amy.

The inspiration stemmed from Amy's belief that "young girls have a difficult time managing their feelings and understanding why they may feel the way they do." The program emphasized the importance of a positive attitude and be-

coming comfortable with the feelings that stem from shared experiences. "Supportive Girl Talk and Summer Fun" provided a peer to peer environment that allowed the girls to give and receive support.

*"a peer to peer environment that allowed the girls to give and receive support"*

- Amy Pimentel,

Coordinator, Youth Development & Education:  
Adolescents

While creating this program, Amy generated six basic program goals. She strove to build a supportive framework for all girls which would enable girls to share their experiences and understand that they are not alone. She wanted to create a fun, relaxing environment for girls to communicate, and thus enhance

their communication skills. The program strove to teach the girls how to discuss issues in an appropriate and non-offensive manner and to recognize positive attributes.

It was difficult for Amy to identify just one meaningful aspect of the program. Not only did Amy connect with and teach these girls valuable lessons, but she learned from them as well. She described the opportunity to see girls of different ages and backgrounds come together and support one another as "truly great."

In Amy's opinion, the most rewarding part of the program was the honor of being trusted with a new program and new girls she had never met before. In addition, she is "truly thankful" to know that she "made an impact on their lives, just by listening to what they had to say."

Amy looks forward to working with Mansfield Youth Services to continue the program in the future.

PAGE  
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# Courant.com

## Farmland Forevermore

By STEPHANIE SUMMERS

Courant Staff Writer

October 8, 2007

ASHFORD

There's a proper way to pick an apple, and Elaine Croke has taught a few generations of 3-year-olds how to do it.

The tree is a living thing. You don't pull the fruit off. You grab the branch with one hand and twist the apple with the other, as you would a door knob.

Croke likes to educate the future pickers when they're saplings. "When they come back with their parents, they teach their parents how to pick an apple properly. And their parents listen."

And thus, none of those families engage in knocking fruit to the ground or pelting others with apples. "I've outgrown the need to go out and yell at every kid," she says.

Apple-picking and schoolchildren are part of the Croke Orchards legacy, and Elaine Croke is overseeing her last harvest after 40 years of running the popular Ashford farm.

Her husband, Richard, whose studies and love of the outdoors led them to farming, died in February 2005. It's been hectic, she says, "trying to keep up with what we both did together."

Their only child, Steve, is a CPA who, with his wife, gravitates to the farm, but can only make it on weekends.

So, she had to sell, but couldn't stomach the idea of losing the 148-acre family farm to a housing or condo development. And neither could her town. The residents unanimously voted last year to match state and federal money and buy Croke's development rights, which means the farm will remain farmland virtually forever.

"We wouldn't have [entered a lifetime of farming] if my husband hadn't been anxious to grow a quality crop, with good service, reasonable prices. ... So, it's about him," she says on a recent overcast morning.

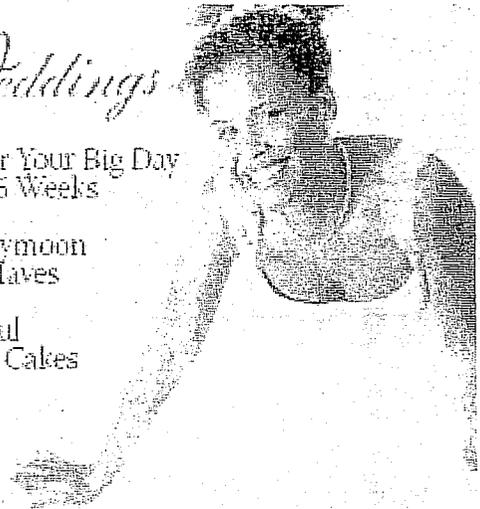
Croke pursued the preservation process "to make sure that it stayed as a farm as a tribute to him,

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because he would have not been anxious to see it grow up as suburbia, which is encroaching on all of us out here."

Other historic and scenic Connecticut farms have struggled as well with the large gap between the developable value of the land and its value as farmland.

The family that has owned Cherry Brook Farm in Canton for more than 250 years was turned down by the town this summer when it offered to sell the development rights for \$600,000. The town wanted to restrict the uses more than the family thought was reasonable. Now the owners are consulting with preservation groups and developers.

And, when the owner of the 100-acre Krell farm in Farmington said her efforts to sell to the town had gone unanswered, the developers interested in putting a 1,500-unit community for older people there temporarily withdrew their rezoning application in September to give the owner and the town time to talk.

Two years ago, the legislature instituted a \$30 real estate conveyance fee for the towns, and about a fifth of an estimated \$25 million in revenue from that goes to farmland preservation and other state Department of Agriculture programs, said J. Joseph Dippel, director of the preservation program.

"The Crooke farm was the first closing that occurred with this program," Dippel said, adding that the new process is much faster than awaiting state bonding. About 10 other towns, including Suffield, Woodstock, Pomfret, Hebron, Shelton and Simsbury, are among the most active in protecting farmland.

More than \$500,000 in development rights were paid to Crooke, with the state and federal government splitting 75 percent and the town paying 25 percent.

Townsppeople voted unanimously at a town meeting last year to pay its share.

"I think it was the best town meeting we ever had," Town Clerk Barbara Metsack said. "Everybody was there. They wanted it to happen."

Crooke was speechless at the outpouring of local support.

But customers have been picking from her trees and buying fruit, vegetables and jellies from her store for years. They know the slender woman who cleared and worked alongside her husband even while she taught home economics in local high schools.

The Crookes cleared the 25 acres for the orchard, surrounded it with electrical fence to keep out the deer that chewed up their plants in the early years, developed a more efficient trellis system for the trees and even came up with their own variety: the Miracle Mac.

Richard discovered it on their property about 10 years ago when he was checking irrigation lines in December and found a tree with bright green leaves and apples. "We now have a patent," she says.

Crooke, who grew up in Franklin, is proud and private.

She won't say much about her age, where she plans to move, or even her favorite variety of apple.

"I like a lot of different varieties," but she lets slip that even though the McCoun is very popular, it's not one of her favorites.

She doesn't know how many trees there are. "My husband would have all these numbers in his head and that's not my thing."

But she knows most everything about apples. The yellow-and-blush Crestons would look so perfect on display in a bowl, you suggest. "Bad thing to do," Crooke admonishes. The best way to keep apples crisp and juicy is to refrigerate them.

Two and a half weeks ago, Crooke sold the farm to Matthew Couzens of Horse Listeners LLC in Ellington for \$440,000. The property will remain an orchard and she will assist with the transition.

"Changes come hard for an old person like me," she concedes.

What will she do next? Maybe a book of recipes.

But first she'll take time to reflect on a lifetime of harvests. As she looks at her land standing outside the store, she says, "This is a spot right here where the moon rises and the rainbows are frequent ...

"But after 40 years, it's all dear to your heart."

Contact Stephanie Summers at [ssummers@courant.com](mailto:ssummers@courant.com).

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Sara-Ann Chainé

CC: Tom Courant

From: Madge Manfred [jtmembers@yahoo.com]  
Sent: Wednesday, October 10, 2007 6:55 PM  
To: Tom & Susan Harrington  
Subject: Courant article on Crooke Orchard



2009175940-hc-orc  
hard1008.arto...

Hi,

I'm attaching the 10/8 Hartford Courant article about the preservation of Crooke Orchard. Although JT is not mentioned in the article, our contribution to the town of Ashford helped to move the project forward.

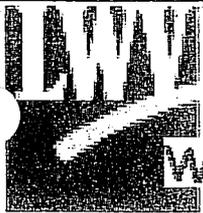
It's great to see such good news on the front page of the newspaper.

Best regards,  
Madge Manfred  
Past President

---

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A 21st Century Citizen's Right to Know and Participate  
**LWVCT 2007 Fall Conference**

Saturday, December 1, 2007  
9 am-12 noon  
Old Judiciary Room

State Capitol  
210 Capitol Ave.  
Hartford, CT

**Speakers**

The Honorable Richard Blumenthal, Attorney General,  
State of Connecticut

Jon Bartholomew, National Media  
and Democracy Organizer  
Common Cause-Maine

Anthony Riddle, Executive Director  
Alliance for Community Media  
Washington, DC

Ben Scott, Policy Director  
Free Press  
Washington, DC

**Registration:**

Before November 26.....\$15 per person

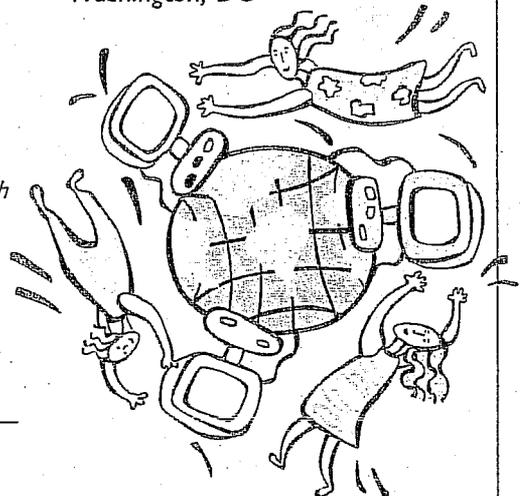
General Registration: Just send your check with  
the tear-off below to

**LWVCTEF**

1890 Dixwell Ave., Suite 113  
Hamden, CT 06514-3183

After November 26 & at the door.....\$20 per person

Late Registration: Please call LWVCTEF to register—  
(203) 288-7996 or e-mail [lwwct@lwwct.org](mailto:lwwct@lwwct.org)



I will attend the Fall Conference. My check for \$15.00 to LWVCTEF is enclosed.

Name \_\_\_\_\_ League \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mail to LWVCTEF, 1890 Dixwell Ave., Suite 113  
Hamden, CT 06514-3183

## Directions to State Capitol

**Going East on I-84:** Take Capitol Ave. Exit 48B. The Capitol Building is on the left.

**Going West on I-84:** Take Asylum St. Exit 48.

Turn right at the light, then immediately take left fork, Farmington Ave.

Turn left at the next light onto Broad St.

To park at the Capitol (limited parking) continue on Broad St., past the LOB driveway

turn left at next light onto Capitol Ave.

left onto Trinity St at the second light, and

left into the Capitol driveway.

No parking at the LOB garage on Saturdays

**From I-91, northbound and southbound:** Take the Capitol Area Exit 29A.

Follow the Whitehead Highway,

go halfway around the rotary onto Elm St.

To park at the Capitol, continue straight into Capitol driveway.

To park at the other lot on Capitol Ave., turn left onto Trinity St, and

bear right onto Capitol Ave. The Capitol and LOB are on the right. There is a parking lot on your left across from the LOB.

Item #16

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**PROPOSAL FOR THE UCONN COMPOST TECHNOLOGY CENTER**  
**A Vision of Sustainable Waste Management and Cost Savings**

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**Executive Summary**

Composting provides a unique opportunity to simultaneously reduce waste streams, model superior environmental management and integrate academics, operations and the community in a project that ultimately results in real savings benefits for the University.

After reviewing compost proposals brought forward over the past decade, Director of Environmental Policy Rich Miller, along with the Compost Facility Task Force, present a three-phase proposal for integrating compost into a campus waste management center: the UConn Compost Technology Center.

Phase I introduces small scale composting at a pilot-sized facility. The facility will receive brush and leaf waste ("green waste") from Landscaping Services as well as animal manure and bedding from Farm Services. The Task Force estimates site preparation, building and equipment costs of \$269,350. First year cost savings from full-scale composting operations are estimated at \$14,000 and will increase annually.

In Phase Ib, compost managers include food waste from South Dining Hall. No further building or equipment purchases are needed at the compost facility for this phase, however, UConn could incur additional costs for on-site storage of food wastes near the dining hall, and costs to either purchase a specialized vehicle or hire a contractor to collect and haul food waste to the facility. Composting offsets a tipping fee for dining waste disposal and saves \$10,000 a year, increasing annual savings to \$24,000 at the pilot level.

An alternate option in Phase Ib, the University may also purchase an in-vessel composting unit. Many peer universities, including UMass-Amherst, compost food waste in organic processing vessels such as EarthTub™. Utilizing an in-vessel composting unit requires an \$8,500 investment in equipment and associated installation costs.

The vision of composting fully matures in Phase II, where the pilot facility is expanded to a full size composting technology center. The easily scalable design of the pilot facility minimizes expansion costs, and the choice of ArchTruss hoop barns allows for expanding size while not requiring costly reconstruction. The initial equipment transfers directly to the full-size facility.

The Compost Task Force also investigated the inclusion of biosolids waste streams from the university's Waste Water Treatment Facility. Due to Connecticut DEP regulations on end use, further research is necessary before realistic proposals may be advanced; however, a potential annual cost savings of \$200,000 warrants further study of alternate management of biosolids waste.

## Benefits of Composting at UConn

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Group	Benefit
University of Connecticut	<p><i>Peer leadership in sustainability practices and whole-system thinking</i></p> <p><i>Alignment with environmental policy statement (April 2004)</i></p> <p><i>Component of DEP-required Environmental Management Plan</i></p> <p><i>Opportunities for interdepartmental research and collaboration</i></p> <p><i>Positive environmental publicity</i></p> <p><i>Compliance with DEP regulations</i></p> <p><i>Prevention of potential watershed contamination issues resulting in costly fines or liability lawsuits.</i></p>
College of Agriculture & Natural Resources	<p><i>Proactive compliance response (US-EPA CAFO)</i></p> <p><i>Exemplify best agricultural management practices</i></p> <p><i>New opportunities for teaching and research</i></p>
Storrs-Mansfield Community	<p><i>Decrease in odor production associated with current transportation</i></p> <p><i>Aesthetic improvement by eliminating winter manure spreading.</i></p> <p><i>Educational outreach</i></p> <p><i>Potential inclusion of non-university waste streams</i></p>
Farm Services	<p><i>Compliance with Nutrient Management Plan required by CT-DOA</i></p> <p><i>Superior soil amendment for agricultural fields</i></p> <p><i>Potential expansion into retail operation</i></p>
Landscaping Services	<p><i>Use for stockpiled leaves</i></p> <p><i>Avoid CT-DEP penalties for accumulating brush piles</i></p> <p><i>Fertilizer &amp; potted plant soil</i></p> <p><i>Eliminate tipping fees for brush</i></p>
Dining Services	<p><i>Support of sustainability goals</i></p> <p><i>Reduced tipping fees for food waste</i></p>
Motor Pool	<p><i>Realignment of transportation schedule to regular hours (currently off hours)</i></p>
Wastewater Treatment Facility	<p><i>Offset hauling fees for biosolids</i></p> <p><i>Long term synergy in management of waste streams</i></p> <p><i>Potential expansion into retail operation</i></p>

## Introduction & Background

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Since former Farm Services Manager, Gary Zimmer (now retired) first brought attention to composting in 1992, members of the UConn community have advanced ten proposals for a campus facility. In 2001, Dean Kirklyn Kerr (CANR) hired Harold M Keener, Ph.D. of Ohio State University to engineer a biomass compost system for the college, resulting in a technically-oriented final report outlining nutrient composition and facility design.

Over the past decade, faculty and students throughout campus have engaged in both academic and extracurricular composting. The College of Agriculture and members of the UConn Soil & Water Conservation Society (SWCS) continue to investigate small-scale composting operations; carry out public outreach exhibits at events such as Cornucopia; and volunteer with local composting projects, including Mansfield Middle School's CT DEP grant-funded food waste composting pilot.

During the 2005 spring semester, the SWCS circulated a petition calling for the University to site, construct and operate a compost facility for organic wastes, such as manure, leaf litter and food scraps. When the petition, which had been signed by more than 400 UConn students, faculty and staff, was delivered with a call for action to UConn President Philip E. Austin, he responded in July by charging the Office of Environmental Policy to:

- review past composting initiatives and proposals and successful initiatives at other higher education institutions;
- consider the near-term and intermediate-term needs/opportunities for composting at UConn;
- recommend 2 or more alternative implementation strategies that identify the associated costs and potential revenue streams required to establish and operate a composting facility and/or program;
- propose a time frame for implementation or phase in;
- recommend 2 or more alternatives for siting any such facilities; and,
- determine whether there are opportunities for collaboration with the Town of Mansfield

Rich Miller, Director of Environmental Policy, then formed a Compost Facility Task Force, chaired by Tom Morris, Associate Professor of Agronomy and Director of the Soil Testing Lab, and including active representatives from Facilities Operations (Landscaping Services and the Waste Water Treatment Facility), Farm Services, Dining Services, the CANR Associate Dean's office and the Agronomy Research Farm, as well as several other interested students, faculty and staff. Earlier in 2005, Morris and Miller had worked together to identify and assess potential sites for a campus-wide compost facility and to evaluate certain capital and operating costs and benefits. They had made two presentations summarizing these preliminary analyses to the University's Building & Grounds Committee in January and March 2005. Thus, the Task Force was seen as an extension of these efforts, to include a more detailed business case that would focus on the economic feasibility and regulatory compliance issues associated with various campus-wide compost facility alternatives.

The Task Force convened in August 2005 and met several times (see minutes from meetings attached as Appendix 1). A subcommittee met to research more detailed operational and construction issues. Morris and Miller also met with Mansfield representatives Lon Hultgren, Director of Public Works, and Ginny Walton, Recycling Coordinator in order to solicit local feedback, ensure cooperation with the town and assess the extent of collaboration possible.

**UConn's Challenges & Needs**

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The University's current management of organic waste poses certain environmental risks and would not be in compliance with recently-adopted federal Concentrated Animal Feeding Operations (CAFO) regulations, which are expected to survive court challenges and be applicable to UConn's Farm Services operations by July 31, 2007. Current manure spreading practices are not only inefficient and costly, but also inconsistent with UConn's Environmental Policy Statement (adopted in 2004, see Appendix 2) as well as the university's institutional goals for demonstrating leadership in agricultural operations. Animal waste composting, while technologically simple, is still seen as an agricultural best practice and our leadership objective aligns with the University's fundamental land grant mission and agricultural extension function.

Runoff from land application of liquid manure, especially during the winter months when the ground is frozen threatens sensitive watershed areas surrounding campus, and in December 2002 the United States Environmental Protection Agency (U.S. EPA) finalized rules that will require all large Concentrated Animal Feeding Operations (CAFOs) to be permitted for nutrient discharge. The National Pollutant Discharge Elimination System (NPDES) regulations stemming from the Clean Water Act provide that the permitting authority must establish technical standards for nutrient management that are consistent with the requirements in 40 CFR 412.3 to minimize phosphorous and nitrogen runoff. With 500 lbs of liquid manure generated daily by UConn dairy operations alone, UConn falls squarely under CAFO regulation and in the next 5-10 years will be accountable for rethinking current land application practices.

Coinciding with manure management, UConn also faces the challenge of rapidly accruing piles of brush and leaves on campus. At the Depot Campus alone, landscape personnel estimates hundreds of cubic yards of leaves are stored, with no foreseeable outlet. This not only raises concerns about aesthetics but also whether it constitutes an appropriate waste management practice.

Composting provides an end use solution for additional organic waste streams. Other compostable materials on campus include dining hall food waste, grass clippings, animal bedding, and biosolid sewage sludge, which cost the University \$200,000 per year in disposal fees. In all of the previously stated areas, opportunities may exist to exercise improved, more sustainable management practices in accordance with our Environmental Policy goals.

**VISION: UConn Compost Technology Center – An integrative solution**

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*Responding to the University's challenges & needs*

Composting presents an opportunity to demonstrate UConn's commitment to sustainability, achieve considerable long term cost savings, and avert liability for fines and penalties stemming from violations of regulations. UConn must respond to continual community pressure for composting by demonstrating our leadership: self-motivated desire to press the frontier of integrated environmental management and employ the most sustainable agriculture practices, whose impact is disseminated through our extension centers, academic research, and community involvement.

As of January 2006, the Connecticut DEP website lists 108 active leaf composting facilities throughout the state, processing over 670,000 cubic yards of leaves per year. In 2002, the DEP demonstrated its financial support by granting \$23,600 to Mansfield Middle School to kick-start a food waste composting program. Groups throughout the Storrs-Mansfield community, from parents to UConn students, volunteer free time to "flip 'post" behind the school. This active involvement in small-scale composting combined with proposals over the past 14 years consonate the Storrs-Mansfield community's support for a compost facility.

A Compost Technology Center brings together experts from across departments and provides an environmentally friendly disposal alternative for Dining, Agriculture, Landscaping and Wastewater Treatment Facility waste. In addition to providing research and cost-savings opportunities, the establishment of a compost center will generate valuable public relations as the University models innovative and proactive waste management practices. The end product, dubbed "Connpost," can be used on campus and marketed to surrounding communities.

*Academic Connection*

A compost facility embraces the academic mission to increase environmental awareness on our campus, as outlined by the Environmental Sustainability Focus Area in the 2003 Academic Plan. Composting enriches curriculums in classes such as "Soils 250," "Soil Fertility 258," "Soils, Environment and Land Use 253," "Turfgrass Management 124" and more. Additionally, potential for technological and academic research abounds in the field of composting. From chemical engineering to soil science, professors are investigating the natural powers contained in waste decomposition. The government is funding these projects, too. In the past 14 years, the USDA SARE issues over 200 grants for compost research. Virginia Tech alone has received over \$230,000 in SARE grants for composting. In order to attract these research dollars, facilities must exist to support them.

*Cost Savings*

Besides these academic benefits and positive publicity, the creation of a compost facility provides tangible cost-savings. Landscaping Services predicts compost may replace 20-30 cubic yards per week of fertilizer and mulch, at an annual cost savings of \$10-15,000. The Beef and Horse Units of Farm Services also estimate a use of supplemental bedding accruing to \$8,000 of first-year savings at full-scale operation. Additional opportunities exist to offset food waste tipping fees and brush disposal fees, with further savings imminent as departments throughout campus become aware of this new, sustainable disposal option.

*Community Relations*

A compost facility strengthens UConn's relationship with the University community as well as residents in Storrs-Mansfield. A compost facility decreases odor associated with current manure spreading and improves the rural scenery. Potential inclusion of non-university waste streams provide sustainable and inexpensive waste disposal alternatives for local citizens and educational outreach can enrich academic curriculums from kindergarten through high school.

The intangible but invaluable benefits of composting highlight the University's renewed commitment to environmental stewardship. A compost facility employs interdepartmental teamwork to achieve responsible management, environmental protection and waste minimization, all specific goals of the April 22, 2004 Environmental Policy Statement. (See Appendix 2) The compost facility touches on all aspects of life at UConn: our legacy as a land grant agricultural college; the daily lives of students in dining halls and classes; community members who interact with our campus; and visitors who include valued alumni and future Huskies.

In March 2006, Task Force leaders Rich Miller and Tom Morris met with Ginny Walton of the Town of Mansfield and de-briefed her boss, Lon Hultgren, Director of Public Works. A critical step in the official siting and development of the compost facility must follow standard municipal protocol, including announcement and discussion via public meetings. So long as the task force conscientiously communicates this proposal, Ms. Walton feels the town will be very supportive of the UConn Compost Technology Center.

## Composting at National Peer Universities

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Composting is a common practice at land-grant institutions throughout the United States. Along with increasing environmental consciousness, composting facilities have provided cost-saving alternatives to spreading solid manure or paying to haul agricultural and dining waste off campus. Throughout the country, established composting operations at our national peer universities provide a model for UConn's own Compost Technology Center.

### *CORNELL UNIVERSITY*

Cornell University is the veritable home of Northeastern composting. Cornell operates an eight-acre site consisting of a 4 acre pad, of packed gravel 12-14" deep, replaced every 6-10 years. In order to mitigate leachate at the uncovered site, 2 stormwater collection ponds capture run-off and provide additional water for proximal agricultural fields.

Cornell's compost facility handles 5,280-6,000 tons of waste annually including manure, food and leaf litter. Managers note the vet school's animal waste is separate from food. The composting operations are operated by 2/3 of a full-time employee on the books, but facility operators realistically recommend 1 full-time employee.

Cornell estimates their volume of final compost to be approximately 1,000 tons per year. The primary use of this product is by University landscapers. Cornell also sells compost and reports the biggest buyers are local vineyards.

### *PENN STATE*

Penn State's compost facility, officially known as the Organic Materials Processing and Education Center (OMPEC), takes in animal manure, animal bedding, leaf and brush clippings, and an estimated 15% food waste from all campus dining halls. They also add food waste from on-campus athletic events, which can be a considerable amount after a home football game, which draws more than 100,000 people and lots of tailgate BBQs. Due to the high percentage food waste (compared to Cornell's 1% proportion of total volume), they have a piece of equipment that immediately mixes food waste with manure before putting it into the compost rows. This has eliminated rodents and other food scavengers, and the odors that attract them.

Borne from the initiative of students and faculty in 1997, OMPEC has expanded to an efficient, large-scale operation attracting national recognition. In 2002, the facility received the Governor's Award for Environmental Excellence for their efforts.

Figure 1: Composting at Penn State



### *MICHIGAN STATE*

MSU upgraded from gravel-bed composting used throughout the 1990s, to a 66' x 150' open-ended building located at the Dairy Cattle Teaching & Research Center. The system handles 3 million gallons of liquid manure and 12,000 tons of manure annually, and also receives shavings and straw from equestrian facilities. Leaves and green waste, previously stockpiled, have become an important source of carbon.



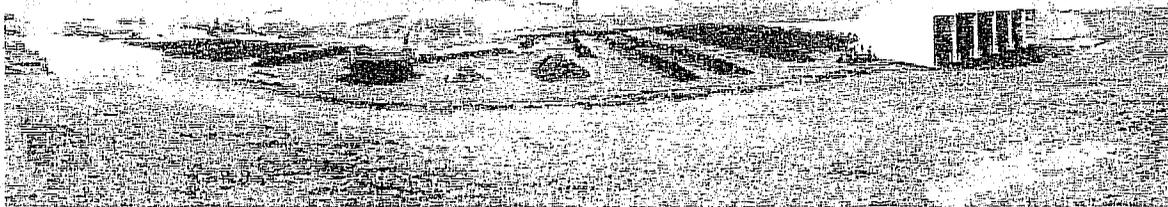
*Proposal for the UConn Compost Technology Center*

At the Michigan Ag Expo in 2003, the compost program proudly unveiled its newest purchase: a self-propelled compost turner, the first of its type at an American university. The compost turner is mounted on 6-foot high concrete walls and in 3-4 weeks will "throw" a batch of compost 120' feet, at which point it is ready for the outdoor curing process. Aiming to produce 6,000 – 7,000 cubic yards of finished compost a year, the compost program envisions uses extending beyond fertilizer, peat and landscape bedding – of which University Grounds is a satisfied customer. Kevin Shelle, Farm manager, notes that once the Grounds demand is filled, surplus compost can be used for anything from research plots for the Soil Science department to the fields of Athletics.

**WASHINGTON STATE**

The WSU Compost Facility began operations in October 1994. WSU's compost facility, the first university-based compost facility to process all campus generated organic waste, is run out of the Materials and Resource Management office, a division of the university's Department of Business Affairs. Approximately 25,000 cubic yards are composted annually on 4 acres of asphalt surface. The site has water retention ponds and water run on diversion. Incoming materials, including fly ash from the university's power plant, are delivered to the yard daily. Finished compost is used at the WSU golf course, grounds areas, agricultural land, as animal bedding, and sold to local garden stores, landscapers, and hydro-seeders. The composting operations receive positive press coverage and tours of the facility are conducted on a regular basis.

Figure 2: Washington State University Compost Facility



SOURCE: [www.compost.wsu.edu](http://www.compost.wsu.edu)

**LOUISIANA STATE**

Dave Schillenger, University Compost Project Manager, reports optimistically from LSU. The university is currently in the process of expanding its agriculture composting into a campus-wide compost recycling center.

The facility is now comprised of 150' open windrows on 2 acres and will be expanded to 4 acres. The pad is rock, gravel and Peziolite. Current composting operations consist of one full-time manager and one full-time operator who handle 1,800 cubic yards of wood chips, manure, and sugar cane waste per year that result in 900 cubic yards of compost material. The final use of the product is for university research.

***VIRGINIA TECH***

Virginia Tech operates campus yard-waste composting out of its Department of Physical Plant. Composting, a named current project on the October 2005 agenda of the Advisory Council for Environmental Sustainability (ACES), is overseen by the university recycling manager.

In September 2004, a proposal for large-scale composting food residuals was brought forth by the Biological Systems Engineering department to replace the current practice of land-filling excess food. The proposal is one of many facing the administration as students continue to press for alternate management of this waste. It is worth noting that Virginia Tech has received \$232,000 in SARE grants for projects specifically naming "compost" in the title.

Composting at New England Public Universities

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**UNIVERSITY OF RHODE ISLAND:** No integrated composting, just small, “backyard” facilities.

**UNIVERSITY OF VERMONT:** Ships out food/green waste to private composting company.

**UNIVERSITY OF MASSACHUSETTS - AMHERST:** Under the Massachusetts State Sustainability Program, a recycling grant funded the purchase of a \$90,000 in-vessel anaerobic digester purchased to expedite the decomposition of dining waste products. Operates food waste composting and sells its product – “Earth Enhance”- for \$1 per 4-gallon bucket or \$30 per cubic yard.

**UNIVERSITY OF MAINE:** Run since 1993, the Compost Project is a cooperative project between the University’s Sustainability Office and the Town of Orono. The one-acre operation is a licensed Maine DEP composting facility. Using 4-foot high, 60-foot long piles, Maine’s compost center services yard waste, leaf litter, animal bedding and food scraps. Complementing their compost project and further strengthening their vision in agricultural leadership, UMaine runs an award-winning “compost school” in conjunction with Maine DOA and DEP at UMaine Farm Research Facility.

**UNIVERSITY OF NEW HAMPSHIRE:** The Kingman Compost Technology Center (CTC) is the hotbed of UNH composting. The compost facility, operated by 5 student interns and overseen by a manager in the UNH Office of Sustainability, receives 30,000 lbs of food waste in addition to manure, dining waste and plant refuse. The facility operates on a concrete pad with 250-foot windrows.

The CTC produces 300 cu. yds (135 tons) annually, of which half is used to fertilize agriculture fields and half is sold within the local community. The demand for UNH compost (“U-Doo”) far exceeds its supply and customers eagerly sign up months in advance for their \$7 bags of compost. After costs, UNH makes approximately \$4,000 in revenue from the sale of U-Doo.

FIGURE 3: Images from UNH Kingman Compost Technology Center



SOURCE: UNH Office of Sustainability Programs

Site Evaluations & Recommendation

In January 2005, the Office of Environmental Policy investigated potential sites for a compost facility. With the help of the Center for Land use Education and Research (CLEAR), GIS images located tracts of land suitable for composting. The three sites selected for further investigation were located at Old Turnpike Road, Pink Ravine and Spring Manor Farm. These sites conformed to the following preliminary requirements:

- At least a 1.5-acre parcel not used for agricultural purposes (crops, animal grazing)
- Less than 5% slope
- Outside of any drinking water watershed, flood plain or wetland boundaries
- No impact on potentially fragile ecosystems (NDDB sites)

**Recommendation:** After reviewing the potential sites, the task force recommends situating the Compost Facility at Spring Manor Site B. This 5.16 acre plot is located off a shared driveway and requires the least amount of road improvement to provide truck access.

The site is not only accessible to Landscaping and Farm Services vehicles but also large enough to enable adequate setback from Stafford Road (Route 32) and provide a landscape buffer. Topography is sufficiently flat and cleared to avert costly site grading, clearing or runoff prevention issues. These reasons, coupled with a sparsely populated location, minimize impact on neighbors.

Site B is proximal to the existing Landscaping leaf piles and agricultural fields to minimize transportation costs both pre- and post-composting. The location, removed from main roads and inner campus, will also minimize community interruption and avert odor complaints. An additional feature of Site B is its access to irrigation water via UConn’s water supply transmission line running directly through the plot.

The excavation of Site B brings attention to concomitant environmental and public relations issues. The demolition of small, existing structures (see Figure 5f) decreases the likelihood of illegal squatting and removes decrepit structures that are both eyesores and a source of potential liability.

Figure 4: Spring Manor Farm, Site B

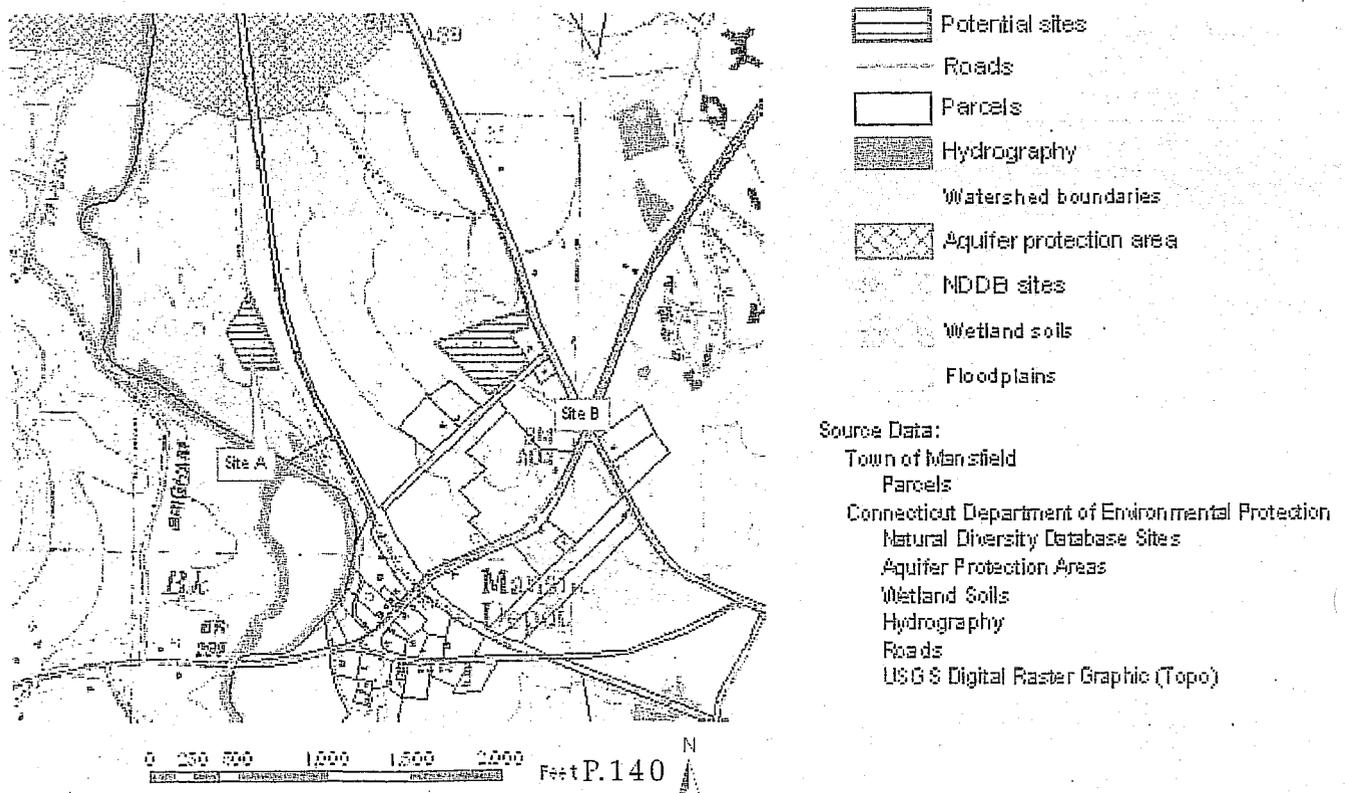


Figure 5a. Spring Manor Site A

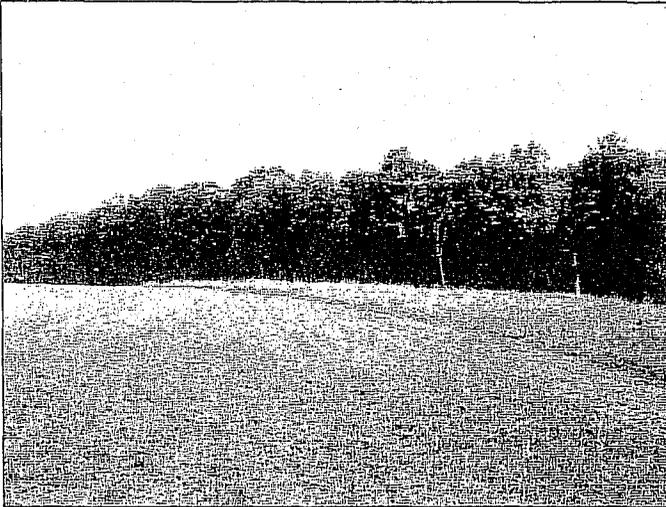


Figure 5b. Access to Site B via Old Colony Road



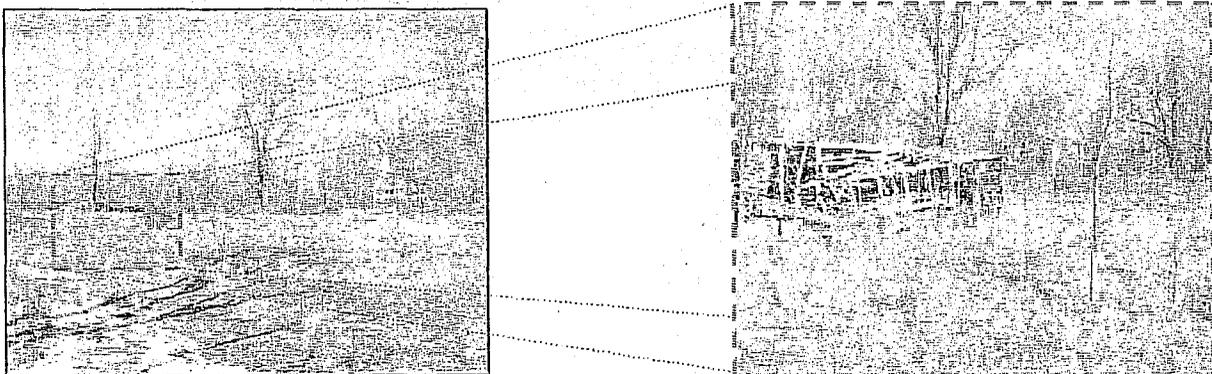
Figure 5c. Spring Manor Site B, from Old Colony Rd entrance



Figure 5d. Spring Manor Site B, looking toward Route 32



Figure 5f. Close-up of existing structures on site B (Based on image in 5c)



For further details from site evaluation, please see Appendix 6.

**Implementation Plan**

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In order to introduce composting most effectively, the Compost Facility Task Force proposes a two-phase implementation plan, and includes a discussion on biosolid composting at the conclusion of this section.

Beginning with a one-quarter capacity "pilot facility," a team of Facilities and Farm Services professionals will combine stockpiled solid manure, liquid manure and leaf litter. After operating procedures have been established, facility managers will be able to integrate dining hall waste.

Growing from a pilot facility one-quarter of the final size allows operational details to be ironed out early on and additional waste streams gradually introduced. The pilot and full-scale facilities will utilize a majority of the same equipment, thereby minimizing costs of expansion to a full-scale 40,000 sq. ft. This implementation plan also allows the final product to be gradually introduced into existing landscaping and agriculture practices.

**Phase I: Pilot Composting**

Table 1: Mass and Volume for Pilot Facility (25% of Total Volume)				
<i>Biostream</i>		<i>lb/yr</i>	<i>tons/yr</i>	<i>%</i>
Dairy Cattle Manure & Bedding	2001694			0.667
Horse Manure & Bedding	450533			0.150
Other Manure & Bedding	487601			0.162
<b>Total Farm Waste</b>		<b>2939828</b>	<b>1470</b>	<b>0.980</b>
Leaves	50000			0.017
Brush	6250			0.002
Grass Clippings	5000			0.002
<b>Total Landscape Waste</b>		<b>61250</b>	<b>31</b>	<b>0.020</b>
<b>TOTAL</b>		<b>3001078</b>	<b>1501</b>	<b>1.00</b>

The Task Force estimates that the pilot facility requires the services of not more than ½ a Full-time Employee.

**PILOT MIXING STUDY: JULY 2006**

In July 2006, Paine's Inc. waste management professionals will join UCONN Farm Services to explore the logistics of manure mixing. This research will allow UConn to develop effective techniques for combining liquid manure and dry landscaping waste. This study will also allow Farm Services to test potential equipment.

Phase Ib.: Foodwaste Composting

Table 2: Mass and Volume for Pilot Facility + Food Waste				
<i>Biostream</i>		<i>lb/yr</i>	<i>tons/yr</i>	<i>%</i>
Dairy Cattle Manure & Bedding	2001694			0.583
Horse Manure & Bedding	450533			0.131
Other Manure & Bedding	487601			0.142
<b>Total Farm Waste</b>		<b>2939828</b>	<b>1470</b>	<b>0.856</b>
Food Waste - academic	343500			0.100
Food Waste - summer	90500			0.026
<b>Total Food Waste</b>		<b>434000</b>	<b>217</b>	<b>0.126</b>
Leaves	50000			0.015
Brush	6250			0.002
Grass Clippings	5000			0.001
<b>Total Landscape Waste</b>		<b>61250</b>	<b>31</b>	<b>0.018</b>
<b>TOTAL</b>		<b>3435078</b>	<b>1718</b>	<b>1.00</b>

Phase Ib requires no further capital equipment to the compost facility site, building or equipment. The facility continues operation under ½ a full-time employee. Supplemental support from Dining Services or the University may be needed to sort, separate, store, collect and haul food waste.

**OPTION 1: Turn row composting of food waste**

Food waste composting is a key component of the UConn Compost Technology Center, and extends the scope of the proposal to include the student community. Minding pilot-level size and logistical considerations, Dining Services recommends South as UConn's first composting venue. Over 1058 lbs of waste are generated per day at South Dining Hall, of which 103 pounds come from kitchen scraps and could be directly mixed in compost turn rows. The Department of Dining Services is charged \$65 per ton plus a \$120 container fee for hauling and disposal of dining waste. By diverting a portion of this waste stream, the compost facility will offset approximately \$10,000 in disposal costs per year.

**OPTION 2: In-vessel composting of food waste**

Despite our strong desire to include food waste, there are simply too many variables and extra costs to justify its immediate inclusion in Phase I. An alternate approach to handling food waste is the use of an in-vessel composting machine. This is the current strategy at dining facilities concerned with space, refrigeration of dining scraps and potential odor complaints. In 2000, UMass-Amherst used a Massachusetts DEP recycling grant to purchase an in-vessel composting system from EarthTub™. EarthTub™ reduces the decomposition period to 14-24 days, at which point the product may be added to regular turn rows for curing.

The use of an in-vessel composting unit at UConn involves greater coordination with Dining Services. Logistical questions arise as to the location of the unit and the additional labor required. The proposed unit processes 40-200 gallons of waste per day, sufficient to absorb 20% of South's daily dining waste during the academic year and more during summer months.

In a quote obtained in March 2006, EarthTub™ estimates a 3 cu. yd in-vessel composting unit at \$8,500. The use of a tub necessitates additional costs, including the purchase of a gear motor and the construction of a loading deck. These costs are not included in the estimate for the EarthTub™ itself. See attached quote in Appendix.

Phase II: Full-scale Composting

Table 3: Total Biostream Mass Composition & Volume			
Biostream	lb/yr	tons/yr	%
Dairy Cattle Manure & Bedding	8006775		0.583
Horse Manure & Bedding	1802133		0.131
Other Manure & Bedding	1950405		0.142
<b>Total Farm Waste</b>		<b>11759313</b>	<b>0.856</b>
Food Waste - academic	1374000		0.100
Food Waste - summer	362000		0.026
<b>Total Food Waste</b>		<b>1736000</b>	<b>0.126</b>
Leaves	200000		0.015
Brush	25000		0.002
Grass Clippings	20000		0.001
<b>Total Landscape Waste</b>		<b>245000</b>	<b>0.018</b>
<b>TOTAL</b>		<b>13740313</b>	<b>1.00</b>

A Future Option: Biosolid Composting

Waste streams coming from agriculture and landscaping represent only part of the UConn's waste management challenge. Our campus also generates over 221,000 gallons of sewage sludge per month. In addition to imposing a continual disposal cost, this practice results in excessive energy waste and air pollution associated with the transportation and incineration of the 95%-water mixture.

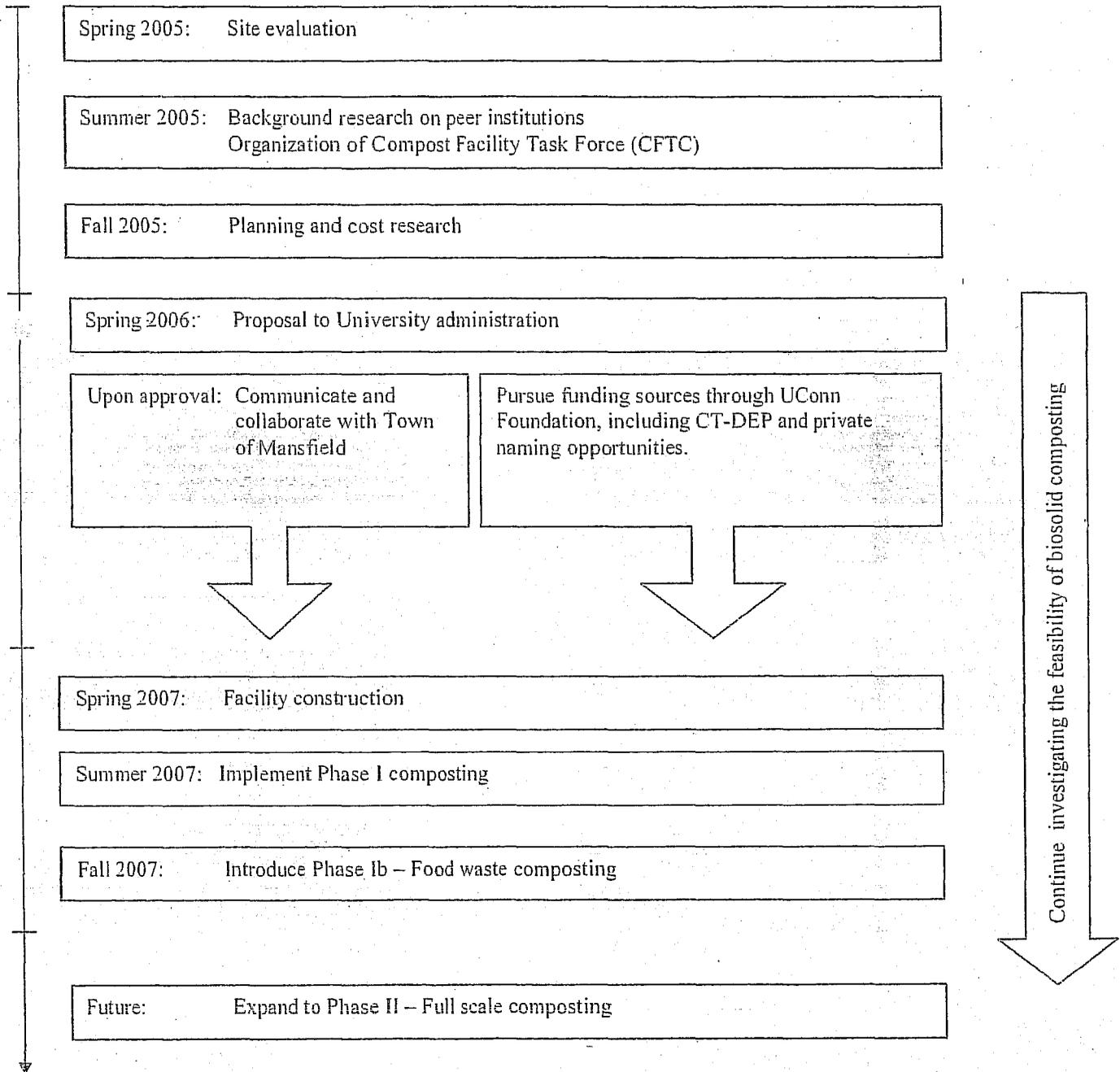
With long-term inclusion of biosolids from the wastewater treatment plant, UConn has the potential to offset significantly more in annual costs. Adding up to over \$180,000 in 2005, the bill for hauling UConn's sewage sludge is renegotiated annually and reflects the highly variable nature of gasoline prices. Current Connecticut DEP regulations limit the application of Class A biosolids to potted plants and golf courses, but interim and research permits may allow expanded campus use. The resultant compost could also be sold to nurseries and golf courses and the revenue reinvested in the facility.

Significant opportunity for operational synergy exists between a compost facility and the waste water treatment facility. The professional and academic knowledge of managers at the waste water treatment facility encompass organic materials processing. As labor requirements grow along with the size of the facility, the management of the UConn Compost Technology Center might be most efficiently consolidate to a single department.

Including biosolids is currently infeasible due to logistical limitations and end-use uncertainty. Given the potential savings and environmental impact of current practices, the quest for more sustainable management of biosolid waste is worth pursuing. The Compost Task Force proposes further investigation into disposal alternatives for sewage sludge and/or the potential market for a biosolid compost end product.

Timeline

January 2005



Savings and Budget Projections

SAVINGS

Multiple sources of cost savings accrue from compost facility operations. These savings opportunities include the use of compost as a substitute product, offset tipping fees for dining and landscaping waste disposal. Both the Beef and Horse units have expressed interest in using compost mixtures in place of purchased animal bedding, while Landscaping Services can make use of compost end product as a soil amendment in fertilizer and mulch. Table 4 presents the direct potential savings from a full-scale campus compost facility.

Table 4: Projected First Year Cost-Savings of UConn Compost Technology Center

WASTE STREAM	DEPARTMENT	SAVINGS SOURCE	ANNUAL SAVINGS
Bedding	Farm Services <sup>1</sup>	Offset Purchase	3,000
Fertilizer	Landscaping <sup>2</sup>	Offset Purchase	8,000
Mulch	Landscaping <sup>2</sup>	Offset Purchase	3,000
Dining Waste	Dining Services <sup>3</sup>	Tipping Fee	10,000
<b>Estimated Annual Savings</b>			<b>\$ 24,000</b>

- <sup>1</sup> Mary Kegler, Manager, Farm Services. Approximate cattle and horse bedding expenditure offset, first year.
- <sup>2</sup> Dave Lotreck, Manager, Building & Landscaping Services.
- <sup>3</sup> Dennis Pierce, Director of Dining Services. Based on December 2004 waste audit for OSU report.

INITIAL BUDGET REQUIREMENTS

The proposed pilot facility allows for a streamlined transition to a full size facility. Supplemental operating equipment, including a recently purchased tanker for liquid manure, is already available for pilot-sized composting. By mimicking the full-scale facility as much as possible in design and operation, the pilot facility plan aims to minimize conversion costs.

Table 5: Capital Construction & Equipment, UConn Pilot Compost Facility

Category	Item	Cost
Site Prep	10,000 sq. ft. concrete foundation, 4' knee walls <sup>1</sup>	25,000
	10,000 sq ft. compressed gravel curing pad <sup>1</sup>	8,000
	Site prep/clearing	2,000
Building	55'x200' ArchTruss hoop barn <sup>2</sup>	57,750
	Roll-up side walls <sup>2</sup>	1,600
	Construction labor	5,000
Equipment	Self-propelled turner <sup>3</sup>	80,000
	Tub grinder / mixer <sup>4</sup>	35,000
	Tractor <sup>5</sup>	40,000
	Screeners <sup>6</sup>	---
<b>Estimated Construction &amp; Equipment Cost</b>		<b>\$ 254,350</b>

- <sup>1</sup> UConn AES estimates
- <sup>2</sup> Quote from FarmTek, 12/9/05.
- <sup>3</sup> Quote from Backhus Kompost, February 2006.
- <sup>4</sup> Estimate based on current market prices of motorless tub grinders (purchased with tractor, below)
- <sup>5</sup> Estimate based on based on current market prices of 120hp tractor
- <sup>6</sup> Landscaping owns appropriate screener

**Compost Facility Task Force**

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*Co-Chairs*

Thomas Morris, Associate Professor of Plant Science and Director of Soil Testing Laboratory  
Rich Miller, Director of Environmental Policy

Christopher Clark, Plant Sciences Research Assistant  
Mary Margaret Cole, Kellogg Dairy Center Manager  
Michael Dietz, UConn Cooperative Extension Center  
Cameron Faustman, Associate Dean of the College of Agriculture and Natural Resources  
Rebecca Gorin, Department of Dining Services Sustainability Coordinator  
Ken Pelzar, Wastewater Treatment Plant Supervisor  
George Elliot, Assistant Professor of Plant Science  
Mary Kegler, Farm Services Manager  
George Kraus, Director of Design, Planning & Construction, Architectural & Engineering Services  
Frank Labato, Director of Environmental Health & Safety  
Dave Lotreck, Manager, Landscaping Services  
Melanie Murphy, Agriculture & Resource Economics Student  
Stephen Olsen, Research Farm Manager  
Dennis Pierce, Director of Dining Services  
Sara Putnam-Orcutt, Executive Assistant to the Dean, College of Agriculture & Natural Resources  
Tim Tussing, Facilities Operation, Water Utility Manager  
Herbert Van Kruinigen, Department Head of Pathobiology and Veterinary Science  
Daniel Warren, Horticulture Student  
Stefan Wawzyniecki, Manager, Chemical Health & Safety  
John Wheeler, Poultry Farm Manager

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University of Maine. Facilities Management Department. <http://www.umaine.edu/ofm/sustainability/#compost>

University of New Hampshire Office of Sustainable Programs website. <http://www.sustainableunh.unh.edu/fas/compost/unh/index.html>

Washington State University Compost Facility. Department of Materials and Resource Management. <http://www.compost.wsu.edu/>

**APPENDIX 1: University of Connecticut's Environmental Policy Statement, April 22, 2004**

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In fulfilling its mission as Connecticut's land grant, public research university and its corresponding obligation to protect and preserve natural resources for an environmentally sustainable future, the University of Connecticut commits to the following principles of environmental leadership:

**Performance:** The University will institutionalize best practices and continually monitor, report on and improve its environmental performance.

**Responsible management and growth:** The University will endeavor to design, construct and maintain its buildings, infrastructure and grounds in a manner that ensures environmental sustainability and protects public health and safety.

**Outreach:** The University will promote environmental stewardship in Connecticut and embrace environmental initiatives in partnership with its surrounding communities.

**Academics:** The University will advance understanding of the environment through its curriculum, research and other academic programs, and will employ an ethic of environmental stewardship in all intellectual pursuits.

**Conservation:** The University will conserve natural resources, increase its use of environmentally-sustainable products, materials and services, including renewable resources, and prevent pollution and minimize wastes through reduction, reuse and recycling.

**Teamwork:** The University will encourage teamwork and provide groups and individuals with support, guidance and recognition for achieving shared environmental goals.

We, the community of students, faculty, staff and administration at the University of Connecticut, both individually and collectively, affirm our commitment to act in accordance with these principles.

**APPENDIX 2: National Pollutant Discharge Elimination System Permit Regulation and Effluent Limitation Guidelines and Standards for Concentrated Animal Feeding Operations (CAFOs); Final Rule. 40 CFR**

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[...]

**Subpart C—Dairy Cows and Cattle Other Than Veal Calves**

**§ 412.30 Applicability.**

This subpart applies to operations defined as concentrated animal feeding operations (CAFOs) under 40 CFR 122.23 and includes the following animals: mature dairy cows, either milking or dry; cattle other than mature dairy cows or veal calves. Cattle other than mature dairy cows includes but is not limited to heifers, steers, and bulls. This subpart does not apply to such CAFOs with less than the following capacities: 700 mature dairy cows whether milked or dry; 1,000 cattle other than mature dairy cows or veal calves.

**§ 412.31 Effluent limitations attainable by the application of the best practicable control technology currently available (BPT).**

Except as provided in 40 CFR 125.30 through 125.32, any existing point source subject to this subpart must achieve the following effluent limitations representing the application of BPT:

**(a) For CAFO production areas.**

Except as provided in paragraphs (a)(1) through (a)(2) of this section, there must be no discharge of manure, litter, or process wastewater pollutants into waters of the U.S. from the production area.

(1) Whenever precipitation causes an overflow of manure, litter, or process wastewater, pollutants in the overflow may be discharged into U.S. waters provided:

(i) The production area is designed, constructed, operated and maintained to contain all manure, litter, and process wastewater including the runoff and the direct precipitation from a 25-year, 24-hour rainfall event; (ii) The production area is operated in accordance with the additional measures and records required by § 412.37(a) and (b).

(2) *Voluntary alternative performance standards.* Any CAFO subject to this subpart may request the Director to establish NPDES permit effluent limitations based upon site-specific alternative technologies that achieve a quantity of pollutants discharged from the production area equal to or less than the quantity of pollutants that would be discharged under the baseline performance standards as provided by paragraph (a)(1) of this section.

(i) *Supporting information.* In requesting site-specific effluent limitations to be included in the NPDES permit, the CAFO owner or operator must submit a supporting technical analysis and any other relevant information and data that would support such site-specific effluent limitations within the time frame provided by the Director. The supporting technical analysis must include calculation of the quantity of pollutants discharged, on a mass basis where appropriate, based on a site-specific analysis of a system designed, constructed, operated, and maintained to contain all manure, litter, and process wastewater, including the runoff from a 25-year, 24-hour rainfall event. The technical analysis of the discharge of pollutants must include:

(A) All daily *inputs* to the storage system, including manure, litter, all process waste waters, direct precipitation, and runoff.

(B) All daily *outputs* from the storage system, including losses due to evaporation, sludge removal, and the removal of waste water for use on cropland at the CAFO or transport off site.

(C) A calculation determining the +predicted median annual overflow volume based on a 25-year period of actual rainfall data applicable to the site.

(D) Site-specific pollutant data, including N, P, BODs, TSS, for the CAFO from representative sampling and analysis of all sources of input to the storage system, or other appropriate pollutant data.

(E) Predicted annual average discharge of pollutants, expressed where appropriate as a mass discharge on a daily basis (lbs/day), and calculated considering paragraphs (a)(2)(i)(A) through (a)(2)(i)(D) of this section.

(ii) The Director has the discretion to request additional information to supplement the supporting technical analysis, including inspection of the CAFO.

(3) The CAFO shall attain the limitations and requirements of this paragraph as of the date of permit coverage.

**(b) For CAFO land application areas.** Discharges from land application areas are subject to the following requirements:

(1) Develop and implement the best management practices specified in § 412.4;

(2) Maintain the records specified at § 412.37 (c);

(3) The CAFO shall attain the limitations and requirements of this paragraph by December 31, 2006.

**§ 412.32 Effluent limitations attainable by the application of the best conventional pollutant control technology (BCT).**

Except as provided in 40 CFR 125.30 through 125.32, any existing point source subject to this subpart must achieve the following effluent limitations representing the application of BCT:

(a) For CAFO production areas: the CAFO shall attain the same limitations and requirements as § 412.31(a).

(b) For CAFO land application areas: the CAFO shall attain the same limitations and requirements as § 412.31(b).

**§ 412.33 Effluent limitations attainable by the application of the best available technology economically achievable (BAT).**

Except as provided in 40 CFR 125.30 through 125.32, any existing point source subject to this subpart must achieve the following effluent limitations representing the application of BAT:

(a) For CAFO production areas: the CAFO shall attain the same limitations and requirements as § 412.31(a).

(b) For CAFO land application areas: the CAFO shall attain the same limitations and requirements as § 412.31(b).

**§ 412.34 [Reserved]**

**§ 412.35 New source performance standards (NSPS).**

Any new point source subject to this subpart must achieve the following effluent limitations representing the application of NSPS:

(a) *For CAFO production areas.* The CAFO shall attain the same limitations and requirements as § 412.31(a)(1) and § 412.31(a)(2).

(b) *For CAFO land application areas:*

The CAFO shall attain the same limitations and requirements as § 412.31(b)(1) and § 412.31(b)(2).

(c) The CAFO shall attain the limitations and requirements of this paragraph as of the date of permit coverage.

*Proposal for the UConn Compost Technology Center*

(d) Any source subject to this subpart that commenced discharging after April 14, 1993, and prior to April 14, 2003, which was a new source subject to the standards specified in § 412.15, revised as of July 1, 2002, must continue to achieve those standards for the applicable time period specified in 40 CFR 122.29(d)(1). Thereafter, the source must achieve the standards specified in § 412.31(a) and (b).

§ 412.36 [Reserved]

§ 412.37 Additional measures.

(a) Each CAFO subject to this subpart must implement the following requirements:

(1) *Visual inspections.* There must be routine visual inspections of the CAFO production area. At a minimum, the following must be visually inspected:

(i) Weekly inspections of all storm water diversion devices, runoff diversion structures, and devices channeling contaminated storm water to the wastewater and manure storage and containment structure;

(ii) Daily inspection of water lines, including drinking water or cooling water lines;

(iii) Weekly inspections of the manure, litter, and process wastewater impoundments; the inspection will note the level in liquid impoundments as indicated by the depth marker in paragraph (a)(2) of this section.

(2) *Depth marker.* All open surface liquid impoundments must have a depth marker which clearly indicates the minimum capacity necessary to contain the runoff and direct precipitation of the 25-year, 24-hour rainfall event, or, in the case of new sources subject to the requirements in § 412.46 of this part, the runoff and direct precipitation from a 100-year, 24-hour rainfall event.

(3) *Corrective actions.* Any deficiencies found as a result of these inspections must be corrected as soon as possible.

(4) *Mortality handling.* Mortalities must not be disposed of in any liquid manure or process wastewater system, and must be handled in such a way as to prevent the discharge of pollutants to surface water, unless alternative technologies pursuant to § 412.31(a)(2) and approved by the Director are designed to handle mortalities.

(b) *Record keeping requirements for the production area.* Each CAFO must maintain on-site for a period of five years from the date they are created a complete copy of the information required by 40 CFR 122.21(i)(1) and 40 CFR 122.42(e)(1)(ix) and the records specified in paragraphs (b)(1) through (b)(6) of this section. The CAFO must make these records available to the Director and, in an authorized State, the Regional Administrator, or his or her designee, for review upon request.

(1) Records documenting the inspections required under paragraph (a)(1) of this section;

(2) Weekly records of the depth of the manure and process wastewater in the liquid impoundment as indicated by the depth marker under paragraph (a)(2) of this section;

(3) Records documenting any actions taken to correct deficiencies required under paragraph (a)(3) of this section. Deficiencies not corrected within 30 days must be accompanied by an explanation of the factors preventing immediate correction;

(4) Records of mortalities management and practices used by the CAFO to meet the requirements of paragraph (a)(4) of this section.

(5) Records documenting the current design of any manure or litter storage structures, including volume for solids accumulation, design treatment volume, total design volume, and approximate number of days of storage capacity;

(6) Records of the date, time, and estimated volume of any overflow.

(c) *Recordkeeping requirements for the land application areas.* Each CAFO must maintain on-site a copy of its site-specific nutrient management plan. Each CAFO must maintain on-site for a period of five years from the date they are created a complete copy of the information required by § 412.4 and 40 CFR 122.42(e)(1)(ix) and the records specified in paragraphs (c)(1) through (c)(10) of this section. The CAFO must make these records available to the Director and, in an authorized State, the Regional Administrator, or his or her designee, for review upon request.

(1) Expected crop yields;

(2) The date(s) manure, litter, or process waste water is applied to each field;

(3) Weather conditions at time of application and for 24 hours prior to and following application;

(4) Test methods used to sample and analyze manure, litter, process waste water, and soil;

(5) Results from manure, litter, process waste water, and soil sampling;

(6) Explanation of the basis for determining manure application rates, as provided in the technical standards established by the Director.

(7) Calculations showing the total nitrogen and phosphorus to be applied to each field, including sources other than manure, litter, or process wastewater;

(8) Total amount of nitrogen and phosphorus actually applied to each field, including documentation of calculations for the total amount applied;

(9) The method used to apply the manure, litter, or process wastewater;

(10) Date(s) of manure application equipment inspection.

[...]

SOURCE: Federal Register, Rules and Regulations. Wednesday, February 12, 2003. Vol. 68, No. 29.

Available online at [http://www.epa.gov/npdes/regulations/cafo\\_fedrgstr.pdf](http://www.epa.gov/npdes/regulations/cafo_fedrgstr.pdf)

APPENDIX 3: Comparing Composting At Higher Education Institutions

School	Size of structure (Year)	Volume of Waste Stream	Pad type (size)	Windrows covered? (row size)	Runoff management	Waste stream composition	Compost end use	Irrigation water req's
Cornell University	72' x 200' (2005) \$100,000	6,000-tons/yr	Gravel (1.7ac)	No. Tarping finished piles (250' long, 14'-18' wide)	Diversion ditches, (2) 224,000g retention ponds. Leachate used in agricultural irrigation & compost moisture	700 tons/yr dining hall waste (17% of waste stream), 3250 tons of manure, 139 tons of greenhouse waste and 62 tons of miscellaneous other agricultural materials (carbon rich)	Agriculture fields, sell within CU, outside. \$15 cu/ft \$30-50,000/yr anticipated revenue, 2005	0-12k gallons per windrow depending on summer rainfall
University of Colorado -- Boulder	In-vessel structure \$414,000	Up to 1200 tons		Curing rows (10' x 80')	Minimal (in-vessel)	Dining hall waste, leaf litter, bulking agent	Resale	
Penn State University	50' x 100' (2000)	2.25 tons/day	Concrete (~2 ac)	No, only final product. Recommend 14'-16'	Retention basin & vegetative filter	Green waste augmented with wood chips, food scraps including stadium waste, manure	On-campus landscaping	
Ithaca College	50' x 90' (2000)	Food = 20 cu yd/week (20%)	Concrete (100' x 90')	Partially indoors, screening and curing done outdoors (20' long, 15' wide)	Stormwater collection pond	Food waste, campus green waste, supplemental wood chips added as bulking agent	On-campus landscaping, local donation	
Washington State University	(1994)	25,000 cu yd/year (12,000+ tons)	Asphalt (4 ac)	No, only final product.	Water retention ponds, water runoff diversion	Coal ash from the power plant, Dairy and beef manure from Animal Sciences and Veterinary Medicine, Separated beef and dairy solids, Dining center food wastes, Waste paper, Campus yard wastes	WSU golf course, grounds, animal bedding, sold to local businesses	Leachate from ponds is reused in dry spells

SOURCE: "Comparing University Compost Facilities." 2005. Melanie Murphy, Office of Environmental Policy, UCONN.

## APPENDIX 4: Compost Task Force, Meeting Notes

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### Compost Facility Task Force

Final Revision Meeting

Monday, April 24th, 2006

10:30AM, YOUNG 209

#### Notes

*Attending:* Chris Clark, Mike Dietz, George Elliot, Mary Kegler, Frank Labato, Rich Miller, Tom Morris, Mel Murphy, Steve Olsen, Sara Putnam-Orcutt, Stefan W

Revisions were suggested and discussed.

#### Town of Mansfield support

- Rich & Tom met with Ginny Walton, who feels town would support
- Must carefully follow proper procedure in regards to public meetings & communication
- Cornell has had no complaints from the Ithaca community

#### Review of Site B

- Avoids adverse publicity
- Brings attention to an eyesore which could develop into a blight ordinance
- Potential squatters and/or unpermitted fires pose liability concerns
- Abandoned structures will need to be demolished eventually, the sooner the better
- The general sentiment of the task force was that "demolition" or "utility infrastructure repair" needs to be line itemized in future budgets.

#### DDS collaboration

Ginny Walton not impressed with in-vessel composters like Earth-Tub  
UNH uses freezers to store food until transfer  
Alternative: buy equipment to process at facility

#### Labor source issues

- 1/2 FTE should be absorbed into existing cost allocation
- Dean Kerr's commitment is currently just to transport manure to facility
- Facilities has offered verbal commitment
- Could site prep/construction be done cheaper internally? Is equipment available?

#### Extracollegiate sources of funding

- Must approach potential donors through UConn Foundation
- Would a contractor be able to donate services (with tax break, advertising incentive)
- Need President's endorsement to begin pursuing funding
- Naming opportunity for agriculture company or donor family
- Enthusiasm at state level and partnership opportunities with CT-DEP

#### Pilot Study: July 06

- Paines Inc & UConn Farm services to investigate the mechanical feasibility of liquid manure mixing
- Further development of facility contingent on the success of these trials

### Compost Facility Task Force

Planning Meeting

Thursday, August 18<sup>th</sup>, 2005

9:30AM, YOUNG 209

#### Notes

*Attending:* George Elliot (PLSC), Cameron Faustman (CANR), Rebecca Gorin (DDS), Janet Greger (GRAD), Mary Kegler (Farm Services), George Kraus (AES), Rich Miller (OEP), Tom Morris (PLSC), Melanie Murphy (OEP), Ken Pelzar (Wastewater Treatment Facility), Sara Putnam (CANR), Doug Stone (PSYCH), Tim Tussing (Wastewater Treatment Facility), Stefan Wawzyniecki (EH&S)

## Background

- Composting first proposed by Gary Zimmer, 1992
- Subsequent composting proposals through 2000
- 400+ petition presented by Chris Clark to President Austin, Spring 2005
- Leaves and manure currently stockpiled at Depot Campus and Spring Manor Farm
- Provost: 2000 Ohio State report on UConn compost options, does not include biosolids
- Compost Facility is not a named project in current building plans; funding obstacles

## Use of Biosolids (Tim, Ken)

- Plant thickens to 4-6%, higher than 8% will not be hauled
- March 2005: 192,000 gallons at \$6,863 for month of March (\$279/6500 gallon tanker truck)
- Annual cost: \$83,000+ expected to rise 6-8% per year, single year contract
- Requires gravity press to thicken to 20-30%, cost: ~\$20,000
- Space exists for gravity press Wastewater Treatment Facility
- DEP restrictions on end use of product, sales present an issue
- Potential segregation of regular and biosolid-added compost
- Would biosolid segregation cost exceed savings?
- Mary: segregation could be accomplished through bagging (bagger - \$150k)
- Dave: Composts including biosolids can be used on turf and top dressing, not on feed stock or vegetables

## DEP Permits & Regulations

- CT farmers may import sewage sludge pellets, cannot however use CT-generated biosolid compost
- No solid waste permits needed for in-house agriculture waste composting
- Is there a value in obtaining permits to allow local grass/leaf dumping? Good neighbor benefit?
- Regulations tighten considerable when selling outside the university
- Storm water and flood management certificates needed for septic tank fo spills, can use as water supply for turnrows

## Use of South Dining Hall Food Waste (Rebecca)

- South is largest volume dining facility, accounts for ~25% of dining waste stream
- South uses pulper which grinds all waste finely and dewateres it.
- If segregation of waste is necessary, South is best suited for handling this.

## Optimal Site: Spring Manor Farm

- Site A, moved further from flood plain and avoiding gravel borrow pit
- UConn still owns and maintains Old Colony Rd ... moderate improvement needed
- 50% of manure already hauled to Spring Manor
- Mary: Largest opportunity for Farm Services cost savings due to proximity to tillable land

## Discussion of Costs

- Hoop barn less expensive than pole and easier to renovate
- Janet: What are life cycle and replacement costs for hoop barn?  
Response: 15 yr ltd. Warranty, and good track record where installed.
- Cameron: Cattle research has used similar facility for 7 yrs w/minimal repair needed.
- No heat or electricity required, what about water?
- Uncovered facility does not require as much water
- Landscaping already possesses a screener (one less equipment cost?)
- Sewage treatment plant has trucks available for transportation

## Animal Carcass Management (Janet, Doug)

- There is an increasingly important need to properly dispose of animals carcasses, ex. Diseased deer
- Solution must be able to handle potential pathogens, avoid soil prions
- Alkaline digester only accommodates carcasses, does not handle manure or sewage
- Anaerobic digester not a solution for carcasses; problematic efficiency, maintenance history

## Public Interest & Collaboration with Town of Mansfield

- Ginny Walton is recycling manager, merit and timing of inviting her to join task force?
- Potential demand for local leaf/grass clipping disposal
- Sara: Intangible but huge PR benefit locally and within ag community
- Consensus: too early and too regulation-intricate to involve outside groups

## Near-term "bootstrap" Compost Plan

- A simple, limited operation could be feasible in the in p. 154: future (Spring 2006?)
- Easy relocation of current leaf piles to Spring Manor from current piles

*Proposal for the UConn Compost Technology Center*

- Farm/landscaping equipment could be adapted for makeshift turner
- Rich: near-term plan should easily transform into long-term vision
- Would segregating biosolids provide a path for staggered implementation?

➤ Forward Tasks

GENERAL:

- Facility life expectancy, capital and maintenance costs
- Net effect on fuel costs – will this increase fuel costs for UConn? Will it offset increasing hauling fees?
- Evaluate costs of long-term segregation of regular and biosolid-added compost rows
- Outline implementation of near-term composting options

SPECIFIC:

- Tom: Make available OSU report
- Tom/George: DEP requirements for composting biosolids
- Mel: Current composting initiatives at UConn's peer institutions
- Dave/George?: Costs of road improvement to Spring Manor site

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**Compost Facility Task Force**

Biosolid Information Meeting

Friday, October 14<sup>th</sup>, 2005

Notes

*Attending:* Rich Miller (OEP), Tom Morris (PLSC), Melanie Murphy (OEP), Ken Pelzar (WWTF), Tim Fussing (WWTF), Dan Warren (PLSC)

Municipal sewage sludge also known as "biosolids"

**Current Biosolid Disposal Issues**

Annual Removal Cost: ~\$187,000

Hauling companies will not haul at >5%

WWTF could dewater liquid manure but transportation to and unloading at WWTF is big issue

Product is trucked away and incinerated, resulting in air pollution

6500 gall per truck x 34 trucks per month = 221,000 gallons of biosolid waste per month

Or, (31\*12) = 372 dry tons per years

**Details associated with using WWTF Biosolids**

Ken: licensed sanitarian with graduate papers on decomposition of biosolids

FTE could be run out of WWTF – they have technology, ability and professional scope to include compost facility

Room exists in WWTF for screener

Gravity press allows for dewater to 20-30%, liquid manure is currently at 2-3%

**Potential Use for Grey Water**

Grey water: treated, safe effluent

Currently pumping 1.6Mgall/day into Willimantic River and permitted for up to 3M

FL uses 100% grey water, Foxwoods also uses CL-treated water in toilet

CT-DPH restrictions

Co-gen needs 100kgall/day

Potential N-trading credits?

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**Compost Facility Task Force**

Planning Meeting II

Wednesday, November 16<sup>th</sup>, 2005

9:30AM, YOUNG 209

Notes

*Attending:* Nick AuYeung (OEP), Chris Clark (PLSC), Mike Dietz (UConn Extension), Cameron Faustman (CANR), Mary Kegler (Farm Services), Frank Labato (EH&S), Rich Miller (OEP), ToP. 15 5is (PLSC), Melanie Murphy (OEP), Stephen Olsen (Research

## *Proposal for the UConn Compost Technology Center*

Farm), Ken Pelzar (WWTF), Dennis Pierce (DDS), Sara Putnam (CANR), Andrea Vassallo (OEP), Herbert Van Kruinigen (PATH), Stefan "W" (EH&S)

### University Comparisons

See attached chart comparing current compost situation at other New England public universities and similar peer-type institutions such as Michigan State, Purdue and more.

Sara suggests looking into the labor issues that arose at Purdue. What was the training issue? Dennis also questions whether Purdue is in-house or contracted dining. Also, dining freezers that would be useful for storing food waste have been since decommissioned.

In the discussion of other schools' composting, it is important to mention that, due to land availability and other factors, it has become common to privatize composting operations to outside firms. Very few private firms exist in New England.

### Regulations on Biosolid Composting

DEP 503 regulations do not change composting procedure but require a "chain of custody" incorporating paper documentation of pathogen and metal content testing that must occur in order to prove waste meets Class A standards. While the DEP requires biosolid compost to be segregated from traditional, the questions remaining are a) how separate is separate -- can we use the different rows under the same roof? and b) how amendable is the DEP on this issue, considering the issue of biosolid compost segregation is relatively unbreached?

Based on DEP regs, there are three end uses for biosolid compost in Connecticut: 1) golf courses (which prefer pelleted product); 2) potted planters and nursery containers; and 3) export out of state. Connecticut, especially the northeastern agricultural corner, currently imports a significant amount of biosolid compost from Massachusetts.

Tom talked to Gary Zimmer, the originator of the university composting proposals in 1992, to get a feeling for the Town of Mansfield's receptiveness to biosolid composting. Gary, a member of Planning & Zoning and longtime community representative, evaluated Mansfield reception as positive. He anticipates support from the Town Engineer and reports that traditional opposition groups are relatively inactive and would provide minimal resistance if communication is managed properly.

As an alternate option, the group proposes looking into the feasibility of contracting the composting with a private company, or at the very least donating the end product. Investigating the interest and costs of private composting firms falls under the general recommendation that UConn undertakes a market study of the end use of biosolid compost, including market demand and the costs of potential private contractors. It is estimated the OSU survey cost \$8-10k and the group wondered if it would be possible to do a market survey in-house.

Chris suggested potentially applying for an interim or research permit from DEP allowing for biosolid compost applications at UConn whereby data could be collected and kept for future reference.

Herbert and Cameron addressed the issue of pathogens in composting, which should not be a concern as UConn will not be mortality composting.

Dr Faustman presented the intriguing question: How does Europe handle their sewage sludge? Further investigation yielded the following paper (<http://www.uwi.com.au/rd/publisher/fileUpload/184/attach/StevensEtAlAWA2002Water.pdf>) on UK and French composting, written by an Australian researcher who also observes that in Switzerland, biosolid waste is additionally used as fuel in cement kilns, providing energy savings and no waste.

Also, "The enthusiasm of the French public for recycling was reflected in that approximately 60% of the biosolids produced by Vivendi Water was being used in agriculture." The articles report water companies charging farmers nominal fees, fearing that if they gave it away at no cost, the product would be viewed as a potential <sup>P. 156</sup> or a useless waste.

ne recommendation was also made to include someone from the DEP (KC Alexander?) in future composting discussions.

### Non-monetary Benefits of Composting

*(revised from powerpoint slide)*

**University of Connecticut:** Proactive anticipation of potential compliance issues (i.e. head off consent orders), part of required Environmental Management Plan, demonstrates peer leadership in sustainability and whole-system thinking, generates PR for University, opportunity for interdepartmental research and educational opportunities

**College of Agriculture:** Anticipates future CAFO compliance issues. exemplifies best management practices within ag community, positive PR for ag community, ties into university's agriculture tradition

**Environmental Policy/Compliance:** Averts potential fines and consent orders, heads off potential watershed contamination issues related to frozen land manure application, reduces liability

**Local Community:** Decreased odor pollution, another outlet for educational outreach and publicity, potential inclusion of Mansfield waste

**Facilities/Landscaping:** In-house fertilizer/mulch substitute, creates compliance with DEP regulations requiring no brush piles, provides use for otherwise stockpiled leaves

**Wastewater Treatment Facility:** Room and expertise for operation, already needs an FTE. economies of scope extend to making waste process go full-circle

**Dining Services:** supports sustainability goals

**Farm Services:** current practices do not comply with Nutrient Management Plan and this would, provides rich soil amendment for fields

**Hort/PLSC/Greenhouses/Research farms:** Expanded research and grant opportunities

**Motor pool:** Avert malcontent that exists over off-shift dumping that must occur with current biosolid shipping

In presenting the case for the compost facility, whether it incorporate biosolids or starts out as a smaller pilot project, it is important to highlight the public relation value, research/educational benefits and the importance of a proactive compliance response.

### Alternate Options for Composting

**Option I -** Traditional composting including agricultural, dining and landscape waste. Siting would be at Spring Manor Farm, accessible by Old Colony Rd. Concerns were voiced over the costs and potential drawbacks of refurbishing the road, including ATV use and unauthorized access. Cost-savings generated through traditional composting would amount to approximately \$10-20,000 per year in offset fertilizer/bedding costs which would be dispersed through departments throughout the university.

**Option II -** Including biosolids in composting facility. Same basic lay out as Option I but provisions must be made for segregating biosolid and traditional compost. What are the costs of segregation. Also, what are the paper costs of monitoring and documenting biosolid compost per DEP503 regulation? Cost savings annually amounts to over \$200,000 at the WWTF. WWTF has space for an additional press to dewater biosolids to 20-25% and would require 1 FTE (with appr. 1/2 time dedicated to composting) to incorporate composting into an already overextended labor situation. A market study must be undertaken to determine demand for end product.

**Option III -** an extension of Option II's last sentence: Undergo biosolid composting with the agreement to contract out compost to a private company. Demand and feasibility of this option require further investigation.

The group deliberated a way to capture offset fertilizer and tipping costs? I.E. have cost center bill departments for equivalent cost of tipping/fertilizer purchase and direct these funds to a specific compost facility account whereby the facility could pay back initial capital purchases over time.

*Proposal for the UConn Compost Technology Center*

**Pilot Facility** - the group recommends creating a "bootstrap" compost operation in the near term. This facility would resemble the ultimate goal facility in composition of waste stream (minus biosolids) and set-up, including hoop barn and concrete pad. From this starting point, logistics can be ironed out and the study of adding other waste streams, such as biosolids, can be made.

Capital equipment requirements include a tractor and turning device, neither of which are currently available through Farm Services.

It is decided that a subcommittee comprised of Tom Morris, Mary Kegler, Steve Olsen, Sara Putnam and Rich Miller would convene within the next two weeks to scope out specific costs and evaluate equipment requirements for a bootstrap facility. It is also advised to include a member of landscape services in this group.

Next Steps

Sara will look into finding private funding for this facility. Sara will also contact the Ag Econ department to find a professor to guide a market study on biosolid use for independent credit.

The pilot project subcommittee will meet within the next few weeks to scope out details. Included members and others interested, please respond to this email with your availability on Tuesday, November 29th; Wednesday, November 30th, and Thursday, December 1st.

Stefan will be visiting UNH for unrelated issues and may visit El Farrell of the Kingman Compost Center. If so, we'll look forward from hearing his eyewitness account.

Mel & Andrea will continue the dialogue with fellow universities on composting and seek to obtain further information on university compost management and costs.

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**Compost Facility Task Force**  
Pilot Facility Subcommittee  
December 7th, 2005

Notes

*Attending: Rebecca Gorin, Mary Kegler, Rich Miller, Tom Morris, Melanie Murphy, Steve Olsen*

Goal: Short-term pilot facility for under \$100,000?

**BUILDING:**

- + Original size: 40,000 sq. ft
- + 25% Pilot size: 10,000 sq. ft
- + Concrete pad underneath
- + Packed processed gravel pad outside (10,000 sq. ft)
- + Building/covering must be substantial enough to deal with Connecticut winter. Standard hoop barns may be insufficient. Alternative hard plastic-cover options (very similar in structure to the envisioned hoop barn) come in both thick (15-20yr life expectancy) and thin (3-5 yr life expectancy) versions, including double layer plastic that is inflated to create a convex roof.

**EQUIPMENT:**

- +Tractor: \$40k-50k with loader, can obtain used with 3-5k hrs on it
- +Pull turner: ~\$40,000 for 8' attachment
- +Screener: Necessary only if landscaping desires screened mulch. Landscaping has screener (?) or it can be rented by the week
- + Tipper attachment for rubbermaid dining buckets

**FOOD WASTE:**

*Proposal for the UConn Compost Technology Center*

- + Food waste produced by South is a liquid pulp of post consumer waste containing mostly unbleached paper but also finely ground bone and meat. Using a screener on the end product will eliminate any concerns over ground bone or other chunks.
- + Protein content/contamination should not be an issue but Rebecca can obtain samples for testing if needed. (sent via campus mail)
- + South stores waste in 3/4 full rubbermaid buckets that weigh appr 168 lbs each
- + South generates 6720 pounds of pulp per week during the school year, at this rate this dining unit could contribute 175 tons/yr. This does not account for reduced production during summer.
- + Operational logistics include frequency of pick-up, # of additional buckets needed, tub tipper attachment for tractor and a designated person & truck to pick up and disperse food waste onto windrows
- + Conclusion of subcommittee is that primary composting will begin with greenwaste and manure. After basic composting is underway, dining waste will be introduced into process after a few months.

**BASIC COMPOSTING LOGISTICS:**

- + Must determine how to unload and mix liquid manure from KDC. Eventually, KDC pump will be replaced and liquid manure mixture will be more homogeneous.
- + Mary is willing to designate labor for transport down to the facility of farm waste and baseline composting. Basic composting is not to be seen as a free & immediate disposal area for the entire community's leaves, however. As the facility grows to integrate more departments, a decision must be made as to the department/individual responsible for managing the turning, curing, screening and storage
- + Excess supply of solid manure and leaves exist in stock piles throughout campus and can provide the original stock for composting. It is important to note at the 25% level this facility will not be absorbing all leaf or manure production, but decreasing the amount being stored each season.
- + Remaining 75% of liquid manure will remain (by necessity) the primary field amendment. Initial compost product should be first considered for landscaping uses.

**NEXT STEPS:**

- () Costs of 10,000 sq ft concrete pad (185 yds concrete) including site prep, labor and materials (MEL)
- () Costs of 10,000 sq ft packed, processed gravel (MEL)
- () Consult with Penn State farm manager on i) the type of barns they use ii) how compost is stored until needed and iii) how Penn State mixes leaves/brush/solid manure with their liquid manure. (STEVE)
- () What are the dimensions of the dining service slop buckets? (REBECCA)
- () Contact FarmTech for price and sizing of hard plastic buildings (TOM & MARY)
- () How much compost would landscape services want or use? Is screened or unscreened compost preferred? If screened is preferred, does landscaping currently possess a screener? (DAVE, JOHN?)
- () Could resultant compost, even when it contains food waste, be used by the garden club? (TOM?)
- () Send Steve & Tom hoop barn information sheet (RICH OR MEL)
- () Reconvene during intersession to follow-up on pilot plan

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**Compost Facility Task Force**

Pilot Facility Subcommittee

February 14<sup>th</sup>, 2005

Notes

*Attending: Mary Kegler, Rich Miller, Tom Morris, Mel Murphy*

**Site Re-Evaluation**

Recommending Spring Manor Site B over Site A

Reasoning: -larger (5+ ac)

-better access through shared private driveway or Old Colony Rd

-on water line

Cost List (approximate) - Pilot Facility

Category	Cost	Item
Site prep	20,000	10000sq ft concrete
	8,000	10000sq ft compressed gravel
	2,000	Site prep
Building	57,750	55 x200 hoop barn
Equipment	50,000	95hp tractor w/creeper gear
	45,000	8' pull turner
	35,000	Tub Grinder (motorless)
	60,000	120 hp tractor for grinder
	--	Screener (already own)
<u>Labor</u>	<u>25,000*</u>	1/4 FTE (Facilities) + 1/4 FTE (Farm Services)
<i>Total</i>	<i>\$302,750</i>	

\*Should we include labor costs if they are not new hires?

End Use

Animal Science potentially interested in bedding in Fall/Winter  
 Beef/Horse units 80-90% committed  
 Current bedding supply undependable in winter  
 Presents another cost-savings opportunity  
 Moisture content questionable: Need 30-35%

Liquid Manure

Not currently out of compliance, CAFO comes into effect until 2008/2009  
 Gary Zimmer: use tub mixer  
 Problem: KDC pump system is a mess, currently being rectify  
 Need a transfer pump/hose attachment on tanker to use tub mixer  
 Potential use of a separator, but this would leach out nutrients & is high cost  
 Another suggestion: attach tanker hose to perforated PVC pipe sandwich between 10" leaf layers

Labor

Dr Faustman: CANR staffing still possible  
 Farms Services already trucking ag waste  
 Facilities already hauling brush/leaves  
 Additional labor (turner operation & mixing) split between Facilities & Farm  
 Initial pilot labor requirements: 1/4 FTE (Farm) + 1/4 FTE (Facilities)

Forward Tasks

- (x) E-mail Harold Keener regarding use of liquid manure
- ( ) Determine price on buildings for different dimensions SEE BELOW
- ( ) Quotes on gravel/concrete pads
- ( ) Response/contribution of Construction Materials class
- ( ) Tub grinder specs -- cost of big tractor/regular grinder v small tractor/internal motor
- ( ) Draw simple layout
- ( ) Find out resale value on turner, tractor (if eventually resold to purchase self-propelled turner)
- ( ) Cost savings of bedding at Beef/horse units
- ( ) Picture of site B
- ( ) Determine private property boundary, right-of-way at Spring P. 160e B

**Appendix 5: FarmTek quotes, December 12<sup>th</sup>, 2005**

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Open-ended Hercules Truss Arch building:

45' x 200' -- \$45,000 (18' peak interior height)

55' x 200' -- \$57,750 (22' peak interior height)

(labor/construction not included)

Roll-up ventilated sides: \$4/linear foot per side (\$1600 extra). Roll-ups come with all necessary attachments.

Other information: Right now buildings are deliverable within a month from the factory in Iowa. The arch buildings are also available in widths up to 100' with lengths in any increment of 10'. They estimate 2-3 weeks to install, depending on the experience of the crew.

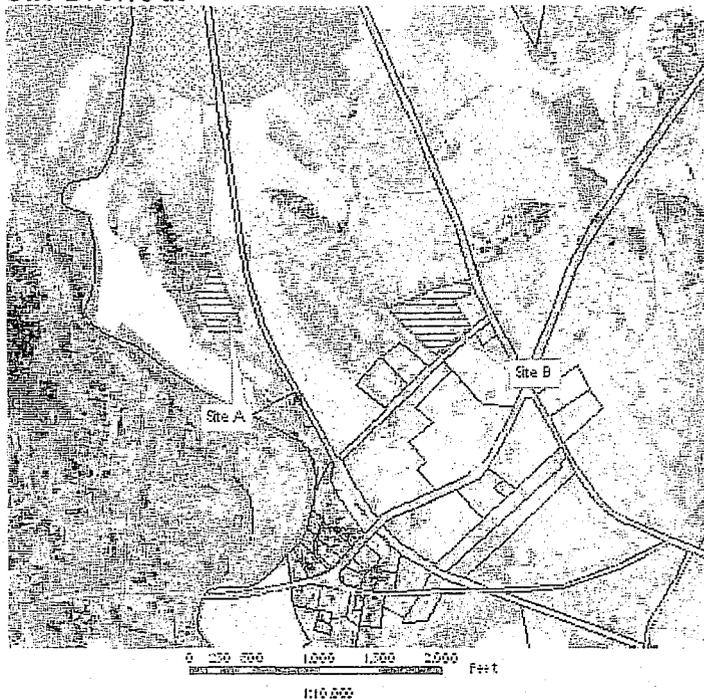
All info courtesy of Stan (ex. 170) ! at the South Windsor office.

APPENDIX 6: Compost Facility Site Proposal Maps

SPRING MANOR

Site A: 2.88 ac

Site B: 5.16 ac

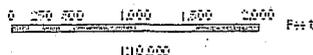


PINK RAVINE

Site C: 1.21 ac



-  Potential sites
-  Roads
-  Parcels
-  Hydrography
-  Watershed boundaries
-  Aquifer protection area
-  NDDB sites
-  Wetland soils
-  Floodplains



OLD TURNPIKE ROAD

Site D: 5.65 ac



Source Data:

- Town of Mansfield
- Parcels
- 1998 Aerial Photographs
- Connecticut Department of Environmental Protection
- Natural Diversity Database Sites
- Aquifer Protection Areas
- Wetland Soils
- Hydrography
- Roads

**Evaluation of Sites:** Access to Spring Manor Site A requires considerable roadway improvement, and remains our second option. Compared to the Spring Manor sites, the Pink Ravine Site C was smaller and had a steeper slope. A relatively small site at 1.51 ac, Pink Ravine also necessitates the demolition of vacant poultry barns. Considerations for costs of demolition preclude the use of this site. Old Turnpike Road Site D is situated least conveniently for agriculture usage and is highly visible to neighbors and traffic.

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REGISTRARS OF VOTERS  
ELECTION OFFICIALS  
TOWN OF MANSFIELD

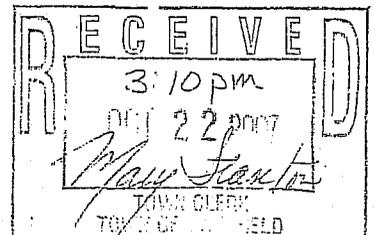
Effective October 22, 2007 we hereby declare Voting District 1 shall be changed from the Council Chambers in the Audrey P. Beck Building to the Gymnasium of the Mansfield Community Center for all elections and primaries beginning February 5, 2008.

Referenda not held in conjunction with elections shall continue to be held in the Council Chambers of the Audrey P. Beck Building.

Dated at Mansfield Connecticut the 22<sup>nd</sup> day of October 2007.

Andrea Epling, D-ROV

Beverly Mann Miela, R-ROV

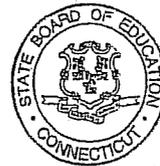


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# STATE OF CONNECTICUT

## DEPARTMENT OF EDUCATION



Series: 2007-2008

Item #18

Circular Letter: C-6

TO: Superintendents of Schools  
School Business Managers  
Chief Municipal Officers

FROM: Mark K. McQuillan  
Commissioner of Education 

DATE: October 1, 2007

SUBJECT: New Requirement to Publicly Bid Contracts for School Construction Architectural or Construction Management Services

I am writing to inform you of recently passed legislation impacting contracts for architectural or construction management services within the context of school construction projects. Specifically, contracts for architectural or construction management services executed on or after July 1, 2007, must be awarded to the lowest responsible qualified bidder only after a public invitation to bid. Section 25 of Public Act 07-249 reads as follows:

Sec. 25. Subsection (b) of section 10-287 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2007*):

(b) All orders and contracts for school building construction receiving state assistance under this chapter, including orders and contracts for architectural or construction management services, shall be awarded to the lowest responsible qualified bidder only after a public invitation to bid, which shall be advertised in a newspaper having circulation in the town in which construction is to take place, except for (1) school building projects for which the town or regional school district is using a state contract pursuant to subsection (d) of section 10-292, and (2) change orders, those contracts or orders costing less than ten thousand dollars and those of an emergency nature, as determined by the Commissioner of Education, in which cases the contractor or vendor may be selected by negotiation, provided no local fiscal regulations, ordinances or charter provisions conflict.

Please note that this new requirement is predicated on the date the contract is awarded, regardless of when a state grant commitment was authorized for the project. Architectural and construction management contracts which were awarded prior to July 1, 2007, without bidding remain eligible for state grant assistance, as they were issued prior to this legislation.

The State Department of Education may not reimburse districts for all expenses incurred for architectural or construction management services if contracts were entered into on or after July 1, 2007, and they were not publicly bid and awarded to the lowest responsible qualified bidder as required by Section 10-287 of the Connecticut General Statutes, as amended.

There is no change to the Department's guidelines pertaining to contracts being awarded to the lowest responsible qualified bidder. The determination as to which bidders are "responsible" and "qualified" continue to be matters left to local determination. The State Department of Education continues to require certification from the local board's attorney that the statutory bidding provisions noted above have been

complied with for the project. However, the district must maintain supporting documentation for post-project audit. This documentation includes, but is not limited to, newspaper advertisements, orders and invoices to support public advertising, bid summaries, and related documentation to support the district's choice.

**Frequently asked questions:**

***Does this mean I must award my design contract to the "low bidder"?*** The statute requires the contract be awarded to the lowest **responsible qualified** bidder, not necessarily the *lowest* bidder. However, if a contract is awarded to an entity other than the low bidder, the district must be prepared to defend its action on the grounds that the lower bidders are either not qualified or are not responsible. We advise you to be guided by the advice of your board attorney. We also recommend that the district maintain documentation for audit purposes to support your choice.

***We use an RFQ/RFP/QBS selection process. Does this meet the bid requirement?*** Neither of these processes by itself meets the requirements of the new law. However, if the process is publicly advertised as required and if the process includes the submission of a fee schedule, then the RFQ/RFP/QBS may be interpreted as meeting the bidding requirement. The submission of a fee schedule is key. We still recommend the use of an RFQ/RFP/QBS process for architect selection. However, a fee schedule must now be submitted and be included in that review and selection process.

***My project was authorized many years ago. However, due to extenuating circumstances, it has been delayed and we have not hired a construction manager yet. Does this mean that even though I would not have been required to bid this contract several years ago, I must now comply with the new law?*** Yes.

***What happens if we are required to bid an architectural contract but decide to award the contract to our architect of choice without bidding?*** If a contract required to be bid is awarded without a formal bid process, then all expenditures related to that contract will be ineligible for school construction grant assistance. Project costs otherwise eligible for grant assistance remain eligible, but all fees related to the unbid contract will be ineligible for grant assistance.

***Does the State Department of Administrative Services or the Department of Education provide a list of architects "qualified" for school construction projects?*** No.

***We have a small code compliance project, and the fees for architectural services will be less than \$10,000. Are we still required to bid this contract?*** Contracts less than \$10,000 are exempt from state school construction grant bidding requirements. However, all local ordinances and charter provisions must still be met.

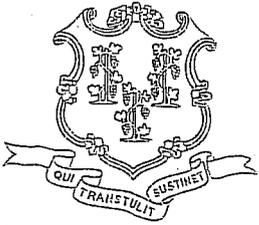
Please feel free to contact David Wedge, Chief of the Bureau of School Facilities, at (860) 713-6467 if you have any questions.

MKM:kf/dw

cc: Brian Mahoney, Chief Financial Officer, Division of Finance and Internal Operations  
Karen Flanagan, Acting Director, Division of Legal and Governmental Affairs  
David Wedge, Chief, Bureau of School Facilities

STATE OF CONNECTICUT  
EXECUTIVE CHAMBERS  
HARTFORD, CONNECTICUT  
06106

Item #19



M. JODI RELL  
GOVERNOR

October 26, 2007

OCT 29 2007

Mr. Matthew W. Hart  
Town Manager  
Town of Mansfield  
4 South Eagleville Road  
Mansfield, CT 06268

Dear Mr. Hart:

I want to take a moment and thank you and your local emergency management director for submitting an updated emergency operations plan to the Department of Emergency Management and Homeland Security for review and approval. This planning process is critical for all of us to complete so that we are able to respond to natural or human made disasters in a timely manner for our state's residents and visitors. Not only have you updated your emergency operations plan but the entire state is now NIMS (National Incident Management System) compliant for emergency planning purposes. This is no simple task and I thank you and your emergency management team and staff for their commitment to achieve this milestone.

But our work is not done. I encourage you to keep the plan current by exercising the plan, testing it regularly to ensure it works and all information is current. We must also consider protecting our state's animals by including a special annex for pets and livestock. The Department of Emergency Management and Homeland Security will shortly be releasing a draft template which will help you develop a local animal annex. This new annex is critical to ensure a successful evacuation of our low lying areas, as history has shown the number one reason for not evacuating when told to do so is due to the care of animals. Your full plan and animal annex will be reviewed before the next hurricane season.

Again, I want to thank you for your efforts in preparing the citizens of your community for dealing with any emergency or disaster that they encounter. Together we must continue to maintain and exercise our plans to ensure we are always at a state of readiness.

Sincerely,

A handwritten signature in cursive script that reads "M. Jodi Rell".

M. Jodi Rell  
Governor

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