



**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
MONDAY, April 27, 2009  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.**

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OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

FUTURE AGENDAS

EXECUTIVE SESSION

ADJOURNMENT

REGULAR MEETING-MANSFIELD TOWN COUNCIL

April 13, 2009

**DRAFT**

Deputy Mayor Gregory Haddad 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, Koehn, Nesbitt, Paterson, Paulhus,  
Excused: Schaefer

II. APPROVAL OF MINUTES

Mr. Clouette moved and Mr. Paulhus seconded to approve the minutes of the March 23, 2009 Special meeting. Mr. Nesbitt requested a copy of the power point presentation offered by Andy Hill of Walker Parking be added to the minutes. Motion passed with all in favor except Mayor Paterson who abstained. Mr. Clouette moved and Mr. Paulhus seconded to approve the minutes of the March 23, 2009 Regular meeting as presented. Motion passed with all in favor except Mayor Paterson who abstained. Mr. Clouette moved and Mr. Nesbitt seconded to approve the minute of the March 26, 2009 Special meeting as presented. Motion passed with all in favor except Ms. Koehn and Mayor Paterson who abstained. Mr. Clouette moved and Mr. Paulhus seconded to approve the minutes of the March 30, 2009 Special meeting. Motion passed with all in favor except Ms. Koehn and Mayor Paterson who abstained. Mr. Clouette moved and Mr. Nesbitt seconded to approve the minutes of the April 6, 2009 Special meeting. Motion passed with all in favor except Mayor Paterson and Ms. Koehn who abstained.

III. PUBLIC HEARING

1. Fiscal Year 2009-10 Budget

Cynara Stites, Hanks Hill Road, and Will Bigl, 17 Pond Hill Road, representing other seniors in Town requested the Town Council remove from the budget the proposed cutback of the Senior Services Social Worker position from 35 hours a week to 20 hours a week. They presented a petition signed by 117 Mansfield seniors. Statement submitted.

Nancy Tomastik, 203 Maple Road, noting the current economic recession-depression, urged the Council to adopt a budget with a substantial tax decrease. Statement submitted.

William Jordan, 243 South Eagleville Road and a 33 year veteran of the Town's volunteer Firefighter/EMT force and a 27 year part time paid employee of the Town, urged the Council to create a budget that will not reduce staffing in the stations. Statement submitted.

Glenn Dube, 83 Jonathan Lane and a 15-year fire service veteran and a career firefighter for the Town of Southington, expressed his strong opposition to the proposed reduction of on duty fire protection from 4 firefighters to 3. Statement submitted.

Jay Rueckl, 128 South Eagleville Road, asked the Council to better publicize opportunities in Town for residents on low or fixed incomes. He also spoke in support of long-range, forward- looking policies that have worked for the Town for many years. Mr. Rueckl sees the Storrs Center project as one of these endeavors. Statement submitted.

Mike Sikoski, Wildwood Road, asked the Council to request independent objective studies of the questions asked by the public, not reports from department heads. Mr. Sikoski questioned the facts regarding vehicle usage in Town and asked why the Town spends more than any other local community on the fire department.

Ric Hossack, Middle Turnpike, stated that savings from union negotiations from both the Town and the Board of Education could net over \$500,000 in savings this year. Mr. Hossack asked that the ambulance service be privatized. Statement submitted.

Peter Millman, Dog Lane, thanked the Council for their support of the Storrs Center stating that because of our dependence on state revenue it is risky for the Town not to support economic development.

Betty Wassmundt, Old Turnpike Road, urged the purchase of the equipment required to televise the Council meetings and offered some suggested way to cut the budget. Statement submitted.

Sean Cox, Wormwood Hill Road, spoke against the staffing reductions to the Fire Department noting that fire trucks do not fight fires firefighters do.

#### IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Mayor Paterson left at 8:45 p.m.

William Jordan, 243 South Eagleville Road, took issue with a previous speakers comment that the Fire Department budget totaled 2.3 million. He noted that 2.3 million dollars is the budget for all Public Safety Departments of the Town.

Mike Sikoski, Wildwood Road, stated that he found it difficult to find all the funds in the budget. He also asked for a definition of an appropriation with regards to the open space fund.

David Freudmann, Eastwood Road, asked the Council to consider all information when it comes to decisions about the parking garages. Mr. Freudmann expressed his concern regarding the payment of the debt service on the second garage.

Betty Wassmundt, Old Turnpike Road, continued her discussion of the Town Manager's ICMA pension plan. Statement submitted.

V. TOWN MANAGER'S REPORT

Report submitted

VI. OLD BUSINESS

2. Community/Campus Relations

Town Manager Matt Hart reported the Community Quality of Life Committee met recently and proposed amendments to the Housing Code, discussed the ordinance on Special Police Services, and completed their Strategic Planning referral. The Committee decided to use one of the action items from the Strategic Plan as a basis for future work.

3. Community Water and Wastewater Issues

Councilor Nesbit, Chair of the Four Corners Sewer Advisory Committee, updated the Council on the Committee's progress. The Committee is in the process of revising the fiscal analysis/impact of the project, Town staff has begun the surveying process for the project, and a second informational meeting for the general public has been tentatively scheduled for June 6, 2009.

4. Preliminary Regionalization Study Committee

Mayor Paterson and Town Manager Matt Hart have agreed to represent the Council at the meetings of the Preliminary Regionalization Study Committee.

Mr. Clouette moved and Mr. Paulhus seconded effective April 13, 2009 that the Mayor and Town Manager be appointed the Town Council's representatives to the ad hoc committee on educational regionalization.

Ms. Koehn added by way of a friendly amendment the following statement, ... as well as any other Town Council members who wish to serve from time to time.

Motion as amended passed unanimously.

VII. NEW BUSINESS

5. Proclamation – Week of the Young Child

Mr. Clouette moved and Ms. Koehn seconded, effective April 13, 2009, to authorize Deputy Mayor Gregory Haddad to issue the attached

Proclamation in Honor of the Week of the Young Child. (Proclamation submitted)  
Motion passed unanimously.

6. Historic Documents Preservation Grant

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

Resolved: That Matthew W. Hart, Mansfield Town Manager, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

Motion passed unanimously.

7. Resolution on Open and Transparent Government

Ms. Koehn moved and Mr. Paulhus seconded to approve the resolution expressing Mansfield's commitment to open and transparent government dated April 13, 2009.

Resolution Affirming Commitment to Open and Transparent Government

April 13, 2009

*A Resolution AFFIRMING COMMITMENT TO OPEN AND TRANSPARENT GOVERNMENT:*

**WHEREAS**, the Mansfield Town Council has the authority to adopt resolutions and ordinances that pertain to the government and affairs of the Town;

**WHEREAS**, transparent is defined as "see through;" therefore, open and transparent government means that citizens are able to "see through" the workings of government;

**WHEREAS**, the Town of Mansfield has a long history of open government and the Town Council wishes to affirm its commitment to the principle of transparent and open government;

**WHEREAS**, the Town of Mansfield maintains an official website and government access television channel to enhance the access and delivery of government services and information to benefit citizens, business and employees;

**WHEREAS**, the website and government access television provide accessible forums in which to communicate information regarding Town government, including information concerning programs and services, budgeting, spending and policy;

**WHEREAS**, the Town Council desires to provide policy guidance, financial and other support to ensure the further development of the Town website, government access television channel and other means to promote open and transparent government;

**NOW, THEREFORE BE IT RESOLVED**, by the Mansfield Town Council to refer the task of developing and recommending policy to promote and enhance open and transparent government, while maintaining a balance between open records and security, to the Personnel Committee with a goal for the Committee to present its recommendations to the Town Council by July 2009.

**NOW, THEREFORE BE IT RESOLVED**, by the Mansfield Town Council to refer the task of developing and recommending policy to promote the establishment of a long-term, organization-wide strategy to enhance website access, organization and information to fulfill citizen and staff information needs, to the Communications Committee with a goal for the Committee to present its recommendations to the Town Council by October 2009.

Motion passed unanimously.

Deputy Mayor Haddad thanked Ms. Koehn and Town Manager Matt Hart for their work on this issue.

8. Amendment to Mansfield Housing Code, Private Sewage Disposal System Maintenance

Mr. Clouette moved and Ms. Duffy seconded to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on April 27, 2009, to solicit public comment regarding the proposed amendment to Section 506.3, Private Sewage Disposal System Maintenance, of the Mansfield Housing Code.

Motion passed unanimously.

9. Ordinance for Obtaining Goods and Services

Noting that the Committee had reviewed the ordinance, Mr. Clouette, on behalf of the Finance Committee, offered the following motion:  
Move to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on May 11, 2009, to solicit public comment regarding An Ordinance for Obtaining Goods and Services.

Both Councilors Nesbitt and Koehn have offered additional suggestions. Mr. Nesbitt's comments are included in the current packet and Ms. Koehn will disseminate her comments to members. In order to allow those comments to be considered by other Council members, Ms. Blair moved and Mr. Nesbitt seconded to table the motion.

Motion to table passed unanimously.

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments

IX. REPORTS OF COUNCIL COMMITTEES

Mr. Clouette reported that the Finance Committee met and discussed the upcoming public information sessions on the budget and the hiring of an auditor for the current fiscal year.

Ms. Koehn requested an explanation of the public comment process open to a Council member who might vote against budget.

The Council agreed to discuss the process both for the Town Council Information sessions and the Town Meeting.

Ms. Duffy offered the following recommendations as reappointments to the Recreation Advisory Committee:  
Sheldon Dyer and Frank Musiek

Motion to approve passed unanimously.

X. REPORTS OF COUNCIL MEMBERS

No reports

XI. PETITIONS, REQUEST AND COMMUNICATIONS

10. Chronicle "Bikeway project gets fed funds" – 03/26/09
11. Chronicle "Commentary: Downtown planning has been steady..." – 03/27/09
12. Chronicle "Council discusses possible layoffs" – 03/27/09
13. Chronicle "Editorial: Sewer fees should be shared fairly" – 04/02/09
14. Chronicle "Editorial: We offer these threads, needles" – 03/23/09
15. Chronicle "Four corners becomes a 'ghost town'" – 03/31/09
16. Chronicle "Landlords peeved at ordinance" – 03/24/091
17. Chronicle "Letters to the Editor" – 03/23/09
18. Chronicle "Letters to the Editor" – 03/26/09
19. Chronicle "Letters to the Editor" – 04/01/09
20. Chronicle "Mansfield budget comes in smaller" – 03/24/09
21. Chronicle "Mansfield ready to cope with revenue cuts" – 04/06/09
22. Chronicle "Mansfield schools could get safer" – 03/19/09

23. Chronicle "Mansfield still pushing for green buildings" – 03/31/09
24. Chronicle "Mansfield won't recycle batteries" – 04/01/09
25. Chronicle "Obama dollars to aid local projects" – 03/12/09
26. Chronicle "Officials prepare to face a flu pandemic" – 04/01/09
27. Chronicle "Paper and plastic" – 03/28/09
28. Communications Advisory Committee re: Town ordinance - The Town Manager will ask CCM for information regarding the experiences of other towns who have enacted or looked at enacting such an ordinance.
29. Environmental Impact Evaluation, University of Connecticut (excerpts)
30. K. Grunwald re: Assistive Hearing Technology
31. G. Haddad/M. Hart re: Proposed FY 2009/10 Budget
32. H. Hand re: Library budget
33. M. Hart re: Testimony in opposition to Governor's Bill No. 6363
34. Hartford Courant "Don't undercut smart growth" – 03/01/09
35. Hartford Courant "Kathy John's, a longtime UConn favorite..." – 03/28/09
36. Hartford Courant "Mass transit in State to get boost from Federal..." – 03/24/09
37. Hartford Courant "Transit funds to benefit rail commuters,..." – 03/23/09
38. Mansfield Today "And the award goes to..." – 04/06/09
39. Mansfield Today "How to have a green – and safe – yard" – 03/26/09
40. Mansfield Today "Joshua's Trust recognized for protecting..." – 04/07/09
41. Mansfield Today "Keep the power on" – 04/07/09
42. Mansfield Today "Let the sun save you some money" – 04/05/09
43. Mansfield Today "Mansfield Middle School just misses apex..." – 04/01/09
44. Mansfield Today "Mansfield prison fence topped with razor wire" – 03/25/09
45. Mansfield Today "Obama bill includes Storrs Center funds" – 03/11/09
46. Mansfield Today "Recess does a body good..." – 03/29/09
47. Nation's Cities Weekly "The sustainable cities imperative" – 03/16/09

Ms. Koehn requested petitions, request and communications be grouped by type of correspondence.

## XII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

David Freudmann, Eastwood Road, asked if the Town would incur an implied commitment or liability by approving planning documents for Storrs Center.

## XIII. FUTURE AGENDAS

Ms. Koehn requested information for the next budget session comparing the cost of single stream recycling to our current process.

In response to some concerns regarding advisory groups and staff articulating the Town's position on issues, the Town Manager suggested the Council review the policy that explains what must come before the Council for approval.

Mr. Nesbitt suggested adding regionalization to a future agenda item, He suggested an ad hoc committee to address the issues. Ms. Koehn

suggested looking at the Town's ability to partner with other towns outside of WINCOG.

Mr. Nesbitt also suggested that Council discuss the inclusion of a Town project in the WINCOG consultant's report.

Mr. Clouette moved that the Council recess the meeting and go into Executive Session to discuss Strategy or Negotiations with Respect to Collective Bargaining.

Seconded by Mr. Paulhus, the motion passed unanimously.

XIII. EXECUTIVE SESSION

CGS§1-220(2) – Strategy or Negotiations with Respect to Collective Bargaining

Present: Blair, Clouette, Duffy, Haddad, Koehn, Nesbitt, Paulhus

Also Present: Town Manager Matt Hart, Fire Chief Dave Dagon

XIV. ADJOURNMENT

The Council reconvened in open session. Mr. Nesbitt moved and Ms. Duffy seconded to adjourn the meeting.

Motion passed unanimously.

Gregory Haddad, Deputy Mayor

Mary Stanton, Town Clerk

Nancy Tomastik, 203 Maple Road, Storrs

My husband and I moved to this area 44 years ago to secure his employment as a faculty member at UConn, with the past 36 of those years in Storrs. We raised our two children here, and over the years we've been pleased with the town and the quality of life here. In fact, I composed the words and music to the official song for Mansfield's 300<sup>th</sup> anniversary celebration in 2003, giving expression to my admiration for our town and its people.

However, there's hardly a person I know who hasn't been negatively impacted by the current economic recession-depression, with no end in sight. And, of course, the State has a growing deficit that will impact us, including the revenues coming in to the Town, which has 42% of the Town's General Fund coming from the State.

I ask the Council: Aren't there some unnecessary items and some excesses that can and should be eliminated? I implore each of you to scrutinize the line items and make judicious cuts, as we're all doing with our own personal budgets. So it is that I'm asking for a substantial budget decrease. For one thing, the revenues from the State will surely be reduced. We will probably not know how much until after our Town budget is passed, and it would be awful to be forced to have a tax add-on this summer to make up for the losses from the State. It's smart to hope for the best but prepare for the worst.

More importantly, people are hurting financially here in town. They may not appear at these meetings, but they live here, and they're hurting. Yes, seniors here in town and, yes, those who are faculty and staff at UConn. My husband and I personally know more than a dozen people who've discreetly said to us that they've taken big financial hits. We can safely surmise that this is only the tip of the iceberg. Many have retirement accounts and investments that have been decimated by losses of 40, 50, 60% and more. They're struggling for financial survival, some of whom are at retirement age yet unable to retire and, unlike younger people, can't recoup their losses over the long term. I'm speaking up for them and for people of all ages who are looking to you, our elected town leaders, to have understanding and compassion.

The work that you do and the budget you propose will make a real difference in the financial well being of real people here in town. Please keep this in mind by putting forth a budget with a substantial tax decrease. It's the smart and compassionate thing to do.

Thank you.

April 13, 2009  
Council Budget Hearing  
Betty Wassmundt

I want to thank you for the time you are devoting to this budget. I trust you realize that the current economic problems are likely to become worse before improving; next year's budget woes could well be worse than this year's. Your work is just beginning.

First, I want to urge you to fund the purchase of the equipment required to televise the council proceedings. I would hope this equipment would be used to televise other meetings as well. I hope you know that Ric Hossack goes back and forth to the cable company at the outskirts of Windham twice a week in order to borrow their camera. I think you have heard from enough people so that you know that people do watch these meetings on TV.

Now, I'm going to suggest a few ways to cut expenses.

Surely there should be a wage freeze; this should extend to the Board of Education employees and Region 19 employees. I understand that you control only the town. I understand also that this wage freeze is just a request by the Town Manager; there is no guarantee that it will happen. In case it does not happen, the tax payers should be told what the impact will be to the mill rate. It is my opinion that the request for a wage freeze would have been more effective if town management had not taken their 3.5% raise as they recently did. As well, council should have had the foresight to deny that raise.

With respect to raises in this town, I heard the Town Manager say recently that people in this town have gotten annual raises for the last 30 years. I wonder, does town management think that there is a constitutional right to an annual raise? These annual raises started about 30 plus years ago when this country experienced a period of inflation. Most recently we have had low inflation. Unfortunately, municipal management has taken these raises as a guaranteed right. They are not. Along with the negotiated annual raises, this town gives a longevity payment and a merit raise; that is three annual raises. You, the Council, have got to understand that the tax payers cannot afford the governmental structure as you've allowed it to develop. You need to oversee our management personnel especially with respect to negotiating union contracts. I hear you say that you are fearful of binding arbitration; I'm fearful of the negotiators. You hired the town management; we, the public, have to count on you to oversee it. **You should work to eliminate all union negotiated annual raises and longevity payments. All raises should be merit based.**

Next, I urge you to eliminate comp time for non-union employees. Let's operate the way private business does; our employees are paid as well as people in private business and our employees have better benefits. In private business one is hired to do a job for a certain salary irrespective of the hours worked. Let's do the same for town workers. Let's take an example, consider the comp time our employees earned at your meeting on

the 30<sup>th</sup> of March. I noted the management employees at this meeting; there were 7. I do not include the Town Clerk who has a special job at meetings. Each of the 7 earned at least 3 hours of comp time that evening. It cost the tax payer about \$364 per hour for these supervisors to sit at your meeting as they read the Wall Street Journal or magazines. If you eliminate this comp time, you will save the employee's time required to fill out reports and you will save the finance department's time required to track this comp time. You will give the tax payers a full 35 hours of productive work each week from each employee which is what they pay for.

Next, I want you to remember that Mansfield is a town of about 13,000 people and about 5200 taxable entities. This is not a large town. With this in mind, I would like to understand why council has been so generous with the Town Manager's fringe benefits. In particular, **I urge you to renegotiate the Manager's employment contract and eliminate the \$10,000 fringe benefit intended to provide an additional pension**; the tax payers of this town provide very good pension benefits to all of its employees. Why do you ask us to provide additional pension benefits? As well, **I urge you to eliminate the fringe benefit which gives the Town Manager a no more than 3 year old vehicle with all maintenance provided**. Remember, we are but about 13,000 people and some of these people cannot afford a new car at all.

Next, recently I have been told that the tax payers provided \$8,000 for a retirement party when the former town manager retired. The Finance Director is to retire soon and I ask you, is there a sum of money in this year's budget to provide a retirement party for him? If so, please tell us how much it is and please remove it. Again, I refer to the private sector. Many retirement parties are held; they are paid for by the people who elect to attend them. Why do you ask the tax payer to pay this type of bill? It is easy though; the tax payer doesn't know it. The poor tax payer just trusts you to do right by them in spending their money.

For several years you've had an easy time of it. Inflation was relatively low and the tax base with the housing bubble was increasing. At the same time, you had lots of Pequot money to play with. You could spend and it did not dramatically affect the mill rate. Some of the big ticket items you spent our money on during that period have continuing big ticket expenses such as the Fire Department, the Community Center and town government. The cost of these departments is excessive for a town of 13,000 people. Now, you don't have the Pequot money as a cushion, the housing bubble has burst and the economy has collapsed. You need to do something to reign in these expenses.

Earlier I made some suggestions to save money. Most of them save but small sums and it is clear that we need to make big savings. In my opinion, this will require a continued serious effort. To this end, I urge you, as soon as the budget is passed, to appoint a citizens committee to review all departments in town with the intent to improve efficiency and eliminate unnecessary cost. This should be a real project, a cooperative effort between the committee and town personnel, to learn what may or may not be working so as to give Council good information. For example, consider regionalization. Our Finance Department seems to have started that. This Department has taken on the

task of providing financial services to many entities; some of whom pay for the service and some do not. Does any one of you know just how much this is costing the taxpayer in extra personnel? I doubt it. This program may bring money into the town but, do you know? There is a lot of expertise available amongst the town citizens; with the cooperation of town management, a citizens committee could do a great job for you. I assure you, I will address this concept again; I hope you will address it. Thank you.

*William A. Jordan*  
*243 South Eagleville Rd*  
*Storrs CT 06268*  
*860-429-8322*  
*E-mail: [jordanwa@mansfieldct.org](mailto:jordanwa@mansfieldct.org)*

April 13, 2009

I am here this evening to address you regarding the proposed staffing reductions in our town Fire Stations as noted in the 2008-2009 Town Managers Budget. I feel confident in the fact that I can speak on this subject given the fact that next month I will begin my 33<sup>rd</sup> year as a volunteer Firefighter/EMT for the residents of our town. During my tenure I spent 27yrs as a part time paid employee as well. This gave me the opportunity to see how both sides have true value to the town and I can tell you first hand that one can not survive without the other.

The Mansfield Fire Dept. as we know it today is a combination work force of dedicated men and woman both paid and volunteer professionals that have dedicated their lives to supporting the residents of our town during their time of need. Although my focus this evening is on the reduction of our paid staff I would be remiss if I did not recognize the value of our volunteers. I urge the Town Council and Staff to continue to support programs that will recruit and retain these dedicated men and woman.

With my main focus on the staffing reductions I would like to share a little history with all of you here this evening. Better than 35yrs ago both the Town and the Fire Depts. recognized for 2-reasons a need to place individuals in our stations 24/7. Reason being first that even back then there were certain times of the day do to employment or family commitments that the volunteers could not always respond and second the Towns over all infrastrure was beginning to grow. Well now here we are 35yrs later the town's infrastructure is excelled to levels that no one could predict .For example the "Mansfield Downtown" project whether we like it or not it is here to stay or as of late the "Four Corners" area once again has been identified as a great parcel of land for commercial growth. With all of this said we are here tonight to discuss the cut of personnel who have been charged with protecting this infrastructure and we are doing it in the name of balancing a budget. "Now I ask all of you that are sitting in this room tonight does it make sense to place a price tag on the protection of life and property? My answer to that is NO!

Over the years I have had the opportunity to assist in creating budgets and even writing them for the Fire Departments of the past. I have witnessed first hand bad economic times I have seen budgets prepared and approved with zero increases across the board and I have seen budgets prepared and passed with reductions in line items. However I can assure that at no time was it the thought of the Fire Dept or the Town Administration to remove people from our stations as away to save money.

As I leave you this evening I would like to leave you with two thoughts. First I encourage the Town Council, Staff and the Fire Dept Administration to work on creating a budget that will not reduce staffing in our stations. From there the mentioned parties need to work on creating a budget that will sustain the growth of both the town and the Fire Dept. which has been charged with protecting the value of our ever growing infrastructure. We need to focus on adding more staffing in our stations not taking them away and to plan for the future by constructing new and more cost effective facilities for which these individuals will work and as I said earlier we must continue to fund programs that will enhance our volunteer base. The second item I wish to close on is the one that truly stands out in my mind. Many of you that read the "Issues Page" in the

budget saw that the reduction proposed is only for 6hrs. Now you are probably thinking "Chief it is only 6hrs what is the big deal"? My answer to you is to "ask 12 residents of our town who on December 31<sup>st</sup> 2004 had their lives given back to them because all of our stations were staffed by individuals that were able to get the necessary equipment to the scene to work on turning a truly catastrophic event into positive outcome, these residents that could best answer this question continue to live at Juniper Hill Village.

My name is Glenn Dube and I live at 83 Jonathan Lane. I am here this evening to express my vehement opposition to the proposed reduction of on duty fire protection from 4 firefighters to 3. This proposal, a 25% reduction in on duty strength, is both irresponsible and unsafe.

By way of background, I am a 15 year fire service veteran and a career firefighter for the Town of Southington. I am also an adjunct instructor for the CT Fire Academy. I have studied firefighter safety and survival issues extensively and written several programs on these subjects, focusing on areas including staffing models and how staffing affects a department's capabilities.

Reducing the staffing level to 3 would drastically reduce fire protection for the town, and expose our on duty career firefighters to unacceptable risk. With only 3 firefighters on duty, the fire department would not have enough on duty members to comply with the OSHA 2 in 2 out rule, a rule which requires 2 firefighters to be outside as a standby crew when firefighters are working in an atmosphere that is considered Immediately Dangerous to Life and Health. The only time OSHA allows this rule to be disregarded is when there is a known person trapped.

In layman's terms, your staffing reduction would prevent our on duty firefighters from entering a building fire until either Mansfield volunteer or mutual aid firefighters arrive on scene. Fire grows exponentially each minute. You would be preventing our firefighters from reducing fire damage to property and exposing them to a rapidly destabilizing environment that will expose them to huge risk when they finally have enough manpower on scene to begin operations.

It would prevent our firefighters from entering a building with high levels of Carbon Monoxide until additional help arrives, extending scene time and further reducing department efficiency. It would delay help to an ambulance crew that needs more manpower for a lift assist at calls with either a large patient, or a patient located in a difficult area. It would leave not enough people to handle critical tasks in the first few minutes of a car accident. You will be making our town in effect dependant on mutual aid from Willimantic and UCONN, departments that are already responding to nearly 5,000 and 3,500 calls per year respectively. You will be making us dependant on departments that are so busy they may not be able to respond.

Manager Hart's own budget acknowledges that arrival will be delayed, and resource availability impacted in the first minutes of emergency responses during periods of reduced staffing.

And you will be doing this to save \$30,000. Out of a \$1.5M Fire Department budget.

Quite simply, you will be setting our on duty firefighters up for failure.

Our on duty staffing of 4 firefighters has not changed in nearly 4 decades, yet in the past 2 decades call volume in Mansfield has increased over 100%. At the same time that call volume

has been steadily increasing, volunteer turnout has steadily decreased. The decrease in volunteer turnout is a nationwide problem, with very serious local implications.

In no way do I mean to disparage our volunteers. They are extremely dedicated and skilled. They are also decreasing steadily in numbers, as the effects of our changing culture- 2 or 3 income homes, different activities for adults and their children, etc, limit the amount of free time they have available to volunteer. At the same time the modern mission of the fire service and the associated amount of required training has markedly increased, further decreasing the number of volunteers who are able to put in enough training time to remain qualified and current. The current recession, which will end, has only exasperated the lack of volunteers.

On February 18, 2001 a Mansfield career firefighter died in the line of duty after returning from a fire at the East Brook Mall. Because he was assigned to work in his firehouse alone he was not found for almost 90 minutes, a delay cited by the federal report as causal in preventing any attempt to resuscitate him.

The staffing model of using a single firefighter alone in a station to bring the apparatus to the scene, then assembling a crew from responding volunteers is an outdated practice based on volunteer response levels not seen in over a decade. As a staffing model it is a practice almost universally viewed throughout the fire service as inadequate and unsafe, for reasons including the tragic situation above. It is a staffing model that represents stagnant on duty growth in a department that has less volunteers protecting a town with a growing population and a call volume of over 2,000 runs a year that places it among the 3 busiest fire departments in Tolland County.

One of the saddest things I see in the fire service is a situation where lessons from past mistakes were ignored. The Town of Mansfield and the Mansfield Fire Department have implemented every recommendation of the federal NIOSH report save for the first, and most important one- doing away with the current staffing model. In whole the recommendation reads:

*"Staff fire stations to ensure adequate emergency response capability for the community and safety of personnel. Staffing levels were probably unrelated to the victim's collapse. However, the extended time between his collapse and discovery precluded resuscitation and left the community unaware that it was missing a critical component of its fire-rescue system."*

Now, not only are you continuing to ignore that recommendation, you are proposing to further reduce staffing.

Last winter I experienced firsthand how a 3 firefighter response adversely affects efficiency when I had a problem with my furnace and called 911 after a backfire ruptured a pipe in my

basement. 3 career, and no volunteer, firefighters responded. Luckily, CO levels in my home had not risen. If they had risen, I would have had to, after evacuating my family, put my spare gear on, borrowed an airpack, and made up the 4<sup>th</sup> firefighter on scene so that our firefighters could meet the 2 in 2 out rule and enter my home to take care of my problem.

How many of you could have put on your spare gear so firefighters could enter your home and fix your problem?

I have tremendous respect for Chief Dagon and the members of his department, both career and volunteer. The quality of the public safety provided in Mansfield compared to the rest of Tolland County was one of the major reasons my wife and I chose to move here to raise our family. The staffing reduction you are considering will drastically impact that service level, and will expose these quality men and women to unnecessarily high levels of risk. All for \$30,000.

I recognize that the current economic situation is serious. I also recognize that Mansfield, more than most towns, is severely impacted by the lack of normal state funding because of the recession.

However, there are several things that can be done internally to improve efficiency and reorganize operations within the fire department that can have an immediate effect on operational costs and that DO NOT involve a reduction in staffing.

I urge you not to implement the reduced staffing proposal. It is an extraordinarily bad option that gains almost nothing in return. It will expose both our firefighters and citizens to an absolutely unacceptable level of risk.

Thank you for your attention.

**Statement to the Town Council: Public Budget Hearing, April 13, 2009**

I would like to comment on two matters relevant to this year's budget.

First, I urge the town to do more to publicize the various programs available to town residents with low or fixed incomes, including senior citizens in particular. Even for an experienced Internet user like myself, learning about these programs via the town's website is far too difficult. Only through a series of emails and phone calls was I able to get what I hope is a comprehensive picture of the measures currently in place, including programs to provide property tax relief and to lower fees (by 50% to 90%) on services ranging from trash pickup and ambulance rescue to Community Center membership and enrollment in recreational programs. Increasing public awareness would serve two purposes. First, it would make it more likely that those who are eligible to reap the benefits of these programs will do so (although in this regard, the efforts of Kevin Grunwald and other town employees deserve to be acknowledged). Second, the existence of these programs should factor into the votes that town residents will cast at next month's budget meeting. While the current economic situation has all of us concerned about our own pocketbooks, I believe that many Mansfield residents are also sincerely concerned with the impact of property taxes on those who have been put most at risk by the economic downturn. Voters who share this concern should be reassured by the existence of these tax-relief and fee-waiver programs, as well as budgetary support for the Senior Center, Dial-a-Ride, and other such programs.

The current economic situation is also relevant to the second issue I would like to address. I believe that to a large extent our current economic woes are a consequence of the fact that decision making in both the public and private domains has been dominated by short-term expediencies and that long-term considerations are too often undervalued or entirely ignored. We should not make this same mistake. In adopting a budget we should be prudent and cautious, but not panicky or fearful. We should avoid increasing the mill rate if possible, but we must not abandon the tradition of long-range, forward-looking policies that have benefited town residents and made Mansfield an attractive place to live—a tradition that includes strong support for education, the vision represented in the Mansfield 2020 strategic plan, and initiatives such as the Discovery Depot, the Senior Center, the Community Center, and the Open Spaces program.

With this in mind, I would like to comment on Storrs Center in particular. I believe there is widespread agreement that as a town our goals include broadening the tax base, lowering our dependence on the PILOT program and other intergovernmental funding sources, creating more business and employment opportunities for town residents, and fostering growth that is both environmentally and economically sustainable. The Storrs Center project addresses each of these goals. There is no other plan under consideration that does so, nor is any alternative on the horizon. To end support for the Storrs Center project would be fiscally irresponsible. It would exchange a minimal decrease in property taxes this year for what would in effect be a tax increase every year thereafter. The proposed budget does not make this mistake, and the budget that is ultimately adopted should not make this mistake either. (As an aside: The 2<sup>nd</sup> parking garage has been a topic of some discussion of late. It is worth highlighting that even under the worst-case scenario that the town foots the entire bill for the 2<sup>nd</sup> garage—and I want to

Public Hearing 13 April 2009

I have attempted, in the last several months, to give the council some suggestions as to trimming the bloated budget the town has put forth. I see some council members listening and hearing what I am saying but not much action being taken. I see department heads being paraded up to the table with words of doom and gloom if even so much as a dollar is trimmed from their domain. So tonight I will try to concentrate on a singular issue that I feel is out of control.

A few years ago we were blessed to have an excellent volunteer fire department like all the other towns surrounding us. The volunteers did a thankless task to protect our town. The incentive pay was meager and the hours long but they still did the job. The response times were very good and fortunately the need was not required much. Then, for a multitude of reasons people don't like to discuss, we decided to "upgrade" to a full time department with a chief, captains, fulltime fire fighters, part-time firefighters and volunteers. Of course, with any bureaucracy the fire fighters must be represented by a bargaining unit. Training was provided and our fire department was off and running. Today the fire department is grossly out of control. The amount of money being spent on this function is astronomical. For a town this size, 2.3 million dollars a year is astronomical.

At this time I am not advocating to return to 1955. I am not advocating furloughing fire fighters to trim the budget. We have paid good money to train and equip these people and I certainly appreciate the work they do. What I am advocating is a significant cut in funds allotted to this department. This can be accomplished simply by curtailing overtime. As I understand it, we employ 12 fulltime fire fighters, two of which were injured on the job and not back with us as yet. We also employ nine part-time fire fighters as well as incentive paid volunteers. (I saw a suggestion to cut the volunteer incentive by \$10,000 and I am opposed to this. We need to keep as many volunteers as we can.)

In reviewing the payroll records for the last couple of months I have found some disturbing facts:

In the pay period 2/2-2/14 10 FT firefighters worked 144 overtime hours. 7 PT firefighters worked 400 hours.

In the pay period 2/16-2/27 10 FT firefighters worked 211 overtime hours. In addition they accumulated 65.5 hours of comp time and 3 hours of training. 9 PT firefighters worked 358 hours with an additional 24 hours of overtime. To be fair, a holiday fell in this time period and I am surmising this contributed to the comp time and part-time overtime.

In the pay period 3/2-3/13 10 FT firefighters worked 213.5 overtime hours. In addition 9 PT firefighters worked 466 hours.

In the pay period 3/14-3/27 10 FT firefighters worked 175 overtime hours. In addition 10 PT firefighters worked 586.5 hours with 24 hours of training and 12 "other" hours or a total of 622.5 hours.

DO YOU SEE THE TREND HERE?

By the logic given to us by the chief, since we are down 2 firefighters we need to supplement the time with part-time firefighters and volunteers. Since 2 firefighters work a total of 140 hours in a pay period, we would expect to see EITHER 140 hours of overtime OR 140 hours of part-time work OR 140 hours of volunteer work OR a combination of all three equaling 140 hours. This is what must be maintained to man all three firehouses for three shifts per day each and every day of the year. Yet what is evident is the constant excess of taxpayer money being spent on a bloated department.

To be fair I understand the needs of the taxpayers for public safety must be satisfied by government. I am sure that some of this overtime was necessary to respond to a multitude of incidents. But I feel the costs are out of control. We need to work smarter, not harder or faster, but smarter. Utilize all of our resources, fulltime, part-time and volunteer.

If 70% of all calls are of an ambulance nature, couldn't we save a considerable amount of time and money by privatizing the ambulance service? Couldn't the town of Mansfield provide a firehouse or other space to help an ambulance company get into business? Now is the time to seriously consider this option.

Wouldn't that allow the remaining personnel to do what they do best...fight fires? I believe it would also allow us to trim the budget on this department significantly WITHOUT sacrificing services or response time,

Do not threaten taxpayers with the fear of their house burning down or an ambulance not arriving in time to save someone from a heart attack. Simply work toward the goal of providing the finest services for the taxpayers of Mansfield at a reasonable cost.

Ric Hossack  
Mansfield

April 13, 2009

To: Town Council  
From: Betty Wassmundt

I must continue this discussion about the \$10,000 payment to the Town Manager for his ICMA pension plan. Clearly, this \$10,000 is a "fringe benefit" and as such federal income tax is owed by the recipient, Matthew Hart. The payment of the tax for this "fringe benefit" can be handled in many ways but to include this money in the recipient's regular payroll is not one of them, even though it is taxed the same way as wages. The IRS provides a form so that the recipient can request that additional money be deducted from his wages so as to adequately fund his federal tax obligation.

There is nothing in the Town Manager's contract that states that this payment is "pensionable" as the Finance Director claims. What was Council's intention with respect to this fringe benefit? Do council members know how this money has been treated? If I read this response letter correctly, this fringe benefit costs the tax payers an additional \$700 in pension contribution. The Finance Department's method of paying this fringe benefit provides for pension benefits to the recipient from the town's pension plan before the money goes to fund the supplemental pension plan. You owe us an explanation.

I will point out, if this \$10,000 is regular payroll as claimed in this response letter, you are hiding the true salary of this employee from the public. You know perfectly well that most tax payers are not going to read employment contracts. And why should they? They elect you to be the governing body; you have a Finance Committee to oversee the Town's financial operation. The tax payers should be able to rely on you. You owe us an explanation.

There are other issues in the Director of Finance's response letter but I will not address them at this time. I will address them in the future. Thank you.

My name is Cynara Stites, and I live at 122 Hanks Hill Road.

I am here this evening with other Mansfield seniors to request that you remove from the budget the proposed cutback of the Senior Services Social Worker position from 35 hours a week to 20 hours a week.

Several seniors accompanied me here tonight, and I'd like for them to raise their hands so you can see who they are.

### Petition

I also have a petition signed by 117 Mansfield seniors. I would have more signed petitions if some petitions hadn't been moved out of sight or disappeared altogether from the Senior Center.

The petition reads:

**We, the undersigned seniors who reside in Mansfield, believe that reducing the working hours of the Senior Services social worker, Jean Ann Kenny, LCSW, seriously jeopardizes the health and social services that she provides to the seniors of our town.**

I would like to point out several puzzling aspects to the Town Manager's proposal to cut back the hours of the Senior Services social worker.

### Baby Boomers

First, it is puzzling that services to seniors are being cut back just as the "baby boomers" are aging into their senior years.

### Money Saved by Cutback

Second, it is puzzling that that the Town Manager's proposed budget overstates by about \$6,000 the amount that will be saved by cutting Ms. Kenny's hours by 43%. The savings are more like \$21,500, NOT the \$27,260 cited in the proposed budget.

### Forbidding Ms. Kenny To Do Her Job

Third, it is puzzling that, over the last three years, Ms. Kenny has been serving fewer seniors. Perhaps that's why the Town Manager proposed cutting back her hours.

Ms. Kenny has had fewer cases because her **new supervisor forbids** Ms. Kenny from providing certain services, such as a support group for people with low vision. Ms. Kenny was running this group and then supervising a graduate student in Social Work who took over the group. Yet Ms. Kenny's supervisor alleges that Ms. Kenny is not qualified to work with people with low vision even though Ms. Kenny took specialized training in working with people with low vision.

Ms. Kenny's supervisor also has forbidden Ms. Kenny to drive seniors and has alleged that Ms. Kenny is not trained to drive seniors even though Ms. Kenny has taken specific training on helping people get in and out of cars and wheelchairs.

Ms. Kenney's supervisor has also forbidden Ms. Kenney from assessing a senior's health care needs and making doctors' appointments for them. Yet this is precisely the kind of things that a good geriatric social worker does.

Ms. Kenny sometimes assesses what health care a senior needs, helps a senior make a doctor's appointment, drives the senior to the doctor's appointments, provides support and counseling about the senior's concerns about their health and increasing disability, talks with the doctor about what health and social services the senior needs, drives the senior home, and then arranges for these services.

One time, the first thing that a woman did after she got a phone call from the hospital informing her that her husband had just died was to **call Ms. Kenny**. Ms. Kenny drove the distraught woman to the hospital and used the time in the car and at the hospital to help the woman reduce her anxiety and begin coping with this traumatic loss.

**Instead of being forbidden from providing these services, Ms. Kenny should be applauded for going the extra mile to help Mansfield's seniors.**

**Ms. Kenny will have plenty of work to do for 35 hours a week if she is just allowed to do her job.**

#### Ms. Kenny's Seniority

Fourth, it is puzzling that the Town Manager chose to cut back Ms. Kenny's hours, knowing that her 15 years of service gives her bumping rights over a Town social worker with less seniority. Ms. Kenny intends to exercise her bumping rights into a Social Worker (MSW) position for 15 hours a week in the Human Services office. This will result in fewer savings than the projected \$27,000 or even \$21,500.

When Ms. Kenny works 15 hours a week in the Human Services office helping Mansfield residents get energy assistance and rental assistance, her clinical skills, specialized knowledge of geriatrics, and experience serving seniors will be unnecessarily wasted.

#### No Qualified Staff to Take Over Clinical Services

Fifth, it is puzzling that Matt Hart has stated that existing personnel elsewhere in the Human Service Department – specifically the Senior Services Coordinator – will provide some of the services that Ms. Kenny provides.

**There is no other Town employee who has the qualifications to take over the duties of a licensed clinical social worker (LCSW).**

#### Licensed Clinical Social Worker (LCSW)

Steve Karp, who is the Executive Director of the Connecticut Chapter of the National Association of Social Workers, explains what a licensed clinical social worker (LCSW) is in his April 10<sup>th</sup> letter to the Mansfield Town Council, which I have here. I will read aloud the most relevant parts of the letter.

Mr. Karp wrote:

In Connecticut, social workers who practice clinical social work must be licensed as a Licensed Clinical Social Worker (LCSW) . . . Clinical social work licensure (LCSW) requires a Master degree in Social Work (MSW), 3,000 hours of clinical social work experience, 100 hours of supervision by a licensed clinical social worker (LCSW), and a passing score on the nationally recognized Clinical Exam of the Association of Social Work Boards.

A clinical social worker is required to be licensed (LCSW) in order to independently perform the following functions:

- Evaluating and assessing clients' mental health needs and personal well being. This means the licensed clinical social worker is qualified to determine the nature, cause and progression of a mental health problem, the persons and situations involved in the problem, and what is needed to resolve the problem.
- Intervening on mental health needs for the purpose of solving the person's problem(s)
- Providing mental health treatments with individuals, couples, and families who have impairments, including mental, emotional, behavioral, developmental and addictive disorders
- Providing counseling, psychotherapy, behavior modification and mental health consultation.

If a social worker (or any other non-licensed person) is performing any of the functions listed above and does not hold a LCSW . . . he/she is practicing clinical social work without a license. This means that he/she is practicing clinical social work illegally, in violation of CT General Statutes Sec. 20-195m – 20-195r. In the event of an incident or complaint against an unlicensed clinician, both the employee who is practicing without a license and the employer who knowingly employs unlicensed personnel in violation of the statute are at risk of being held liable. . .

“Under Connecticut law, a licensed clinical social worker (LCSW) is legally required to provide confidentiality to their clients of information related to their mental health diagnosis and treatment. The confidentiality law covers both written clinical records and oral or

written communications with other people. Confidential information can be shared with other licensed clinicians on a need-to-know basis for providing diagnosis and treatment. These protections under the social work confidentiality law do not exist for employees who are not licensed clinical social workers.

Consumers have added protection by being treated by a licensed clinical social worker. In the event of an allegation of improper or unethical practice, a client can pursue a complaint through the established complaint process at the Connecticut Department of Public Health.

Licensed clinical social workers (LCSWs) are recognized as health care providers under most major private health insurance plans, Medicare and HUSKY and, therefore, are eligible to collect fees for their service from these third-party payers.

#### Senior Services Coordinator Cannot Provide Clinical Services

The information that Steve Karp has provided makes it clear that the Town Manager is mistaken that the Senior Services Coordinator can take over some of Ms. Kenny's clinical responsibilities.

The Town's job description for the **Senior Services Coordinator** states it is a "social work position" and states that a **Clinical Social Work license (LCSW) is a desirable qualification.**

The **required qualifications** are "a **Master's degree** in human services, gerontology or social work or a related field . . . plus **five years of work experiences in programming for older persons** including **two years in a supervisory capacity.**"

The current Senior Services Coordinator lacks these qualifications and, therefore, is not qualified to perform what her job description calls an "essential function" of her job: "*providing consultation, referral and assistance to individuals seeking help with personal problems particularly in crisis situations if other staff who have that responsibility are not available.*"

**She is not even qualified to supervise a licensed clinical social worker.**

## Seniors Particularly Need Clinical Services

Seniors have more needs for clinical services than younger adults do, and licensed clinicians specializing in Geriatrics are hard to find.

Mr. Karp from the National Association of Social Workers pointed this out in his letter:

**For services with seniors, it is particularly helpful to have a licensed clinical social worker (LCSW) on staff with adequate hours to provide clinical services. The senior population has a higher rate of Depression than other age groups. Licensed clinical social workers (LCSWs) can diagnose and treat Depression. Seniors also experience losses to a greater degree such as death of a loved one and declining health that restricts activities. Counseling from a licensed clinical social worker can help a senior successfully cope with these losses.**

**Mental health issues in the senior population too often go undiagnosed due to a lack of availability of a qualified licensed mental health provider. Because of these issues, we [National Association of Social Workers] recommend that community based social service programs serving the seniors include licensed clinical mental health staff of which licensed clinical social workers (LCSW) are especially qualified.**

**Unfortunately, there is a shortage of licensed clinical social workers (LCSWs) who have experience working with seniors and continuing education credits in geriatrics, so the Town of Mansfield is fortunate to have such an employee. I would think the Town would want to maximize the hours this employee dedicates to services with the seniors, particularly because the ranks of seniors are increasing due to the aging of "baby boomers".**

### Summary

Let me end with a summary of my major points and a suggestion for an alternative budget cut:

The seniors who signed the petition believe that it is unwise to cut back on clinical social work services for seniors especially when the first baby boomers became eligible for services eight years ago and more baby boomers become eligible each year.

There will be no shortage of clients for Ms. Kenny if she is permitted to resume providing the services to seniors for which she is so well qualified.

No other Town employee is qualified to take over Ms. Kenny's clinical social work responsibilities.

The proposed cutback of Ms. Kenny's position will not save the Town \$27,000 or even \$21,500.

The savings will be even less when Ms. Kenny bumps 15 hours a week from the position of a lower paid Social Worker in the Human Services office.

There's a better way to reduce the Town budget than doing it at the expense of services to seniors as well as wage freezes, cutbacks, and lay-offs of Town employees.

I suggest that a better way to reduce the budget would be to impose a wage freeze on Town administrators.



2139 Silas Deane Highway  
Suite 205  
Rocky Hill, CT 06067  
(860) 257-8066

Sherry Ostrout, MSW, CMC, President  
Stephen A Karp, MSW, Executive Director  
[naswct@conversent.net](mailto:naswct@conversent.net)

April 8, 2009

Mansfield Town Council  
Town of Mansfield  
2 South Eagleville Road  
Storrs Mansfield, Connecticut 06268

Dear Council Members:

I am responding to an inquiry from a Mansfield resident as to the roles of clinical social workers and the importance of licensure. In Connecticut, social workers who practice clinical social work must be licensed as a Licensed Clinical Social Worker (LCSW) or be in an exempt group (see below). Clinical social work licensure (LCSW) requires a Master degree in Social Work (MSW), 3000 hours of clinical social work experience, 100 hours of supervision by a licensed clinical social worker (LCSW), and a passing score on the nationally recognized Clinical Exam of the Association of Social Work Boards.

The exemptions in the law are for social work interns practicing as part of their graduate studies, new MSW graduates working toward their LCSWs under professional supervision by a licensed clinical social worker (LCSW), certified school social workers working in their capacity as a school social worker, nursing home social workers, and persons practicing under a different license (for example, a clinical psychologist).

A clinical social worker is required to be licensed (LCSW) in order to independently perform the following functions:

- Evaluating and assessing clients' mental health needs and personal well being. This means the licensed clinical social worker is qualified to determine the nature, cause and progression of a mental health problem, the persons and situations involved in the problem, and what is needed to resolve the problem.
- Intervening on mental health needs for the purpose of solving the person's problem(s)
- Providing mental health treatments with individuals, couples, and families who have impairments, including mental, emotional, behavioral, developmental and addictive disorders
- Providing counseling, psychotherapy, behavior modification and mental health consultation.

**If a social worker (or any other non-licensed person) is performing any of the functions listed above and does not hold a LCSW or is not in an exempt category, he/she is practicing clinical social work without a license. This means that he/she is practicing clinical social work illegally, in violation of CT General Statutes Sec. 20-195m – 20-195r.** In the event of an incident or complaint against an unlicensed clinician, both the employee who is practicing without a license and an employer who knowingly employs unlicensed personnel in violation of the statute are at risk of being held liable.

There are a number of key advantages to an agency having clinical social workers (LCSW) on the staff as follows:

1. A licensed clinical social worker (LCSW) can practice clinical social work independently or within an organizational structure.
2. A licensed clinical social worker (LCSW) can supervise MSWs working toward their license. This helps to attract new MSW graduates as employees.
3. Under Connecticut law, a licensed clinical social worker (LCSW) is legally required to provide confidentiality to their clients of information related to their mental health diagnosis and treatment. The confidentiality law covers both written clinical records and oral or written communications with other people. Confidential information can be shared with other licensed clinicians on a need-to-know basis for providing diagnosis and treatment. These protections under the social work confidentiality law do not exist for employees who are not licensed clinical social workers or who do not work directly under the supervision of a licensed clinical social worker.
4. Consumers have added protection by being treated by a licensed clinical social worker. In the event of an allegation of improper or unethical practice, a client can pursue a complaint through the established complaint process at the Connecticut Department of Public Health.
5. Having staff who are licensed clinicians tells consumers that they are being served by workers who have met rigorous practice standards, including passage of a nationally recognized exam.
6. Licensed clinical social worker (LCSWs) are recognized as health care providers under most major private health insurance plans, Medicare and HUSKY and, therefore, are eligible to collect fees for their service from these third-party payers.

For services with seniors, it is particularly helpful to have a licensed clinical social worker (LCSW) on staff with adequate hours to provide clinical services. The senior population has a higher rate of Depression than other age groups. Licensed clinical social workers (LCSWs) can diagnose and treat Depression. Seniors also experience losses to a greater degree such as death of a loved one and declining health that restricts activities. Counseling from a licensed clinical social worker can help a senior successfully cope with these losses.

Mental health issues in the senior population too often go undiagnosed due to a lack of availability of a qualified licensed mental health provider. Because of these issues, we recommend that community based social service programs serving the seniors include licensed clinical mental health staff of which licensed clinical social workers (LCSW) are especially qualified. Unfortunately, there is a shortage of licensed clinical social workers (LCSWs) who have experience working with seniors and continuing education credits in geriatrics, so the Town of Mansfield is fortunate to have such an employee. I would think the Town would want to maximize the hours this employee dedicates to services with the seniors, particularly because the ranks of seniors are increasing due to the aging of "baby boomers".

It is important to note here that not all social work practice is clinical social work, and therefore, in need of a licensed clinical social worker. Information and referral, casework (not including mental health counseling), administration, and program coordination are all functions often performed by social workers without coming under the definition of clinical social work.

I trust that this letter is of assistance to you in your efforts to understand the importance and legalities of having licensed clinical social work staff.

Sincerely,

Stephen A. Karp, MSW  
Executive Director

**SENIOR SERVICE SOCIAL WORKER**

Tom Kenny

**GENERAL DESCRIPTION:**

*This is very responsible social work position involving providing therapeutic and preventive and supportive services to seniors. Work includes assessing the needs of seniors; providing and developing therapeutic and support services to older persons with special needs; developing and coordinating Senior Center wellness programs and services; **managing the Wellness Center facility**; assisting in the general operation of the Senior Center as requested by the Senior Center Supervisor; serving as the **Senior Services Coordinator** in the absence of the **Coordinator**; and performing related work as required. The work requires professional skills and knowledge of the psychosocial and physical aspects of the aging process, therapeutic intervention and other senior services. This position requires exercise of considerable independent judgement in seeking the solution to the needs of seniors and their families. The work requires thorough knowledge of the senior service system and thorough knowledge, skill and ability in social work practice and principles, and a sensitivity and understanding of the needs of seniors.*

**SUPERVISION RECEIVED:**

Works under the direction of the **Senior Services Coordinator** in collaboration with **other Social Services' Department staff** and health providers.

**ESSENTIAL FUNCTIONS OF WORK:**

Conducts interviews with older persons with special needs and their family members in the office, community and/or home.

Assesses the psycho-social needs of older persons with special needs.

Provides therapeutic and support services to seniors.

Establishes on-going supportive and therapeutic relationships with older persons who have special needs.

Makes appropriate referrals to other services and assists older persons to make use of those services.

Provides consultation and support services to family members of older persons with special needs.

**Works in conjunction with the Senior Services Coordinator** to develop and coordinate programs and services that promote health and wellness including support groups, specialized health maintenance services and educational programs.

Writes articles and gives talks to seniors, family members and wider community.

Networks and collaborates with other professional service providers located in the Wellness Center and community.

**Responsible for coordinating the use of and managing the Wellness Center portion of the Senior Center.**

Assists in the general operation of the Senior Center as needed and requested by the **Senior Services Coordinator** or the Director of Social Services.

**SENIOR SERVICE SOCIAL WORKER**

Acts as Senior Center **Coordinator** in the absence of the **Coordinator**.

Develops, coordinates and supervises services by community volunteers, students and paid staff.

Maintains records of professional services provided.

Prepares statistical and descriptive reports concerning programs and services.

Performs related work as required.

**ADDITIONAL DUTIES:**

Provides essential transportation or other concrete services as needed.

Uses computer to send electronic communications and prepare written communications and reports.

**PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:**

(Required for essential duties. Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all-inclusive and may be supplemented as necessary).

Must be mobile with the ability to get from one location in the office or work site(s) to other locations in the office or work site(s), including out-of-town locations.

Ability to sit and/or stand for long periods of time.

Ability to reach and bend, and push/pull or lift objects less than twenty (20) pounds, such as moving chairs and tables.

Ability to perform manual dexterity skills such as writing, using a keyboard and/or calculator with accuracy.

Ability to see, read and assimilate information as in reading/proofreading narrative or financial reports.

Ability to read and interpret plans, maps or diagrams and read from a computer monitor. Ability to see objects far away as in driving.

Ability to hear normal sounds with background noise as in hearing while using a telephone.

Ability to distinguish verbal communication and communicate through speech.

Ability to communicate effectively in oral and written form.

Ability to concentrate on fine detail with constant interruption, some pressure and changing priorities, and return to unfinished tasks when distracted and complete them efficiently.

**SENIOR SERVICE SOCIAL WORKER**

Ability to maintain files and records. Makes routine mathematical calculations using calculator.

Ability to learn and have an understanding of new information, methodologies and techniques and how they apply to departmental goals and operations.

Memory adequate to perform multiple and diverse tasks/assignments over long periods of time.

Ability to concentrate on a task for more than 60 minutes at a time.

Ability to distinguish between public and confidential information and handle appropriately.

Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. Makes home visits outside of office. May be exposed to dust and electromagnetic radiation from computer monitors.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the psychosocial and physical aspects of the aging process.

Thorough knowledge of the social service system for older persons and ability to enable clients to make use of it.

Considerable skill in interviewing, communication and interpersonal relations.

Considerable ability to provide support and therapeutic services to older persons, both individually and in groups.

Considerable group and individual therapeutic skills.

Considerable skill in program development and coordination.

Considerable skill in supervising volunteers, students and paid staff.

**QUALIFICATIONS:**

*MSW* Masters degree in Social Work, Gerontology or related field and at least two (2) years experience working with seniors.

Possession of a current Connecticut Clinical Social Worker License or other valid relevant Connecticut clinical practice license.

*CSW* **SPECIAL REQUIREMENTS:**

Must have a valid Connecticut Class 3 driver's license.

**DRAFT****SENIOR SERVICES COORDINATOR****GENERAL DESCRIPTION:**

*MSW*  
**This is very responsible social work position providing oversight and coordination of all services provided to Mansfield's seniors, including management of a multi-service senior center and Wellness Program.** Work involves management, planning, organizing, supervising and conducting programs for **and with** the elderly. Work also involves responsibility for a Senior Center facility, including the Wellness Center. Duties include supervising staff, and evaluating programs, planning and organizing events, and supervising the day-to-day maintenance of the building and grounds. This position also has the responsibility for collaborating closely with senior citizens. The work requires that the employee have thorough knowledge, skill and ability in recreation, wellness and social work principles and practices as well as the philosophy, and purpose of programs serving older persons and a sensitivity and understanding of the needs of elders.

**SUPERVISION RECEIVED:**

Works under the direction of the Director of Social Services.

**ESSENTIAL FUNCTIONS OF WORK:**

*MSW*  
Plans, develops and implements programs of recreation, wellness, instruction **and social services** for older persons.

Supervises the operation and maintenance of the Senior Center and Wellness Center buildings and grounds. Plans and coordinates room schedules and oversees overall safety.

Plans and supervises programs, plans and organizes events and supervises the day-to-day operation of Senior Services.

Supervises a staff of full and part-time employees, including volunteer instructors and assistants.

Develops and recommends budgets for programs and center operations and assures proper and efficient expenditure of funds for programs.

Administers various activities held for Seniors.

Maintains liaison with various groups, including the Senior Center Association, Inc., the Commission On Aging, clubs, agencies and departments dealing with services to the elderly and assists and supports creative, independent action by older persons.

Develops and coordinates programs and services that promote health and wellness including support groups, specialized health maintenance services and educational programs.

***Works in collaboration with the Senior Center Association, the operations committee and the Commission On Aging.***

Monitors activities to provide a safe and pleasant environment for participants and workers.

Publicizes programs and services through newsletters, press releases and other media.

*SW* Provides consultation, referral and assistance to individuals seeking help with personal problems particularly in crisis situations if other staff who have that responsibility are not available.

Keeps program statistics and participation records. Prepares reports. Reviews and evaluates programs.

Performs related work as required.

#### **ADDITIONAL DUTIES:**

Rearranges furniture in Center as warranted.

*May transport clients.*

Types and operates data *and word* processing equipment *and is familiar with using basic Microsoft applications including Word, Outlook and Excel.*

#### **PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:**

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; This list is not all-inclusive and may be supplemented as necessary).

Must be mobile with the ability to get from one location in the office work site(s) to other locations in and outside from the primary office work site(s). Ability to sit *or stand* for long periods of time.

Ability to push/pull and lift objects less than twenty (20) pounds.

Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.

Ability to see and read objects closely as in reading proofreading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away.

Ability to hear normal sounds with background noise as in hearing using a telephone. Ability to distinguish verbal communication and communicate through speech.

Ability to communicate effectively in oral and written form.

Ability to concentrate on complicated detail and complex issues with some interruption, pressure and changing priorities for more than one hour at a time.

Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.

Ability to use knowledge and reasoning to solve complex problems.

Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.

Ability to distinguish between public and confidential information and handle appropriately.

Works in office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles, practices and techniques of recreation, social services, wellness programs and leisure services administration, particularly as they relate to older persons. *MSW*

Thorough knowledge of the needs and capabilities of older persons in the area of social services, recreation, wellness and leisure activities.

Considerable ability to understand older persons and their life style and important issues.

Demonstrated ability to effectively manage programs and staff, provide leadership and vision in the development and delivery of a wide range of services to seniors.

Considerable ability in oral and written communications.

Considerable ability to provide leadership and motivation to program participants, as well as instructors and other staff.

Considerable ability to allocate and utilize resources and personnel to meet program goals.

Considerable ability to conceive, develop and implement recreation programs for older persons.

Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, volunteers, older persons, officials of other agencies and the general public.

**QUALIFICATIONS**

A master's degree in human services, gerontology, or social work, or a related field, from a recognized college or university, plus five years of work experience in programming for older persons including two years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. *MSW*

A valid Connecticut Clinical Social Work License is desirable. *\*LESW*

**SPECIAL REQUIREMENTS:**

Availability on weekends for occasional programs.

***Must have a valid Connecticut Class 3 driver's license.***

***A Public Service License is desirable.***

## Statement to the Town Council: Public Budget Hearing, April 13, 2009

I would like to comment on two matters relevant to this year's budget.

First, I urge the town to do more to publicize the various programs available to town residents with low or fixed incomes, including senior citizens in particular. Even for an experienced Internet user like myself, learning about these programs via the town's website is far too difficult. Only through a series of emails and phone calls was I able to get what I hope is a comprehensive picture of the measures currently in place, including programs to provide property tax relief and to lower fees (by 50% to 90%) on services ranging from trash pickup and ambulance rescue to Community Center membership and enrollment in recreational programs. Increasing public awareness would serve two purposes. First, it would make it more likely that those who are eligible to reap the benefits of these programs will do so (although in this regard, the efforts of Kevin Grunwald and other town employees deserve to be acknowledged). Second, the existence of these programs should factor into the votes that town residents will cast at next month's budget meeting. While the current economic situation has all of us concerned about our own pocketbooks, I believe that many Mansfield residents are also sincerely concerned with the impact of property taxes on those who have been put most at risk by the economic downturn. Voters who share this concern should be reassured by the existence of these tax-relief and fee-waiver programs, as well as budgetary support for the Senior Center, Dial-a-Ride, and other such programs.

The current economic situation is also relevant to the second issue I would like to address. I believe that to a large extent our current economic woes are a consequence of the fact that decision making in both the public and private domains has been dominated by short-term expediencies and that long-term considerations are too often undervalued or entirely ignored. We should not make this same mistake. In adopting a budget we should be prudent and cautious, but not panicky or fearful. We should avoid increasing the mill rate if possible, but we must not abandon the tradition of long-range, forward-looking policies that have benefited town residents and made Mansfield an attractive place to live—a tradition that includes strong support for education, the vision represented in the Mansfield 2020 strategic plan, and initiatives such as the Discovery Depot, the Senior Center, the Community Center, and the Open Spaces program.

With this in mind, I would like to comment on Storrs Center in particular. I believe there is widespread agreement that as a town our goals include broadening the tax base, lowering our dependence on the PILOT program and other intergovernmental funding sources, creating more business and employment opportunities for town residents, and fostering growth that is both environmentally and economically sustainable. The Storrs Center project addresses each of these goals. There is no other plan under consideration that does so, not is any alternative on the horizon. To end support for the Storrs Center project would be fiscally irresponsible. It would exchange a minimal decrease in property taxes this year for what would in effect be a tax increase every year thereafter. The proposed budget does not make this mistake, and the budget that is ultimately adopted should not make this mistake either. (As an aside: The 2<sup>nd</sup> parking garage has been a topic of some discussion of late. It is worth highlighting that even under the worst-case scenario that the town foots the entire bill for the 2<sup>nd</sup> garage—and I want to

emphasize that it is far from certain that this will be the case—Storrs Center would still generate substantial net tax revenues for the town, and it would still address each of the other aforementioned goals as well.)

The proposed budget is not perfect, but given the current state of affairs no budget could be. It is in many ways a painful budget, but it is also a responsible budget that balances immediate needs and constraints with smart long-term planning, and therefore I support it.

Jay Rueckl  
128 South Eagleville Road  
jay.rueckl@gmail.com

**Town Manager's Office  
Town of Mansfield**

# Memo

To: Town Council  
From: Matt Hart, Town Manager *M.H.*  
CC: Town Employees  
Date: April 13, 2009  
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:

## Budget and Finance

- *FY 2009/10 Operating Budget* – The Town Council will continue its review of the proposed budget during budget workshops scheduled for 7:00 PM this Thursday, April 16<sup>th</sup> and for 7:30 PM next Monday, April 20<sup>th</sup>. Also, at their April 7, 2009 meeting, the Region 19 Board of Education approved a 2009/10 budget in the amount of \$18,430,000. The board's budget represents a \$240,000 reduction from Superintendent Silva's proposed budget, and totals a 0.6% increase over the current year. Mansfield's share is \$9,924,817, a decrease of \$192,888 or 1.9% below the current year, reflective of a change in the prorated student counts. The action taken by the Board to reduce the overall budget by \$240,000 translated into an additional reduction of \$136,315 for Mansfield.
- *Eastern Highlands Health District Budget* – The Health District continues to experience significant declines in revenue. Actions taken to date to offset FY09 revenue declines include (1) a freeze of all non-essential operational expenditures, (2) 25% reduction in capital project expenditures, (3) 12% reduction in field staff (FTE 0.75), and (4) execution of agreement with neighboring health district to provide "for fee environmental health services". The resulting operational deficit for FY09 is currently estimated at 2%. Actions taken to control FY2010 costs include adopting a FY2010 budget that reduces expenditures by 7.9% from FY09. This reduction is primarily the result of an additional field staff reduction of 18% (FTE 1.0), and the deferral of staff COLA increases. The Health District continues to confront ongoing budget challenges. Most recently, the Appropriations Committee budget proposes a 13.1% reduction in state aid to Health Districts for FY10. This reduction if adopted and combined with a 15% reduction in estimated fee for service revenues results in a projected operational deficit 8% for FY10. The Board of Directors is meeting Thursday to consider possible mitigating actions to offset the projected FY10 deficit.

## Council Requests for Information

- Assistive hearing – in response to Council's inquiry, please see item 30 of tonight's packet. I suggest that we discuss this item as part of budget workshop this coming Thursday, April 16<sup>th</sup>.

## Departmental/Division News

- *Birch Road Bikeway Funding* – I am very pleased to announce that the Town will be receiving \$300,000 to complete the last 700 feet of the Birch Road bikeway (the portion actually on Birch Road between Hunting Lodge Road and Route 44). The project will be "fast-tracked" and revised plans and specs will be submitted to the DOT in the next month. This section will complete the off-road path system from UConn to the 4-Corners, a priority in the Town's bikeway/walkway plan. All properties needed for this project were acquired by the Town in 2004, but the wetlands permit (also issued in 2004) will have to be renewed. A public information meeting (as per DOT's Federal project procedures) will be required and is anticipated in to be held in May.

- *Kayak Rental Program* – The Parks & Recreation Department has announced that the kayak rental program will commence for the season beginning Saturday, April 18. The kayaks were obtained through a grant from Healthy Eating, Active Living (HEAL) through Eastern Highlands Health District. Kayaks are available to rent at a cost of \$5 each day. Reservations must be made at least 48 hours in advance. Contact the Parks & Recreation Department for more information.
- *Mansfield Middle School Fuel Conversion Project* – The town has signed a contract with Nutmeg Construction and work is expected to begin during the April school vacation. A separate contract to install a gas line from Route 275 to the Middle School is expected to be signed this week. Work on the gas line will continue throughout the summer. The entire project is currently expected to be completed in time for the coming heating season.
- *Skate Park* – Parks & Recreation Department staff continues to work with the skate park equipment fundraising group. The group is tentatively planning to purchase later this spring the phase one equipment necessary to make the park usable. To date site construction is complete, but the facility and project lacks enough funding to purchase the necessary modular skate park equipment.
- *Southeast Park Restroom/Concession/Storage Building Project Update* – Parks & Recreation Department staff continues to work with local contractors to finish this project. Final electrical, plumbing and site work are progressing. It is expected that the building will be open for use on Little League opening day, which is scheduled for Saturday, May 2, 2009.

### Member Organizations

- *Mansfield Downtown Partnership* – There are a few items of interest regarding the Partnership and the Storrs Center project:
  - The Mansfield League of Women Voters will be hosting a public presentation on the latest developments on Storrs Center. Representatives from the Partnership, the Town, and master developer LeylandAlliance will present an update on the project. All are invited to attend. The presentation will be held on Wednesday, April 29<sup>th</sup> at 7:00 pm in the Town Council Chambers. For more information, please contact the Partnership office: 860.429.2740 or mdp@mansfieldct.org.
  - For the latest information on Storrs Center, please visit [www.mansfieldct.org](http://www.mansfieldct.org) and check out our Frequently Asked Questions. Recently updated, the FAQs are a great, quick way to find answers to your burning questions. Of course, you may always call the Partnership office (429.2740) for more detailed information. Or, attend one of our monthly Open Houses held on the first Thursday of the month from 5:30 pm — 6:30 pm in the Partnership office.

### Miscellaneous

- *Council Meeting DVD's* – Beginning with the April 13, 2009 Town Council meeting, DVD copies of the Council meetings will be available to borrow from the Mansfield Public Library.
- *Environmental Leadership Awards* – Becky Lehmann and Joan Buck will be receiving certificates as finalists in the University of Connecticut's Environmental Leadership Award competition for their work with the Ad Hoc Environmental Group. The awards ceremony will be held on April 20, 2009 at 8:30 AM in the UConn Foundation Board Room, located in the UConn Foundation Building. Congratulations Becky and Joan!
- *From the Governor's Office*
  - Governor M. Jodi Rell announced the economy continues to erode all major revenue streams for the state, eroding the bottom line for her proposed two-year \$38 billion budget presented to the Legislature nearly two months ago. The Office of Policy and Management outlined its revised revenue estimates in a letter to the Governor. The report takes into account the latest projected tax revenues, including personal income tax and sales tax as well as casino revenues and other fees and estimates the cumulative two-year deficit at just over \$7 billion. For more information, please visit [www.ct.gov](http://www.ct.gov).
  - Governor M. Jodi Rell announced that Connecticut will receive an additional \$29.3 million in federal stimulus funds to enhance unemployment benefits and training for the thousands of residents who have lost their jobs. In a phone call with Governor Rell, U.S. Department of

Labor Secretary Hilda L. Solis confirmed that Connecticut will be receiving the funds. The Governor said the unemployment insurance modernization incentive funds are in addition to the \$11 million the state received earlier this year that increased unemployment checks by \$25 a week. For more information, please visit [www.ct.gov](http://www.ct.gov).

- o Governor M. Jodi Rell has announced that the state's Recovery Working Group unanimously approved nearly \$163 million in federal stimulus transportation projects to create jobs on statewide bus and rail projects and enhance pedestrian and bicycle access. For more information, please visit [www.ct.gov](http://www.ct.gov).
- *Regionalism Summit* – This Thursday, April 16, 2009 at Trinity College in Hartford I will be attending the symposium "Region-Making in Connecticut: Fostering Cooperation and Improving Governance." The symposium will consist of two panels: the first featuring public policy makers, local organizers, and community leaders who will discuss the procedural, political, and practical issues surrounding regionalism; the second panel will host scholars from the University of Connecticut, Clark University, Trinity College, and Central Connecticut State University. This panel will discuss regionalism with a more conceptual, comparative perspective. The keynote address "Seeking Common Ground: Weighing the Costs and Benefits of Regionalism in CT" will be delivered by Professor Dennis Heffley, Chair of the Department of Economics at the University of Connecticut.

### Upcoming Events

- *April Family Fun Events* – The Parks & Recreation Department will serve as host for two April family fun events at the Mansfield Community Center. The popular Family Fun Nights will continue on Friday, April 17 with giant inflatable slides, drop-in games, family track hours, open Teen Center, and more. The Annual Kids Flea Market will be held on Saturday, April 25. Come on down to find a bargain and support our local youth during this event. There will be toys, games, books, stuffed animals, puzzles, sports equipment video games and more on sale by children in grades 1-8 - this a great chance to bargain for some quality goods. Tables are still available to reserve.
- *Dramatic Poetry Recitation* - April is National Poetry Month. To celebrate, Mansfield Resident Nathaniel Baker will perform a dramatic recitation from memory of T.S. Eliot's immortal poems *The Waste Land* and *The Four Quartets*, both in their entirety. His love for music, an integral part of his life since he took up the piano at age 7, laid the foundation for a deep appreciation of poetry as well and he has been memorizing and reciting poetry for his own enjoyment for several years. This event is scheduled for Saturday April 25, at 3:00 PM in the Buchanan Auditorium of the Mansfield Public Library. Please join us! Program is free and open to the public. Light refreshments will be served.
- *Ribbon Cutting* - You are invited to a ribbon cutting on Thursday, April 16 at 7:00 pm at the Town Hall to celebrate the successful retrofit of twenty buses servicing Mansfield schools with diesel engine particulate filters. The Town of Mansfield was awarded a \$246,600 Clean School Bus Grant from the U.S. Environmental Protection Agency to purchase and install diesel particulate filters, which reduce the emissions of particulate matter, carbon monoxide and hydrocarbons by 90%. One of the retrofit school buses will be on hand to view and test with a white hanky.

### Upcoming Meetings

- Youth Service Bureau Advisory Board, April 14, 2009, 11:30 AM, Conference Room B, Audrey P. Beck Municipal Building
- Town/University Relations Committee, April 14, 2009, 4:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Historic District Commission, April 14, 2009, 8:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Conservation Commission, April 15, 2009, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Ethics Board, April 16, 2009, 4:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Board of Education, April 16, 2009, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building
- Council Budget Workshop, April 16, 2009, 7:00 PM, Buchanan Auditorium, Mansfield Public Library

- Committee on Committees, April 20, 2009, 6:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Communications Advisory Committee, April 20, 2009, 7:00 PM, Conference Room C, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, April 20, 2009, 7:00 PM, Council Chambers, Audrey P. Beck Municipal Building
- Adoption of Budget and Recommended Appropriations, April 20, 2009, 7:30 PM, Buchanan Auditorium, Mansfield Public Library
- Open Space Preservation Committee, April 21, 2009, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Adoption of Budget and Recommended Appropriations (if necessary), April 21, 2009, 7:30 PM, Buchanan Auditorium, Mansfield Public Library
- Mansfield Downtown Partnership Finance and Administration Committee, April 23, 2009, 3:00 PM, Downtown Partnership Office
- Public Information Session on the Budget, April 23, 2009, 7:00 PM Buchanan Auditorium, Mansfield Public Library
- Town Council, April 27, 2009, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Annual Town Meeting, May 12, 2009, 7:00 PM, Mansfield Middle School Auditorium

SPECIAL MEETING-MANSFIELD TOWN COUNCIL

April 16, 2009

**DRAFT**

Deputy Mayor Gregory Haddad called the special meeting of the Mansfield Town Council to order at 7:20 p.m. in Buchanan Auditorium of the Mansfield Public Library.

I. CALL TO ORDER

Present: Clouette, Duffy, Haddad, Koehn, Paulhus, Schaefer  
Excused: Blair, Paterson, Nesbitt

II. WORK SESSION

Town Manager Matt Hart distributed and reviewed handouts, which addressed questions previously asked by members of the Council including: a list of flagged items and their disposition compiled from previous work sessions; a communication from CCM showing the effect of the Appropriations Committee's proposed budget on the Town; a memo outlining the impact of staff reductions on the Building and Housing Department's Services; Chief Dagon's budget reduction scenarios for Fire and Emergency Services; a listing of Parks and Recreation employee positions, line item revenues and expenditures; an explanation of savings from energy conservation and the Management Services Fund; a listing of open space parcels purchased through Capital Projects, and contemplated scenarios for the Capital Improvement Program if revenues are reduced further.

Ms. Koehn requested a measurement of the number of youth programs offered by the Parks and Recreation Department versus the number of staff, in comparison with other towns.

1. Capital Improvement Program

Flagged – Research whether or not the Town Council media project could be a lease purchase.

Members agreed by consensus to implement the energy management system as funds become available in the Management Service Fund.

Flagged – Consult with the Planning office regarding the statutory requirements regarding open space parcels acquired in the subdivision process.

2. Capital Nonrecurring Fund

3. Solid Waste Fund & Sewer Operating Funds

4. Town Aid Fund

5. General Discussion/Council Questions

Council members discussed the options for the April 21, 2009 meeting and by consensus agreed to prepare an agenda indicating the meeting would be held if necessary.

Flagged – The Town Manager will request that the Director of Social Services be available at the April 20, 2009 meeting to discuss area agency contributions and staffing.

Flagged – Staff and Council members will be available to assist citizens with the drafting of motions for the Town Meeting.

6. Opportunity for Public to Address the Council

Betty Wassmundt, Old Turnpike Road, asked for clarification on certain accounting procedures and asked the Council to research the ability of the Town to sell small open space lots. Ms. Wassmundt also reported an open well site on the Dunham Pond property, which needs to be covered.

Mr. Paulhus moved and Ms. Koehn seconded to recess the meeting and go into executive session to discuss Strategy or Negotiations with Respect to Collective Bargaining as provided for in CGS§1-200(2).

Motion passed unanimously.

III. EXECUTIVE SESSION

Strategy and Negotiations with Respect to Collective Bargaining

Present: Clouette, Duffy, Haddad, Koehn, Paulhus, Schaefer  
Also Present: Town Manager Matthew Hart, Assistant to the Town Manager Maria Capriola, Director of Public Works Lon Hultgren

IV. ADJOURNMENT

Ms. Duffy moved and Mr. Schaefer seconded to adjourn the meeting.

Motion passed unanimously.

Gregory Haddad, Deputy Mayor

Mary Stanton, Town Clerk

SPECIAL MEETING-MANSFIELD TOWN COUNCIL

April 20, 2009

**DRAFT**

Deputy Mayor Gregory Haddad called the special meeting of the Mansfield Town Council to order at 7:30 p.m. in Buchanan Auditorium of the Mansfield Public Library

I. CALL TO ORDER

Present: Clouette, Duffy, Haddad, Koehn (8:00 p.m.), Paterson, Paulhus, Schaefer

Excused: Blair, Nesbitt

II. WORK SESSION

Mr. Clouette moved and Ms. Duffy seconded to move Item 6, Opportunity for Public to Address the Council, as the next order of business. The motion passed unanimously. By consensus the Council agreed to also allow the public to address the Council at the end of the meeting. There were no comments at this time.

1. Board of Education Budget

Members of the Board of Education and Superintendent Fred Baruzzi reviewed their memo of April 17, 2009 which itemized possible additional cuts to their budget and the impacts that those cuts would have.

The Town Council expressed their appreciation to the Board of Education for their efforts and for the working relationship the two entities continue to maintain.

2. Contract Extension for CSEA Professional & Technical Unit.

Mr. Clouette moved and Mayor Paterson seconded, effective April 20, 2009, to authorize the Town Manager to execute the proposed one-year contract extension to the existing Collective Bargaining Agreement between the Town of Mansfield and Local 2001, CSEA, - Professional and Technical Employees, which agreement shall enter into effective on July 1, 2009 and expire on June 30, 2010. Motion passed unanimously.

3. Adoption of 2009/10 Budget and Recommended Appropriations.

Mr. Clouette moved and Mayor Paterson seconded to approve the following resolutions:

RESOLVED: That the General Fund Budget for the Town of Mansfield, as presented in the Town Manager's Budget, is hereby

April 20, 2009

adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2009 to June 30, 2010.

RESOLVED: That the Capital Fund Budget for the Town of Mansfield, as proposed in the Town Manager's Budget, is hereby adopted as the capital improvements to be undertaken during fiscal year 2009/10 or later years.

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2009 to June 30, 2010 be the amount proposed in the Town Manager's Budget.

Mr. Clouette moved and Mayor Paterson seconded to amend the motion by reducing the Board of Education's budget by an additional \$235,000 based on the Board's contingency plans.

Motion to approve the amendment passed unanimously.

Ms. Koehn moved and Mr. Clouette seconded to amend the motion by reducing the Legislative budget by \$3750 as follows: by ending membership in COST (\$1250) and by reducing the Town Council travel budget (\$2500).

Motion to approve the amendment passed unanimously.

Mr. Clouette moved and Mr. Schaefer seconded to amend the motion by reducing contributions to Area Agencies by \$16,250 as follows: reduce McSweeney Center contribution by \$5000 to \$1500, reduce United Services contribution by \$550 to \$8000, reduce the Sexual Assault Crisis Services by \$700 to \$4000, to reduce the CT Legal Services by \$1000 to \$5000, reduce Community Companion & Homemakers by \$500 to \$4000, reduce Veterans Advisor Program by \$3,500 to \$10,000 and reduce Mansfield/UConn Transportation by \$5000 to \$500.

This motion allocates the amount of each reduction and makes additional cuts of \$6250.

Motion to approve the amendment passes with all in favor except Mr. Paulhus who voted nay.

Mr. Paulhus moved and Mr. Clouette seconded to amend the motion to fund the Veterans Advisor Program at a rate of \$13,500.

Motion to approve the amendment failed with all opposed except Mr. Paulhus who voted in the affirmative.

Mr. Clouette moved and Ms. Koehn seconded to adopt a schedule of fees for Fire Marshal Inspections by July 1, 2009 and to add

April 20, 2009

revenues of \$35,000 to the budget as a result of implementation of the schedule.

Motion to approve the amendment passed unanimously.

Mr. Clouette moved and Mr. Schaefer seconded to amend the motion to reduce the travel and conference fee for staff travel budgets by \$5000, at the discretion of the Town Manager.

Motion to approve the amendment passed with all in favor except Ms. Koehn who abstained.

Ms. Koehn moved and Ms. Duffy seconded to amend the motion to designate \$2500 of the reduction to the travel and conference budget come from the municipal management travel and conference budget.

Motion to approve the amendment failed with all opposed except Ms. Koehn who voted in the affirmative.

Mr. Clouette moved and Mr. Paulhus seconded to amend the motion to reduce the projected salary for the Comptroller by \$10,000.

Motion to approve the amendment passed unanimously.

Ms. Koehn moved and Ms. Duffy seconded to amend the motion to reduce the projected salary for the Comptroller an additional \$5000.

Motion to approve the amendment failed with Ms. Koehn and Mr. Paulhus in favor and all others opposed.

Mr. Clouette moved and Mayor Paterson seconded to amend the motion to move the Council Media Project to 2009/2010 by adding \$25,000 from the General Fund to the Capital Non-Recurring Fund bringing it to \$50,000 and adding \$25,000 from the Capital Non-Recurring Fund to Capital Fund bringing the fund from \$370,000 to \$395,000.

Motion to approve the amendment passed with all in favor except Mr. Paulhus who opposed the motion to amend.

Mr. Paulhus moved and Mr. Clouette seconded to amend the motion to remove \$40,000 from the open space fund and transfer the amount to the Lions' field appropriation.

Motion to approve the amendment failed with Mr. Clouette, Mayor Paterson and Mr. Paulhus in favor and Ms. Duffy, Deputy Mayor Haddad, Ms. Koehn, and Mr. Schaefer opposed.

Mr. Clouette moved the following Appropriation Act be recommended for adoption at the annual Town Meeting for budget considerations:

April 20, 2009

RESOLVED: That the proposed General Fund Budget for the Town of Mansfield for fiscal year July 1, 2009 to June 30, 2010 in the amount of \$33,085,320 which proposed budget was adopted by the Council on April 20, 2009, be adopted and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

RESOLVED: That in accordance with Connecticut General Statutes Section 10-51, the proportionate share for the Town of Mansfield of the annual budget for Regional School District No. 19 shall be added to the General Fund Budget appropriation for the Town of Mansfield for fiscal year July 1, 2009 to June 30, 2010 and said sums shall be paid by the Town to the Regional School District as they become available.

RESOLVED: That the proposed Capital Projects Budget for fiscal year July 1, 2009 to June 30, 2010 in the amount of \$1,317,255 be adopted provided that the portion proposed to be funded by bonds or notes shall, at the appropriate times, be introduced for action by the Town Council as required by Section 407 of the Town Charter.

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2009 to June 30, 2010 in the amount of \$900,000 be adopted.

Seconded by Mayor Paterson the motion as amended passed with all in favor except Mr. Paulhus who was opposed.

Mr. Clouette moved and Mayor Paterson seconded to approve the following resolution

RESOLVED: Resolved, that the policy of the Town of Mansfield is to treat all employees and bargaining units in a fair and equitable manner. Management and other municipal boards are encouraged to negotiate labor agreements that are equitable and fair across bargaining units, taking into account the Town's available resources and key management initiatives. This motion will be entered into the Policy Resolutions of the Mansfield Town Council.

Motion passed unanimously.

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

RESOLVED: That the Mansfield Library will remain open 56 hours a week.

Mr. Clouette moved to add the words, "a minimum of" to the motion just prior to, " 56 hours a week."

Accepted as a friendly amendment the motion as amended passed unanimously.

April 20, 2009

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

RESOLVED: That the Town Council resolves to adopt a fee schedule for Fire Marshall inspections by July 1, 2009.

Motion passed unanimously.

4. Opportunity for Public to Address the Council

Mike Sikoski, Wildwood Road, questioned why the Media Center project was estimated to cost \$25,000 and why the transferring of money from one account to another seems so convoluted.

David Freudmann, Eastwood Road, requested information regarding the administrative guidelines for class sizes in the schools.

Ric Hossack, Middle Turnpike Road, applauded the Town Manager and Council for their work with the CSEA union in town hall and urged them to work with the other unions for similar results.

5. Adjournment

Mayor Paterson moved and Ms. Koehn seconded to adjourn the meeting.

Motion passed unanimously.

Gregory Haddad, Deputy Mayor

Mary Stanton, Town Clerk

PUBLIC HEARING  
TOWN OF MANSFIELD  
APRIL 27, 2009  
Amendment to the Mansfield Housing Code

The Mansfield Town Council will hold a public hearing at 7:30 PM at their regular meeting on April 27, 2009 to solicit comments regarding an amendment to Section 506.3 Private Sewage Disposal System Maintenance, of the Mansfield Housing Code. Under this amendment the maintenance cycle for private sewage disposal systems would be extended from two years to four years.

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

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

Dated at Mansfield Connecticut this 15<sup>th</sup> day of April 2009.

Mary Stanton, Town Clerk

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant to the Town Manager; Michael Ninteau, Director Building and Housing Inspection  
**Date:** April 27, 2009  
**Re:** Amendment to Mansfield Housing Code, Private Sewage Disposal System Maintenance

---

**Subject Matter/Background**

At Monday's meeting, the Town Council will conduct a public hearing regarding the proposed amendment to the Mansfield Housing Code. As you may recall, the Department of Building and Housing Inspection has completed the initial two-year inspection cycle of dwelling units within the Certification zone. Some members of the public have voiced concern regarding the provision that requires septic tank cleaning within two years of permit issuance. Many property owners consider this regulation to be onerous. Some have voiced concern that the aggressive schedule for septic cleaning may actually be damaging their septic system and is an unnecessary financial burden.

Staff agrees that the septic maintenance program may be modified without endangering public health, and has suggested the proposed amendment to address the issue. All tanks covered by the Housing code have been pumped within the past certification cycle. Septic problems are not known to be widespread and if problems do occur within the maintenance cycle the septic provisions of the housing and public health code could address the situation.

This amendment has been reviewed and endorsed by the Committee on Community Quality of Life.

**Financial Impact**

This change should represent no financial impact to the Town. In comparison to current regulations, the adoption of this amendment would reduce the cost of the program for property owner by approximately \$200 per dwelling unit every four years.

**Legal Review**

The Town Attorney has reviewed this proposal and concluded that it is legally sound and may be enacted by the Council and implemented by Town staff.

**Recommendation**

Unless the public hearing raises any valid concerns that we have not considered, or if the Town Council wishes to edit the proposed change, staff recommends that the Council adopt this proposed change to the Housing Code.

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

*Move, to adopt a proposed change to the Housing Code of the Town of Mansfield, section 506.3, to increase the span of time from the immediately preceding two years to the immediately preceding four years, during which any on-site sewage disposal system must have been cleaned and serviced, as demonstrated by the report of a licensed pumper/hauler submitted to the Housing Code Official, before a rental certification may be issued pursuant to Chapter 9 of the Housing Code. Said amendment shall be effective 21 days after publication in a newspaper having circulation within the Town of Mansfield.*

**Attachments**

- 1) Proposed Amendment to the Mansfield Housing Code, Private Sewage Disposal System Maintenance

## PROPOSED CHANGE TO THE HOUSING CODE

### Section 506.3

#### **506.3 Private Sewage Disposal System Maintenance.**

Add to SECTION 506, SANITARY DRAINAGE SYSTEM: 506.3 Private Sewage Disposal System Maintenance. Prior to a rental certificate being issued pursuant to Chapter 9 of this code, a report provided by a pumper/hauler licensed by the Connecticut Department of Public Health, demonstrating that the on-site sewage disposal system has been cleaned and serviced within the past ~~two~~ **four** years, must be submitted to the Code Official. The provisions of this section shall not apply to dwelling units that are served by a community sewer system.

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *M.H.*  
**CC:** Maria Capriola, Assistant to the Town Manager; Jeffrey Smith, Director of Finance  
**Date:** April 27, 2009  
**Re:** An Ordinance for Obtaining Goods and Services

---

**Subject Matter/Background**

This item was tabled at the April 13, 2009 council meeting. As required by the Town Charter, attached please find a proposed Ordinance for Obtaining Goods and Services. In preparing the draft, the Director of Finance essentially codified the Town's existing purchasing regulations and added an important section concerning sustainability and environmental concerns. The Finance Committee has reviewed and modified the draft, and is now seeking input from the full Council. For your reference, I have attached some comments presented by Council member Nesbitt as well as Mr. Smith's response to those suggestions.

**Financial Impact**

There are no direct financial impacts. However, the intention of this ordinance is that the Town obtains the best possible value for the goods and services that it purchases.

**Legal Review**

The proposed ordinance was prepared in consultation with the Town Attorney.

**Recommendation**

As stated above, the Finance Committee is looking for the Council's feedback regarding the draft ordinance. If the Town Council believes that the ordinance is ready for public hearing, I recommend that you schedule the hearing for your first meeting in May.

If the Town Council does wish to schedule a public hearing, the following motion is suggested:

*Move, to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on May 11, 2009, to solicit public comment regarding An Ordinance for Obtaining Goods and Services.*

**Attachments**

- 1) An Ordinance for Obtaining Goods and Services
- 2) G. Nesbitt re: Purchasing Ordinance
- 3) J. Smith re: Purchasing Ordinance
- 4) Town of Mansfield, Best Value Source Selection

Town of Mansfield  
Code of Ordinances  
"An Ordinance for Obtaining Goods and Services  
By the Town of Mansfield"

*March 9, 2009 Draft (revised)*

Section 1. Title.

This chapter shall be known and may be cited as "the Ordinance for Obtaining Goods and Services.

Section 2. Legislative Authority.

This chapter is enacted pursuant to the provisions of Town Charter section C506 B (1) (c)

Section 3. Purpose and Application.

- A. The purpose of this ordinance is to provide a set of procedures designed to obtain the best possible value for the necessary goods and services purchased by the Town of Mansfield, in accordance with Article V Section 506 of the Town Charter. The Town Council has determined that competitive bidding in some instances **may** be against the best interest of the Town. The Council, therefore, invokes its powers under Article V Section 506B. (1)(c) to establish this ordinance designed to better ensure receipt by the Town of the best possible value for necessary goods and services by taking advantage of all prudent purchasing methods and opportunities available in the marketplace including the open competitive bidding process and delegates authority to implement these procedures to the Purchasing Agent. These procedures are further designed to provide for the fair and equitable treatment of all persons involved in public purchasing by the Town of Mansfield.
  
- B. This Ordinance shall apply to the purchase of all supplies, materials, equipment and other commodities and contractual services and construction (hereafter referred to as "products and services") required by any department, agency, board or commission of the Town, irrespective of the source of funds, except the purchase of specialized goods and contractual services for the purpose of instruction by the Board of Education. Nothing herein contained shall be construed to prevent the Director of Finance from serving, to the extent requested, as the Purchasing Agent for all requirements of the Board of Education.

C. In order to increase the development and awareness of environmentally sound products and services, the Town of Mansfield will ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those products that from a life cycle perspective, adversely affect the environment in the least possible way. This means that the Town of Mansfield will make a reasonable effort to choose products and services that:

- 1) are produced in an environmentally responsible friendly way
- 2) are distributed in an environmentally responsible friendly way
- 3) cause the least possible damage to the environment
- 4) can be removed in an environmentally responsible friendly way
- 5) involve ethical considerations in their choice.

As for product areas which are not covered by environmental label criteria, the environmental impact of the product is assessed to the extent possible via the Environmental Protection Agency guides or information and guidance from other sources.

#### Section 4. Solicitation and award procedures.

A. As provided in the Town Charter the Director of Finance shall serve as the Purchasing Agent for the Town, and shall be responsible for the procurement of all products and services for the Town. Subject to the limitations set forth in the Charter and in section 1B of this Ordinance, the Purchasing Agent shall have the authority to approve all contract specifications, prescribe the method of source selection to be utilized in the procurement of all products or services, award all contracts for products and services based on a determination of the bidder who offers the best value to the Town, and shall have the authority necessary to enforce the purchasing provisions of the Charter and these Rules. In addition, the Purchasing Agent shall have the following specific duties:

- 1) Inspect all supplies, material and equipment ordered by and delivered to the town to ensure compliance with specifications and conditions affecting the purchase thereof, or delegate the inspection thereof to such Town employees as are authorized to purchase said supplies, materials or equipment in accord with subsection B of this section;
- 2) Procure and award contracts for, or supervise the procurement of, all products and services needed by the Town, and maintain custody and care of all contracts for goods and contractual services to which the Town is a party;

- 3) Transfer between offices or sell, trade, or otherwise dispose of surplus supplies, materials, or equipment belonging to the Town;
- 4) Prepare, issue, revise, and maintain all bid specifications and establish and maintain programs for specification development, and the inspection, testing, and acceptance of products and services;
- 5) Prepare and adopt operational procedures governing the procurement functions of the Town;
- 6) Have the discretion and authority for cause ~~in appropriate instances~~ to disqualify vendors for cause and to declare them to be irresponsible bidders and to remove them from receiving any business from the Town;
- 7) To cancel, in whole or in part, an invitation to bid, a request for proposals, or any other solicitation, or to reject, in whole or in part, any and all bids or proposals when to do so is in the best interests of the Town;
- 8) To require, when necessary, bid deposits, performance bonds, insurance certificates, and labor and material bonds or other similar instruments or security which protect the interests of the Town;
- 9) Procure for the Town ~~and School~~ all federal and state tax exemptions to which they are entitled;
- 10) Ensure that the Town ~~and School~~ are exempt from state fair trade laws as provided by the Connecticut General Statutes;
- 11) To join with other units of government and with private sector organizations in cooperative purchasing plans when the best interests of the Town would be served;

**B. Delegations to Other Town Officials.** With the approval of the Town Manager, the Purchasing Agent may delegate any portion of the authority to purchase certain products and services to other Town employees, if such delegation is deemed necessary and appropriate for the effective and efficient operation of Town government and for the procurement of those items. The Purchasing Agent may revoke such delegation at any time. The Person to whom such authority is delegated shall be responsible for complying with the requirements of the Charter, this ordinance and any rules or regulations which may exist relating to the execution of the procurement process.

C. **Methods of Source Selection.** In accordance with Article V of the Town Charter, unless otherwise prescribed by law, the Purchasing Agent shall take advantage of all prudent purchasing methods and opportunities available in the marketplace. This includes, but is not limited to, such methods as competitive sealed bids, competitive sealed proposals, competitive negotiation, sole source procurement, small purchase procedures, credit card procedures, bulk ordering, emergency purchases, multi-step bidding, internet purchasing, use of cooperative purchasing plans and public auctions.

In deciding which method to utilize, the Purchasing Agent may take into consideration the following factors:

- 1) how to obtain the best value for the commodity;
- 2) whether or not to utilize a fixed-price or fixed-service contract under the circumstances;
- 3) whether quality, availability, or capability is overriding in relation to price;
- 4) whether the initial installation needs to be evaluated together with subsequent maintenance and service capabilities and what priority should be given to these requirements;
- 5) what benefits are derived from product or service compatibility and standardization and what priority should be given these requirements;
- 6) whether the marketplace will respond better to a solicitation permitting not only a range of alternative proposals, but evaluation, discussion, and negotiation of them before making the award;
- 7) what is practicable and advantageous to the Town;
- 8) the availability of vendors;
- 9) the efficiency of the process;
- 10) the fair and equitable treatment of potential participants;
- 11) the degree to which specifications can be made clear and complete;
- 12) the timeliness of the process to the needs of the Town;

D. **Award of Contract.** Contracts shall be awarded, by the Purchasing Agent, to the vendor who offers the best value to the Town, provided that the Finance Committee shall be advised in the next quarterly financial report when the Director of Finance awards a contract for goods or services (but not professional services as defined in Section I) other than by competitive sealed bid in accordance with Article V, Section 506B (1) (c) of the Town Charter. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Purchasing Agent:

- 1) The quality, availability, adaptability, and efficiency of use of the products and service to the particular use required;
- 2) The degree to which the provided products and services meet the specified needs of the Town, including consideration, when appropriate, of the compatibility with and ease of integration with existing products, services, or systems;
- 3) The number, scope, and significance of conditions or exceptions attached or contained in the bid and the terms of warranties, guarantees, return policies, and insurance provisions;
- 4) Whether the vendor can supply the product or service promptly, or within the specified time, without delay or additional conditions;
- 5) The competitiveness and reasonableness of the total cost or price, including consideration of the total life-cycle cost and any operational costs that are incurred if accepted;
- 6) A cost analysis or a price analysis including the specific elements of costs, the appropriate verification of cost or pricing data, the necessity of certain costs, the reasonableness of amounts estimated for the necessary costs, the reasonableness of allowances for contingencies, the basis used for allocation of indirect costs, and the appropriateness of allocations of particular indirect costs to the proposed contract;
- 7) A price analysis involving an evaluation of prices for the same or similar products or services. Price analysis criteria include, but are not limited to: price submissions of prospective vendors in the current procurement, prior price quotations and contract prices charged by the vendor, prices published in catalogues or price lists, prices available on the open market, and in-house estimates of cost;
- 8) Whether or not the vendor can supply the product or perform the service at the price offered;

- 9) The ability, capacity, experience, skill, and judgment of the vendor to perform the contract;
- 10) The reputation, character and integrity of the vendor;
- 11) The quality of performance on previous contracts or services to the Town or others;
- 12) The previous and existing compliance by the vendor with laws and ordinances or previous performance relating to the contract or service, or on other contracts with the Town or other entities;
- 13) The sufficiency, stability, and future solvency of the financial resources of the vendor;
- 14) The ability of the vendor to provide future maintenance and service for the use of the products or services subject to the contract.

**E. Common Specifications and Standards.**

- 1) In accordance with this ordinance, all of the Town's departments, agencies, boards and commissions (including the Board of Education) shall work together with the Purchasing Agent to identify common needs and establish standard specifications for the purchase of goods and contractual services which are commonly used by more than one department, agency, board, or commission.
- 2) The Purchasing Agent shall be responsible for identifying goods and contractual services common to the needs of the Town, School Department and their boards and commissions and for preparing and utilizing standard written specifications submitted for such goods and contractual services. After adoption, each standard specification shall, until revised or rescinded, apply in terms and effect to every purchase and contract for said goods or contractual service. The Town Manager may exempt any using agency of the Town, and the Superintendent of Schools may exempt any agency of the Board of Education from the use of the goods or contractual services in such standard specification if, in their judgment, it is to the best interest of the Town to so do.

**F. Sole Source Procurement and Brand Name Specification.**

- 1) It is the policy of the Town to encourage fair and practicable competition consistent with obtaining the best possible value for the necessary products and services required by the Town. Since the use

of sole source procurement or a brand name specification is restrictive, it may be used only when the Purchasing Agent makes a written determination that there is only one practical source for the required product or service or that only the identified brand name item or items will satisfy the Town's needs and the Town Manager concurs with such finding. A requirement for a particular brand name does not justify sole source procurement if there is more than one potential vendor for that product or service.

- 2) Any request by a Using Agency that procurement be restricted to one potential contractor or be limited to a specific brand name shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.
  - 3) A record of all sole source procurements and brand name specifications shall be maintained. Sole source records shall list each contractor's name; the amount and type of each contract; a listing of the products or services procured under each contract; and the effective dates of the contract. Brand name records shall list the brand name specification used, the number of suppliers solicited, the identity of these suppliers, the supplier awarded the contract, and the contract price. The Town Council Finance Committee shall be advised, in the next quarterly financial report, when the Director of Finance and the Town Manager have made a determination of brand name or sole source selection.
- G. All purchases made and contracts executed by the Purchasing Agent shall be pursuant to a written or electronic purchase order from the head of the office, department or agency whose appropriation will be charged, and no contract or order shall be issued to any vendor unless and until the Director of Finance certifies that there is to the credit of such office, department or agency a sufficient unencumbered appropriation balance to pay for the supplies, materials, equipment or contractual services for which the contract or order is to be issued. This requirement may be deferred in the event that an emergency situation requires prompt action by the Purchasing Agent. This section will not prevent the use of open purchase orders or the use of a purchasing card program designed to consolidate many small transactions onto a single monthly invoice.
- H. The responsible head of each department, office, institution, board, commission, agency or instrumentality of the Town or ~~School~~ shall certify, in writing, to the Purchasing Agent the names of such officers or employees who shall be exclusively authorized to sign purchase orders for such respective department, office, institution, board, commission, agency or instrumentality, and all requests for purchases

shall be void unless executed by such certified officers or employees and approved by the Purchasing Agent.

- I. **Professional Services.** As the procurement of professional services is generally exempt from the requirements of competitive sealed bidding, all contracts for professional services including legal services shall be obtained in accordance with the following guidelines; with the exception of the Town Attorney who shall be chosen in accordance with Article III Section 305 of the Town Charter.
  - 1) A Request for Proposal (RFP) or Request for Qualifications (RFQ) shall be written for all requests for professional services (except as described in subsection 3 below) in excess of \$10,000. They shall be written in such a manner as to describe the requirement to be met, without having the effect of exclusively requiring a proprietary product or service, or procurement from a sole source, unless approved in accordance with the requirements of this Article.
  - 2) When the scope of work is less precise, the preferred method of obtaining professional services shall be through the use of competitive negotiation. The process used for the solicitation of proposals shall assure that a reasonable and representative number of vendors are given an opportunity to compete. The Town Manager may limit the number of qualified vendors considered and may approve solicitation by invitation or public notice.
  - 3) In accordance with Article III Section 305 (C) of the Town Charter, the Town Manager with the approval of the Town Council may obtain special legal services other than the Town Attorney. In obtaining those services the Town Manager may consider in addition to hourly rate, the reputation, character and integrity of the firm, the quality of performance on previous contracts and services to the Town, the ability of the firm to provide these services over an extended period, and the ability, capacity, experience, skill and judgment of the attorneys performing the service.
  - 4) The award of a professional services contract shall be done in a manner designed to obtain the best possible value to the Town and with consideration of the factors listed in **Subsection** D of this Ordinance titled "Award of Contract".
  - 5) Professional services are defined as:
    - a) work requiring knowledge of an advanced type in a field of study and which frequently require special credentialing, certification or licensure. Such areas include but are not limited to engineers,

architects, appraisers, medical service providers, consultants, actuaries, banking services, legal, or;

- b) work that is original and creative in character in a recognized field or artistic endeavor or requires special abilities and depends primarily on a person's invention, imagination, or creative talent. Such fields or artistic endeavor include but are not limited to the following: health & fitness, cultural arts, crafts, ice skating, specialty area instructors; and
- c) work that requires consistent exercise of independent discretion and judgment to perform according to their own methods and without being subject to the control of the Town except as to the result of the work.
- d) professional service providers shall not be dependent on the Town as their sole client, and must be clearly considered an independent contractor as opposed to an employee as defined by State and Federal laws, regulations, and court decisions.

6) On behalf of the Town, the Town Manager ~~or the Purchasing Agent~~ shall have the authority and responsibility to execute professional service contracts in excess of \$10,000.

J) **Custody of Contracts.** All contracts for goods, contractual services and professional services to which the Town is a party shall be kept in the office of the Purchasing Agent and shall be under the care and custody of the Purchasing Agent unless the Purchasing Agent has delegated the authority to take custody of such a contract to another Town official in accord with subsection B of this section, All other contracts to which the Town is a party or to which any officer or board, bureau or commission of the town, acting in behalf of the Town, is a party shall be kept on file in the Town Clerk's office and shall be under the care and custody of the Town Clerk. When any officer, board, bureau or commission of said Town shall require any original contract in which the Town is interested, as aforesaid, the contract shall not be taken from the Town Clerk's or Purchasing Agent's office until such officer, board, bureau or commission has given a receipt therefore, and a copy of such contract shall be filed with the Town Clerk or Purchasing Agent, as soon as the same can be made. The above provisions shall not apply when any such contract is needed for temporary use in the town building and is returned on the same day that it is taken.

General comments (from G. Nesbitt):

It is essential that final authority does not rest with an appointed employee. This practice has the potential to allow personalities, friendships, personal problems, etc. to influence the obtaining of goods and services at the detriment of the public good and to other town employees. It is best management practice to have the person (Town Manager) who is appointing the Purchasing Agent to have review and veto authority if needed over the Purchasing Agent's major decisions. The Council relies on the Town Manager to provide the necessary oversight of all employees performing all functions.

Best management practices require that all services contracted with other independent agencies be defined in contracts and referenced in the Purchasing agreement.

It is best management practice for contractors for goods and services and professional contractors to be required to have current billing. Delayed billing impacts budgeting with the requirement to add accrued line items as well as the inability to adequately monitor specific charges incurred and billed at a later time.

Questions:

1) Does the Town provide purchasing functions for Region 19? If so, the contract needs to be referenced and guidelines included in this document.

Charter: (For reference only)

C506 B, (1) © The Town Council shall establish, by ordinance, procedures regarding the procurement of goods and services.

Purchasing Agreement draft:

Sec. # B.

This Ordinance shall apply to the purchase of all supplies, materials, equipment and other commodities and contractual services and construction (hereafter referred to as "products and services" required by any department, agency, board or commission of the Town, irrespective of the source of funds, except the purchase of specialized goods and contractual services for the purpose of instruction for the Mansfield Board of Education as defined in contractual agreements between the Town and the Mansfield Board of Education. Nothing herein contained shall be construed to prevent the Director of Finance from serving, to the extent defined in the contractual agreements between the Mansfield Boards of Education, as the Purchasing Agent for all requirements of the Board of Education.

Deleted: requested

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Section 4: Solicitation and award procedures.

A. As provided in the Town Charter the Director of Finance shall serve as the Purchasing Agent for the Town, and shall be responsible for the procurement of all products and services for the Town. Subject to the limitations set forth in the Charter and in section 1B of this Ordinance, the Purchasing Agent shall have the authority to approve all contract specifications, prescribe the method of source selection to be utilized in the

procurement of all products or services, award all contracts for products and services based on a determination of the bidder who offers the best value to the town ~~not to exceed a total value of \$10,000. For purchases of total value exceeding \$10,000, the Town Manager must sign off on the purchase. The Purchasing Agent shall have the authority necessary to enforce the purchasing provisions of the Charter and these Rules. In addition, the purchasing Agent shall have the following specific duties:~~

~~Deleted:~~  
~~Deleted: and~~

6) Have the discretion and authority ~~(in appropriate instances delete or define), with the concurrence of the Town Manager,~~ to declare vendors to be irresponsible bidders and to disqualify them from receiving any business from the Town;

~~Deleted:~~

7) To cancel, in whole or in part, an invitation to bid, a request for proposals, or any other solicitation, or to reject, in whole or in part, any and all bids or proposals when to do so is in the best interests of the Town ~~upon concurrence of the Town Manager;~~

~~(does this refer to stopping the process once it is started? Does it include purchases being made upon authorization of the Council through the budget appropriations or special authorizations?)~~

B) Delegations to Other Town Officials: With the approval of the Town Manager, the Purchasing Agent may delegate any portion of the authority to purchase certain product and services to other Town employees, if such delegation is deemed necessary and appropriate for the effective and efficient operation of Town government and for the procurement of those items. The Person to whom such authority is delegated shall be responsible for complying with the requirements of the Charter, this ordinance and any rules or regulations which may exist relating to the execution of the procurement process. ~~The Purchasing Agent may revoke such delegation at any time, with approval from the Town Manager. The employee to whom the responsibility was revoked may appeal the Purchasing Agents decision to the Town Manager.~~

~~Deleted: The Purchasing Agent may revoke such delegation at any time~~

C) Methods and Source Selection:

15. ~~All contracts for goods and services must include a current billing requirement (monthly or quarterly) and a penalty for noncompliance as determined by the Purchasing Agent.~~

D) Award of Contract: Contracts shall be awarded, by the Purchasing Agent ~~subject to the limitations in Section 4 (A),~~ to the vendor who offers the best value to the Town, ~~The Finance Committee shall be advised in the next quarterly financial report when the Director of Finance awards a contract for goods or services (but no professional services as defined in Section 1) other than by competitive sealed bid in accordance with Article V, Seton 506B(1)© of the Town Charter.~~

~~Deleted:~~  
~~Deleted: provided that t~~

~~(Notification of the finance committee would occur after the awarding of the contract, so the awarding of the contract can not be dependent upon notification of the finance committee unless the finance committee/Council has authority to override the awarding of the contract)~~

E) Common Specifications and Standards:

1) In accordance with this ordinance, all of the town's departments, agencies, boards and commissions (including the Board of Education) shall work together with the Purchasing Agent to identify common needs and establish standard specifications for the purchase of goods and contractual services which are commonly used by more than one department, agency, board, or commission. Furthermore, the Mansfield Board of Education through contractual agreements will be encouraged to subscribe to these criteria.

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(without a contractual agreement, appears impossible to enforce these with the Board of Education)

D) Professional Services:

6) The Town Manager or the Purchasing Agent shall have the authority and responsibility to execute professional service contracts on behalf of the Town. All Professional Service Contracts in excess of \$5,000 require the signature of the Town Manager.

7) All Professional Service Contracts must include a current billing requirement (monthly or quarterly) and a penalty for noncompliance as determined by the Purchasing Agent.

# MEMORANDUM

Town of Mansfield  
Department of Finance  
4 So. Eagleville Rd., Mansfield, CT 06268



To: Matthew Hart, Town Manager  
From: Jeffery H. Smith, Director of Finance  
Date: April 9, 2009  
Re: Purchasing Ordinance

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In response to your comments and Gene's concerning the proposed purchasing ordinance, I am providing the following additional information and clarifications.

1. First, it is important to note that the Town of Mansfield does not have a purchasing agent separate from the Director of Finance. Our current procedures are best described as decentralized. That is to say the individual department heads, school principals, etc., contract for routine goods and services within their areas of control. For example, the Director of Public Works will contract for street lining or the purchase of road salt, and the Director of Maintenance will contract for cleaning supplies and monitoring services. Nearly all of these purchases are off of state bids or through purchasing cooperatives. Purchases of a non-routine nature where the Town will actually seek bids or quotes are somewhat more complex and will often involve one or more meetings with the Director of Finance. Purchases that will impact large sections of the government will involve a committee of the major stake holders. For instance, the purchase and installation of a new phone system involved members of the IT Department, Finance Department, Voice Communications, and Public Works Department and at various times the Library and all of the Towns schools and the High School. We also used the services of our IT consultant and a phone consultant. The time spent between conception and installation was approximately one year. And, finally, major construction projects will usually be overseen by a building committee made up of elected officials, community members, and staff. The final step in any purchase outside of a competitive sealed bid must have a completed and signed Source Selection Document before it can go forward.
2. Purchase Orders or vouchers for payment of goods and services are audited and approved for payment in the Finance Department only when signed by a an individual with the authority to authorize a purchase. The Director of Finance reviews all payments over \$5,000 of a non-routine nature.
3. The only purchasing currently being initiated within the Finance Department is for energy.
4. All of the Town's employees are appointed either by the Manager or in the case of the Manager by the Town Council. That is the essence of our form of government. The statement in Gene's general comment that final authority should not rest with an appointed employee because personalities, friendships, or personal problems have the potential to influence their decision making to the detriment of the town would require an elected official to make these decisions. That stands the Charter and the Town Manager form of Government on its head. Moreover, I have seen no objective evidence in my nearly 40 years in local government to validate this assumption. Finally, the Finance Department is the watchdog in this case not the other way around.

5. As a practical matter the government for the Town of Mansfield is not a huge sprawling bureaucracy. The Manager sees his department heads on a daily basis and impromptu meetings for guidance on decision making are routinely sought and given.
6. I agree that current billing is more convenient, but I do not agree that it rises to the level of importance that it demands to be addressed in an ordinance. It is bad practice to enact laws to deal with minor irritations. I see no benefit to the Town of Mansfield in creating a set of procedures and actions over an occurrence that rarely happens. In fact, I am more concerned with the law of unintended consequences if we were to make too much of this anomaly. Staff time needs to be focused on ensuring that we do not over pay or pay before we receive the goods and services not the other way around. Remember, we have their money and it is invested to our benefit not theirs.
7. Region 19 has their own purchasing policies and does most of their own purchasing. The Town only gets involved in capital projects and energy. It is important to note that the Region has a major impact on the Town's budget, any expertise that the Town has in helping to keep their costs down accrues to the benefit of the Town. The current agreement will need to be reauthorized after 6/30/09. If changes are warranted they can be addressed at that time.
8. Section B ...I see no benefit in formalizing our current arrangements with the MBOE in a written document. The Mansfield Board is not a separate corporation similar to the Regional Board.
9. Section 4: Solicitation and Award Procedures: I don't believe it is a wise use of the Manager's time to make him/her into the defacto purchasing agent anymore than we should make him/her into the Public Works Director or the Fire Chief. The Manager is the town's CEO. He meets with his department heads on a regular basis. He or she should have as little operational control over day to day functions as is reasonably possible. Moreover, the Charter assigns to the Department of Finance the oversight (control) over expenditures. That includes expenditures originating within the Manager's Office. Controls over expenditures originating within the Finance Department itself are controlled by the separation of duties.
10. C) Methods and Source Selection: As stated in # 6 above this would have the perverse effect of raising prompt billing by vendors to the same level of importance as the internal audit function. Why? Our worst offender in delayed billing was Hess Energy who over a period of 18 to 24 months failed to bill the town for tens of thousands of dollars in electrical use. We had their money and their electricity and when they finally straightened out their billing we paid them...slowly. They are no longer our supplier. We don't need a local law to deal with administrative functions.
11. D) In a Town Manager form of government Town Councils are generally not involved with awarding or overriding contracts. That is the responsibility of the Town Manager and his/her Director of Finance. As a practical matter, any Town Manager or Finance Director who wants to keep his job does not enter into major contractual agreements without discussions with the elected officials.
12. E1) Unlike nearly every other town in Connecticut, Mansfield town government and the Mansfield Board of Education have worked together cooperatively since the establishment of the council-manager form of government in the early 70's. Maybe it is something in the water that has caused this remarkable degree of cooperation to the public benefit, but I expect it is something more fundamental. I expect it is simply the result of mutual respect and trust that grows up between people of good will who are sincerely interested in the Town's best interest. A contract cannot change that dynamic.

TOWN OF MANSFIELD  
BEST VALUE METHOD SOURCE SELECTION  
(Purchases in excess of \$7,500.00)

ITEM DESCRIPTION AND AMOUNT:

VENDOR NAME:

SOURCE SELECTION METHOD:	Check
1. Competitive sealed bid	_____
2. Competitive sealed RFP	_____
3. Competitive negotiation	_____
4. Sole Source	_____
5. Internet Purchasing	_____
6. Cooperative Purchasing Plan	_____
7. Public Auction	_____
8. Professional Service	_____

What factors were used in awarding contract? Please circle each item:

1. The quality, availability, adaptability, and efficiency of use of the products and service to the particular use required;
2. The degree to which the provided products and services meet the specified needs of the Town, including consideration, when appropriate, of the compatibility with and ease of integration with existing products, services, or systems;
3. The number, scope, and significance of conditions or exceptions attached or contained in the bid and the terms of warranties, guarantees, return policies, and insurance provisions,
4. Whether the vendor can supply the product or service promptly, or within the specified time, without delay or additional conditions;
5. The competitiveness and reasonableness of the total cost or price, including consideration of the total life-cycle cost and any operational costs that are incurred if accepted;
6. A cost analysis or a price analysis including the specific elements of costs, the appropriate verification of cost or pricing data, the necessity of certain costs, the reasonableness of amounts estimated for the necessary costs, the reasonableness of allowances for contingencies, the basis

used for allocation of indirect costs, and the appropriateness of allocations of particular indirect costs to the proposed contract;

7. A price analysis involving an evaluation of prices for the same or similar products or services. Price analysis criteria include, but are not limited to: price submissions of prospective vendors in the current procurement, prior price quotations and contract prices charged by the vendor, prices published in catalogues or price lists, prices available on the open market, and in-house estimates of cost;
8. Whether or not the vendor can supply the product or perform the service at the price offered;
9. The ability, capacity, experience, skill, and judgment of the vendor to perform the contract;
10. The reputation, character and integrity of the vendor;
11. The quality of performance on previous contracts or services to the Town or others.
12. The previous and existing compliance by the vendor with laws and ordinances or previous performance relating to the contract or service, or on other contracts with the Town or other entities;
13. The sufficiency, stability, and future solvency of the financial resources of the vendor;
14. The ability of the vendor to provide future maintenance and service for the use of the products or services subject to the contract;

Professional services:

1. Work requiring knowledge of an advanced type in a field of study and which frequently require special credentialing, certification or licensure. Such areas include but are not limited to engineers, architects, appraisers, medical service providers, consultants, actuaries, banking services, or;
2. Work that is original and creative in character in a recognized field or artistic endeavor or requires special abilities and depends primarily on a person's invention, imagination, or creative talent. Such fields or artistic endeavor include but are not limited to the following: health & fitness, cultural arts, crafts, ice skating, specialty area instructors; and
3. Work that requires consistent exercise of independent discretion and judgment to perform according to their own methods and without being subject to the control of the Town except as to the result of the work.

4. Professional service providers shall not be dependent on the Town as their sole client, and must be clearly considered an independent contractor as opposed to an employee as defined by State and Federal laws, regulations, and court decisions.

REQUESTED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Attach to Purchase Order - Finance copy (green)

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant to the Town Manager; Mary Stanton, Town Clerk  
**Date:** April 27, 2009  
**Re:** Preparations for Town Meeting

---

**Subject Matter/Background**

As you know, the Town Meeting is scheduled for 7:00 PM on Tuesday, May 12, 2009, at the Mansfield Middle School Auditorium. I believe it would be useful for the Council to discuss preparations for the Town Meeting, including the budget document, selection of moderator, public notice, childcare, voter registration and related items.

Staff will be available to assist with your discussion.

**Attached**

- 1) Notice and Warning of Annual Town Meeting

NOTICE AND WARNING OF ANNUAL TOWN MEETING  
TOWN OF MANSFIELD

The Electors of the Town of Mansfield and all persons who are entitled to vote in Town Meeting mentioned in the following warning are hereby warned and notified that the Annual Town Meeting for Budget Consideration will be held on Tuesday, May 12, 2009 at the Mansfield Middle School Auditorium, at 7:00 p.m. for the following purpose:

To act upon the Proposed Budgets for the Town's fiscal year of July 1, 2009 to June 30, 2010, which Proposed Budgets were adopted by the Town Council on April 20, 2009 and to appropriate the sums estimated and set forth in said Budgets to the purposes indicated.

Dated and signed at Mansfield, Connecticut this 22<sup>nd</sup> day of April 2009.  
Mary Stanton, Town Clerk

RESOLVED: That the General Fund Budget for the Town of Mansfield, appended totaling \$33,085,320 is hereby adopted as the proposed operating budget for the Town of Mansfield for the fiscal year July 1, 2009 to June 30, 2010.

TOWN OF MANSFIELD/MANSFIELD BOARD OF EDUCATION  
EXPENDITURE BUDGET SUMMARY

	Actual 07/08	Adj Appr 08/09	Town Council Proposed 09/10
General Government	\$ 2,227,830	\$ 2,311,925	\$ 2,299,060
Public Safety	2,737,817	2,666,110	2,783,540
Public Works	1,865,381	1,916,150	1,920,280
Community Services	1,460,854	1,546,660	1,474,090
Community Development	506,812	524,960	490,350
Mansfield Board of Education	19,587,606	20,930,800	20,595,570
Town-Wide Expenditures	2,197,117	2,729,175	2,457,770
Other Financing Uses	1,417,420	954,660	1,064,660
Sub-Total	32,000,837	33,580,440	33,085,320
Education - Region 19	9,309,812	10,117,705	9,924,817
Total Expenditures	<u>\$ 41,310,649</u>	<u>\$43,698,145</u>	<u>\$43,010,137</u>

TOWN OF MANSFIELD/MANSFIELD BOARD OF EDUCATION  
REVENUE BUDGET SUMMARY

	Actual 07/08	Adj Appr 08/09	Town Council Proposed 09/10
Taxes and Related Items	\$ 21,811,969	\$ 23,398,695	\$ 23,874,477
Licenses and Permits	529,128	492,950	458,150
Federal Support - Gen Gov't	5,584	5,500	1,850
State Support - Education	9,925,041	10,353,740	10,309,580
State Support - Gen Gov't	8,130,377	8,463,370	7,741,030
Local Support	9,399		
Charges for Services	356,474	312,820	363,610
Fines & Forfeitures	4,250	4,840	5,590
Miscellaneous	590,544	663,730	253,350
Operating Transfers In	2,500	2,500	2,500
Total Revenues	<u>\$ 41,365,266</u>	<u>\$ 43,698,145</u>	<u>\$ 43,010,137</u>

RESOLVED: That the Capital Fund Budget for the Town of Mansfield, appended totaling \$1,317,255 is hereby adopted as the capital improvements to be undertaken during fiscal year 2009/10 or later years.

TOWN OF MANSFIELD  
CAPITAL FUND BUDGET SUMMARY  
2009/10

	08/09 Adopted	09/10 Proposed
Estimated Revenues:		
Capital Non-Recurring Reserve Fund (CNR)	\$ 273,085	\$ 395,000
Infrastructure Grant (LOCIP)	189,215	182,255
Federal and State Grants	1,172,800	
Bonds	393,200	250,000
Lease Purchase	508,000	325,000
Other	50,000	165,000
	<u>\$ 2,586,300</u>	<u>\$ 1,317,255</u>

	08/09 Adopted	09/10 Proposed
Estimated Expenditures:		
General Government	\$ 102,000	\$ 155,000
Public Safety	151,000	63,000
Community Services	57,300	39,300
Facilities Management	50,000	204,455
Public Works	2,226,000	855,500
	<u>\$ 2,586,300</u>	<u>\$ 1,317,255</u>

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2009 to June 30, 2010 in the amount of \$900,000 be adopted.

TOWN OF MANSFIELD  
CAPITAL AND NONRECURRING RESERVE FUND BUDGET  
ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FISCAL YEAR 2009/10

	Actual 07/08	Adopted Budget 08/09	Estimated 08/09	Town Council Proposed 09/10
<b>SOURCES:</b>				
Revenues:				
General Fund Contribution	\$ 644,000	\$ 25,000	\$ 25,000	\$ 50,000
Ambulance User Fees	289,884	225,000	265,000	250,000
Interest Income		20,000		
Sewer Assessments	14,400	3,000	3,000	3,000
Pequot Funds	389,462	385,000	349,407	668,391
<b>Total Sources</b>	<b>1,337,746</b>	<b>658,000</b>	<b>642,407</b>	<b>971,391</b>
<b>USES:</b>				
Operating Transfers Out:				
Management Services Fund	200,000	150,000	150,000	150,000
Debt Service Sinking Fund	200,000	75,000	75,000	150,000
Retire Debt for Fire Truck	70,000			80,000
Property Tax Revaluation Fund	25,000	25,000	25,000	25,000
Capital Fund	458,300	273,085	310,026	395,000
Parks & Recreation Program Fund	251,538	50,000	50,000	50,000
Subsidy				
Downtown Partnership	63,000			
Retiree Medical Insurance Fund	50,000	50,000		
Compensated Absences Fund	50,000	40,000	40,000	50,000
<b>Total Uses</b>	<b>1,367,838</b>	<b>663,085</b>	<b>650,026</b>	<b>900,000</b>
Excess/(Deficiency)	(30,092)	(5,085)	(7,619)	71,391
Fund Balance/(Deficit) July 1	(5,817)	(35,909)	(35,909)	(43,528)
Fund Balance, June 30	\$ (35,909)	\$ (40,994)	\$ (43,528)	\$ 27,863

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

RESOLVED: That the proposed General Fund Budget for the Town of Mansfield for fiscal year July 1, 2009 to June 30, 2010 in the amount of \$33,085,320 which proposed budget was adopted by the Council on April 20, 2009, be adopted and that the sums estimated and set forth in said budget be appropriated for the purpose indicated.

RESOLVED: That in accordance with Connecticut General Statutes Section 10-51, the proportionate share for the Town of Mansfield of the annual budget for Regional School District No. 19 shall be added to the General Fund Budget appropriation for the Town of Mansfield for fiscal year July 1, 2009 to June 30, 2010 and said sums shall be paid by the Town to the Regional School District as they become available.

RESOLVED: That the proposed Capital Projects Budget for fiscal year July 1, 2009 to June 30, 2010 in the amount of \$1,317,255 be adopted provided that the portion proposed to be funded by bonds or notes shall, at the appropriate times, be introduced for action by the Town Council as required by Section 407 of the Town Charter.

RESOLVED: That the proposed Capital and Non-Recurring Reserve Fund Budget for fiscal year July 1, 2009 to June 30, 2010 in the amount of \$900,000 be adopted.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager  
**CC:** Maria Capriola, Assistant to Town Manager; Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership  
**Date:** April 27, 2009  
**Re:** Appointment of Municipal Representative to Mansfield Downtown Partnership

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**Subject Matter/Background**

Deputy Mayor Gregory Haddad will complete his term on the Board of Directors for the Mansfield Downtown Partnership on June 30, 2009 and would like to continue to serve on the Board. If reappointed, Deputy Mayor Haddad would continue to serve with Mayor Paterson, Council member Clouette and me as the town's representatives on the board.

**Recommendation**

The following motion is suggested:

*Move, to appoint Deputy Mayor Gregory Haddad to the Board of Directors for the Mansfield Downtown Partnership, for a term commencing on July 1, 2009 and expiring on June 30, 2012.*

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant to the Town Manager; Mary Stanton, Town Clerk  
**Date:** April 27, 2009  
**Re:** Additions to Town Council Policy Index

---

**Subject Matter/Background**

At the March 10, 2008 Town Council meeting, the Council passed a resolution establishing a Town Council Policy Index. The resolution established a process by which previously adopted resolutions could be added to the index by vote of the Council.

Council's last review of documents for inclusion in the index occurred on May 12, 2008. In addition to the recently approved inclusion of a policy regarding bargaining units on April 20, 2009, staff recommends the following two policies, established by council on August 11, 2008 and April 13, 2009, also be included in the policy index:

- Guidelines for Negotiation of Agreements between the Town of Mansfield and Storrs Center Development Entities (August 11, 2008)
- Resolution Affirming Commitment to Open and Transparent Government (April 13, 2009)

The enabling resolution for the index requires that the Town Clerk maintain copies of these policies both in a printed and in an electronic updateable form and that the printed version also be available in the Town Manager's office and the Mansfield Library. A link from the Town Council webpage to a listing of Legislative Policies has been established. The information will also be available from the Citizen Communication page of the Town website.

**Recommendation**

If the Town Council would like to add any of the attached policies to the Town Council Policy Document, the following resolution would be in order:

*Resolved, effective April 27, 2009 to add the following documents to the Town Council Index Policy:*

- Guidelines for Negotiation of Agreements between the Town of Mansfield and Storrs Center Development Entities (August 11, 2008)

- Resolution Affirming Commitment to Open and Transparent Government (April 13, 2009)

**Attachments**

- 1) Guidelines for Negotiation of Agreements between the Town of Mansfield and Storrs Center Development Entities
- 2) Resolution Affirming Commitment to Open and Transparent Government



**Town of Mansfield  
TOWN COUNCIL**

**Resolution Establishing Guidelines for Negotiation of Agreements between the  
Town of Mansfield and Storrs Center Development Entities**

**August 11, 2008**

**RESOLVED**, effective August 11, 2008, to endorse and adopt the following Guidelines for Negotiation of Agreements between the Town of Mansfield and Storrs Center Development Entities:

Preamble: The Storrs Center project has been envisioned as a “vibrant village... that will intelligently and creatively fuse the interests of the residential community ...with an increasingly diverse academic community that constitutes the state’s largest university and one of our nation’s leading public research institutions.” The project was developed in the spirit of partnership between the Town of Mansfield and its citizenry, LeylandAlliance, and the University of Connecticut. In keeping with the characteristics of every public-private project, Storrs Center will continue to require mutual trust and cooperation among the different parties to be successful and economically sustainable.

1. The Town Council shall meet as a committee of the whole to provide direction and guidance regarding the Town’s negotiations with the master developer, LeylandAlliance, and any related Storrs Center development entities. Throughout the negotiation process, the Town Council, meeting as a committee of the whole, shall review such information that it collectively deems necessary to make informed decisions regarding the negotiations and any potential agreements related to the Storrs Center development. Depending on the nature and confidentiality of such information, this information could be provided in executive or public session.
2. The Town Manager shall serve as the principal negotiator and spokesperson for the Town Council, and shall be charged with negotiating with the master developer a tentative development agreement for review and approval by the Town Council. If necessary, the Town Manager shall also be charged with negotiating with related Storrs Center development entities any other agreement necessary for the Storrs Center project. Such other necessary agreements shall also be submitted to the Town Council for review and approval. Throughout the negotiation process, the Town Manager shall provide the Town Council with updates regarding the status and progress of the negotiations, to keep the Council informed and to solicit input, guidance and direction from the Council, meeting as a committee of the whole.
3. The primary objectives of any development agreement shall be to: (i) create a market-sustainable and financially viable project; (ii) ensure a fair agreement between the Town

and the developer that minimizes the Town's risk and protects the interests of Mansfield residents and taxpayers; and (iii) ensure an appropriate return upon the town's investment in terms of fiscal and social benefits.

4. It is understood that information (such as draft development agreement terms or confidential business information) provided in executive session is protected as confidential under the Freedom of Information Act, and must be treated as such. To protect the integrity of the negotiations and to ensure good faith among the parties, all participants (Council members, staff and others) in any executive session pertaining to the negotiations, shall hold any and all information discussed in executive session in confidence. This guideline is critical to negotiating the development agreement.
5. The development agreement negotiated between the Town and LeylandAlliance and any other agreements negotiated between the Town and a related Storrs Center development entity will adhere to the primary objectives described in paragraph (3) above.
6. Any action taken by the Town Council with respect to a final development agreement or any other agreements related to the Storrs Center development shall be taken in public session, properly noticed and warned.



**Town of Mansfield  
TOWN COUNCIL**

**Resolution Affirming Commitment to Open and Transparent Government**

**April 13, 2009**

*A Resolution AFFIRMING COMMITMENT TO OPEN AND TRANSPARENT GOVERNMENT:*

**WHEREAS**, the Mansfield Town Council has the authority to adopt resolutions and ordinances that pertain to the government and affairs of the Town;

**WHEREAS**, transparent is defined as "see through;" therefore, open and transparent government means that citizens are able to "see through" the workings of government;

**WHEREAS**, the Town of Mansfield has a long history of open government and the Town Council wishes to affirm its commitment to the principle of transparent and open government;

**WHEREAS**, the Town of Mansfield maintains an official website and government access television channel to enhance the access and delivery of government services and information to benefit citizens, business and employees;

**WHEREAS**, the website and government access television provide accessible forums in which to communicate information regarding Town government, including information concerning programs and services, budgeting, spending and policy;

**WHEREAS**, the Town Council desires to provide policy guidance, financial and other support to ensure the further development of the Town website, government access television channel and other means to promote open and transparent government;

**NOW, THEREFORE BE IT RESOLVED**, by the Mansfield Town Council to refer the task of developing and recommending policy to promote and enhance open and transparent government, while maintaining a balance between open records and security, to the Personnel Committee with a goal for the Committee to present its recommendations to the Town Council by July 2009.

**NOW, THEREFORE BE IT RESOLVED**, by the Mansfield Town Council to refer the task of developing and recommending policy to promote the establishment of a long-term, organization-wide strategy to enhance website access, organization and information to fulfill citizen and staff information needs, to the Communications Committee with a goal for the Committee to present its recommendations to the Town Council by October 2009.

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt*  
**CC:** Maria Capriola, Assistant to the Town Manager  
**Date:** April 27, 2009  
**Re:** Regionalism

---

**Subject Matter/Background**

At the last regular meeting, the Town Council requested that we add this item to a future agenda. As I understand the issue, the Council would like to discuss strategies for moving forward with regional initiatives, particularly the regionalization of local government services. One idea that was broached when this subject came up is the notion of an ad hoc committee of council members who would be available to join me in conversations with potential service partners, including the University of Connecticut, and area towns and councils of government.

For your reference, I have attached the regionalism section from *Mansfield 2020: A Unified Vision* (strategic plan). Please also note that there are currently a number of bills pending at the General Assembly that concern regionalism and smart growth. To provide you with an overview, I have attached a communication from the Connecticut Conference of Municipalities (CCM).

**Attachments**

- 1) Excerpts from *Mansfield 2020: A Unified Vision*
- 2) CCM re: Smart Growth-related Proposals



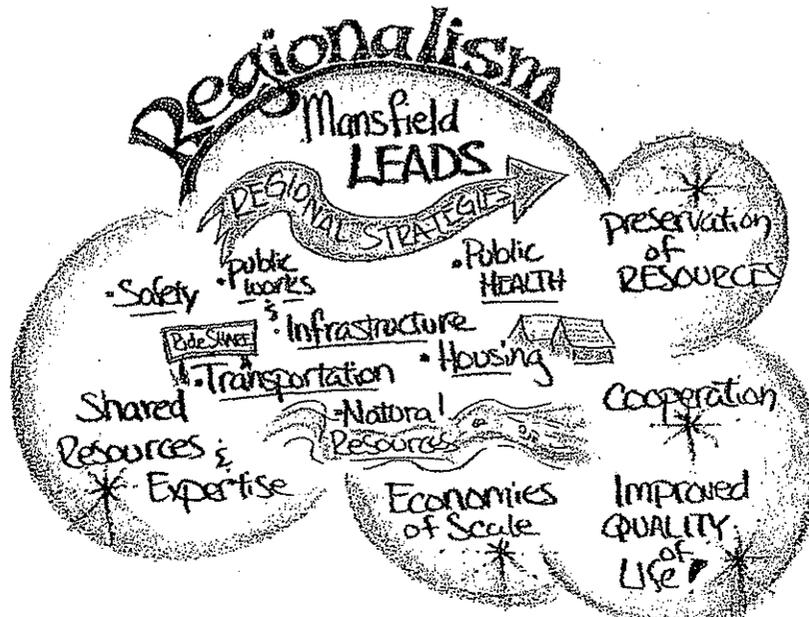
# MANSFIELD 2020: A UNIFIED VISION

## Regionalism

Mansfield is a leader in developing regional strategies for addressing common concerns such as public works and infrastructure, public health and safety, education, economic development, transportation, natural resources, housing, health and recreation. Shared resources and expertise and other cooperative efforts lead to economies of scale, preservation of resources, and improved quality of life.

### Regionalism Action Items:

- Encourage town government to work with colleges and universities to develop regional initiatives
- Investigate the value of a regional school system (pre K—12) by working with surrounding towns and their respective school districts
- Create a structure to support regional development efforts for economic development, water, transportation, and housing



**Mansfield 2020: A Unified Vision  
Strategic Plan  
Action Plan: Regionalism**

**BACKGROUND INFORMATION**

A recent comparison of regional forms of government in Rhode Island and Massachusetts revealed several similarities. First and foremost, both states share a similar bias toward home rule. That is, local control makes government more responsive and allows for more flexible and innovative approaches to local problems. A review of regional efforts in Connecticut revealed some of the same bias. Second, and despite the desire to maintain home rule, what is beginning to show through is an inclination to share municipal services on a regional basis, due in large part to current economic conditions and the accompanying desire to control costs through regional efforts. Connecticut seems more inclined to regionalize services than either of these two neighboring states. In fact, the Connecticut legislature has already adopted legislation and offered financial incentives for towns to regionalize certain services. WINCOG has received some of this funding to regionalize GIS services, Economic Development and sharing of trail maintenance equipment.

One of the pressing issues regarding regionalism is determining the most cost efficient manner of implementing a regional service strategy that produces the most tangible benefit to both individual towns and the region. Unfortunately, previous state efforts to regionalize services (health districts, tourism districts, homeland security, workforce boards, regional education service centers) have resulted in a confusing overlay of regional districts rather than a common regional structure encompassing all service strategies (see attached map for comparison purposes). Further, whenever discussions are held about regionalizing one or more specific services, the discussants all too often redo or reinvent regional strategies rather than build on existing structures, which, of course, results in the overlapping service regions depicted in the accompanying map.

Clearly, regionalism is not a new idea, and pursuing conversations about it may make government more efficient and cost effective. Nonetheless, there are issues to address if such conversations are to be held, and we should proceed with caution. More importantly, if these conversations are to be held, and we would argue that they should be, Mansfield should concentrate on what currently exists, review what is pending, and not create a whole new layer of government. Finally, Mansfield needs to decide what role it should play in these conversations. The following information is intended to narrow the scope of this discussion and identify key elements that Mansfield should concentrate on now and into the future.

**Initiatives Underway**

As noted above, regionalization of services is not a new idea in Connecticut. Among the many efforts now underway are the following:

- Regional Performance Incentive Program by state legislature:
  - RPO's can apply for funds to create regional service sharing, economy of scale, etc., WINCOG has received \$418,000 in funds to create regional Economic Development, GIS and Trail Sharing Equipment
- Responsible Growth Initiative by State
  - Office of Responsible Growth in OPM

- Legislative subcommittees: Smart Growth Working Groups
  - Regional Efficiency
  - Economic Development
  - Land Use
  - Tax Policy
- Currently CROG has a Regional Purchasing Plan
- Mansfield and Coventry have agreements to share public works equipment
- Regional Health District
- Two Regional School Systems in area. Region 11 and 19
- RESC in area (EASTCONN)
- Homeland Security Regional Grant Program
- Willimantic Water Works supplies water to Mansfield
- Windham Region Transit District
- Eastern CT Workforce Investment Board
- Regional Chamber of Commerce
- Thames Basin Partnership (regional water issues group)
- Willimantic River Alliance (Stafford, Willington, Mansfield, Coventry, Willimantic)

### **New Directions**

The following are identified as key areas to concentrate on in regard to regionalism:

1. Encourage Town Government to work with Colleges and Universities to develop Regional Initiatives.
  - a. Invite UConn, ECSU and QVCC to a **forum** to discuss regionalism

*Comment: WINCOG has this as a deliverable in its RPIP Regional Economic Development Proposal. Since Water and Land Use and housing are connected, it might be possible to expand this forum.*

- b. Create MOU among all parties
  - c. Utilize technology to report on-going progress regarding regional initiatives
2. Investigate the value of a regional school system (pre k-12) by working with surrounding towns and their respective school districts
  - a. Create Study Group to investigate feasibility

*Comment: What if the RESC played a bigger role in this effort? Could EASTCONN be the enabler and provider of full service education?*

*Comment: Mansfield is an appropriate opinion leader in the area of further development of a regional approach to education.*

3. Create a structure to support regional development efforts:
  - i. Economic Development
  - ii. Water
  - iii. Transportation
  - iv. Housing

*Comment: The creation of a new structure may not be what's needed. There are regional agencies already formed concerning water and transportation and new efforts are underway for*

*Economic Development. It may be that Mansfield (and WINCOG) plays a lead role in bringing these entities together. We need to remember that Mansfield's goals may differ from those of other towns.*

- b. Investigate possibility of regional water authority
- c. Work with WRTD, UConn and surrounding towns to expand transportation system

*Comment: A Transportation Consortium led by the Eastern Workforce Investment Board, and including all 3 COG's and 3 Transit Districts in Eastern CT meets bi-monthly with DOT. Oversees funding from DOT, Governor's Initiative, Etc. Comprises all 43 towns in Eastern CT*

- d. Invite towns to join with Town Housing Authority, 10 Year plan to end homelessness, Coalition to End Homelessness to develop goals/objectives

### **Recommendations**

It has become clear that Regionalism currently exists on two levels: 1) from a true regional perspective of the nine WINCOG towns and 2) the role of regionalism as it relates to the town of Mansfield. In addition, there are several overarching issues which have a direct impact on Mansfield and the region as a whole: education, water resources, economic development and tourism.

To address these issues and the idea that there are two levels of Regionalism, we recommend the following:

- 1) The Town of Mansfield commission a Task Force on Regionalism, and**
- 2) The town should also commission a "Position Paper" on regionalism and its implications for the tax base in Mansfield.**



April 17, 2009

TO: CCM Legislative Committee  
FROM: Ron Thomas  
RE: Smart Growth-related Proposals

Smart Growth Working Group proposals:

HB6585 (File 457) Would allow two or more municipalities to enter into agreements to “promote regional economic development” and share 50% of revenue from such development. It would also allow municipalities that enter into such agreements to receive 1% of the sales tax that occurs from transactions in such municipalities.

(The Finance Committee has passed sHB 6561, which would dedicate \$50 million in state sales tax revenue for a new regional cooperation block grant. The Committee also passed \$50 million in bonding to encourage regional cooperation.)

HB 6469 (File 450) Would require UConn to conduct (a) a tax incidence study, (b) build out analysis and (c) statewide geographic information system (GIS) mapping system, within available appropriations.

HB 6463 (File 334) Would require that regional planning agencies (RPAs) include municipal chief elected officials or their appointees.

HB 6589 (File 338) Would establish a land use docket within the courts system.

HB 6465 (File 557) Would allow the Transportation Strategy Board (TSB) to (1) develop a capital plan that incorporates smart growth and (2) submit to the State Bond Commission a statement on the extent to which transportation capital projects incorporate smart growth principles.

HB 6588 (File 337) Would, among other things, require UConn to develop a curriculum and to train local land use officials on state land use laws and regulations.

HB 6464 (File 551) Would require the **Interagency Responsible Growth Steering Council** to **review various land use grant applications**, to determine if such applications are consistent with smart growth principles, as defined, presumably, in H.B. 6467. Applications will not be accepted and grants would not be allocated unless such applications are “consistent with the principles of smart growth.”

HB 6467 (File 549) Would, among other things: (1) establish a **statutory definition for “principles of smart growth”** as: " standards and objectives that support and encourage smart growth when used to guide actions and decisions, including, but not limited to, standards and criteria for (A) integrated planning that coordinates tax, transportation, housing, environmental and economic development policies at the state and local level, (B) the reduction of reliance on the property tax by municipalities by creating efficiencies and coordination of services on the regional level while reducing interlocal competition for grand list growth, (C) the redevelopment of existing infrastructure and resources, including brownfields and historic places, (D) transportation choices that provide alternatives to automobiles, including rail, bikeways and walking, while reducing energy consumption, (E) the development or preservation of workforce or affordable housing for households of varying income in locations proximate to transportation, employment centers or other eligible locations, (F) concentrated, mixed-use development around transportation nodes and civic and cultural centers, and (G) the conservation and protection of natural resources by preserving open space, farmland and historic properties and furthering energy efficiency”;

(2) **require that the state plan of conservation and development incorporate smart growth principles**, as defined in the bill; and

(3) **require that smart growth provisions in local plans of conservation and development are consistent with those of the state plan.**

HB 6466 (File 449) Would require **municipal and state agencies to allow applicants the ability to provide preliminary comments on “projects of regional significance”**, summaries of the review process of the agency, and an opportunity for such applicants to discuss such projects with the municipality through regional planning agencies (RPOs).

Other:

HB 6561 As amended by the Finance Committee, would, among other things, **dedicate \$50 million from the state sales tax revenue to fund regional capital costs and services or other cost-saving programs.** Would also establish a new **\$50 million “regional block grant”** to encourage

municipal cooperation (FY 09-10). This is the Finance Committee's alternative to Governor Rell's regional incentive proposals (also \$50 million). *Combined, the Committee would thus provide \$100 million in regional incentives.*

- SB 384 (File 532) Would establish a **"municipal collaboration program"** wherein **two or more municipalities could enter into agreements** regarding, among other things, capital improvements, energy savings efforts, shared services, health insurance pooling, highway maintenance, special education, transit-oriented development and joint economic development. Under the proposal, the **Office of Policy & Management would provide unspecified grants-in-aid to towns and cities for such joint projects.**
- HB 6595 (File 571) Would **postpone submission of the State C&D Plan for two years.** The Plan should be postponed until improvements can be made in the way in which information is gathered from municipalities and regions.
- HB 6586 (File 458) Would create state-local **economic development teams** -- including appropriate state agencies, regional and municipal officials -- to work jointly and simultaneously on permit applications for development projects (1) located on contaminated land or (2) that create a specified number of jobs. Municipalities would be mandated to hold workshops and hearings on expedited hearing processes.
- SB 1038 (File 306) Would require the **Department of Economic Development (DECD) to conduct a study of "economic development programs impacting local government"**. The commissioner of DECD must submit the results of the study to the Planning & Development Committee by January 1, 2010.
- SB 888 (File 234) Would encourage the creation of **regional economic development districts** to dovetail with a statewide economic strategic plan to be created by the state Department of Economic and Community Development.
- SB 735 (File 394) Would require that **1% of DOT infrastructure funding go toward for creating and improving bicycle and pedestrian access**, except under certain specified circumstances.
- HB 6097 (File 314)  
SB 1106 (File 460) Would attempt to increase the ability of municipalities and others to **remediate brownfields.** However, some provisions of these bills may hamper such goals.
- HB 5254 (File 439) Would **extend the period by which developers may complete ongoing projects**, depending on which land use approval process is used.

-over-

Governor's proposal:

HB 6387 (File 332) Would allow State Small Town Economic Assistance (STEAP) grants to be used jointly by multiple towns.

\* \* \*

If you have any questions, please contact me at [rthomas@ccm-ct.org](mailto:rthomas@ccm-ct.org) or (203) 498-3000.

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Item #10

**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *M.H.*  
**CC:** Maria Capriola, Assistant to the Town Manager; Gregory Padick, Director of Planning  
**Date:** April 27, 2009  
**Re:** WINCOG Regional Economic Development Plan

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**Subject Matter/Background**

At the last meeting, the Town Council requested that we add this topic to a future agenda. In particular, the Council wished to discuss which area of town would be most appropriate for the electronic marketing kit to be prepared by AKRF as part of the WINCOG Regional Economic Development Plan.

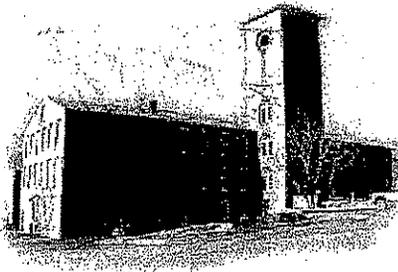
In talking with one of the principals from AKRF, he has informed me that this aspect of the project is flexible, and we could focus on a particular commercial area or prepare something more general for the town as a whole. A couple of commercial areas that have been mentioned for this purpose include the Four Corners and the Eastbrook Mall/Route 6 area.

Depending on how the Town Council wishes to approach this topic, a referral to solicit input from the Planning and Zoning Commission, Downtown Partnership and/or various advisory committees might be appropriate.

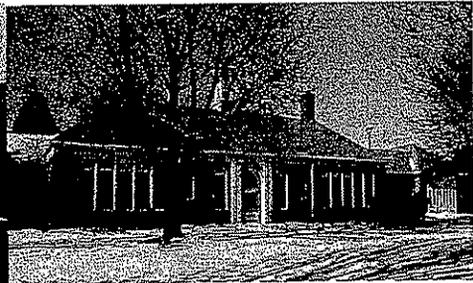
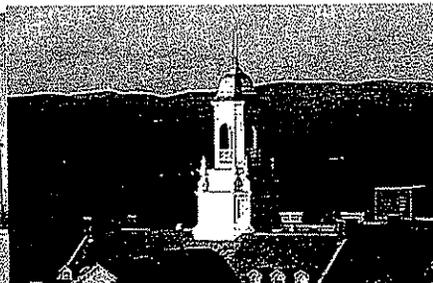
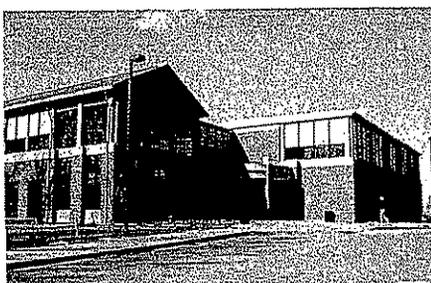
To facilitate your discussion, I have attached relevant excerpts from our Plan of Conservation and Development.

**Attachments**

- 1) Excerpts from our Plan of Conservation and Development



*MANSFIELD*  
*PLAN OF CONSERVATION*  
*AND*  
*DEVELOPMENT*  
*2006*



moderate-income property-owners. Recently, a growing housing problem has arisen in Mansfield involving inappropriate occupancy and maintenance of rental single-family dwellings. The problem is particularly apparent in areas northwest of the University of Connecticut Storrs Campus, where numerous adjacent dwellings have been rented to student tenants. This situation, which often includes occupancies exceeding zoning standards, neighborhood impact issues and health and safety concerns, needs to be addressed through a combination of enforcement of appropriate regulations and initiatives to expand student housing opportunities and consideration of a Municipal Housing code.

#### **4. Commercial/Industrial Land Use**

The commercial and industrial land use components of this Plan of Conservation and Development provide a framework within which existing and future commercial needs of Mansfield residents can be met, the town's non-residential tax base can expand and new employment opportunities can be established. A variety of commercial land uses, including retail stores, personal service uses, restaurants and offices, exist within the town, with primary service locations along Route 195, near the University of Connecticut campus, and immediately north of Route 6 and the town of Windham. Smaller commercial districts are situated near historic villages and crossroads, and additional commercial services are provided in scattered locations where commercial sites were established prior to the town's adoption of Zoning, and in locations where home occupations or agricultural retail outlets have been authorized. Since 1993, there also has been an expansion of commercial services within the University of Connecticut campus.

Most of the town's existing commercial uses are situated within conforming zone classifications, which were refined in the 1990's, following the adoption of a Plan of Development update. Commercial development that has occurred within the last decade has been locationally consistent with Plan objectives and established Zoning. Through the implementation of recommendations contained in Part II of this Plan, the town hopes to continue the initiative to establish a pedestrian-oriented mixed-use "Downtown" adjacent to the University campus, to strengthen existing commercial areas at "Four Corners" and in the "East Brook Mall" area near the Route 6/Route 195 intersection, and to support appropriate complementary commercial growth within the University of Connecticut campus and in identified "neighborhood" areas that do not have existing or potential public infrastructure.

Although a number of mill-oriented industrial uses once existed in Mansfield, there are now no industrial uses in town, with the exception of the recently-renovated Kirby Mill on Mansfield Hollow Road, a stone and gravel-processing operation on Route 32, some private research uses that operate within the University of Connecticut campus and a few automotive-oriented uses. Mansfield's 1993 Plan provided information and support for a mixed-use research and development project entitled "Connecticut Technology Park." This project, which was planned on State-owned land immediately north of the UConn Storrs campus, is no longer viable and a majority of the project area has been integrated into the University's Master Plan as its "North Campus." The North Campus Master Plan includes potential research and development and accessory commercial uses, but the anticipated industrial/commercial use of this area will be significantly less than previously planned. The timing for new North Campus development is uncertain, but a roadway link to Route 44 is expected within the next 5 years and new development could occur within the same time frame.

The 1993 Plan also supported industrial development on 170 acres of privately owned land situated in southern Mansfield, between Pleasant Valley Road and Route 6. This

area, which is currently zoned "industrial park," is potentially served by public water and sewer systems, but does not have direct access to Route 6 or other roadways designed to handle significant volumes of traffic or use by heavy vehicles. Part II of this Plan includes a recommendation that areas south of Pleasant Valley Road from Mansfield City Road to areas abutting Mansfield Avenue be reclassified as Agriculture/Medium to High-Density Residential/Open Space with a refined list of permitted uses that promote preservation of important agricultural and open space areas and compatibility with neighboring agricultural and residential uses.

## 5. Public Land Use

### a. General

All land uses involving public land or public buildings have a significant effect on a town's physical, economic and social character. This is particularly true in Mansfield, due to the high percentage of the town that is owned by the State of Connecticut, the Town of Mansfield and the Federal government. Within Mansfield's borders, approximately 4,000 acres, exclusive of roadways, or about 14 percent of the 29,175 acres in town, are owned by the State of Connecticut. Most of this land is managed by the University of Connecticut. The Town of Mansfield owns about 1,700 acres of land, exclusive of roadways, or about 6 percent of the town, and the Federal government owns about 1,700 acres of land, or about 6 percent of the town. A listing of all existing Town-owned land is included as Appendix E of this Plan. All of the Federally owned land is located in southeastern Mansfield and is associated with the Army Corps of Engineers-managed Mansfield Hollow Dam and associated 100-year floodplain areas. Few Connecticut municipalities have over 25 percent of their land in public ownership. For this reason, it is particularly important that all land uses on public land be consistent with goals and land use recommendations contained in this Plan and in State and regional land use plans. Land in public ownership is depicted on this Plan's Government Land Map (Map #15).

### b. State and Federal Land Use

The University of Connecticut significantly influences the quality of life in Mansfield. The University is the town's major employer (about 1,200 residents were employed by the University in the Fall of 2004), and it provides extensive educational, cultural and recreational benefits to Mansfield residents. In the Fall of 2004, over 2,800 UConn alumni resided in Mansfield. The town's housing market, transportation patterns and local economy are associated directly with the University's operations. The University provides fire, police, transit and public works services, including sewer and water facilities to the Storrs and Depot campus areas. For the town and University to prosper jointly, it is essential that officials from both organizations continue to work together to address issues of mutual interest, including student housing, vehicular and pedestrian traffic, commercial development, including the "Downtown" initiative, and sewer and water service areas.

Since the adoption of the 1993 Plan of Conservation and Development, there have been significant land use changes at the University of Connecticut, and there will continue to be changes as the UConn 2000 program is further implemented over the next decade. From a land use perspective, it is particularly important that the University adopted a comprehensive land use plan in 1998, subsequently expanded the areas covered by the plan and is nearing completion on a 2006 Master Plan update. Current information on the University of Connecticut's Master Plan can be found at [www.masterplan.uconn.edu](http://www.masterplan.uconn.edu). (See University of Connecticut Core Campus Map, [Map #16].)

## PART II

# LAND USE GOALS, OBJECTIVES AND RECOMMENDATIONS

### A. GENERAL

Part II of this Plan provides, in an action-oriented format, listings of goals objectives and recommendations designed to implement the policy goals identified in Part I. The recommendations are based on the information contained or referenced in Part I. Particular attention has been given to recommendations contained in State and regional land use plans, Mansfield's 2003 Land of Unique Value Study and information provided individually or collectively through the town's various citizen committees by Mansfield residents who have participated in the Plan update process. Implementation of these recommendations will be dependent on many factors, including statutory and case law authority, fiscal viability and the receipt of new information. Implementation will take many forms, including the creation or refinement of zoning districts, zoning, subdivision and inland wetland regulations and Town Ordinances, capital expenditure decisions and, in some cases, referendum action. These recommendations must be continuously monitored and, as appropriate, periodically revised, to protect and promote the public's overall health, welfare and safety. Citizen volunteers must continue to play a vital role if Mansfield is to achieve the policy goals, objectives and recommendations cited in this Plan. It is noted that a number of the recommendations apply to multiple goals and objectives, and that, following many of the specific recommendations, background or rationale information (enclosed in parentheses) has been provided. It also is noted that important background information is contained within Mansfield's 1993 Plan of Development. This background information should be reviewed in conjunction with proposed amendments to Mansfield's Zoning Map or land use regulations.

### B. SPECIFIC POLICY GOALS, OBJECTIVES & RECOMMENDATIONS

#### 1. Policy Goal #1

**To strengthen and encourage an orderly and energy-efficient pattern of development with sustainable balance of housing, business, industry, agriculture, government and open space and a supportive infrastructure of utilities, roadways, walkways and bikeways, and public transportation services**

##### a. Objective

To address existing health or environmental quality issues and to encourage appropriately located higher-density development by expanding existing sewer and public water services where appropriate and considering appropriate community systems.

##### Recommendations

- Work with University of Connecticut, Town of Windham, Eastern Highlands Health District and State officials to plan, fund and construct appropriate expansions of existing sewer and water systems and to promote water conservation.

(This Plan's mapping of Medium to High-Density Residential, Medium to High-Density Age-Restricted Residential, Agriculture/Medium to High-Density Residential/Open Space, Planned Business/Mixed Use, Planned Office/Mixed Use, and Medium to High-Density Institutional/Mixed Use [see Map #22] should be used to help define potential sewer and public water service areas).

(Environmentally appropriate wellfield withdrawal capacities need to be established for the University of Connecticut's Fenton and Willimantic River

wellfields and, as necessary, additional public water for the University campus areas needs to be obtained from the Willimantic or Shenipsit reservoirs or other sources.)

- Support initiatives to document surface and groundwater quality and public health issues in the Four Corners area and to seek State and Federal funding to extend public sewer and water services to this area.  
(This effort must be coordinated with the University of Connecticut and Eastern Highlands Health District and is of immediate importance. The University is finalizing plans to extend North Hillside Road to Route 44 and provide public utilities to undeveloped portions of "North Campus.")
- Work with State officials and Eastern Highlands Health District to consider, on a case-by-case basis, the authorization of community wells and community septic systems where soils, bedrock geology and groundwater characteristics are appropriate and the site location is consistent with the locational goals and objectives of this Plan.  
(The appropriate utilization of community systems will help promote opportunities for affordable housing, age-restricted housing and cluster or open space designs consistent with goals and objectives cited in this Plan. Any change to existing policies regarding community systems will necessitate specific action by Mansfield's Water Pollution Control Authority (Town Council) and changes to existing zoning regulations.)

**b. Objective**

To encourage higher-density residential and commercial uses in areas with existing or potential sewer, public water and public transportation services and to discourage development in areas without these public services by refining Zoning Map and Zoning Regulations.

Recommendations

- Encourage, where public sewer and water services exist, higher-density commercial uses and, where appropriate, mixed commercial/residential uses in areas designated as Planned Business/Mixed Use and Planned Office/Mixed Use on this Plan's "Planned Development Areas" Map (Map #22).  
(Land use regulations must include appropriate approval criteria that address health, safety, environmental impact and neighborhood compatibility issues.)
- Consider, under comprehensive approval standards, higher residential densities in areas served by sewers and public water systems.
- Refine existing zone classifications and regulatory provisions that recognize that this Plan's designated medium to high-density residential and planned commercial areas (see Map #22) have specific infrastructure capabilities and unique environmental and neighborhood characteristics.  
(Individualized permitted use provisions should be refined for each designated area and regulatory approval criteria and associated design standards should take into account the specific character of each area. For example, contractor's storage, automotive repair and similar commercial uses are more appropriate in the Planned Business/Mixed Use area along Route 32 than in other designated Planned Business/Mixed Use areas or Neighborhood Business/Mixed Use areas. As another example, to be compatible with this Plan, medium to high-density residential developments in areas south of Pleasant Valley Road and located east and west of Mansfield Avenue need to be designed to preserve existing onsite

agricultural resources and be compatible with neighboring agricultural resources. This Plan recommends that at least fifty (50) percent of a project site in this area be permanently preserved as agricultural or open space land, depending on specific site characteristics.)

- Refine existing zone classifications, permitted use provisions and approval criteria for Neighborhood Business/Mixed Use classifications, as designated on this Plan's "Planned Development Areas" Map (Map #22), that are not served by public sewer and water services.  
(Zoning policies for these areas should allow for continuation and appropriate lower-density expansions of existing commercial uses, but should discourage any significant intensification of commercial development or redevelopment that would result in inappropriate neighborhood impacts and undermine goals and objectives of this Plan. Many of the designated Neighborhood Business/Mixed Use areas are within historic village areas and are proximate to residential uses.)
- Encourage University of Connecticut officials to continue to provide and expand on-campus housing opportunities for students. Where student demand cannot be accommodated on campus, town and University officials should take appropriate actions to facilitate the development or redevelopment of student housing in areas proximate to the Storrs campus where sewer and water systems exist or may be extended.  
(Consideration should be given to establishing a specific student housing-oriented zone classification with specialized permitted use provisions in areas northwest of the Storrs campus where existing student housing exists.)  
(Potential impacts on neighboring residential areas need to be addressed carefully.)
- Refine existing provisions regarding non-conforming uses.  
(Zoning policies for non-conforming uses, particularly commercial and higher-density residential uses, should allow for continuation and potential limited expansions, but should discourage any significant intensification that would undermine goals and objectives of this Plan.)
- Refine existing provisions regarding non-conforming lots.  
(Zoning policies for non-conforming lots should be reviewed to ensure that existing lots can continue to be used in a reasonable manner consistent with the goals and objectives of this Plan. The residential zoning revisions proposed in this Plan will increase the number of non-conforming lots in Mansfield.)
- Consider regulation revisions or specialized zone classifications for designated aquifer protection areas and areas of potential public water supply.  
(Mansfield's 2002 Water Supply Study, Windham and University of Connecticut water supply plans and other information available from the State Department of Environmental Protection or other agencies should be considered in determining whether added zoning protection is appropriate for existing and potential public drinking water supplies.) (See Map #10.)
- Consider Zoning Map revisions to promote consistency with this Plan's "Planned Development Areas" designations (Map #22) and goals and objectives of this Plan. It is emphasized that some rezonings may not be appropriate until infrastructure improvements are implemented or until a specific development proposal is submitted for approval. The following zone classification revisions should be considered:

- Rezone areas classified in this Plan as low-density residential to a Rural Agricultural Residence-90 zone.  
(Consideration should be given to excluding areas of existing one-acre lot development.)  
(Areas of potential rezoning include land currently zoned R-40, RAR-40 and RAR-40/MF)  
(See Goal #2, Objective a recommendations for more information)
- Rezone areas noted below which are depicted in this Plan as medium to high-density residential and/or medium to high-density age-restricted residential to a Design Multiple Residence zone, Age-Restricted Residential, or another zone classification consistent with the goals and objectives of this Plan.  
(Areas of potential rezoning include land east of Route 32 and south of Route 44, land east of Cedar Swamp Brook and south of Route 44, land east of Hunting Lodge Road, land east of Maple road and south of Route 275, land north of Route 44 and east of Cedar Swamp Brook, land south of Puddin Lane and land south of Pleasant Valley Road and located east and west of Mansfield Avenue.)  
(Consideration should be given to maintaining or enacting a Low-Density Residential zone classification in these areas until an application for a specific higher-density residential development is submitted in conjunction with an application for a higher-density zone classification.)  
(The existing Industrial Park zoning district south of Pleasant Valley Road is no longer considered appropriate, due to access limitations, agriculture, aquifer and wetland characteristics, site visibility, neighboring agricultural and residential uses and other goals and objectives of this Plan.)
- Rezone areas noted below which are depicted in this Plan as Medium to High-Density Age-Restricted Residential to a new zone classification that promotes appropriate housing opportunities for individuals age 55 or over.  
(Areas of potential rezoning include land north of Route 44 and west of Cedar Swamp Road and land west of Maple Road and south of Route 275.)  
(Consideration should be given to maintaining or enacting a Low-Density Residential zone classification in these areas until an application for a specific higher-density residential development is submitted in conjunction with an application for a higher-density zone classification.)
- Rezone areas along North Eagleville Road and King Hill Road from Planned Business to a less intensive commercial classification.  
(Mixed commercial/residential uses, multi-family housing and institutional uses associated with the University of Connecticut are considered appropriate in this area, but more intensive commercial uses would be incompatible with the Plan's objective of encouraging higher-density commercial uses in the nearby Planned Business areas designated in this Plan.)
- Rezone areas situated west of Route 195 and south of Route 44 and designated as the University of Connecticut's "North Campus" to an Institutional classification.  
(The current Research and Development/Limited Industrial is no longer appropriate, due to current University ownership.)
- Rezone areas east of Route 32 and south of Cider Mill Brook to a Planned Business classification.  
(This rezoning would result in a more uniformly-configured commercial area.)

- Rezone areas east of Route 195 between Riverview Road and the Windham Water Works as a Planned Office zone or, subject to use restrictions that will minimize neighborhood impacts, a Planned Business zone.  
(Mixed residential/commercial and other lower-intensity commercial uses may be appropriate in this area subject to consideration of noise and other neighborhood impacts, but any rezoning of this area should be done in conjunction with a development project for the entire area, and not on a lot-by-lot basis.)
- Rezone areas along Route 195 proximate to Dog Lane and the Storrs Post Office road to a special "Downtown" design district.  
(See Goal #1, Objective c Recommendations for more information.)

**c. Objective**

To encourage mixed-use developments, such as the Storrs Center "Downtown" project, in areas with existing or potential sewer and public water.

Recommendations

- Upon approval of the pending Storrs Center Municipal Development Plan, action will be needed to establish a new special Design District zoning classification and to incorporate into the Zoning Regulations related design standards and approval processes.  
(A Municipal Development Plan has been prepared for a mixed-use Storrs Center Downtown project and, upon resolution of remaining planning and construction details and the issuance of required permits, construction is expected to begin in 2006. This project, which includes new commercial and multi-family housing development and civic improvements, is expected to directly and significantly promote all four policy goals of this Plan. The Storrs Center Municipal Development Plan has been reviewed by the Planning and Zoning Commission and is in accord with this Plan of Conservation and Development. More information about the Storrs Center Downtown project is available under Downtown Partnership at [www.mansfieldct.org](http://www.mansfieldct.org).)  
(Other priority mixed-use development areas are situated in the Four Corners and East Brook Mall Planned Business areas and the King Hill Road Neighborhood Business area. (See Map #21.) Similar Special Design District zoning regulations should be considered in these areas.)  
(Special Design District provisions will need to address permitted uses, traffic, parking, drainage and infrastructure issues, neighborhood impact issues and design standards for buildings and associated site improvements.)  
(To be consistent with this Plan, the Storrs Center Downtown project and the other identified mixed-use development areas shall be designed to promote and encourage human interaction and pedestrian usage. The scale (the size relationship of a structure or improvement to the site and people who use it) and the mass (the size or bulk of a structure or improvement) of new buildings and improvements in new design district shall be consistent with this objective and be compatible with the character of each subject site and neighborhood, as well as the New England region.)

**d. Objective**

To promote the public's health, safety and convenience, to protect and enhance property values, to protect Mansfield's natural and manmade resources and to promote other goals and objectives contained in this Plan by strengthening land use

regulations, particularly permitted use provisions, application requirements and approval standards.

Recommendations:

- Refine existing land use regulations to ensure appropriate review of specialized or more intensive land uses that have the greatest potential for traffic, environmental or neighborhood impact or emergency services issues.  
(Examples include multi-family housing projects, larger subdivisions, commercial and industrial uses, gravel removal or filling operations, telecommunication tower installations and uses in Flood Hazard zones.)
- Refine existing permitted use provisions in the Zoning Regulations and associated approval criteria and permit processes to ensure that all permitted uses are compatible with the goals, objectives and recommendations contained in this Plan, and that appropriate review and approval standards are in place for each permitted use.
- Refine existing zoning and subdivision regulations regarding site development, drainage, erosion and sediment control, landscaping and buffering, signage, lighting and parking to ensure that appropriate standards are in place to promote the goals, objectives and recommendations contained in this Plan.  
(Site development and erosion and sediment control provisions should be reviewed with respect to best management practices and stormwater management guidelines prepared by Federal and State agencies. A concerted effort should be made to minimize the impervious surfaces.)  
(Parking requirements should be reviewed with respect to recent studies by the Institute of Traffic Engineers, the Urban Land Institute and the American Planning Association, to ensure that adequate but not excessive numbers of parking spaces are provided for land use developments.)  
(Landscaping requirements should be reviewed with respect to controlling species that may be invasive.)  
(Lighting requirements should be reviewed to ensure that site lighting is the minimum needed for safety and security purposes and to emphasize the prevention of undesirable illumination or glare above a site or beyond a site's property lines.)
- Refine existing architectural and design standards and flexible dimensional provisions to address goals, objectives and recommendations contained in this Plan.  
(Where appropriate due to specific analysis, individualized design standards should be incorporated in the Zoning Regulations. Examples include the Storrs Center Downtown project, the Four Corners area, designated historic districts and other historic village areas.)
- Refine existing zoning regulations regarding home occupation uses to continue existing policies of allowing accessory commercial uses in residential zones that do not create excessive traffic, noise or other inappropriate neighborhood impact.
- Consider zoning revisions to encourage and require, where legally appropriate, the use of "Leadership in Energy and Environmental Design (LEED) standards for new buildings and site work.
- Refine existing land use regulations that encourage and require, where legally appropriate, layout designs that promote solar access and energy-efficient developments.

**e. Objective**

To achieve an integrated intermodal transportation network by encouraging road, walkway, bikeway and public transportation services in areas with existing or potential sewer and public water and appropriately expand and maintain all elements of the town's transportation system.

Recommendations:

- Work with the Windham Regional Transit District, University of Connecticut and State officials to continue, expand and promote public transit services, particularly to areas served by existing or potential sewer and water systems.  
(See Appendix L for a listing of transportation improvement needs.)
- Continue to fund, with State and Federal assistance whenever available, public transit amenities and pedestrian and bicycle improvements, particularly in areas served by existing or potential sewer and water systems.  
(Priority areas include the Storrs Center Downtown area and areas proximate to the UConn Campus, including the Four Corners and King Hill Road commercial areas and the East Brook Mall commercial area.)



Middle Turnpike Bikeway

- Refine existing land use regulations to ensure that all higher-density residential projects and all commercial projects are designed to promote pedestrian and bicycle use and, where locationally appropriate, public transportation opportunities.  
(All higher-density residential and commercial developments should provide or reserve space for bus stops, bus shelters, sidewalks/bikeways, bicycle racks, bicycle lockers and other amenities that will promote public transportation and pedestrian and bicycle traffic. High-priority locations include the Storrs Center Downtown and Four Corners and East Brook Mall commercial areas.)
- Refine land use regulations and Public Works standards and specifications for new roads and driveways to help ensure that new developments have appropriate access with minimal impact on natural and historic resources and roadside character.

(Existing provisions should be reviewed with respect to roadway and driveway widths, sightline requirements and the use of common driveways to minimize curb cuts. This is particularly important along town-designated Scenic Roads.)

- Continue to maintain the town's existing public transportation, roadway, bridge and sidewalk-bikeway system and, as funding allows, implement improvements that promote goals, objectives and recommendations contained in this Plan.  
(See Appendix L for a 2005 listing of transportation improvement needs (public transportation and associated commuter parking facilities, streets, bridges and sidewalk-bikeways.)
- Continue to implement, on a location-by-location basis, speed humps, roundabouts and other traffic-calming improvements designed to reduce vehicular speed.  
(Guidelines should continue to require neighborhood notification and support and coordination with emergency service providers.)  
(Particular attention should be given to village areas identified in this Plan.)
- Continue to work with the University of Connecticut to encourage roadway, walkway/bikeway/ parking and public transportation improvements that serve areas proximate to the campus.  
(Priority projects include new arterial road/bikeway connections from Routes 44 and 275 to the core campus, a new South Campus parking garage, and implementation of an on-campus bicycle improvement plan.)
- Continue to publicize and promote bicycle usage in town, particularly along Town-designated and delineated bicycle routes.  
(See Map #18 for mapping of Mansfield's designated bicycle routes.)

## 2. Policy Goal #2-

**To conserve and preserve Mansfield's natural, historic, agricultural and scenic resources with emphasis on protecting surface and groundwater quality, important greenways, agricultural and inferior forest areas, undeveloped hilltops and ridges, scenic roadways and historic village areas.**

### a. Objective

To protect natural resources, including water resources, geologic/topographic resources and important wildlife habitats and plant communities, by refining the Zoning Map, land use regulations and construction standards, considering new municipal ordinances and capital expenditures, and considering other actions

#### Recommendations:

- Revise Zoning Map to classify areas designated as low-density residential on this Plan's "Planned Development Areas" Map (Map # 22) as Rural Agricultural Residence 90-Residence.  
(A residential density based on one dwelling per 90,000 square foot lot is considered appropriate, due to the lack of public sewer and water systems, physical limitations due to Mansfield's soils, wetland and watercourses, steep slopes and bedrock characteristics, the need to protect the watersheds of the Willimantic Reservoir and public drinking water wellfields, the need to protect existing and potential agricultural land, the desire to protect existing hilltops and ridge lines and recommendations contained in Mansfield's Land of Unique Value Study, the Windham Region Land Use Plan and the State Policy Plan for Conservation and Development.)

**MANSFIELD DOWNTOWN PARTNERSHIP  
BUSINESS DEVELOPMENT AND RETENTION COMMITTEE  
Mansfield Downtown Partnership Offices  
January 11, 2007**

**5:00 PM**

**MINUTES**

Present: Chair: Mike Gergler, Roger Adams, Curt Hirsch, Steve Rogers, Barbara Sunmark, Brian Wells

Staff: Cynthia van Zelm

Guest: Macon Toledano

**1. Call to Order**

Michael Gergler called the meeting to order at 5:08 pm. Mr. Gergler said that he wants to update the Committee even though the project is not at the casting stage yet. He said he believes that the Committee has fulfilled its role regarding relocation, and now those responsibilities are mainly in the hands of the Partnership's relocation consultant Phil Michalowski.

**2. Public Comment**

There was no public comment.

**3. Comments on Meeting Notes**

There were no comments on the meeting notes.

**4. Update on Storrs Center Project**

Macon Toledano with LeylandAlliance said that the zoning text and map amendments for the special design district will take some more time to complete. They are working very closely with Town staff.

Mr. Toledano showed the draft plans for the project. He said that the goal is to connect Dog Lane to intersect with Bolton Road to improve that intersection. A less formal square has been created at the south end of the project to open up the visual line of site at this end of the project. He said that Phase 1 will take 2 to 3 years to complete.

Mr. Toledano said that parking and traffic will be key drivers for the project.

Curt Hirsch asked how the project is affected with the Taylor and Haidous properties intact. Mr. Toledano said their property along with the Robarge property are included in the Municipal Development Plan so they could pursue some of the same design concepts as planned for the new project.

## **5. Update on Relocation**

Cynthia van Zelm said that the Partnership relocation consultant Phil Michalowski had met with businesses that would be affected by relocation in the late fall. Ms. van Zelm said the Town had received a \$500,000 grant to prepare infrastructure for the 1A (Dog Lane) building. Mr. Toledano said he expected that construction documents would be completed in February. He said the next step would be to go out for pricing and bids to get real numbers which would be shared with the businesses that are interested in going into the Dog Lane building. Mr. Toledano said they will continue to work on the layout of the building and it will evolve as it is tenanted.

Mr. Gergler asked if there would be a basement in the building. Mr. Toledano said that it may be cost prohibitive to do a basement.

Mr. Toledano said the thresholds to moving ahead with the Dog Lane building would be to get the overall zoning approved and the financing for the garage. Once that is in place, the building could start. Most relocation would begin after the building is constructed and ready.

## **6. Update on Casting and DRAFT Timeline**

Mr. Toledano said the Committee had previously seen a pre-view on the programming for the project. It has been updated based on current zoning changes but it similar to what the Committee had seen previously. He said the programming is still planned by neighborhoods.

Mr. Toledano said the goal is still to have a casting person here about 18 months before the buildings are ready to open.

Mr. Gergler asked how Live Work Learn Play evaluates what type of businesses should be in a particular project i.e., will they recognize when there is a saturation of restaurants. Mr. Toledano said that Live Work Learn Play looks at the right mix. He said he expects that Max Reim and his team at Live Work Learn Play will extend its geographic reach as far as they can to get the "right operator."

## **7. Future Meetings**

The Committee set April 12 as a next meeting date (*Committee did not meet*).

## **8. Other**

Mr. Gergler asked for the Committee members to attend public hearings and send letters to their state and federal representatives, as appropriate, to support Storrs Center.

## **9. Adjourn**

The meeting adjourned at 6:30 pm.

*Meeting notes taken by Cynthia van Zelm.*

TOWN OF MANSFIELD/DEPARTMENT OF CORRECTION  
PUBLIC SAFETY COMMITTEE  
WEDNESDAY, January 14, 2009  
Bergin Correctional Facility

Minutes

Members Present: A. Barberet, R. Blicher, Warden E. Higgins, J. Kodzis, C. Lary, C. Paulhus, R. Pellegrine, W. Solenski, W. Stauder (Chair), S. Thomas

Members Absent: G. Cole

Staff: Maria Capriola (Town of Mansfield), Deputy Warden N. Kearney (DOC)

I. CALL TO ORDER

The meeting came to order at 3:05p.m.

II. MINUTES

Minutes of October 15, 2008 were approved unanimously.

III. COMMUNICATIONS

*Bergin Capacity Letter:* Warden Higgins provided information on the population, including overflow population. Inmate/staff ratios are maintained during times of overflow. There is close to 300 staff currently working at Bergin. About one-third of the population is released monthly.

IV. WARDEN'S REPORT AND DISCUSSION

Warden Higgins reviewed and discussed the most recent list of offenses dated 1/14/09 and distributed at the Committee meeting. Ms. Barberet inquired about an inmate with a felony murder conviction and Lt. Solenski inquired about an inmate with a kidnapping in the first conviction; Warden Higgins stated that both of those individuals are completing their sentences and are on their way out (to re-entry). Chairperson Stauder inquired as to whether or not staff knows of about the inmates' convictions. Deputy Warden Kearney stated that the Counselors are informed about the inmates' offenses, but that the officers are not.

Warden Higgins reviewed offender re-entry statistics with the Committee; Bergin does the best in the state amongst other prisons. Lt. Solenski commended Bergin staff on the high number of supervised transitions. Warden Higgins stated that at any given time, up to 300 inmates can need domestic violence training before they are permitted to re-enter (society).

Warden Higgins and Deputy Warden Kearney continued to update the Committee on activities at Bergin. All counselor vacancies have been filled. Video conferencing has been added for parole board hearings. Contractors are working in the installation of razor wire; there have been no escapes since the original installation of razor wire.

Bergin will be expanding its vegetable garden program; they currently donate vegetables locally and use fresh produce in the prison which increases nutrition and reduces costs. Bergin has started a paper recycling program. A graduation ceremony was held in December. Staff at Bergin adopted 2 local families in need around the holidays; the Committee commended Bergin for its efforts and asked to have that information posted on the Town website on the Public Safety Committee's webpage.

V. CHAIRPERSON'S REPORT

None at this time.

VI. OPPORTUNITY FOR PUBLIC TO SPEAK

There was no one from the public who wished to address the committee at this meeting.

VII. ADJOURNMENT

The meeting adjourned at 3:45 p.m.

Respectfully submitted,  
Maria E. Capriola, M.P.A.  
Assistant to Town Manager

TOWN OF MANSFIELD  
Ethics Board  
Thursday, February 26, 2009  
Audrey Beck Municipal Building, Conference Room C  
4:30pm

Minutes

Members Present: Mike Sikoski, David Ferrero, Eleanor Plank, Nancy Cox, Lena Barry  
Staff Present: Maria Capriola, Assistant to Town Manager

I. APPROVAL OF MINUTES FROM 1/29/09

A motion was made by Ms. Cox and seconded by Ms. Plank to adopt the minutes of January 29, 2009 as presented. The minutes were adopted unanimously.

II. PUBLIC COMMENT

Matthew Hart, Town Manager, Deerfield Lane, resident. Mr. Hart offered further suggestions to the Board's work and outlined concerns regarding the definition of "interest in a personal and financial sense" as well as the inquiry process. Mr. Hart suggested better defining "interest in a personal and financial sense." In his opinion, the inquiry process as presented could prompt spurious complaints and be used as a means to harass officials and employees. Such frivolous inquiries could result in harm to the person being accused.

Jeffrey Smith, Finance Director, elector. Mr. Smith offered concerns regarding the proposed inquiry process. Mr. Smith spoke in favor of a formal complaint process to avoid frivolous charges based on hearsay and unfounded rumors.

Elizabeth Wassmundt, Turnpike Road, resident. Ms. Wassmundt spoke in favor of the inquiry process.

III. CHAIRPERSON'S REPORT

Mr. Sikoski reported on the CCM ethics seminar he recently attended. Mr. Sikoski asked for discussion on the following:

- 25-4a, use of town assets: The Board tabled discussion on this matter to a future meeting/agenda.
- 25-4c(7), first year after termination: By consensus (for grammatical purposes), the Board agreed for 25-4c(7) to be proposed as follows: "No official or employee shall, during the first *within one* year after termination of *his or her last date of* service or employment with the town, appear before any body of the town or apply to any department in relation to any case, proceeding or application in which he or she personally participated during the period of his or her service or employment, or which was under his or her active consideration *official responsibility as a municipal employee.*"
- 25-7b, inquiries: The Board tabled discussion on this matter to a future meeting/agenda.

IV. FUTURE AGENDAS AND MEETING SCHEDULE

The next meeting will be held April 16<sup>th</sup> at 4:30pm

#### V.ADJOURNMENT

Per the Chairperson's request, the Board entered into an Executive Session at 6:05 pm. Upon Ms. Capriola inquiring as to whom would be in attendance, the Chair stated it would be Sikoski, Plank, Ferrero, Cox, and Barry. The Board did not take a formal vote or agree by consensus to add an executive session to their agenda, nor did the Board enter into a vote prior to the Executive Session. Upon Ms. Capriola inquiring as to the purpose of the executive session, the Chairperson stated it was to discuss an "advisory opinion."

Respectfully Submitted,  
Maria E. Capriola,  
Assistant to Town Manager

**MANSFIELD DOWNTOWN PARTNERSHIP  
ADVERTISING AND PROMOTION COMMITTEE  
Festival on the Green Subcommittee  
Monday, March 9 2009  
Partnership Offices  
1244 Storrs Road (Storrs Commons)  
(860) 429-2740  
5:00 p.m.**

**Minutes**

**Present:** Tom Birkenholz, Kim Bova, Jim Hintz, Bruce John, and Barry Schreier

**Staff:** Cynthia van Zelm and Kathleen Paterson

**1. Call to order**

Kathleen Paterson called the meeting to order at 5:05 pm.

**2. Public comment**

There was no public comment.

**3. Approval of Minutes from February 18, 2009**

Barry Schreier motioned to approve the minutes.

Kim Bova seconded the motion.

All present were in agreement.

**4. Discussion of music**

Bruce John said that he had looked into several options and recommended two to the committee. The first option would be to have the James Montgomery Band (\$2,500) as the headliner with special guest J Geils (\$1,000). The second option would be that his band, Bruce John and the Eagleville Band, would play in addition to Kidsville Kuckoo Revue (\$975 for both). Mr. John said that James Montgomery played at the Shaboo Reunion and stole the show. He thought that the band would be a popular addition to the line-up.

After some discussion, the committee asked Mr. John to book the James Montgomery Band and J Geils.

**5. Discussion of Master Events List**

The committee discussed the possibility of a second stage in the Children's Area. Due to logistical issues (e.g. electricity, staffing, sound), the decision was made not to have a second stage.

Mr. John suggested that the schedule for the stage could be: Kidsville for forty-five minutes following the parade, then two hours of local acts (like a variety show), and then the headliner James Montgomery Band featuring J Geils to end the day.

The committee enthusiastically agreed with this suggestion and discussed ideas of potential acts. It was agreed that the acts needed to be energetic and visually exciting.

**Ms. Paterson asked the committee to come prepared to the next meeting with names of performers (and contact information) so that a line-up can be determined.**

Mr. John said that he could confidently fit six groups into the time, with each group performing for 20 minutes. He added that it is important that the groups be experienced performers because of the tight time frame.

Ms. Paterson said she would like to replace the inflatables. She expressed concern with the price, the noise from the generators, and the number of volunteers needed to staff them.

The committee voiced mixed opinions about the inflatables but thought that if a fun, visual alternative was found, then the inflatables were not necessary.

Ms. Bova suggested that a good replacement would be carnival-type games like a milk bottle toss or bean bag toss.

The committee agreed with this idea and suggested other types of games.

**Ms. Paterson will contact T&M Distributors for prices and Kevin Fahey for distributor information at the suggestions of Mr. John and Jim Hintz, respectively.**

The committee discussed ideas for activities to appeal to teenagers and students.

Mr. Hintz said that his office could have Wii Rockstar at their booth again.

The committee would also like to invite the EO Smith crew team to participate with the erg machines again.

**Ms. Paterson will contact the crew team.**

Ms. Bova suggested a 3 on 3 basketball tournament; she asked if it could be located behind the University Plaza building.

**Ms. van Zelm will ask Manny Haidous about the possibility of using that space.**

**Ms. Paterson will see if the EO Smith girls' and boys' basketball teams would be interested in running the tournament.**

Ms. Paterson reported that UConn Dining Services has confirmed they will do the cooking demos again.

The committee revisited the idea of a community art project as suggested at the previous meeting. There were general questions regarding the logistics and details of the project.

Ms. Bova asked if one of the empty storefronts in the Market Place building could be used as a gallery space. She thought that local artists might be interested in using the space beyond the day of the *Festival* for exhibits.

Ms. Paterson replied that this idea had been discussed with the Advertising and Promotions Committee, too. She said the main impediment was the amount of work and money needed to make the space(s) suitable for an art gallery. Each space has some physical issues that would need to be addressed.

Mr. Hintz commented that, with the savings in other areas of the budget, there would be sufficient funds to rent the tent for the Juried Art Show.

After some discussion, the committee decided to continue with the Juried Art Show on the *Festival* grounds.

#### **6. Discussion of budget**

The committee discussed the possibility of not having *Festival* t-shirts, whether the shirts were necessary, and the possibility of selling t-shirts. They questioned whether attendees looked for the shirts to identify volunteers.

Mr. Hintz suggested having a t-shirt design contest.

Mr. Birkenholz said that the Hospital did a successful design contest. He added that he knows of arts festivals where the t-shirts have new designs each year and are very popular. **Mr. Birkenholz will send the materials from the Hospital contest to Ms. Paterson for use as a template.**

The committee decided to look into having alternate colors for the shirts for volunteers and those for sale. They also discussed the possibility of selling the shirts to volunteers at a discount (for example, \$5 for the public, \$2 for the volunteers). They held off a decision until costs are determined.

#### **7. Celebrate Mansfield Weekend update**

Ms. Paterson reported that she spoke with Carolyn Stearns about the possibility of Storrs FFA hosting an antique car and farm equipment show that day. She said that the FFA had decided to host it in the spring, but some students may be interested in participating in the Parade:

**Mr. Hintz will look into whether there are any UConn events for that weekend or that could be schedule for that weekend.**

Ms. Paterson asked the committee if they would like to have the Farmers Market at the *Festival*. A decision was not made.

Mr. Schreier said that someone should be at each event included in the Weekend schedule to hand out brochures or sell t-shirts.

**Ms. van Zelm will contact Dean Woods about the various School of Fine Arts participants.**

#### **8. Adjourn**

The meeting adjourned at 7:05 pm.

*Minutes prepared by Cynthia van Zelm and Kathleen M. Paterson.*

TOWN/UNIVERSITY RELATIONS COMMITTEE

Tuesday, March 10, 2009  
Audrey Beck Municipal Building  
Council Chambers  
4:00 pm

Minutes

Present: P. Barry, T. Callahan, M. Hart, J. Hintz, R. Hudd, R. Miller, A.J. Pappanikou

Staff: M. Capriola, J. Jackman, G. Padick, C. van Zelm

1. Opportunity for Public to Address the Committee

None.

2. February 10, 2009 Meeting Minutes

The minutes of February 10, 2009 were passed unanimously with one correction.

3. Mansfield 2020 Strategic Plan

Discussion of Mansfield 2020 was tabled for a future meeting.

4. Other

• Spring Weekend

Mr. Hart stated that operations and planning efforts by the Town and University are underway. Mr. Barry inquired about the Wednesday night event at Willington Oaks during Spring Weekend. Mr. Jackman stated that the property owners of Willington Oaks have sent their tenants notice of the following: a Wednesday night Spring Weekend event will not be tolerated; guests will be limited; police have been hired; property managers will be on site; and parking restrictions will be in place. Mr. Hintz provided an update regarding Student Affairs Spring Weekend preparations and planned activities. Mr. Barry provided an update on the report completed by the Board of Trustees/Student Life Committee Review of UCONN Spring Weekend.

• Agronomy Farm

Mr. Callahan stated that the University held a meeting with 15-20 residents in the Storrs Heights neighborhood regarding Agronomy Farm. A report with recommendations is scheduled for completion March 15<sup>th</sup> and will be posted on the University's web.

• Committee on Community Quality of Life

Mr. Hart stated that the Committee on Community Quality of Life is meeting Thursday, April 2<sup>nd</sup>; the Committee's regular meeting schedule will be the first Thursday of every month. The Committee has endorsed the proposed amendments to the special police services ordinance. Mr. Jackman provided an overview of the ordinance and of the proposed changes. A public hearing on the proposed amendments is scheduled for March 23<sup>rd</sup>. Proposed amendments are posted on the Town web page.

The meeting adjourned at 4:35pm.

Next Meeting: April 14, 2009

Respectfully Submitted,  
Maria E. Capriola, Assistant to Town Manager  
Town of Mansfield

## Approved Minutes

### TOWN OF MANSFIELD COMMUNICATIONS ADVISORY COMMITTEE

Monday, March 16, 2009

Audrey P. Beck Building, Conference Room C

Members present: Toni Moran (chair), Joyce Crepeau, Patrick McGlamery, Aline Booth, Richard Pellegrine. (Leila Fecho attempt made with phone hook-up – not successful).

Town staff: Jamie Russell

I. Meeting called to order by Chair Toni Moran at 7:00 pm. An attempt was made to make a phone connection with Leila Fecho in California, but was not successful.

II. Minutes of the Feb. 23 meeting were approved but amended. Chairman Moran will draft a letter to state legislators regarding CGS 9-369. Since this letter was part of the original minutes of Feb. 23, it was left out and a more agreeable letter will be drafted and attached to the minutes of Feb. 23.

III No public comment

IV Old Business

- A. Discussion of the Strategic Plan was postponed until the sub-committee gets a chance to meet.
- B. Jamie Russell reported that the Board of Education had submitted its budget, that the Town Manager will submit his budget and District 19 was working on theirs. The Citizen's Guide to the Budget was sent home via the school students. The communications Advisory Comm. Appreciates the Manager's Office and the Council for providing this guide. It is a handy tool for understanding the budget process and the Budget calendar. There was a lengthy discussion about possible ways to improve the guide. All members of the committee believed that the last page of the guide (the calendar) be the first page on a future guide. The committee also suggested several ways that the guide be condensed so that it would have wider appeal. There were many suggestions made. Patrick McGlamery will attempt to locate a resource who will, with feedback from town officials, try to design a revised document for future use that might be more condensed and streamlined. Face Book and Twitters were discussed as other possible ways to convey information on town fiscal matters. The use of these mediums might be limitless as far as their usefulness in communications. Patrick McGlamery will investigate Face Book's potential and Joyce Crepeau will investigate Twitters'.

- C. Sending letters to Town Council and District 19 Board members suggesting a format to use in informing citizens about all sides and possible options before a referendum was approved. **These letters are an attachment to these minutes.**
- D. The committee authorized its chair to draft a letter to the Council requesting that an alternate member be named to this committee. **This letter is an attachment to these minutes.**
- E. Richard Pellegrine indicated he would be willing to continue to serve on this committee. His term would have expired in March this year.
- V. New Business: none
- VI. Reports: none
- VII. Communications: none
- VIII. Agenda for Next Meeting – April 6
  - A. Strategic Plan Response
  - B. Budget Process
  - C. Graphic Design Report- Twitters, Facebook
- IX. Next Meeting: April 6, 7:00 pm
- X. Meeting adjourned: 8:30 pm

Respectfully submitted  
Richard Pellegrine, Sec. Pro tem

**ATTACHMENTS:**

Below are three letters approved during the meeting as referenced earlier in the minutes.

March 16, 2009

Mansfield Town Council  
4 South Eagleville Rd.  
Storrs CT 06268-2599

Dear Council Members;

The Communications Advisory Committee has 7 members, who serve rotating terms, with expiration dates on March 24. This March, two members terms expire, William Powers and Richard Pelligrini. Mr. Pellegrini would like to remain on the committee. He has been a valuable member, and we welcome his decision. William Powers has expressed a desire to be removed from the Committee. His position will definitely need to be filled.

We have had a serious problem with meeting a quorum. It is a small board, and members get sick, have child care problems, travel, or have work obligations that keep them from attending meetings. We have tried to schedule the committee meetings around those

dates when absences can be predicted (i.e., August, late December), but we continue to cancel meetings for lack of attendance.

We would like to request a change in the membership structure of the committee by adding an alternate, who would attend meetings, and vote when a member was absent. We believe that the alternate would become an active participant in the work of the committee, but that we would still preserve an odd number of votes.

If you would like a presentation from the Committee regarding this request, please let me, or Jaime Russell, know.

Sincerely,  
For the Committee,  
Antonia C. Moran,  
Chair

March 16, 2009

Mansfield Town Council  
4 South Eagleville Rd.  
Storrs, CT 06268-2599

Dear Council Members;

As you know, the Communications Advisory Committee has been charged with finding ways to improve communications between government and citizens in the town of Mansfield. An issue has come to our attention that we believe requires a town ordinance.

C.G.S. §9-369b prohibits all advocacy on behalf of referenda by town officials, or the expenditure of government funds to advocate for a referenda. In order to comply with this statute, the Region 19 Board of Education, acting upon the advice of their bond counsel, removed all information regarding the referendum from their website, with the exception of the motions authorizing the referendum and the actual question to be asked.

In fact, it became nearly impossible for citizens to understand why the Board had chosen to bring this referendum forward at this time. The Board circulated a one page brochure to every household in town describing the referendum, and explaining its benefits, but, to comply with the law, this was done *before* it had formally moved to put the question to the public. There were one or possibly two articles in the **Chronicle**, but other than that, the only information available was the result of direct questions asked of board members or staff. It is hard to imagine that many people took advantage of that opportunity. We believe that most voters made their decisions based on unnecessarily limited information, probably after the information that had informed the Board's decision had been removed from public view.

There is an exception, in §9-369b(d):

(d) Any municipality may provide, by ordinance, for the preparation and printing of concise summaries of arguments in favor of, and arguments opposed to, local proposals or questions approved for submission to the electors of a municipality at a referendum for which explanatory texts are prepared under subsection (a) or (b) of this section. Any such ordinance shall provide for the establishment or designation of a committee to prepare such summaries, in accordance with procedures set forth in said ordinance. The members of said committee shall be representatives of various viewpoints concerning such local proposals or questions. The committee shall provide an opportunity for public comment on such summaries to the extent practicable. Such summaries shall be approved by vote of the legislative body of the municipality, or any other municipal body designated by the ordinance, and shall be posted and distributed in the same manner as explanatory texts under subsection (a) of this section. Each summary shall contain language clearly stating that the printing of the summary does not constitute an endorsement by or represent the official position of the municipality.

The Communications Advisory Committee strongly recommends that the Council consider passing an ordinance that allows for the creation of a committee to prepare "concise summaries of arguments in favor of, and arguments opposed to, local proposals or questions approved for submission to the electors".

The same recommendation is being made to the Region 19 Board.

While this will create an additional hurdle to cross before a recommendation can be made to the town, we believe that it is better than an absence of information.

Sincerely,  
For the Committee,  
Antonia C. Moran,  
Chair

March 16, 2009

Region 19 Board of Education  
1235 Storrs Rd.  
Storrs, CT 06268

Dear Members of the Board of Education;

The Mansfield Town Council created the Communications Advisory Committee a year ago, charging it with finding ways to improve communications between government and citizens in the town of Mansfield. An issue has come to our attention that we believe requires action from the Region 19 Board as well as the Town Council.

C.G.S. §9-369b prohibits all advocacy on behalf of referenda by town officials, or the expenditure of government funds to advocate for a referenda. In order to comply with this statute, the Region 19 Board of Education, acting upon the advice of your bond counsel, removed all information regarding the referendum from your website, with the exception of the motions authorizing the referendum and the actual question to be asked.

In fact, it became nearly impossible for citizens to understand why the Board had chosen to bring this referendum forward at this time. Your board circulated a one page brochure to every household in town describing the referendum, and explaining its benefits, but, to comply with the law, this was done *before* it had formally moved to put the question to the public. There were one or possibly two articles in the **Chronicle**, but other than that, the only information available was the result of direct questions asked of board members or staff. It is hard to imagine that many people took advantage of that opportunity. We believe that most voters made their decisions based on unnecessarily limited information, probably after the information that had informed the Board's decision had been removed from public view.

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The Communications Advisory Committee strongly recommends that the Region 19 Board consider adopting rules that would allow for the creation of a committee to prepare "concise summaries of arguments in favor of, and arguments opposed to, local proposals or questions approved for submission to the electors".

The same recommendation is being made to the Mansfield Town Council.

While this will create an additional hurdle to cross before a recommendation can be made to the towns, we believe that it is better than an absence of information.

Sincerely,  
For the Committee,  
Antonia C. Moran,  
Chair



COMMITTEE ON COMMITTEES  
March 16, 2009 @ 7:00 PM  
AUDREY P BECK BUILDING  
ROOM B

Present: Leigh Duffy (Chair) and Gene Nesbitt

Chair Leigh Duffy called the meeting to order at 6:00 p.m.

Interviews for the Sustainability Committee were held for the following candidates:

Elizabeth Peterson

Bill Lennon

Joan Buck

Lynn Stoddard

Mallory Bagwell

Sara Milius was unable to attend meeting. Ms. Duffy will interview her by phone.

Discussion was held on the issue of combining some of the appeals boards. It was agreed that it would be put on the agenda for the next Council meeting for discussion. Ms. Duffy will contact the Town Manager.

Leigh Duffy, Chair

Town of Mansfield  
**CONSERVATION COMMISSION**  
Meeting of 18 March 2009  
Conference B, Beck Building  
**MINUTES**

*Members present:* Robert Dahn, Peter Drzewiecki, Scott Lehmann, Joan Stevenson. *Members absent:* Quentin Kessel, John Silander, Frank Trainor. *Others present:* Grant Meitzler (Wetlands Agent).

1. The meeting was **called to order** at 7:38p by Vice Chair Robert Dahn.
2. The draft **minutes of the 21 January 09 meeting** were approved as written.
3. **IWA business.**
  - a. Lehmann participated in the **IWA field trip** on 03/16; his report is attached.
  - b. **W1423 (Shafer, Echo Rd.)** A10 ft x16 ft garden shed is proposed on top of a small knoll. The shed would be quite close to wetlands -- about 45 ft from Echo Lake and 30 ft from a wetland to the S. However, there does not appear to be a satisfactory alternative to the proposed site. Small spills of gasoline or other pollutants would probably be absorbed by the sand-gravel soil rather than washing into the wetlands. No foundation work is involved. The Commission agreed unanimously (motion: Stevenson, Lehmann) that this project is unlikely to have a significant impact on wetlands.
  - c. **W1424 (Whispering Glen LLC, Meadowbrook La.)** A 37-unit condominium development is proposed for the flat portion of a 10-acre site on Meadowbrook La; to the S, the land drops steeply to wetlands and Conantville Brook. The current plan for the sewer connection does not involve crossing wetlands (as indicated in Lehmann's field trip report); instead, the line will run from the SE corner of the developed area down along the property line to a connection with an existing line S of Ledgebrook East.. There will be a lot of impermeable surface (roofs, driveways) in this development, and the storm water management system appears under-sized to some Commission members. After some discussion, the Commission agreed unanimously (motion: Dahn, Stevenson) to make the following comments on this proposal:
    - The design of the stormwater management system should be scrutinized to insure that it is up to the task; uncontrolled runoff could erode the steep slope and dump sediment into the wetland and brook below.
    - The erosion potential of the trail providing access to the conservation area could be reduced by running it along the bottom of the slope rather than half-way up.
    - To enhance protection of the wetland and brook, the steep slope should be included in the conservation area.
    - Given the high density of development and the potential for storm-water impacts on the slope and wetlands below, the Commission suggests eliminating those units proposed for construction within the regulated area.

**4. Mansfield 2020 Strategic Plan.** The Commission has been asked by the Council to comment (by 04/01) on the action plans for the "Historic and Rural Character, Open Space and Working Farms" and "Sustainability and Planning" sections of the Mansfield 2020 Strategic Plan. Unfortunately, the focus of these action plans seems a bit tangential to the concerns of the

Commission. Little or no attention is given to wetland and aquifer protection or to preservation of open space (insofar as it is not agricultural), and that is a concern. Water issues seem to be viewed in terms of providing infrastructure for moving water to consumers rather than protecting sources. The action steps designed to preserve agriculture in Town appear insufficient. Lehmann agreed to write up a comment including such points, to be circulated by e-mail for approval before submission to the Town Manager.

5. Adjourned at 8:42p.

Scott Lehmann, Secretary  
18 March 09; approved 15 April 09

Attachment: Report on 16 March IWA Field Trip

W1423 (Shafer, 45 Echo Rd). The applicant wants to construct a 10x16 garden shed to store mowers, garden tools, etc. atop a small knoll S of the house. The knoll falls fairly steeply to Echo L on the W and to a wetland to the S. The shore of the lake is about 45 ft from the proposed site of the shed, the edge of the wetland about 30 ft. In this location, the shed could be moved back a bit from the lake, but there is little that can be done to increase distance from the wetland, short of moving the shed off the knoll (which I would not want to do if it were my property). The proposal does not involve digging a foundation or footings.

Assuming that the applicant takes reasonable precautions to prevent spills of gasoline or other unpleasant material at the site, there is probably little risk of contamination to the wetland or lake.

W1424 (Whispering Glen, 763 Meadowbrook Rd). 37 upscale condominium units are proposed for a deeper-than-wide 10-acre parcel on the S side of Meadowbrook Rd; an existing (unoccupied) house on the property will be demolished. The area proposed for development is flat, but drops off steeply to wetlands and Conantville Brook on the S. Much of this flat area is now an impenetrable jungle of brush, so we could not walk back to its edge; instead, we drove around to where we could look up from below, behind the VNA building. The condominium units will be served by sewer and water lines, so no provision for septic systems or wells need be made, allowing for dense development. The sewer line will have to cross the wetland and brook; the only other aspects of the project with a potential impact on wetlands are storm-water runoff and (possibly) a trail contouring the steep slope. There will be a lot of impermeable surface (roofs, driveways); runoff is to be directed to rain gardens and to a retaining pond at the SE corner of the flat area at the edge of the drop to Conantville Brook for removal of sediment and floating debris before discharge into the brook. The flat area below the development between the brook and the steep slope is designated a conservation area, to which the developer is proposing access via a trail that contours along the steep slope. The development will be shielded from Meadowbrook Rd. and development to the E by landscaping.

Somebody should verify that provisions for handling storm-water are up to the job. To increase protection of the wetlands and brook, the conservation area should extend to the top of the slope, and the projected trail should be routed along the bottom of it rather than halfway up.



She said that the idea of a roundabout at the intersection of Storrs Road and S. Eagleville Road was not included as part of the State Traffic Commission application for improvements to Storrs Road. The Town, working through Public Works Director Lon Hultgren, was having it reviewed at a pace that allows thorough discussion both by staff and by Town committees, Town Council, and the Planning and Zoning Commission. Macon Toledano said this permit can take the longest – six to eight months.

Ms. van Zelm said there was good feedback on the likelihood of state funding for the parking garage but no commitment from the Office of Policy and Management. She said that the garage was approved as part of the budget approved last fall but it has to go to the Bond Commission to be appropriated. She said there was also money in the budget bill for parking in East Hartford. Mr. McNabb asked if that parking would serve Rentshcler Field. Ms. van Zelm said it would serve the football stadium but also the planned retail development for the area which now includes Cabela's.

Ms. van Zelm said the Partnership would be updating the Town Council on the status of Storrs Center and next steps.

She also said there was a request into Congressman Courtney and Senators Dodd and Lieberman for \$3.8 million for infrastructure (interior roads, etc.). She asked for letters of support from Committee members. Ms. van Zelm said private money is available for this but if federal money could be secured it lowers the costs to the user (rents, property sales).

Manny Haidous asked about the status of the Dog Lane-1 building. Ms. van Zelm said that the issue is trying to get the cost of the building down so the rents that are passed down are affordable. Chris Kueffner asked about the cost of the building. Mr. Toledano said the building itself is about \$3 million but that does not include the infrastructure and architectural costs. The small building raises the costs per foot.

Mr. Haidous asked about privatizing the garage. Mr. Toledano said the idea is to have the revenue from the garage go to the Town, making it a revenue generator. Ms. B. Paterson cautioned that the rates have to be reasonable as people are not used to paying for parking. Ms. van Zelm said that Town Manager Matt Hart has hired a parking consultant to evaluate the latest parking figures and to look at the effect of the surrounding parking to the project.

Mr. Bacon asked if work could begin on Storrs Road especially in an effort to keep the momentum going. Mr. Toledano said that some parts of the work i.e., the Dog Lane intersection, would have to wait until Phase One to start but the rest of the work could potentially start before Phase One. Pene Williams asked if construction would be scheduled around semesters. Mr. Toledano said this would be a consideration.

Ms. Williams asked if there would be indoor space for events. She said they are planning Earth Day events at the Community Center. Ms. B. Paterson said it would be a question of cost. What do you do with indoor space when there are no events going on? Mr. Bacon said indoor events may be limited to venues such as the Town Hall, Community Center, and High School. Mr. Toledano said that tents could be put up outside with access to electricity.

## **5. Review of DRAFT Sustainability Guidelines/Next Steps**

Mr. Bacon said the goal of tonight's meeting is to recommend final sustainability guidelines to the Board for its approval.

Mr. Bacon referred to the November 20, 2007 minutes as a guideline to see if changes had been incorporated from that meeting.

The guidelines had been changed to specifically mention recycling receptacles when discussing trash receptacles.

With respect to using multi-family term, Mr. Toledano explained that it is the industry's standard term as opposed to multi-unit.

On page 31, Mr. Toledano kept 10% as the number for the amount of recycled content materials of the total value of project materials. Mr. Toledano said this is the current standard but it could change and should be re-evaluated in the future. Mr. Bacon said that builders may have the incentive to do more. Ginny Walton was satisfied with this approach.

Ms. Walton said she was satisfied that she, as the Town's Recycling Coordinator, would be consulted on recycling matters.

Karla Fox said she was satisfied with the language that says that "alternative energy should be used where physically viable and economically beneficial" (page 17).

The sections on "low-emitting materials" and "guidelines for green housekeeping" that were left out of the checklist have been reinstated.

Mr. Toledano said he spoke to Lou Marquet at Leyland about the issue of whether having the option of a LEED accredited professional to review whether the guidelines are being followed is enough. The language reads that the Architect of Record, Engineer of Record OR LEED Accredited Professional must verify the guidelines are being followed. Mr. Toledano said Mr. Marquet's concern was not to tie the guidelines too much to LEED. The engineer or architect of record is always the responsible party for making sure the design is followed. Ms. Walton said her concern is that the architect or engineer of record

understand the sustainability guidelines. Mr. Toledano said they would have to be familiar with "green technology." Mr. McNabb said he thought that a qualified engineer and professional engineer would be familiar with LEED standards. Mr. Bacon reminded the Committee that the Committee would be checking the plans against the guidelines as well.

Ms. van Zelm said she had not spoken to Partnership attorney Lee Cole-Chu about how to deal with changing the guidelines if better technology comes up but she has it on her list to do.

Mr. Toledano said he added language about incorporating regional bus systems (dependent on providers) on page 10.

At Chris Kueffner's suggestion, Energy Star was specified for all major appliances.

Mr. Toledano said he compiled the written suggested changes from Ms. Walton, Mr. Kueffner, and Mr. McNabb into the latest document. He said that some of Mr. McNabb's comments were related to the design guidelines, already approved in the Special Design District zoning.

Mr. McNabb asked how would scope changes affect the project. Mr. Toledano said if there were major scope changes that affect the zoning, they would have to go back to the Planning and Zoning Commission. If the scope changes are consistent with the design guidelines and the zoning, they would not have to go back to the Commission, but would be reviewed by the Partnership.

With respect to his written comments, Mr. McNabb asked about sidewalk setbacks to make sure there is enough room for eating outside. Mr. Toledano said this had been addressed in the design guidelines. He said signage had also been addressed during the zoning process. Mr. Toledano said there is no colors committee but Leyland would submit color designs to the Planning Director who would make sure that it corresponds to the acceptable uses in the design guidelines.

Mr. Toledano went through some other changes that he made that were, generally, changes to the wording or clarifications.

Ms. B. Paterson made a motion to approve changes to the sustainability guidelines as recommended by the Planning and Design Committee and refer the guidelines to the Partnership's Board of Directors. When the final draft is completed, it will be submitted to the Board. Mr. Kueffner seconded the motion.

Ms. Williams asked if the guidelines can be changed in the future. The consensus was that they could be changed.

Ms. Williams asked about why building orientation for maximum solar energy use is not included. Mr. Toledano said that buildings can only be oriented within the space limitations. The buildings will be oriented toward the street so some will be better oriented for solar than others. Mr. Toledano said that solar can be installed on a flat roof regardless of orientation but not a pitched roof. He said that every building has to go through the Planning and Design Committee so some questions on specifics can be raised and discussed then – we will know more at that time on specific building design.

The Committee approved the motion unanimously.

Mr. Bacon said he expects the guidelines to be presented to the Board at its May meeting.

Mr. Bacon asked if preliminary plans can be given to the Committee. Mr. Toledano said that site plans are conceptual. Every building plan will be reviewed by the Committee before it goes to Building Official at the Town.

Ms. van Zelm raised the question of how the guidelines will be presented to the public. Ms. Moynihan suggested including them in the presentation to the Town Council.

## **6. Next Meeting Date/Agenda**

Mr. Bacon said that no next meeting will be scheduled yet. Timing will depend on Board review of the sustainability guidelines.

## **7. Adjourn**

Ms. B. Paterson made a motion to adjourn. Mr. McNabb seconded the motion. The motion was approved unanimously. The meeting adjourned at 6:40 pm.

*Meeting notes taken by Cynthia van Zelm.*



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57 Hillyndale Road  
Storrs, CT 06268

REC'D APR 17

April 16, 2009

Mr. Matthew Hart  
Town Manager  
Town of Mansfield  
4 South Eagleville Road  
Storrs, CT 06268

Dear Matt Hart,

In reference to recent budget considerations, how quickly we forget. When I read of proposed cuts to our lifeline in Mansfield, my stomach immediately ties itself in a knot.

From personal experience with Mansfield's emergency services, I strongly feel that my opinion is extremely credible on this issue. As a resident of Mansfield and a facility superintendent for Juniper Hill Village, I have witnessed the Fire Department's services rendered numerous times, and many between the hours of 12:00 a.m. and 6:30 a.m.

One of Mansfield's largest structural fires in recent history occurred in 2004, at 1:40 a.m., with the loss of twelve apartments. Because of the quick response of all emergency personnel, thankfully, there were no fatalities. If these proposed cuts had been implemented at that time, we would have definitely witnessed loss of life.

Is a 25% reduction in manpower and a \$30,000. savings worth the risk? I think not; no question about it! Please make a responsible decision that won't place our residents in jeopardy.

Sincerely,



Michael A. Morano

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**Matthew W. Hart**

Item #12

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**From:** Will Bigl [wbigl@charter.net]  
**Sent:** Monday, April 20, 2009 5:56 PM  
**To:** Matthew W. Hart  
**Cc:** Claire Gates; Sandy Gallo; Rita Pollack; Zoe Leibowitz; Paul Antonia; Patricia (Hope) Richardson; Kevin Grunwald; Maria E. Capriola  
**Subject:** AARP Tax Aide 2009  
**Follow Up Flag:** Follow up  
**Flag Status:** Orange

Matt Hart, Town Manager  
Town of Mansfield  
4 South Eagleville Road  
Mansfield, CT 06268

April 20, 2009

Matt;

I am pleased to inform you that this years AARP Tax Aide program was again very successful in saving both surrounding towns and Mansfield's elderly with the preparation and filing of their 2008 Federal and State income tax returns.

Of the approximately 233 clients process this season 157 were residents of the Town of Mansfield. The other 57 were from surrounding towns where, for lack of a local coordinator, did not have their own program in place. Without the Town of Mansfield, these clients would either have to find another site or have their returns prepared elsewhere.

Based upon an approximated fee of \$250.00 per client, the program saved approximately \$58,250 over paid returns.

I would like to thank the Town of Mansfield, the Department of Human Services, and the Staff of the Mansfield Senior Center for providing the facilities and equipment, and the unpaid volunteers, without whose dedication, the success of this program would not have been possible.

Will Bigl

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# MEMORANDUM

Town of Mansfield  
Town Manager's Office  
4 So. Eagleville Rd., Mansfield, CT 06268  
860-429-3336  
Hartmw@mansfieldct.org



To: Fred Baruzzi, Superintendent, Mansfield Public Schools  
CC: Mansfield Board of Education; Town Council  
From: Matt Hart, Town Manager *MWH*  
Date: April 23, 2009  
Re: Proposed FY 2009/10 Budget

Item #13

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The Town Council, at its Budget Workshop on Monday, April 20, 2009, adopted a proposed FY 2009/10 Budget in the amount of \$43,010,137. As part of its deliberations, the Town Council reduced the Mansfield Board of Education's Adopted Budget by an additional \$235,000. In aggregate, this action reduces the proposed FY 2009/10 Board of Education Budget to \$20,595,570.

I would like to thank you and the Board for your efforts to collaborate with the Town to produce a proposed budget that maintains key municipal services and our exemplary K-12 education program, and is cognizant of the ability of our residents and taxpayers to pay for those services.

## Attachments

- 1) Notice and Warning of Annual Town Meeting

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PLANNING AND ZONING COMMISSION  
TOWN OF MANSFIELD

Item #14

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CONNECTICUT 06268  
(860) 429-3330

Memo to: Lon Hultgren, Director of Public Works/Tree Warden  
From: Mansfield Planning and Zoning Commission  
Date: April 16, 2009  
Re: Tree Removal, 34 Farrell Road, a Town Designated Scenic Road

At the PZC's 4/6/09 meeting, members were informed about the recent removal of a 30 inch white oak tree adjacent to the driveway for 34 Farrell Road. This tree was the subject of a 1999 Scenic Road application requesting removal for sightline and turning radius purposes. At that time, the removal request was not approved based on criteria contained in the Mansfield Scenic Road Ordinance and a PZC determination that the subject tree "is one of the major contributing amenities to the scenic quality of Farrell Road."

Having specifically discussed the subject tree in the past, PZC members expressed concern and disappointment that the subject tree removal was authorized without prior PZC consultation. Members also noted that a segment of stone wall located near the subject tree was impacted, apparently in association with the tree removal. Mansfield has a limited number of designated scenic roads. It is essential that special caution be taken before authorizing any tree removal along a scenic road and where authorized, all removal work needs to be carefully monitored to minimize any additional impacts on nearby trees and stone walls.

It is understood that the subject tree removal was not preceded by a typical posting and that the subject tree removal was authorized due to a public safety concern. It is recognized that Section 6.c. of the Scenic Road Ordinance provides for tree removal without PZC or Town Council approval in emergency situations and other special situations where public safety is jeopardized. However, in the subject situation there was no indication of a dangerous tree condition in 1999 and the Commission is not aware of any documentation (for example: photographs) indicating an imminent danger necessitating immediate removal.

To help prevent future issues or questions regarding tree removal practices along scenic roads, the Commission respectfully requests the following:

1. An explanation of the events and rationale that lead to the authorization to remove the subject Farrell Road tree.
2. An explanation of existing procedures that are used to address requests for tree removal along scenic roads and to monitor authorized tree removals. Please clarify when trees are posted in advance of removal.
3. Suggestions for potential revisions to existing practices to minimize future issues or questions regarding tree removal along scenic roads

Cc: Mansfield Town Council; Mansfield Conservation Commission; Town Manager, Matthew Hart;  
Deputy Tree Warden, Mark Kiefer

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**TOWN OF MANSFIELD  
PLANNING & ZONING COMMISSION**

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

Friday, March 27, 2009

Planning and Development Committee  
Attention: Chairmen, Coleman and Sharkey  
Room 2100, Legislative Office Building  
Hartford, CT 06106

Re: Proposed Bill 5862  
"An Act Mandating Separate Inland Wetland and Planning and Zoning Commissions"

Dear Planning and Development Committee Members:

Mansfield's Planning and Zoning Commission, which also serves as the Town's Inland Wetland Agency, and Mansfield's professional staff strongly oppose the stated objective of Proposed Bill 5862 that would mandate separate membership for municipal Inland Wetland and Planning and Zoning Commissions. While it is understood that this 2009 introduced Bill was not raised by the Planning and Development Committee, it is anticipated that the subject issue will come up again, perhaps in association with another bill. In the event this issue does resurface, it would be appreciated if your committee would consider Mansfield's position as articulated below.

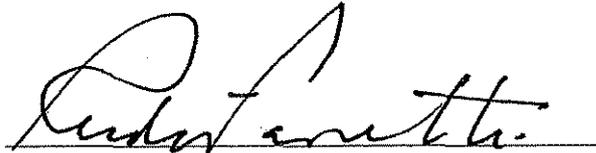
Since 1974, Mansfield has successfully utilized the same elected officials to fulfill the responsibilities of the Planning and Zoning Commission and the Inland Wetland Agency. Our arrangement has been incorporated into the Town's Charter and has resulted in significant membership longevity and coordinated, thorough, and both technically and legally sound land use decision making. Furthermore, our system has facilitated public participation, has expedited application review processes, has facilitated member education and training and has economized supportive staff services. Mansfield's system places special demands on our membership and staff, but regulatory decisions can be complex and are best made by an educated public body with appropriate staff support. This approach is not appropriate for every municipality in Connecticut but such a determination should be a local issue and not mandated by State Law.

In summary, Mansfield's Planning and Zoning Commission/Inland Wetland Agency and its staff oppose any state mandate for separate membership for municipal Planning and Zoning and Inland and Wetland Commissions for the following reasons:

1. The membership arrangement for a municipal land use regulatory agency should be a municipal determination and not a State mandate.
2. Utilizing the same individuals to fulfill multiple land use responsibilities can provide efficiencies for member education and training and providing staff services. This approach has worked in Mansfield to produce coordinated, thorough and both technically and legally sound land use decisions. Requiring separate memberships would increase the cost of providing staff services and would require costly changes in Mansfield's Charter and Town Ordinances.
3. Utilizing the same individuals to fulfill multiple land use responsibilities has resulted in coordinated application review processes with joint public hearings and a common public record and has facilitated public participation as interested citizens can present their comments on the same evening. This process has benefited our Commission members, applicants and the public.
4. Finding qualified citizen volunteers for regulatory agencies, who must act under precise legal requirements, can be very difficult, particularly in smaller towns. To appropriately address statutory requirements, a significant amount of member training and education is required for regulatory agency members. Mandating separate memberships for land use agencies will present costly staffing and training problems for the existing towns that now utilize the same individuals in dual roles.

Please refer any questions regarding this letter to Mr. Gregory J. Padick, Mansfield Director of Planning at (860) 429-3329 or [padickgj@mansfieldct.org](mailto:padickgj@mansfieldct.org)

Very Truly Yours,



Rudy J. Favreth

Chairman, Mansfield Planning and Zoning Commission and Inland Wetland Agency



Gregory J. Padick

Mansfield Director of Planning

CC: State Senator Donald E. Williams Jr.  
State Representative Denise Merrill  
Matthew Hart, Mansfield Town Manager

# Town of Mansfield, Connecticut Annual Report

Fiscal Year 2007-2008



## Mansfield 2020 Unified Vision

Mansfield is a vibrant, diverse and caring community that offers its residents and the region unique cultural, recreational and educational opportunities. Known for its excellent public schools, community-wide events, inclusive and efficient government, working farms and protected open spaces, the town is home to the main campus of the University of Connecticut. Principles of sustainability guide zoning and development, preserving the town's historic character and providing for economic vitality. Mansfield is a proud historic community: A great place to live, work and play.

[www.MansfieldCT.org](http://www.MansfieldCT.org)



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

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

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

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

**MANSFIELD FACTS**

**Area:** Mansfield is 45.5 square miles.

**Population:** In 2008, Mansfield had a population of 24,779.

**Registered Voters:** As of December 2008, Mansfield had 12,994 registered voters: Democrats - 5,452; Republicans - 1,638; Unaffiliated - 5, 854; Other - 50.

**Form of Government:** Mansfield has a Town Council -Town Manager form of government, in addition to an annual town meeting. (The 2009 Annual Meeting will be held on May 12, 2009 in the Mansfield Middle School Auditorium.)

**Tax Rate:** The mill rate for Fiscal Year 2007/08 was 25.24 mills.

**Net Grand List:** In Fiscal Year 2007/08 Mansfield's net grand list was \$921,775,314.

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

**Police Services:** Mansfield provides police services with eight state troopers and three part-time town officers.

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

**Student Enrollment:** In 07/08, Mansfield had a total enrollment of 1,278 in grades PK-8 and 1,172 in grades 9-12 (657 Mansfield residents).

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**For current Town of Mansfield information, news and announcements:**

- **Tune into Cable Channel 13**
- **Check out our website [www.MansfieldCT.org](http://www.MansfieldCT.org)**
- **Subscribe to QNotify Email Notice Lists!**

**(It's easy! Just go to [www.MansfieldCT.org](http://www.MansfieldCT.org) to sign up and have the latest agendas, minutes, press releases etc. emailed directly to you!)**

**TOWN COUNCIL**  
Elizabeth C. Paterson, Mayor  
429-3336



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

**Accomplishments for FY 2007-2008**

- Initiated a comprehensive strategic planning process (*Mansfield 2020: A Unified Vision*);
- Maintained active involvement with the Mansfield Downtown Partnership (three council members currently sit on the Partnership's Board of Directors);
- Continued to lead Mansfield's participation in Connecticut's *20% by 2010 Clean Energy Campaign*, designed to promote conservation and clean, renewable energy, and to help preserve and protect the environment;
- Reviewed report issued by Charter Revision Commission, and submitted revised Town Charter to the voters, who approved the revision at the November 2007 referendum;
- In collaboration with the Mansfield Downtown Partnership, co-sponsored several successful community events, including the *Tour de Mansfield* (bike tour), *Festival on the Green* and *Winter Fun Day*;
- Continued to help lead the Mansfield Community-Campus Partnership (MCCP). The MCCP's mission is to improve the quality of life for all members of the community, and to pursue objectives such as reducing irresponsible behavior under the influence of alcohol and other drugs;
- Monitored various community developments and issues affecting Mansfield residents such as water/wastewater infrastructure;
- Established a communications advisory committee;
- Created a policy index to codify Town Council policy.

**Plans for FY 2008-2009**

- Maintain active involvement with the Mansfield Downtown Partnership (three council members currently sit on the Partnership's Board of Directors);
- Review work of Strategic Planning Steering Committee, *Mansfield 2020: A Unified Vision*. Sought input on the plan from a number of advisory committees and elected boards;
- Establish ad hoc advisory committee to assist with Four Corners sewer project and create new Sustainability Advisory Committee to help lead Town's efforts to promote environmental and economic sustainability and quality of life;
- Purchase three key open space parcels: 55-acre Dorwart property; 69-acre Mansfield recreation Park (Lions Club); and 135-acre Moss Sanctuary. Also contribute to Joshua Trust's acquisition of 5.9-acre Luce property adjacent to Coney Rock Preserve;
- Work with Town Manager and staff to implement deficit mitigation plan to address economic downtown and loss of non-tax revenue;
- In collaboration with the Mansfield Downtown Partnership, co-sponsor several successful community events, including the *Tour de Mansfield* (bike tour), *Festival on the Green* and *Winter Fun Day*;
- Continue to help lead the Mansfield Community-Campus Partnership (MCCP). The MCCP's mission is to improve the quality of life for all members of the community, and to promote positive community-campus relations;
- Monitor various community developments and issues affecting Mansfield residents such as UConn Landfill, proposed UConn compost facility and water/wastewater issues;
- Designate preferred developer for assisted/independent living project.

## TOWN MANAGER'S OFFICE

Matthew W. Hart, Town Manager

429-3336

The Town Manager is appointed by the Town Council to serve as the chief executive officer of the Town, and is charged with implementing Council policy and overseeing the work of all town departments. In addition, the Town Manager serves as the Director of Public Safety, the Personnel Officer and the legal Traffic Authority. The Town Manager's staff is directly responsible for the human resources, risk management and capital improvement programs, and provides staff support to the Town Council and various advisory boards and committees.

### Accomplishments for FY 2007-2008

- Collaborated with the steering committee and other key stakeholders to bring *Mansfield 2020: A Unified Vision* (Strategic Plan), to fruition.
- Assisted Mansfield Downtown Partnership with development of Storrs Center Special Design District; coordinated effort to peer review and study public components of the Storrs Center project, including parking facilities, Storrs Road improvements and the Dog Lane 1 commercial building.
- Collaborated with Mansfield Public Schools and Region 19 to establish new Department of Information Technology; conducted media upgrade study to identify improvements for public information services and the broadcast of public meetings; implemented new web-based citizen request management system and citizen communications webpage.
- Commissioned a management study to analyze operations at the Mansfield Community Center and oversaw the development of a new accounting structure for the Recreation Fund. Completed Community Center air conditioning project.
- Installed solar panels at Community Center to provide approximately one-third of the electricity needed for the facility. Received Council approval to install a small cogeneration facility to provide the rest of the electricity needs at the Community Center while also heating the pool.
- As member of advisory committee, issued a request for qualifications and a request for proposals to identify a potential developer to construct an assisted living/independent living facility in Mansfield.
- Completed an ordinance to establish municipal departments, pursuant to a recent Town Charter revision.
- Partnered with public safety, university and landlord representatives to mitigate the impact of parties and related activity at student housing complexes adjacent to campus; provided support to new University Office for Off-Campus Student Services.
- As member of UConn Water and Wastewater Policy Advisory Committee, closely monitored drought conditions experienced during the fall of 2007 and directed implementation of various small-scale infrastructure improvements to reduce water consumption in municipal facilities; presented Four Corners Sewer Study to Town Council for review and consideration.
- Received \$500,000 in funding under small cities community development program for the installation of sprinklers at Juniper Hill Village (senior housing).

### Plans for FY 2008-2009

- Gather feedback from a number of advisory committees and elected boards regarding *Mansfield 2020: A Unified Vision* (Strategic Plan); continued to assist Council with prioritization and implementation of plan.
- Conduct peer review of public elements of the Storrs Center project, including the fiscal impact analysis and planned parking facilities; continued work on a comprehensive development agreement between the Town and the preferred developer; continued research to develop a parking management plan for the project.
- Work with department heads and Mansfield Superintendent of Schools to prepare and implement a deficit mitigation plan in response to economic slowdown and loss of various non-tax revenues; implemented various staffing changes at Mansfield Community Center to address a potential deficit and promote long-term stability in the Recreation Fund.
- Install a small cogeneration facility at the Community and re-bid the Mansfield Middle School fuel conversion project. Both projects will allow the Town to realize significant cost savings while using a cleaner source of energy.
- Initiate the Hunting Lodge Road Bikeway project; extended rental housing certification zone at no additional cost.
- Receive authorization to purchase three key open space parcels: 55-acre Dorwart property; 69-acre Mansfield recreation Park (Lions Club); and 135-acre Moss Sanctuary. Also contribute to Joshua Trust's acquisition of 5.9-acre Luce property adjacent to Coney Rock Preserve.

**TOWN MANAGER'S OFFICE** continued...

- Participate in UConn Board of Trustee's review of spring weekend; continued to work with public safety, university and landlord representatives to mitigate the impact of parties and related activity at student housing complexes adjacent to campus .
- Continue to oversee a \$500,000 small cities community development grant for the installation of sprinklers and fire safety improvements at Juniper Hill Village (senior housing).
- Assist with coordination of WINCOG region economic development program; participated in Government Finance Officers Association pilot performance measures study.
- Work cooperatively with Town Clerk's Office to develop a Freedom of Information (FOI) policy and set of procedures for processing requests.
- Complete Assisted/Independent Living Advisory Committee review of responses to RFP and recommended a preferred developer to Town Council.

## ANIMAL CONTROL

Noranne Nielsen, Animal Control Officer  
487-0137

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

### Accomplishments for FY 2007-2008

- Responded to approximately 2200 complaints, issued 370 warnings, 80 notices to license and 29 infractions;
- Quarantined 14 dogs and 6 cats. Impounded 288 animals of which 67 were reclaimed, 205 were adopted out to new owners, 13 were struck by vehicles, and 16 were too sick or aggressive to place;
- Partnered with the towns of Scotland and Hampton, regarding the impoundment of their stray dogs. 16 dogs from Scotland and Hampton were impounded, which brings our total impoundments to 304;
- The town of Mansfield adopted a mandatory cat spay neuter ordinance effective June 16 2006 to decrease the cat overpopulation. The ordinance is successfully enforced. 18 notices to spay/neuter were issued.

### Plans for FY 2008-2009

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

## MANSFIELD BOARD OF EDUCATION

Frederick A. Baruzzi, Superintendent  
429-3350

The public schools of Mansfield value the important contributions of students and teachers from diverse racial, ethnic and economic backgrounds. As a culturally and socio-economically diverse school district, the Mansfield Public Schools make every effort to provide equal opportunity for all students. We are dedicated to ensuring that all students have access to every program through heterogeneously-grouped classes and multiple levels of access.

### Accomplishments for FY 2007-2008

- The Board of Education funded a minority assistantship from local funds for a Masters student from UConn;
- Our elementary schools offer the Spanish language in grades 2 through 4, placing strong instructional emphasis on the cultures of the Hispanic world;
- At Goodwin School, a Student Backpack Brigade fills backpacks and donates them to area shelters and the PTO organizes Diversity Mixers culminating in an International Potluck Dinner;
- At Southeast School, there are enrichment clusters focusing on the cultures of other countries and cultural, musical, and artistic assemblies;
- At Vinton School, activities such as on-site museum programs and "Reach for the World - Read", a literacy-exchange partnership with Sweeney School in Willimantic, brings third graders from diverse backgrounds together to help the school community to celebrate cultures from different parts of the world;
- Mansfield Middle School (designated by the Connecticut Association of Schools as the 2007 Middle School of the Year) is unique in offering four different world languages (French, Spanish, German and Latin), a German and Chinese student exchange program and all students and staff participated in the bi-annual One School/One Read experience;

## MANSFIELD BOARD OF EDUCATION continued...

All schools participate in integrated art and dance programs, all schools participate in an inter-district summer Academy of International Arts and Science Studies, a ten-school-district summer camp program that has helped to reduce racial, ethnic and economic isolation;

- Our elementary and middle school students perform well on the Connecticut Mastery Test. We continue to analyze any changes in student performance data, as well as individual student longitudinal test results, to identify needs for program adjustments;
- On the 2008 CMT, Mansfield Public Schools students achieved State Goal at the following rate:
  - Mathematics: Grade 8 – 74.5%, Grade 7 – 79.7%, Grade 6 – 75.7%, Grade 5 – 81.6%, Grade 4 – 69.7%, Grade 3 – 78.7%
  - Reading: Grade 8 – 83.9%, Grade 7 – 86%, Grade 6 – 78.5%, Grade 5 – 77.3%, Grade 4 – 68.5%, Grade 3 – 68%
  - Writing: Grade 8 – 78.5%, Grade 7 – 78.6%, Grade 6 – 67.6%, Grade 5 – 84.1%, Grade 4 – 73.1%, Grade 3 – 77.9%
  - Science: Grade 8 – 84.7%, Grade 5 – 85.8%
- Improvement plans for all four schools include a new assessment protocol being implemented this year to more closely monitor student achievement. Specific goals focus on moving more students from Level 3 to Level 4 (State Goal) in all four areas of the Connecticut Mastery Test, by intervening early through increased instructional time (through full-day kindergarten), to differentiated instruction, more efficient use of support services, and align instruction with curricular goals for greater student achievement.

### Plans for FY 2008-2009

- Help every student to be a confident and successful learner;
  - Improve the reading, writing, and math achievement of every student;
  - Motivate and engage every student; increase student safety, health, and well-being.
- Enhance both professional development opportunities and the benefit of evaluation for staff;
- Monitor and regularly assess the district's facilities in terms of space, security needs, and maintenance;
- Foster and increase communication between the Board of Education and the community it serves;
- Reduce energy consumption and minimize the district's environmental impact.

The Mansfield Board of Education has a long-established tradition of equitable distribution of resources to ensure that each school in the district receives the same level of material and financial resources. Assurance that resources are equally shared is fundamental to the purpose of American public education and the Mansfield Public Schools are proud stewards of this national commitment to equity.

## DEPARTMENT OF BUILDING AND HOUSING INSPECTION

Michael Nintean, Director

429-3324

The Department of Building and Housing Inspection is responsible for the administration and enforcement of the Connecticut Building and Demolition Codes as well as the Mansfield Housing Code. The Building division accepts and reviews construction documents for all construction projects within the town with the exception of those on state and federal property. Documents are reviewed to determine compliance with the State Building Code. The department also coordinates and directs applicants to all other applicable town departments. Periodic site inspections are conducted to confirm compliance with the submitted documents and the Building Code. Reports are issued if violations are noted and follow-up inspections are conducted to assure code compliance. Upon completion of projects a certificate of occupancy or approval is issued pursuant to state statutes. The department is also on call 24 hours a day to inspect structures and equipment damaged by fire or accident to determine what if any action is necessary. The Housing division enforces the Property Maintenance Code as adopted for rental dwelling units within town. The department responds to complaints on a town wide basis and inspects approximately 1150 units within the overlay zone that includes 75% of the rental dwelling units in Mansfield. Complaints are investigated and if violations are observed proper action is taken to assure the abatement of the violation(s) pursuant to the provisions of the Property Maintenance Code. The rental units within the overlay zone are inspected once every 2 years as determined by the implementation schedule of inspection. If the unit is in compliance a certificate is issued when the \$150 fee has been paid. If violations are found proper action is taken pursuant to the code.

## DEPARTMENT OF BUILDING AND HOUSING INSPECTION continued...

### Accomplishments for FY 2007-2008

- All inspectors attended required educational seminars to maintain state licenses;
- Continued daily department activity of permitting, plan review and inspection;
- Expanded Housing code rental zone;
- Maintained Landlord Registry;
- Implemented use of town-wide ticket for ordinance infractions;
- Expanded blight patrols to enforce Litter ordinance;
- Director worked as co-chair of state-wide task force reviewing possible implementation of a State Housing code;
- Prepared for implementation of increased educational fee charged on all building permits;
- Monitored compliance with the Town' FOG ordinance.

### Plans for FY 2008-2009

- Continue to implement enforcement of the Housing code;
- Continue normal Building Department functions i.e. permitting, plan review, inspections etc.;
- Continue to explore state-wide legislation aiding in enforcement of regulations for storable pools;
- Prepare plan to increase building permit fees;
- Incorporate changes to the State Building code if adopted as expected;
- Work with the Community Quality of Life committee as directed to explore implementation of new regulations and changes to the current Housing code;
- Explore providing energy audits to citizens in conjunction with the Department of Public Works.

## MANSFIELD DOWNTOWN PARTNERSHIP, INC.

Cynthia van Zelm, Executive Director

429-2740

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

### Accomplishments for FY 2007-2008

- Received approval from the Mansfield Inland Wetlands Agency for a wetlands license in October 2007;
- Received \$10 million from CT Bond Commission for funding for a parking garage for Storrs Center;
- Received \$2.5 million for Storrs Rd. improvements (brings Storrs Road grant funding to a total of over \$6 million);
- Monitored permits submitted by master developer LeylandAlliance to the CT Department of Environmental Protection for stormwater master plan, the US Army Corps of Engineers for a federal wetlands license, and to the CT Department of Transportation for State Traffic Commission approval for Storrs Road changes;
- Completed and officially opened the Pedestrian Walkway/Downtown Connector leading from Storrs Road (and the future downtown) to the Town Hall, and to the Mansfield Community Center, and purchased winter banners to line the walkway;
- Received statewide Connecticut Main Street Award for Excellence for Community Consensus-Building Award for Storrs Center downtown project;
- Held 4<sup>th</sup> Annual *Festival on the Green*, featuring the Mohegan Sun All-Stars band, children's events, a juried art show, and food – with over 3,000 attendees;
- Created a DVD of Storrs Center that documents and markets the Storrs Center project;
- Produced fall 2007 and spring 2008 Partnership newsletters;
- Hosted second annual Winter Fun Day in partnership with the Town of Mansfield in February;
- Hosted Earth Day event with Town of Mansfield in April;
- Assisted the Town with the 2<sup>nd</sup> Annual Tour de Mansfield: Village to Village Bike Tour in July;
- Continued membership outreach efforts resulting in over 400 Partnership members as of June 30, 2008;
- Continued public outreach to the community through meetings, presentations, and media including print, website, radio, and TV, about plans to revitalize downtown Mansfield.

## MANSFIELD DOWNTOWN PARTNERSHIP continued...

### Plans for FY 2008-2009

- Implement plans for development of Storrs Center including streetscape improvements along Storrs Rd./Rte. 195;
- Secure remaining state and federal permits for the Storrs Center development project;
- Begin construction of first building for project;
- Implement updated communications plan for Storrs Center;
- Produce and implement Partnership strategic plan;
- Hold Fifth Annual *Festival on the Green* in Storrs Center in September 2008;
- Work with the Town of Mansfield to hold Third Annual Winter Fun Day in February 2009;
- Work with Town of Mansfield to hold Fourth Annual Tour de Mansfield in July 2009;
- Produce newsletter in September 2008 and Spring 2009;
- Pursue local, state, federal, and private grant opportunities for planning and construction at Storrs Center, as well as planning at Four Corners and King Hill Road;
- Continue outreach through publications, electronic mail, speaking engagements, involvement on Town of Mansfield, University of Connecticut, and other organizational committees.

## EASTERN HIGHLANDS HEALTH DISTRICT

Robert Miller, Director

429-3325

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

### Accomplishments for FY 2007-2008

- Board of Directors adoption of an operating budget of \$791,310 for FY 08/09;
- Appointed new staff to the positions of Environmental Health Inspector and Sanitarian II, and Chief Sanitarian;
- Retained an IT consultant and completed an Information Technology Study and IT 'road map' for the EHHD;
- Provided technical and communications support to Willington and Ashford regarding the Cradle Rock property site contamination;
- Procured \$244,000 in grant funds from the State Department of Public Health to support programs in three program areas that include healthy behaviors in women over 55 and school aged children, and public health emergency planning and preparedness;
- Provided technical support to the Scotland Planning and Zoning Commission regarding a proposed age-restricted housing project;
- Provided technical and communications support to Mansfield regarding citizens concerns over a proposed irrigation wells at Uconn's Agronomy Farm;
- Provided technical support and ongoing participation in Tolland's Facilities Plan development;
- Provided technical support and ongoing participation in Columbia's efforts to adopt a septic tank pumping ordinance in the Columbia lake watershed;
- Important emergency preparedness activities this fiscal year include extensive updates to the EHHD emergency response plan, extensive participation in regional planning efforts for DEMHS Regions 3 & 4, planning and conducting table top exercises and field drills addressing pandemic influenza, and staff training in applicable areas of emergency preparedness;

## **EASTERN HIGHLANDS HEALTH DISTRICT continued...**

- Health promotion activities this fiscal year included the reinvigoration of the "Matters of the Heart" Partnership funded by grants from the State Department of Public Health, the completion of the Safe Routes to School program targeting selected Tolland schools, the completion of another successful year targeting school aged children regarding the risk of skin cancer, the implementation of an in-home assessment program to identify and correct childhood asthma triggers, and the continued administration of the BeWell employee wellness program;
- The main FY 07/08 indicators for environmental health district activity in Mansfield include: 235 site inspections for septic systems; 48 septic permits issued; 50 well permits issued; 45 complaints investigated; 133 environmental samples taken for lab analysis; 208 food establishment inspections and other health inspections; 129 B100a building permit reviews; and, 248 test pits and/or perk tests.

### **Plans for FY 2008-2009**

- Continue to update and exercise local emergency response plans. Develop a funding strategy for long-term program continuation in anticipation of federal funding reductions;
- Engage IT consultant to implement IT upgrades for EHHD consistent with IT 'road map' developed this year;
- Continue to pursue other funding sources to maintain and possibly expand health promotion programs;
- Expand BeWell employee wellness program to other employers in the community;
- Address the individual public health needs of member towns as they arise.

## **OFFICE OF EMERGENCY MANAGEMENT**

John Jackman, Director  
429-3324

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

### **Accomplishments for FY 2007-2008**

- The Mansfield EOP (Emergency Operations Plan) was reviewed and audited by the DEMHS (Department of Emergency Management and Homeland Security). The audit found the Mansfield EOP to be current and consistent with State and Federal guidance;
- Several Emergency Management Advisory Council were held;
- Staff completed several emergency management training programs (National Incident Management System, National Response Plan and responding to and recovering from terrorism incidents);
- Staff worked with DEMHS Region IV Regional Emergency Planning Team to develop a regional spending plan;
- Staff continued to assist and support the Eastern Highlands Health District with planning for health emergencies;
- Staff participated in the DEMHS Region IV all hazard, multi discipline regional EOP planning initiative;
- Staff participated in the DEHMS Region IV first regional emergency operations drill;
- Prepared for and assisted with the Town's response to UConn's Spring Weekend;
- Conducted CPR and AED training for staff;
- Administer the U.S. Department of Homeland Security Fiscal Year 2006 and 2007 Grant Programs;
- Conducted an inventory and audit of the Town's communications systems.

### **Plans for FY 2008-2009**

- Work with the DEMHS Region IV Regional Emergency Planning Team to implement the regional spending plan and to finalize the regional Emergency Operations Plan;
- Revise and update the Town's Emergency Operations Plan and Annexes to ensure that the EOP is consistent with the newly developed regional plans;
- Conduct an Emergency Management table-top exercise;
- Continue to administer the U.S. Department of Homeland Security Fiscal Year Grant Programs;
- Continue to seek funding opportunities.

## FACILITIES MANAGEMENT DEPARTMENT

William Hammon, Facilities Management Director

429-3320

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

### Accomplishments for FY 2007-2008

- Installed a small number of solar panels at E.O. Smith High School;
- Completed an asbestos abatement and floor replacement at Mansfield Middle School;
- The gym at Mansfield Community Center is now air conditioned;
- The Siemens Corporation energy saving project has been completed;
- The school water well project has been approved by the State Health Department;
- Solar panels have been installed at Mansfield Community Center providing 30% of the electrical needs of the building when the sun shines;
- Installed new furnace at Fire Station #207;
- Installation of access system by Sonitrol Communications for improved security at all schools;
- Completed OSHA mandated training for all staff;
- Rebuilt a 55kw generator and installed it on a trailer to make it portable;
- Installed swimming pool cover at Mansfield Community Center for energy savings;
- Installed a new rubber coated roof at the Dog Pound;
- Completed plans for the Mansfield Middle School heating system;
- Modified Town Hall for an improved Information Technology Department office;
- Installed more energy efficient air conditioning for server room at Town Hall;
- Continued to improve our work order response time.

### Plans for FY 2008-2009

- Continue to work on Mansfield Middle School heating project;
- Work with School Building Committee on four-school modernization project;
- Finally get co-gen at Mansfield Community Center up and running;
- Find ways to reduce overtime;
- Complete improved security at all schools;
- Reduce the number of open work orders;
- Complete energy use graphs at all major town owned buildings;
- Ensure MSDS (Material Safety Data Sheets) system is up-to-date based on OSHA regulations.

## FINANCE DEPARTMENT

Jeffrey Smith, Finance Director

429-3343

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

### Accomplishments for FY 2007-2008:

- Received Certificate of Achievement for Excellence in Financial Reporting for both the Town and Region 19 and received the Distinguished Budget Award for the Town;
- Prepared the fiscal year 2006-2007 Comprehensive Annual Financial Report for the Town of Mansfield, Regional School District No. 19 and Eastern Highlands Health District;
- Completed the establishment of a new IT Department with a new Director, completing the rollout of a wireless network, allowing remote access to the computer system by employees, and completing the installation of VOIP at the Town Hall and E.O. Smith High School;
- Completed a full financial review and restructure of the Parks and Recreation Fund accounting system;
- Utilized Pitney Bowes Smart Mailer system for taxes, dog licenses and refuse mailings to reduce postage costs;
- Updated delinquent notices to include vertical billing (i.e. billing all years outstanding for property on one notice);
- Implemented collection agency process, sending all motor vehicle tax bills to collection agency upon delinquency;
- Continued incorporating digital photos into the property record system;
- Provided ongoing assistance to the Engineering Office in identifying mismatched parcels for the GIS mapping system, now available online.

Expenditures 2007-2008	Amount	% of Total
General Government	\$1,458,106	3.5%
Public Safety	2,737,287	6.6%
Public Works	2,904,636	7.0%
Community Services	1,459,030	3.5%
Community Development	233,171	0.6%
Town-wide	2,197,117	5.3%
Transfers to Other Funds	1,417,420	3.4%
Education	28,897,419	70.0%
<b>Total</b>	<b>41,304,186</b>	<b>100.0%</b>

Revenues 2007-2008	Amount	% of Total
Property Taxes	\$21,811,968	52.7%
Federal/State	\$18,070,401	43.7%
Investments	\$454,890	1.1%
Other Local	\$1,028,005	2.5%
<b>Total</b>	<b>\$41,365,264</b>	<b>100.0%</b>

FINANCE DEPARTMENT continued...

Plans for FY 2008-2009:

- Work with our State Representative to restore funding to Mansfield for capital projects;
- Research additional energy efficiency initiatives that will be self-funding;
- Prepare the fiscal year 2007-2008 Comprehensive Annual Financial Report for the Town, Region 19 and Eastern Highlands Health District;
- Apply for Certificate of Achievement for Excellence in Financial Reporting and for Distinguished Budget Presentation Award;
- Provide financial reporting and monitoring for the various state and federal grants received by the Downtown Partnership;
- Set up a Taxpayer Information Area outside the Revenue Collector's office and on the Town's website;
- Continue to update UConn building information onto the Assessor's CAMA (Computer Assisted Mass Appraisal) system;
- Continue effective cash management and provide accurate and timely financial reporting for all entities;
- Provide various reports, analysis and schedules for the 2009-2010 proposed budget.

**Top Ten Taxpayers  
October 1, 2007 Grand List**

The list percentages are calculated by dividing the individual property assessment by the October 1, 2007 Net Grand List Total of \$921,609,133.

Property Owner	Description	Assessment	% of Taxable Grand List
Connecticut Light & Power	Public Utility	\$ 11,094,336	1.20%
Mansfield-Eastbrook Dev Corp LLC	Eastbrook Mall	7,000,000	0.76%
ING US Students No 8 LLC	Apartments	6,525,960	0.71%
Celeron Square Associates	Apartments	6,496,280	0.70%
New Samaritan Corp	Nursing Home	5,332,180	0.58%
Colonial BT LLC	Apartments	5,141,430	0.56%
ING US Students No 1 LLC	Apartments	4,960,340	0.76%
Storrs Polo Run LTD Prtnrshp.	Apartments	3,956,470	0.43%
Hayes-Kaufman Mansfield Assoc.	Shopping Plaza	3,713,920	0.40%
Glen Ridge Co-operative, Inc.	Housing Co-Op	3,502,380	0.38%
<b>Total Top Ten Assessments</b>		<b>\$ 57,723,296</b>	<b>6.26%</b>

Designated for 2007/2008 Budget  
Undesignated

\$ 1,769,124

Fund Balance, July 1, 2008

\$ 1,769,124

	<u>Original Budget</u>	<u>Amend- ment</u>	<u>Final Budget</u>	<u>Estimated Actual</u>	<u>Budget Comparison</u>	
Total revenues and transfers in	\$ 40,923,342	\$ 644,000	\$ 41,567,342	\$ 41,365,264	\$ (202,078)	
<u>Appropriation of fund balance</u>						
Total appropriation, transfers in	40,923,342	644,000	41,567,342	41,365,264	(202,078)	
<u>Total expenditures and transfers out:</u>						
Town	11,773,910	644,000	12,417,910	12,406,767	(11,143)	
Mansfield Board of Education	19,839,620		19,839,620	19,587,607	(252,013)	
Contribution to Reg. #19 Board of Ed	9,309,812		9,309,812	9,309,812	-	
Total expenditures	40,923,342		41,567,342	41,304,186	(263,156)	
Results from budgetary operations						61,078
		(644,000)		61,078	61,078	
Fund balance, June 30, 2008						\$ 1,830,202
Fund balance:						
Unreserved:						
Designated for 2008/09 budget						1,830,202
Undesignated						
Total Fund Balance						\$ 1,830,202

General Fund  
 Schedule of Changes in Fund Balance—Legal Basis  
 For the Year Ended June 30, 2008

## FIRE AND EMERGENCY SERVICES

David Dagon, Fire Chief

429-3364

The Town of Mansfield Division of Fire and Emergency Services provide Fire, Rescue, and Emergency Medical Services (EMS) to the Town of Mansfield. Mansfield Fire and Emergency Services is a municipal department with a combination workforce; a combination workforce consists of both career and volunteer firefighters. The Mansfield Firefighters Association is the organization made up of dedicated firefighters that provide support to the municipal fire department. This year the Division of Fire and Emergency Services initiated an EMS Duty Crew program and completed the merit based appointment process for its officer ranks. Fire and Life Safety education programs delivered to the community were enhanced and an EMS continuing medical education program was introduced.

### Accomplishments for FY 2007-2008

- The fire departments responded to a total of 2,109 calls for service. The breakdown of incidents is as follows: Fires in structures 43; Vehicle fires 3; Brush/Wildland 16; Rubbish/Dumpster 41; Rescue/EMS 1346; False Alarms 112; Mutual Aid 224; Hazardous Materials 23; Other Hazardous Responses 49; All Other Responses 252;
- Conducted an officer appointment process for the positions of Deputy Fire Chief and Assistant Fire Chief to fill department officer positions;
- Conducted an entry-level hiring process for career firefighters to fill existing staff vacancies; appointed three new full time career firefighter/EMTs to the department;
- An Emergency Medical Service (EMS) has been initiated with the department's Sponsor Hospital. The sessions address issues or topics that occur in the course of providing EMS to the community;
- Members participated in fire prevention and life safety education for students in grades K – 4, and the fifth grade level at the middle school. Mansfield Discovery Depot and Day Care Centers also received a visit by the department to emphasize fire safety. The department continues to enhance its fire and life safety presentations;
- Upgraded sixty (60) sets of Personal Protective Equipment (PPE) and installed a Self Contained Breathing Apparatus (SCBA) charging station. The Personal Protective Equipment improves the safety of firefighters when they are performing their duties. The SCBA charging station provides a fixed location from which to refill airpaks and improves the department's effort to comply with OSHA regulations and standards;
- Fire and EMS were provided during UConn's annual "Spring Weekend." Department members commit to providing a significant amount of time to deliver services to off campus housing complexes and surrounding areas. Spring Weekend continues to challenge the fire departments' capabilities, making the coordination of resources to maintain an effective operational response to the rest of the community essential.

### Plans for FY 2008-2009

- Continue to support the development of an EMS Duty Crew program that utilizes the department's group of dedicated volunteers to staff the second ambulance and respond to Emergency Medical Service calls;
- Conduct an entry-level hiring process for Part Time Firefighters to improve shift staffing of department positions;
- Conduct an officer appointment process for the positions of Assistant Fire Chief, Captain, and Lieutenant to complete the staffing of department officer positions;
- Institute an annual new member/entry-level training academy for all prospective members of the Mansfield Firefighters Association;
- Improve emergency response notification through equipment purchases, standardized programming, and policy and procedure development;
- Review department response assignments to determine the most efficient use of apparatus and personnel when responding to emergencies;
- Continue to evaluate and improve where possible the response to UConn "Spring Weekend", work with Town and State Police to make "Spring Weekend" 2009 as safe as possible;
- Continue to enhance and expand fire and life safety education throughout the year with school visits as well as participation in community events such as "Know Your Towns Fair".

## OFFICE OF THE FIRE MARSHAL

John Jackman, Fire Marshal

429-3324

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

### Accomplishments for FY 2007-2008

- Three fire department shift Captains and one volunteer firefighter successfully completed the State of Connecticut Deputy Fire Marshal pre-certification program and were appointed as Deputy Fire Marshals;
- Staff completely revised the public fire prevention and life safety education curriculum and program;
- Staff performed 1,046 fire code inspections;
- Staff performed 41 fire investigations;
- Staff issued 85 Open Burning Permits;
- Staff performed 103 plan reviews;
- Continued to serve on the State of Connecticut Fire Prevention Code Advisory Committee;
- Staff delivered the Fire Prevention and Life Safety Education Programs to the elementary schools, middle school, and daycare providers;
- Continued to administer the Fire Department Records Management System;
- Updated E911 system and related database.

### Plans for FY 2008-2009

- Continue to enhance and expand the fire and life safety education programs that are offered to the community;
- Certify an additional fire department shift Captain to the deputy fire marshal level to assist with code enforcement;
- Monitor fire safety laws and regulations;
- Continue to serve on the Connecticut Fire Prevention Code Advisory Committee;
- Prepare to enforce the proposed 2009 Connecticut Fire Prevention Code;
- Continue to administer the fire service records management system.

## MANSFIELD HOUSING AUTHORITY

Rebecca Fields, Executive Director

487-0693

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

### Section 8 Housing Assistance Program

The federal Section 8 Housing Choice Voucher Program can assist a monthly average of 149 low-income families by sharing in the cost of their rental payments to private landlords. This program requires annual inspections of each unit to ensure that both families and owners are keeping the unit in good repair and complying with HUD regulations. The Housing Authority assists the towns with the collection of taxes from delinquent landlords, as HUD requires all landlords receiving federal monies to be current with their property taxes.

The utilization rate (number of monthly units under contract verses number of monthly units available for contract) for the fiscal year ending December 2008 is expected to be 93.40%. This represents an increase over the 2007 utilization rate which was 81.82%. The waiting list was opened in October 2007. 250 families were placed on the list and the list was exhausted by October 2008. The list was reopened for three days in November and a new list of 250 families has been created via a lottery. 529 qualified applications were received. Currently, there are 142 families participating in the program and receiving an average of \$577 per month. The Housing Authority will make approximately \$963,568 in rental assistance payments, on behalf of our participants, by the end of 2008. More federal funding or lower costs per family would have to be realized to utilization all 149 available vouchers.

## **MANSFIELD HOUSING AUTHORITY continued...**

### **Holinko Estates**

Holinko Estates is a state financed housing community for moderate income families. It consists of 35 rental units for moderate income families which include 21 two (2) bedroom units, 13 three (3) bedroom units and 1 four (4) bedroom unit. Eight of the two (2) bedroom units and one of the three (3) bedroom unit are single floor apartments with the remaining units being two floor apartments. Through a small cities grant received from the town, we replaced 17 of the oldest hot water heaters which will be more energy efficient and reduce costs for the tenants. When units turn over, stoves and refrigerators are being purchased and will part of the leased unit. Previously, tenants had to bring their own stoves and refrigerators when moving in and that does not reflect the market. The waiting list was closed in February 2008 and reopened in July 2008 and closed again in September 2008. It will remain closed until the list is reduced to less than 20 families. The average turn over rate for this housing community is 5 to 6 units per year. The last two years were significantly above average, turning over 12 units in each year. The Housing Authority Board of Commissioners continues to discuss, in association with the University of Connecticut and the Town of Mansfield, building additional affordable housing and/or workforce housing. Currently, 68% of the tenants are graduate students.

### **Wright's Village**

Wright's Village is a state financed housing community for low income senior and disabled individuals consisting of 40 one (1) bedroom units. Thirty units were built in 1978 and ten were built in 1985. There have been considerable upgrades and repairs or replacements made to this community over the past fourteen (14) years including new roofs and gutters, siding replacement, sidewalk replacement, interior and exterior lighting replacement, bathtub conversions to walk-in showers in 13 units, kitchen cabinets and countertop replacement, new fire alarm system installation and refrigerator and stove replacement. The Housing Authority takes advantage of two grants provided by the Department of Economic and Community Development. One grant funds an eight hour per week Resident Service Coordinator position and the second grant funds a Rental Assistance Program which supplements the monthly rental costs for residents that would otherwise be required to pay more than 30% of their monthly adjusted income in rent. The waiting list was opened for most of the year and closed in November 2008. It will remain closed until the list is reduced to less than 20 people. The average turn over rate for this housing community is 3 to 4 units per year. This was an above average year with 8 units turning over.

## **DEPARTMENT OF HUMAN SERVICES**

Kevin Grunwald, Human Services Director

429-3315

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

### **ADULT SERVICES**

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

### **Accomplishments for FY 2007-2008**

- Assisted 192 persons who are elderly or disabled to apply for State tax relief programs;
- Coordinated volunteer community holiday giving programs involving 29 individual or group donors and 165 recipients from 46 households;
- Provided referral, short or longer-term counseling services to 302 residents;
- Provided emergency financial assistance and food pantry assistance for a total of 121 incidents;
- Utilized funding from the State Department of Transportation to continue to expand transportation services to elderly and disabled residents, including the addition of a weekly trip to the library;
- Worked with the Department of Parks & Recreation to start a social activities group for adults with developmental disabilities;
- Created a strategic plan with funding from the State Department of Mental Health and Addiction Services to develop a strategic prevention framework to address problems associated with underage drinking;

## DEPARTMENT OF HUMAN SERVICES continued...

- Worked with the Assisted/Independent Living committee to release an RFP to identify a preferred developer for a new senior residence in Mansfield;
- Secured funding to host a Town Hall forum on underage drinking entitled "Take It Back";
- Awarded a local capacity building grant to develop a community plan for young children and families in Mansfield.

### Plans for FY 2008-2009

- Work with the Town's "preferred developer" to facilitate the building of an independent/assisted living facility for seniors;
- Participate in the community planning initiative for young children, and ensure that it is integrated with the priorities identified in Mansfield 2020;
- Work with the Town Manager and the Town Council to explore the potential for affordable housing options in Mansfield;
- Implement the iParentNetwork; an interactive website to assist parents in acquiring the skills and resources needed to prevent high-risk behaviors by their children.

## SENIOR SERVICES

Senior Services provides opportunities for seniors aged fifty-five and over to maintain and improve their physical, mental, social and emotional well-being so that life is stimulating, full and enjoyable. Seniors are involved in various creative, educational, recreational and social activities at the Mansfield Senior Center. The Center offers a wide range of activities including support groups, computer classes, health programs, exercise classes, bingo, art classes, chorus, meals, trips and volunteer opportunities. The Wellness Center also offers health screenings, immunization, social services, case management and medical services through a variety of programs.

### Accomplishments for FY 2007-2008

- Fifty-eight seniors became members of the Mansfield Senior Center Association during this year. There are 1227 registered members of the Mansfield Senior Center Association. The Center has an average attendance of 81 seniors per day;
- Five hundred twenty-seven people receive the monthly Sparks newsletter in the mail through bulk and first class mail. Others access the newsletter through the Town's website or receive a copy from various sites throughout Mansfield;
- Over 180 senior volunteers assist in various operations of the Senior Center;
- The Senior Center served 6706 congregate subsidized meals to seniors through Thames Valley Community Council. An alternate food program, offered by Windham Hospital on Wednesdays through the Mansfield Senior Center Association, Inc. served 520 noon meals. 279 meals were provided by outside sources. 4914 meals were delivered to homebound seniors through the meals-on-wheels program;
- Sponsored intergenerational activities were held in cooperation with E.O. Smith High School, Mansfield Middle Schools and The University of Connecticut. The fourth Grandchildren's Day was held with 47 adults and 25 children in attendance;
- Sponsored a Veterans' Day Program with 115 in attendance;
- The Second Celebration of Life was offered in collaboration with VNA East to remember seniors who passed away over the course of the year;
- Three hundred twenty-nine seniors received assistance with tax preparation;
- 489 seniors received flu shots;
- Offered health assessments, screenings and preventative care at the Wellness Center. The VNA East provided care to 253 patients; the podiatrist treated 295 patients; our reflexologist saw 68 patients. Many seniors took advantage of several free screenings: hearing, balance and skin cancer;
- Interim Healthcare funded blood pressure screenings twice a month. On average, 25 seniors receive blood pressure checks at each clinic;
- The American Red Cross offered its second blood drive at the Senior Center. Forty-two people gave blood;
- Senior volunteers have been tutoring individuals who speak English as a second language to help them with their English conversational skills;
- Five new classes were offered on a regular basis: a Saturday Tai chi Class, Wii Bowling, Line Dancing, Brain Aerobics and Evening jazz;

## DEPARTMENT OF SOCIAL SERVICES: SENIOR SERVICES

continued...

- Students from area universities interned at the Mansfield Senior Center: a Graduate University of Connecticut School of Social Work Intern; one undergraduate intern from Eastern CT University; and two undergraduate students from the University of Connecticut;
- The Mansfield Senior Center received a \$5,000 grant from the Department of Social Services. Funds were used to provide services on Saturday from 8:30-1:00 beginning May 3, 2008. This grant ends April 30, 2009. The Department of Social Services also received a \$3,000 grant to provide case management services for the same grant period.

### Plans for FY 2008-2009

- Work with the Commission on Aging to implement the Long Range Plan for seniors, focusing on identified priorities of transportation, information dissemination, access to public meetings, and senior center space needs;
- Promote increased health by offering health screening clinics to detect early signs of disease processes, such as hearing, vision and osteoporosis screenings and by presentations of health promotion talks;
- Support the Town of Mansfield in facilitating the development of a new independent/assisted living facility;
- Continue to offer resource information and improved access to financial information by updating the resource manual, "At Your Fingertips" with the Commission on Aging;
- Improve efficiency and accuracy to track program utilization by installing a software program to manage these processes;
- Begin the process of accreditation with the National Council on the Aging.

## YOUTH SERVICES

The Youth Service Bureau's mission is to promote and support the social and emotional well-being of our town's youth and their families. We provide clinical services that including psychiatric assessment, treatment and referral. Our services are offered to all children and families and our objective is the development of youth as responsible contributing members of our community. We accomplish this working in close collaboration with the public schools and community agencies. Our professional staff consists of master's level therapists with degrees in social work and psychology and a board certified child psychiatrist. All of our staff have years of experience working with children and families. Several initiatives also focus specifically on the needs of families with young children including school readiness, information and referral and community planning.

### Accomplishments for FY 2007-2008

- Participated in the Town's Strategic Planning Initiative, Mansfield 2020;
- Developed and implemented two new programs (LEAP and JUMP). These programs promote the successful transition of at-risk students from grade to middle school and from middle to high school, respectively;
- Hosted a Legislative Breakfast with fourteen Eastern Region Youth Service Bureaus in attendance;
- Facilitated the planning and development of the Annual Regional Peer Leadership Conference, attended by 250 middle school students;
- Established new collaborative relationships residents and businesses in the community and recognized their contributions at our first town wide volunteer recognition night;
- Provided clinical services to youth, including psychiatric assessment, consultation, and positive youth development activities. Activities include, intergenerational groups, youth work employment, challenge wilderness program, peer leadership and job bank;
- Offered various therapy groups include psychiatric medication management, divorce counseling and coping strategies for children and psycho-educational groups for children and families experiences the death of an immediate family member;
- Expanded membership in the YSB advisory board;
- Coordinated the Big Friends mentoring program with area colleges and Mansfield youth;
- Continued active partnership with (JOY) Jorgensen's Out-reach to Youth Program established to provide opportunities for underprivileged youth to attend professional theater productions;
- Established a partnership with Psychological Services Clinic at the University of Connecticut. This partnership allows Mansfield residents to receive out-patient psychological services for a minimal charge;
- Continued active involvement of the Grandparent's Raising Grandchildren Group;
- Facilitated camperships to local summer camps through the Noah Farland Fund and other donors;

## DEPARTMENT OF SOCIAL SERVICES: YOUTH SERVICES continued...

- Coordinated the eleventh year of the Mansfield School Readiness Program, supporting sixteen children receiving care at one of three nationally accredited centers;
- Worked with the Mansfield Public Schools and Mansfield Advocates for Children on the eighth year of the Discovery Grant from the William C. Graustein Memorial Fund;
- Family Information Packets were distributed to more than 100 families, providing information on a variety of issues related to early care and education;
- Coordinated Mansfield's second celebration of the Week of the Young Child.

### Plans for FY 2008-2009

- Continue to develop collaborative relationships with community resources to expand the capacity to meet the needs of the youth of Mansfield;
- Continue to provide assistance to Mansfield Board of Education staff and students through clinical and psychiatric services;
- Continue to identify, follow and support at-risk students;
- Promote program initiatives through a public information campaign including articles, presentations and community events that recognize key volunteers;
- Continue to support the work of the underage drinking initiative through participation in efforts to create a prevention infrastructure;
- Offer training and education on parent leadership and engagement;
- Continue to review, collect, and analyze data about the status of infant and toddler care in Mansfield;
- Coordinate efforts of the Leadership Work Group to develop a Blueprint for Mansfield's Children as part of the Local Capacity Building grant;
- Continue to enhance and strengthen the relationship between local early care centers and the Mansfield public schools with meetings for principals, directors and superintendent, as well as visits between kindergarten teachers and center teachers.

## DEPARTMENT OF INFORMATION TECHNOLOGY

Jaime L. Russell, Director  
429-3383

The mission of the Information Technology Department is to develop and maintain efficient and cost effective information systems for the Town and Schools, and to develop and provide customer-centric support services to its user base to assure the successful utilization of town owned equipment. These technologies include computer hardware and software, computer network services spread across fifteen Town and School buildings, and our Internet website presence. In total, this encompasses 1,500 computers and the associated network and peripherals attached to that equipment. The network includes over 3,000 staff and student users, as well as certain computer services used by the citizens in our community.

### Accomplishments for FY 2007-2008

- Completed implementation of a joint I.T. department between the Town, the Mansfield Board of Education, and the Region 19 Board of Education to share expertise and resources, expand common services to citizens, staff, and students, and benefit from common purchasing;
- Expanded the Wide Area Network to include the new Reynolds School;
- Created public wireless hotspots covering the Town Hall and Community Center and their surrounding outdoor grounds, as well as certain school locations;
- Installed a remote access controller to increase staff productivity by expanding technology access from remote locations;
- Partnered with the Connecticut State Police to provide access to the State Police Network inside the Mansfield Police Office at the Town Hall;
- Expanded the Town's online communication with citizens by deploying a citizen request management system and a new e-mail notification system, improving the SPAM filtering for staff e-mail accounts and adopting an easier e-mail account naming convention ([FirstName.LastName@mansfieldct.org](mailto:FirstName.LastName@mansfieldct.org)), and regularly updating the Town's website;

## DEPARTMENT OF INFORMATION TECHNOLOGY continued...

- Deployed replacement hardware to continue the Town's ongoing computer replacement cycle. Selected replacement hardware that met the environmentally sensitive EPEAT national standards (promoted by the Federal Environmental Protection Agency);
- Installed a FileMaker Pro server to host electronic information, most notably the Health District databases and the Mansfield School databases;
- Assisted with implementing voice over internet protocol (VOIP) at the Town Hall, High School, and Reynolds School.

### Plans for FY 2008-2009

- Expand the network of public wireless hotspots to include additional municipal and school locations;
- Implement a State of Connecticut School Security Grant awarded to Mansfield. This is a \$83,345 grant for door access security and video security technologies that integrate with the computer network;
- Improve technology business continuity and reliability by developing redundancies and expanded contingency planning through the use of a storage area network (SAN) and virtualization;
- Expand the use of our FileMaker database system to further support efficient and effective processing of municipal data storage;
- Continue to provide information technology support to all departments including software and hardware troubleshooting and maintenance, new installations, and direct support of users' questions and needs.

## MANSFIELD PUBLIC LIBRARY

Louise Bailey, Director  
423-2501

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

Total number of items in the Mansfield Public Library Collection is 88,461: books 75,259; audio format 5,819; visual format 4,895; miscellaneous (toys, museum passes, backpacks, etc) 211; Chinese language collection 2,277.

### Accomplishments for FY 2007-2008

- Work measurements increased significantly in all major categories when compared to the last fiscal year:
  - Answered 7,489 reference and/or reader's advisory questions, a 66% increase;
  - Processed 10,939 loans of materials to and from Mansfield Public Library, an 18% increase;
  - Presented 436 library programs for people of all ages, with a total annual attendance of 10,086, a 12% increase;
  - Participation in our Summer Reading program for children and teens increased by 8%;
  - According to the counter, 94,906 people entered the building, a 7% increase;
  - Over 254,470 items were circulated, a 5% increase.
- Completed a major revision of our web site:
  - Distinguished services available only to Mansfield residents (BookFlix, Magill Literature, World Book encyclopedia, EBSCO magazine articles, and downloadable audiobooks);
  - Highlighted internet and catalog searching at the top of the screen;
  - Services for age groups were more clearly defined: kids, teens, adults, seniors;
  - Emphasized the availability of museum passes.
- Four public computers were installed by Bibliomation and library staff, replacing the 2003 computers purchased with Gates Foundation grant funding;
- Implemented activities to support some of the goals of our Long Range Plan, with no increase in staff or funding:
  - *Young children will enter school with a firm grasp of the concept that books bring pleasure.* provided 291 programs for 6305 children under 5 years old;

## MANSFIELD PUBLIC LIBRARY continued...

- *People of all ages will come together in Mansfield Public Library to find information presented in a variety of formats and methods about the diverse cultural heritages present in the Mansfield community. An estimated three hundred people attended the "Day of the Dead" program; activities included crafts, displays, traditional foods, and music which served to inform people about this Mexican holiday and to let them experience a bit of the holiday as well.*

### Plans for FY 2008-2009

- Maintain current activities and again try to implement new programs/services that support our Long Range Plan.

## PARKS AND RECREATION

Curt Vincente, Parks and Recreation Director

429-3015

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

### Accomplishments for FY 2007-2008

- Oversaw Community Center operations, program development, membership services, and implemented comprehensive marketing program;
- Held 5<sup>th</sup> Anniversary Celebration of the Community Center on November 1, 2008;
- Community Center visitations, July 1, 2007-June 30, 2008, totaled 253,050, an average of 21,088 per month and an increase of 1.88% from the prior year;
- Continued popular "Family Fun Night" activity at the Community Center;
- The 2007-08 year included a total of 2,054 programs with 16,755 participants;
- Administered comprehensive Youth Basketball and Youth Baseball programs and required local volunteer coaches to be certified in the National Youth Sports Coaches Association in order to provide a positive experience for all participants;
- Continued a back-ground check procedure for volunteer coaches;
- Continued emphasis on quality daytime programs for children of working parents. In addition to the popular summer day camp, day-long programs are offered on school common curriculum days and vacation weeks;
- Major special events included the Know Your Town Fair, Halloween Party, Member Appreciation Week, Nut-cracker Performance, Winter Fun Day, Annual Egg Hunt and Celebration, Kids Health and Safety Fair, Hershey Track and Field Program, Bike Tour, and a series of four summer concerts;
- Many residents enjoyed a successful season at Bicentennial Pond;
- Continue to administer community and adult education program offering a variety of enrichment courses on a seasonal basis.

### Plans for FY 2008-2009

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

## PLANNING AND ZONING DEPARTMENT

Gregory Padick, Director of Planning  
429-3330

Curt Hirsch, Zoning Agent  
429-3341

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

### Accomplishments for FY 2007-2008

- Assisted the Planning and Zoning Commission with its review of new land use applications, regulation and zone classification revisions, modifications, bonding issues and enforcement issues. During this reporting period regulation revisions were prepared and presented at public hearing on the following issues: potential rezonings south of Pleasant Valley Road, stormwater management, affordable housing, pedestrian and public transit improvements and density provisions for multi-family housing development;
- The Zoning Agent issued Zoning Permits for 15 new single-family homes and 11 new multi-family units. A total of 183 Zoning Permits were issued. Additionally, 149 zoning enforcement letters, 45 violation notices, and 28 Zoning Citations were issued;
- The Director of Planning served as Mansfield's representative on five UConn advisory committees: the Capital Projects Advisory Committee, which helps plan and monitor new development on the Storrs campus; the Water and Wastewater System Committee, which reviews operational and service request issues and recommends actions as appropriate; the Willimantic River/Wellfield Technical Advisory Committee, which is overseeing a comprehensive study of the wellfield to determine environmentally appropriate withdrawals; the Composting Siting Committee which is evaluation potential sites for a new composting facility for animal wastes and potentially food service wastes; and the Hazardous Materials Short Term Storage Siting Committee, which is working to appropriately relocated an existing facility off of Horsebarn Hill Road. When evaluating UConn projects particular attention is given to infrastructure issues and potential traffic, drainage and neighborhood impact issues;
- The Director of Planning participated in various facets of Mansfield's Open Space Acquisition and Management programs, including the review of draft management plans and potential property acquisitions;
- The Director of Planning participated in various aspects of the ongoing Storrs Center Downtown project. During this period, particular attention has been given to reviewing fiscal impacts on Town services and parking and parking garage issues;
- The Director of Planning and Zoning Agent provided information and assistance to town and State officials, property-owners and their representatives on a wide range of land use issues, including the recently completed Strategic Plan, Mansfield's Assisted Living Initiative, the Four Corners Sewer Project and student housing issues.

### Plans for FY 2008-2009

- Assisting the Planning and Zoning Commission with application-related responsibilities and the continued implementation of Plan of Conservation and Development recommendations. Implementation will require the analysis and drafting of revisions to Mansfield's Zoning Map and land use regulations. Priority continues to be given to rezoning areas south of Pleasant Valley Road between Mansfield City Road and Mansfield Avenue and updating Mansfield's Inland Wetland Regulations;
- Enforcement of existing land use regulations with particular attention on student occupancy violations;
- Assisting town officials with an ongoing Four Corners Sewer Study and the review of recent, ongoing and potential UConn projects and studies including proposed facilities for composting and for hazardous materials storage, the potential use of wastewater to cool campus generators and a low flow Willimantic River analysis which will help determine potable water supply capacity for the Willimantic River wellfield;
- Assisting town officials with the implementation of various elements of the Storrs Center Downtown including phasing and parking elements and the approval of specific construction plans;
- Assisting town officials and a recently designated preferred developer with the siting and design of an assisted living and age-restricted housing project in Mansfield;
- Assisting town officials with the implementation of Mansfield's recently completed Strategic Plan and new initiatives to address student housing issues, particularly in areas proximate to the UConn campus.

## POLICE SERVICES

Sergeant James Kodzis, Resident State Trooper's Office  
429-6024

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

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

### Accomplishments for FY 2007-2008

- There were 8,911 total calls for police service in the town of Mansfield. Conducted 641 criminal investigations and 430 motor vehicle accident investigations. Issued 2083 motor vehicle citations and 1149 motor vehicle warnings. Responded to 4,462 non-emergency calls for service;
- Administered the "Good Decisions" program at the Mansfield Middle School;
- Four Resident Troopers and two Town Police Officers initiated bicycle patrols. These patrols have been very effective in Mansfield Hollow Park, the business block on Rte. 195, and in area apartment complexes;
- Prepared and provided police coverage during UConn's annual Spring Weekend event. This office along with the Commanding Officer of Troop C, was instrumental in the planning and execution of State Police operations at this event;
- Continued to work with the owners of the various Apartment complexes including Carriage House in maintaining order and civility through dedicated patrols and strict enforcement of town ordinances and state laws;
- Participated in community policing efforts such as the Mansfield Community Campus Partnership, Fireworks / Festival on the Green, "Know Your Town Fair", Child Safety Fairs, and speaking engagements at local organizations;
- Obtained \$38,599 grant to fund directed patrols and "sobriety checkpoints" targeting intoxicated motorists;
- Worked with the department of Liquor Control in joint operations targeting the illegal sale of alcohol to minors;
- Conducted multiple "undercover" operations targeting private residences practicing in the illegal sale of alcohol;
- Expanded the hours of dedicated coverage from office personnel from 11:00pm until 2:00am in an attempt to address the increased volume and severity of call received during this time period.

### Plans for FY 2008-2009

- Continue to participate in the "Good Decisions" program at the Mansfield Middle School;
- Obtained \$24,750 grant funding for DUI patrols, of which \$9,600 has been approved for additional DWI patrols during Spring Weekend 09;
- Continue to apply for grant funding to address issues such as speed enforcement, as well as, equipment purchases;
- Continue to work with the owners of the Carriage House Apartment Complex in maintaining order and civility through dedicated patrols and strict enforcement of town ordinances and state laws;
- Prepare and provide police coverage during UConn's annual Spring Weekend event;
- Continue in a coordinated effort with UConn, Town Government, area business leaders, and community leaders to address substance abuse and quality of life issues on and around the UConn campus;
- Continue to develop new and innovative efforts to combat and eventually curtail spontaneous large gatherings at off-campus apartment complexes. These efforts will include, but are not limited to: undercover operations, DUI enforcement operations, increased efforts to enforce town ordinances and liquor violations;
- Continue to work with the UConn Dean of Students to address quality of life issues that arise from off campus housing;
- The Town of Mansfield will be utilizing an independent research firm to evaluate the present policing model as well as the projected police needs of the town. The evaluation will help the town to effectively address the policing needs of a growing community;
- The Mansfield Resident Troopers office will conduct a feasibility study to evaluate the need and associated costs of providing 24 hour dedicated coverage by office personnel;
- Continue to provide the most professional and effective police coverage possible, within our current economic climate, to meet the needs of this rapidly growing community.

## DEPARTMENT OF PUBLIC WORKS

Lon Hultgren, Director

429-3331

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

### Accomplishments for FY 2007-2008

- Received a "project of the year" award from the American Public Works Association for the construction of the Separatist Road bikeway;
- Completed design work and easement acquisition for the section of bikeway/walkway on Hunting Lodge Road between North Eagleville and Carriage House Drive;
- Completed construction of the Town's first "mini-roundabout" at the intersection of Birch and Hunting Lodge Roads;
- Completed the final grading of the 4<sup>th</sup> and last soccer field at the Lions Club "Ward Cornell" memorial field complex off Route 89 in Mansfield Center;
- Assisted with the engineering review and grant administration for the Mansfield Downtown Partnership's Storrs Center project;
- Converted a full-time engineering technician position to a part-time engineering student intern position;
- Converted the Town's road map to an electronic document for easier updating, modifying and printing at different scales;
- Continued work to bring sewer and water systems to the four corners area -- completed a facilities plan for sewers;
- Received a "clean diesel" grant from the EPA to outfit all of the school busses used in Mansfield with high-efficiency particulate filters;
- Helped coordinate the continuation of the WRTD Storrs to Willimantic "fare free" bus system (which due to the price of gas set all-time records for ridership);
- Implemented a new vehicle maintenance software system to track the repair work done on Town vehicles;
- Installed "welcome to Mansfield" signs at the State Highway entrances to Mansfield; installed scenic road signs on the Town's seven scenic roads;
- Coordinated the "low-waste" aspect of the Town's Festival on the Green;
- Rebid the Town's refuse disposal contract -- refuse will now be hauled to Willimantic Waste Paper instead of the Preston incinerator.

### Plans for FY 2008-2009

- Construct the section of bikeway/walkway on Hunting Lodge Road between North Eagleville and Carriage House Drive;
- Complete the final seeding and site work around the last soccer field at the Lions Club soccer complex;
- Continue design support for the Storrs Center project; complete the design of the adjoining walking facilities on Route 195 south of the project area;
- Continue engineering work on the four corners sewer and water projects; work with the Town's advisory committee to involve stakeholders in this project; begin design;
- Complete the EPA clean-diesel grant work on the Mansfield school busses;
- Resurface 10 to 15 miles of improved road surfaces in accordance with good pavement maintenance practices; continue routine maintenance of all Town roads;
- Complete the design work for the new Stone Mill Road bridge; obtain all necessary permits for construction;
- Continue semi-organic turf care fertilization program using natural "bridge" products rather than petrochemical fertilizers.

## REGISTRARS OF VOTERS

Bev Miela and Andrea Epling, Registrars

429-3368

The Registrars of Voters, under 9-32 of the Connecticut General Statutes, are mandated to maintain the voting registration records for the Town of Mansfield. Their duties include conducting the annual canvass of registered voters, managing elections, primaries and referenda, securing and training poll workers, responding to requests for voter registration and education, and processing mail-in and cross town registrations. The Registrars of Voters work to further ensure the accuracy of the official registry list. They also expanded voter outreach in the local schools.

### Accomplishments for FY 2007-2008

- Conducted the annual canvass of voters using the National Change of Address System;
- Conducted the Democratic and Republican Primaries in February 2008, the Region 19 Budget Referendum in May 2008, the Town Budget Referendum in June 2008 and the Federal Election in November 2008;
- Conducted and will continue to conduct training sessions and informational sessions for the OpticalScan Voting system. Attended mandatory instructional meetings conducted by the Secretary of the State's office concerning the voting system. Attended the Spring Registrar of Voters Association of Connecticut Conference;
- Registered new Mansfield voters and new UConn voters:
  - As of November 2008 there are 12,994 registered voters in town: Democrats 5452; Republican 1638; Unaffiliated 5854; Other 50.

### Plans for FY 2008-2009

- Anticipating an E.O. Smith Budget Referendum in May 2009, a Town Budget Referendum in June 2009 and the Municipal Election in November 2009;
- Conduct the annual canvass;
- Continue implementation of statewide voter registration computer system Continue training on new approved voting system;
- Continuation of registration, education and participation in voter outreach efforts;
- Attend the ROVAC Spring and Fall Conferences.

## TOWN CLERK

Mary Stanton, Town Clerk

429-3303

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

### Accomplishments for FY 2007-2008

- Total Land Records recorded 2548: Maps recorded 61; Marriage Licenses issued 55; Civil Union Licenses issued 2; Deaths recorded 88; Births of residents recorded 95;
- Dog Licenses issued July 1, 2007-June 30,2008 1,464 and 3 Kennels;
- Sport Licenses sold 601;
- The Municipal Election was held on November 6, 2007. Persons voting were 2305. The Democratic and Republican Presidential Primaries were held on February 8, 2008. Democrats voting were 2755 and Republicans voting were 498. The Region 19 Budget Referendum was held on May 26, 2008. Persons voting were 563;

**TOWN CLERK** continued...

- The Annual Town Meeting was held on May 13, 2008. The motion to approve the budget as presented passed with 282 in favor and 187 opposed. A petition to request the repeal of the adopted budget garnered a sufficient number of signatures and was certified to the Town Council. A Budget Referendum was held on June 24, 2008. A total of 2267 voters participated in the referendum. The budget passed with 1169 in favor and 1094 opposed;
- Prepared all legal notices and distributed absentee ballots for all primaries, elections and referenda;
- Began the implementation of the Historic Documents Preservation Grant received from the Connecticut State Library. The grant provided funds for the hiring of a records management consultant, the installation of mobile compact storage units in the vault and the purchase of necessary archival supplies;
- Worked with all town departments and the Board of Education to evaluate and determine the record retention requirements of all material stored in the vault. Boxed, labeled, and properly filed record information. Gathered documents from a variety of sources in an effort to compile a complete record of all the minutes of all the boards and commissions in Town;
- Prepared and submitted a Historic Preservation Grant for the 2008/2009 fiscal year. This grant will continue the work on indexing and organizing the remaining records that still require attention;
- Prepared the recommended Charter revisions for publication of the legal notice. In conjunction with the Town Attorney, developed the charter revision questions for the ballot and the explanatory text for distribution to all citizens;
- Instituted procedures for the filing of new candidate registration forms distributed by the State Election Enforcement Commission;
- Compiled a list of surviving World War II veterans using filed veteran discharge papers, assessor records and information from the Senior Center staff. The list of 141 World War II veterans who still live in Mansfield was forwarded to the Secretary of the State, who is planning to honor them at an upcoming event;
- Worked with the Personnel Committee to assist in the development of Rules of Procedure for Town Council approval;
- Reviewed the preservation needs of the Town's permanent records and sent Volume 4 of the land records (1741-1748) for deacidification, mending and reinforcement of paper as necessary, resewing and rebinding.

**Plans for FY 2008-2009**

- To continue to work with the Registrars of Voters as new election legislation is enacted and to gain access to the voter files on a read-only basis. To organize and distribute military and civilian absentee ballots, overseas ballots for citizens who permanently live out of the country and Presidential ballots for citizens who are not registered to vote;
- To continue to investigate the implementation of the land record scanning component of the Point of Service system;
- To continue to work on the record management project by sorting and organizing materials currently stored in the basement. To create an inventory and index of all Town records material;
- To monitor the humidity and temperature levels in the vault using an electronic data logger;
- To create a confidential file for vital statistics.

## **Committees, Boards and Commissions**

### **AMERICANS WITH DISABILITIES ACT GRIEVANCE COMMITTEE**

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

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

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

#### **Accomplishments for FY 2007-2008**

- Reviewed and made recommendations to the Planning and Zoning Commission for new construction projects;
- Advocated for improved accessibility to local businesses;
- Participated in the Know Your Towns Fair to promote the purpose and community awareness of the Committee;
- Responded to accessibility issues brought to the Committee by residents.

#### **Plans for FY 2008-2009**

- Continue to provide advocacy and oversight regarding the needs of residents with disabilities, focusing on access to buildings and services, transportation and overall quality of life;
- Focus on the issue of accessible parking spaces as an item requiring increased public awareness and enforcement efforts;
- Develop a web page on the Town's website that can be used as a resource for people with disabilities.

### **AGRICULTURE COMMITTEE**

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

#### **Accomplishments for FY 2007-2008**

- Produced the 2008 "Mansfield Country Agricultural Products and Services" brochure;
- Provided information to farm community about farm grant programs;
- Reviewed zoning proposals;
- Co-sponsored a Mansfield historic barn inventory and exhibit with the Mansfield Historical Society;
- Reviewed zoning regulations for keeping farm animals.

#### **Plans for FY 2008-2009**

- Produce the 2009 "Mansfield Country Agricultural Products and Services" brochure;
- Provide information to farm community about farm grant programs;
- Review zoning proposals;
- Review Mansfield agriculture leases on Town-owned property.

### **ARTS ADVISORY COMMITTEE**

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

## **ARTS ADVISORY COMMITTEE continued...**

### **Accomplishments for FY 2007-2008**

- Completed work on a draft art display policy for the Mansfield Community Center (MCC) and other Town buildings, which was adopted with slight changes by the Town Council on 02/25/08;
- Arranged rotating art displays at the Mansfield Community Center (MCC);
- Posted the MCC exhibit calendar and artist information on the Town's website ([www.mansfieldct.org/town/current/recreation/art\\_online/](http://www.mansfieldct.org/town/current/recreation/art_online/));
- Developed tighter procedures governing display and removal of art at the MCC;
- Continued to speak for an arts presence in the new Storrs Center development.

### **Plans for FY 2008-2009**

- Continue to arrange rotating art displays at MCC;
- Advertise opportunities to display art at the MCC and other venues to local artists;
- Continue to advocate an arts presence in the Storrs Center development;
- Broaden arts activities at the MCC by arranging a series of quarterly readings by local authors.

## **BEAUTIFICATION COMMITTEE**

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

## **BOARD OF ASSESSMENT APPEALS**

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

## **BOARD OF ETHICS**

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

## **BUILDING BOARD OF APPEALS**

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

## **CATV ADVISORY COMMITTEE**

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

## **CEMETERY COMMITTEE**

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

## **CEMETERY COMMITTEE continued...**

### **Accomplishments for FY 2007-2008**

- Surveyed the Old Burial Grounds in Mansfield Center, identifying monuments that need attention;
- Arranged for the restoration of a large brownstone monolith in Mansfield Center;
- Began work on a plan to develop a "cremation only" burial ground adjacent to the Gurleyville Cemetery;
- Continued turf and tree maintenance programs.

### **Plans for FY 2008-2009**

- Continue efforts to restore and maintain town owned cemeteries;
- Complete a wooded "cremation only" area adjacent to the Gurleyville Cemetery;
- Support the Riverside Burying Ground Association's transfer of the Gurleyville Cemetery to the Town.

## **COMMISSION ON AGING**

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

### **Accomplishments for FY 2007-2008**

- The Commission made its annual evaluation and recommendation to the Town Council on the budget requests of five area agencies that provide services to local aged residents;
- Monitored municipal programs offering services to the elderly, such as the Senior Center, Wellness Programs, and Housing units, by hearing regular reports of their activities;
- Developed action items from the Town's Long-Range Plan For the Elderly that will be used to guide the Commission's work over the next three years;
- Continued to support the development of an assisted living facility in Mansfield;
- Participated in Mansfield 2020, the Town's strategic planning initiative.

### **Plans for FY 2008-2009**

- Ensure that the needs of seniors continue to be represented in the Town's strategic planning initiative;
- Implement recommendations from the long-range plan, focusing on the priority issues of transportation, information dissemination, senior center space needs, and access to public meetings;
- Identify areas of legislative concern for seniors, including proposed changes to Social Security, and educate seniors regarding these issues;
- Partner with the Mansfield Senior Center Association to effectively function as a "voice" for the needs of seniors in Mansfield.

## **COMMUNICATIONS ADVISORY COMMITTEE**

The Communications Advisory Committee is a seven member committee composed of Mansfield citizens. Additionally, guest speakers, elected officials, staff, and citizens may attend meetings as well. The Communications Advisory Committee advises the Town and elected officials on communications efforts. The Committee was formed by the action of the Town Council in 2008. The Committee organized soon after its first formal meeting in late April by determining a regular meeting schedule, electing a chairperson, and conducting thoughtful discussions. The Committee was active in providing advisory input prior to the annual Town Meeting to improve communications as well as recommendations for publicizing the first Town budget referendum. Additionally, the Committee has been active reviewing current and past Town communications efforts.

## **CONSERVATION COMMISSION**

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

## **CONSERVATION COMMISSION continued..**

### **Accomplishments for FY 2007-2008**

- Assisted with open space and parks management issues;
- Commented on Inland Wetland Agency and Planning and Zoning Commission Applications;
- Reviewed and provided input to the Town Council regarding significant UConn projects, the proposed use of Town land for White Oak Condominium septic system repairs and the proposed CL&P Interstate Reliability Project which would impact Mansfield and other Eastern Connecticut municipalities;
- Continued to provide input to the municipal aquifer protection agency;
- Recognized, in association with the Town Council, the founding members of the Mansfield Conservation Commission with a reception and the presentation of certificates of appreciation.

### **Plans for FY 2008-2009**

- Assist with open space and parks management issues;
- Comment on Inland Wetland Agency and Planning and Zoning Commission Applications;
- Review and provide input to the Town Council regarding significant UConn projects and other projects that would impact Mansfield;
- Provide input to the municipal aquifer protection agency;
- Monitor Town-owned conservation easements.

## **CONSTABLES**

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

## **DAY CARE CENTER BOARD OF DIRECTORS**

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

## **DESIGN REVIEW PANEL**

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

## **EASTERN HIGHLANDS HEALTH DISTRICT BOARD OF DIRECTORS**

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

## **EMERGENCY MANAGEMENT ADVISORY COUNCIL**

Elizabeth Paterson, Chair

The Emergency Management Committee is established by Ordinance and is consistent with CGS § 24-7. The Committee's charge is to offer advice to the Town Manager and the Director of Emergency Management on emergency management issues.

## **HISTORIC DISTRICT COMMISSION**

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

## **HOUSING AUTHORITY BOARD OF DIRECTORS**

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

## **HOUSING CODE BOARD OF APPEALS**

The Housing Code Board of Appeals consists of 3 electors of the community that serve overlapping 3 year terms. The members must, in the view of the Town Council, possess the experience, capability and judgment to pass on matters pertaining to the code. There are 2 alternates which must have the same qualifications of the full board members. It is the board's duty to hear appeals from an aggrieved party, when in the appellant's opinion, the code has been misinterpreted by the Code Official. A written appeal must be filed with the Housing secretary who also acts as secretary of the appeals board. An application fee of \$100 is due upon filing. The board must meet within 20 days of the appeal being filed. The board will consider evidence at the hearing and render a decision to either modify or reverse the inspector's decision upon a concurring majority vote. The appellant may request review by the Superior Court if they do not agree with the board's decision.

## **HUMAN SERVICES ADVISORY COMMITTEE**

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

## **JUDGE OF PROBATE**

Claire Twerdy, Judge

429-3313

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

## **LIBRARY ADVISORY BOARD**

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

### **Accomplishments for FY 2007-2008**

- Reviewed and provided feedback on the proposed library budget for FY 2008-09;
- Previewed web site revisions;
- Discussed the process for reviewing library policies and minimum standards for CT public libraries.

## **MANSFIELD ADVOCATES FOR CHILDREN**

Mansfield Advocates for Children-MAC, (formerly the Mansfield School Readiness Council) is an advisory committee composed of volunteers who are appointed by the Town Council and Mayor of Mansfield. The mission of this body is: "To contribute to the positive development of all young children in Mansfield." MAC maintains a relationship with the Mansfield Board of Education, the Town Council and the Mayor. These relationships are important to sanction the work and vision of this group. The connections between Town leadership and MAC represent a clear and valuable commitment to the issues of early care and education by the Town and school district leadership. Regular communication between MAC and these entities is a priority for MAC.

### **Accomplishments for FY 2007-2008**

- Applied for and received \$107,000, for the Mansfield School Readiness Program to enter its eleventh year of operation, supporting sixteen 3 and 4-year olds enrolled in one of 4 nationally accredited early care centers;
- Worked with the Mansfield Public Schools on the tenth year of the William C. Graustein Memorial Fund;

## **MANSFIELD ADVOCATES FOR CHILDREN continued...**

- Designed, collated and distributed 150 "Mansfield Family Information Packets" for use by newcomers or new parents in Town;
- Coordinated events as part of a week-long celebration in April for the "Week of the Young Child";
- Coordinated efforts to establish a Blueprint (plan) for Mansfield's Children with a \$40,000 grant acquired from the William C. Graustein Memorial Foundation;
- Coordinated training for CT Parent Power 1-on-1 Parent Interviews;
- Conducted 27 1-on-1 Parent Interviews with local parents;
- Collected, reviewed and analyzed data about the status of adequate access to quality infant/toddler care in Mansfield using a TA grant from Graustein C. Memorial Foundation;
- Met with UCONN Work/Life Council to share data results on infant/toddler care access in Mansfield;
- Met with UCONN President Assistant Tom Callahan and Mansfield Town Manager Matt Hart to share infant/toddler care findings and request recommendations for future proposals;
- Offered a Children's Trust Fund sexual abuse prevention program for parents;
- Offered a program for families called "Healthy Celebrations" about health and nutrition.

### **Plans for FY 2008-2009**

- Continue to develop Week of the Young Child activities;
- Offer parent leadership curriculum on a regular basis using the CT Parent Power 1-on-1 Interview process;
- Continue to provide outreach to underserved members of the community for early care and education;
- Using relevant data about the status of infant and toddler care in Mansfield, make a proposal for a feasibility study;
- Plan and deliver presentation of the findings of the MAC Parent's Committee of the 1-on-1 interviews to the BOE and the Town Council;
- Plan and deliver presentation of the progress of the Leadership Work Group on the "Blueprint for Mansfield's Children" plan;
- By July 31, 2009 present Town Council with completed plan called "Blueprint for Mansfield's Children";
- Develop and maintain regular connections between the early care providers and the public school system.

## **MANSFIELD DOWNTOWN PARTNERSHIP BOARD OF DIRECTORS**

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

## **OPEN SPACE PRESERVATION COMMITTEE**

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

### **Accomplishments for FY 2007-2008**

- Reviewed properties and made recommendations to the Town Council;
- Reviewed subdivision and zoning proposals.

### **Plans for 2008-2009**

- Continue to review properties for their suitability for preservation according to the Mansfield Plan of Conservation and Development;
- Continue to review subdivision and zoning proposals;
- Provide input to Planning and Zoning Commission regarding the subdivision regulations.

## **PARKS ADVISORY COMMITTEE**

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

## **PARKS ADVISORY COMMITTEE continued...**

### **Accomplishments for FY 2007-2008**

- Involved the community in Mansfield Parks by continuing to offer environmental education programming and an organized, supervised natural areas volunteers program, many co-sponsored with Joshua's Tract Conservation and Historic Trust;
- Continued the annual land management review process;
- Provided input on subdivision proposals, open space acquisition, grant proposals, Parks and Recreation budget, and a property to parks procedure.

### **Plans for FY 2008-2009**

- Continue to offer environmental education programs co-sponsored with Joshua's Tract Conservation and Historic Trust;
- Continue annual land management review process;
- Provide input on subdivision proposals, open space acquisition, grant proposals, Parks and Recreation budget, and a property to parks procedure;
- Continue to improve public information about Mansfield Parks and Preserves;
- Assist with the opening of River Park;
- Prepare, in conjunction with staff, management plans for Town-owned properties.

## **PERSONNEL APPEALS BOARD**

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

## **PLANNING & ZONING COMMISSION AND INLAND WETLAND AGENCY**

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

### **Accomplishments for FY 2007-2008**

- Held twenty-three PZC meetings, nineteen IWA meetings, seven joint field trips, held numerous committee meetings;
- Reviewed over thirty applications or enforcement actions involving activities within regulated inland wetland/watercourse areas;
- Reviewed fifteen Special Permits, seven subdivision applications (sixteen lots approved), five zone changes and numerous associated regulation revisions, five Town Council referrals and thirty-nine modification/bonding requests;
- Approved three subdivisions with seven new lots, additions to Natchaug Hospital, a new retail store in the Staple Center now occupied by the "Hoot," two efficiency units, two rezonings in the Four Corners area, six live music renewals, one new and three renewals for material deposition or removal permits, modifications for the Paideia Amphitheatre project, a re-use of the former Ledgecrest Garden Center, occupancy changes at the Thirsty Dog Pub and Restaurant and new Zoning Regulations for table umbrella signs;
- Denied an Inland Wetland license for a seven-lot subdivision on Separatist and N. Eagleville Roads and denied an efficiency unit on Gurleyville Road;
- Prepared a revised fee schedule for land use applications that subsequently was adopted by the Town Council. The new schedule includes provisions for consultant assistance that would be paid for by applicants;
- Presented at Public Hearings, proposals to rezone land south of Pleasant Valley Road between Mansfield City Road and Mansfield Avenue and incorporate over 25 revisions to the Zoning Regulations. The rezonings and regulation revisions were not acted upon during this reporting period;
- As Mansfield's designated Aquifer Protection Agency, adopted new Aquifer Regulations for Level A Aquifers associated with UConn's Fenton River and Willimantic River wellfields.

PZC & IWA continued...

**Plans for FY 2008-2009**

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

**PUBLIC SAFETY COMMITTEE**

As set out within statute, the mission of Mansfield's Public Safety Committee is to review safety and security concerns related to our local correctional facility, the Donald T. Bergin Correctional Institution. The membership of the Committee is comprised of Warden Eileen Higgins of Bergin CI, as well as eleven citizen representatives appointed by the Mayor. The Committee meets quarterly during the months of January, April, July and October.

**Accomplishments for FY 2007-2008**

- Notified citizens that the emergency notification phone system would be tested;
- Tested the emergency notification system;
- Toured the DBCI facility to observe programming and interact with staff and inmates; heard presentation on gang activities and behavior;
- Maintained a good working relationship between the community and DBCI; the Committee appreciates and supports the outreach program;
- Town and Bergin staff worked cooperatively to provide inmate work crews to the Town to help with litter pick-up;
- Streamlined meetings by having Public Safety Committee absorb agenda topics previously conducted during Correctional Facility Liaison Committee meetings;
- No escapes occurred from DBCI.

**Plans for FY 2008-2009**

- Touring the DBCI facility;
- Re-testing the emergency notification phone system;
- Drafting an interest article for town residents, to be published in the "Mansfield Record Online";
- Introducing new DBCI command staff to the Public Safety Committee.

**QUIET CORNER COMMITTEE**

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

**RECREATION ADVISORY COMMITTEE**

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

**Accomplishments for FY 2007-2008**

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

**Plans for FY 2008-2009**

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

## REGIONAL SCHOOL DISTRICT #19

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

### SOLID WASTE MANAGEMENT/ RECYCLING COMMITTEE

The Solid Waste Advisory Committee acts as a community sounding board for the Town's solid waste policies. These policies include issues relating to residential refuse and recycling service, transfer station operations, promotion of recycling and waste prevention, hazardous waste disposal, and bulky waste disposal. This is the eighteenth year that user fees have funded the Town's volume-based waste collection (pay-per-bag of garbage). Over the year, 35% of all residential waste was recycled- single-family residences recycled 40% of their waste and multi-family residences recycled 13% of their wastes. Multi-family residences are those that have dumpster service and their recycling rate remains low in spite of efforts to reverse this trend. Trash and recycling service is contracted to Mayo & Sons for single-family residences and Willimantic Waste Paper, Inc. for multi-family residences.

#### Accomplishments for FY 2007-2008

- Offered a series of three organic land care workshops for homeowners – organic lawns, alternatives to lawns and invasive plants;
- Continued to monitor the development of the green building guidelines for the Storrs Center development;
- The Mid Northeast Recycling Operating Committee (Mid-NEROC), of which Mansfield is a member town, continued its operations of the Regional Household Chemical Waste Drop-Off Facility;
- Managed the Mansfield schools' composting programs for the tenth year;
- Worked with the Festival on the Green to create a low-waste Festival event. Reduced waste by 72%;
- Worked with UConn student outreach to regularly collect litter along the Hunting Lodge/North Eagleville Road corridor;
- Continued to enforce the litter ordinance;
- Presented classes on waste issues (toxic household products, green building design and recycling) in the schools;
- Conducted a composting workshop for the twelfth year;
- Advocated for recycling-related state legislation;
- Staffed a clean energy group in order to expand residential support for renewable energy and move the Town forward on its 20% by 2010 commitment;
- Worked with the Clean Energy Team to put on an Earth Day Event at the Mansfield Community Center.

#### Plans for FY 2008-2009

- Sustain school wide composting programs and manage refuse contracts;
- Continue working with the Festival on the Green committee to create a low-waste Festival event;
- Continue enforcing the litter ordinance in problem areas of Town;
- Continue offering classes to the schools on waste issues;
- Continue residential home composting program;
- Continue advocating for recycling-related state legislation;
- Continue organic land care workshops and programs;
- Improve elementary school composting operations by converting to a different composter at Southeast School, and start Vinton and Goodwin with their own compost bins;
- Educate and disseminate information to residents on sustainability-related issues;
- Continue work with the clean energy group.

## **TOWN HISTORIAN**

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

## **TOWN/UNIVERSITY RELATIONS COMMITTEE**

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

## **TRANSPORTATION ADVISORY COMMITTEE**

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

In fiscal year 2007-2008 the Transportation Advisory Committee reprioritized its walkway and bikeway project priority listing to move the walkway project on Route 195 near the proposed Storrs Center project to a higher priority and to account for the completion of the Separatist Road bikeway. Committee members continued to work with UConn representatives to share with the Town the cost of the prepaid fares program on the WRTD bus system between Storrs and Willimantic in future years (this was successful and the "fare-free" program will run at least through FY 08-09). The committee also supported efforts to bring Hartford commuter bus service to Storrs and a modern roundabout to the intersection of Routes 195 and 275.

## **YOUTH SERVICES ADVISORY BOARD**

The Youth Service Advisory Board was established in 1978 with a mission to provide advocacy, leadership and direction. The Committee meets monthly with staff of the Youth Service Bureau and the Director of Human Services to review and provide guidance regarding program activities. Membership of the Committee includes students, school administrators, Mansfield Police, and residents.

### **Accomplishments for FY 2007-2008**

- Continued to advocate for increasingly necessary increases for YSB staff and funding to maintain current successful initiatives and develop new initiatives;
- Oversaw implementation of two new programs (LEAP and JUMP). These programs promote the successful transition of at-risk students from grade to middle school and from middle to high school, respectively;
- Supported YSB through planning and attendance at the first town-wide Volunteer Recognition Night;
- Met with the founder of the "Challenge Program" and participated in discussions which resulted in YSB having greater involvement and input into the selection process for student participants. The Mansfield Middle school Vice-Principal participated in this three-day program.

### **Plans for FY 2008-2009**

- Continue to represent an increasingly diverse constituency in terms of voicing the emerging needs of Mansfield children and youth;
- Continue to support the YSB's increasing needs for additional staffing and funding.

## ZONING BOARD OF APPEALS

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

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

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

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

### ADA Grievance Committee

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

### Advisory Committee on Persons with Disabilities

Gloria Bent  
Michael Collins  
Cristina Colon-Semenza  
John DeWolf  
Wade Gibbs  
Jacqueline Kelleher  
Joan Seliger Sidney  
Kevin Grunwald (Staff)  
Kathy Ann Easley (Staff)

### Agriculture Committee

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

### Arts Advisory Committee

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

### Board of Assessment Appeals

Eric Holinko  
John Meyers  
Carol Thomas

### Beautification Committee

Isabelle Atwood  
Brian Krystof  
Patricia Maines  
Carolanne Markowitz  
Jennifer Thompson  
Frank Trainor

### Board of Education

Gary Bent  
Mary Feathers  
Dudley Hamlin  
Martha Kelly  
Christopher Kueffner  
Mark Laplaca  
Min Lin  
Shamin Patwa  
Katherine Paulhus  
Fred Baruzzi (Staff)

### Board of Ethics

Nancy Cox  
David Ferraro  
Eleanor Plank  
Michael Sikoski  
Winthrop Smith (Alt)  
Nora Stevens

### Building Board of Appeals

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

### Cemetery Committee

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

### CATV Advisory Committee

Fred Baruzzi (BOE)  
Grace Enggas  
Ida Millman

### Commission on Aging

Wilfred Bigl  
Kenneth Doeg  
Sam Gordon  
Robert Gouldsbrough  
April Holinko  
Carol Pellegrine  
Carol Phillips  
Joan Quarto  
Timothy Quinn  
Mark Ross  
Mary Thatcher  
Kevin Grunwald (Staff)  
Patricia Richardson (Staff)

### Communication Advisory Committee

Aline Booth  
Joyce Crepeau  
Leila Fecho  
Patrick McGlamery  
Toni Moran  
Richard Pellegrine  
William Powers  
Jaime Russell (staff)

### Community Quality of Life Cmte.

Michael Beal (PZC)  
Joseph Briody  
Jane Fried  
Denise Keane  
David Morse  
Dana White  
Helen Koehn (Council) (C)  
Christopher Paulhus (Council)  
Elizabeth Paterson (Mayor)  
Bruce Clouette (Council)  
Stephen Rhodes (UConn)  
Matthew Hart (staff)  
Maria Capriola (staff)  
SGT James Kodzis (staff)  
Gregory Padick (staff)  
Curt Hirsch (staff)  
David Dagon (staff)  
John Jackman (staff)  
Mike Ninteanu (staff)  
Jim Hintz (staff) (UConn)

### Conservation Commission

Robert Dahn (C)  
Peter Dyzewiecki  
Quentin Kessel  
Scott Lehmann  
Rachel Rosen (Alt)  
Sherry Roy (Alt)  
John Silander  
Joan Stevenson  
Frank Trainor  
Grant Meitzler (Staff)

### Constables

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

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

### Design Review Panel

Isabelle Atwood  
Lee Forrest Cox  
Robert Gillard  
John Lenard  
Peter Minutti

### Discovery Depot Board of Directors

Terry Berthelot  
Blagoje Filipovic  
Kim Girard  
Jane Goldman  
Gregory Haddad (TC)  
Heather Hintz  
Megan Nolan  
Laura Scruggs  
Bing Wang  
Mei Wei  
Mary Jane Newman (Staff)

### Eastern Highlands Health District Board of Directors

Connie Anderson (Alt)  
Doug Cameron  
Susan Chance (Alt)  
Donald Cianci (Alt)  
Frederick Daniels  
Louise Eldridge (Alt)  
John Elsesser  
Ralph Fletcher (Alt)  
Matthew Hart  
Michael Kurland  
Johnathan Luiz  
Elizabeth Paterson (C)  
Paul Schur  
Joyce Stille  
Tierney Tully  
Steve Werbner  
Deb Walsh

### Emergency Management Advisory Council

Frederick Baruzzi  
David Dagon  
Matthew Hart  
Lon Hultgren  
John Jackman  
Sgt. James Kodzis  
Michael Kurland  
Robert Miller  
Elizabeth Paterson

### Four Corners Sewer Study Advisory Cmte.

Pat Ferrigno  
Lee Girard  
Matthew Hart  
Gene Nesbitt (C)  
Peter Plante  
Kenneth Rawn  
Carl Schaefer  
Phil Spak  
Tim Tussing

### Historic District Commission

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

### Housing Authority Board of Directors

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

### Housing Code Board of Appeals

Francis Halle  
Agatha Hoover  
Robert Kremer (Alt)  
Brian McCarthy (Alt)  
Richard Pellegrine

### Human Services Advisory Committee

Marla Hauslaib  
Judith Y. Heald  
June S. Krisch  
Kevin Grunwald (Staff)

### Judge of Probate

Claire Twerdy

### Memorial Day Committee

Matthew Hart  
Tammie Meyers  
Chris Paulhus

### Library Advisory Board

Eva Bar-Shalom  
Edmond Chibeau  
Sheila Quinn Clark (C)  
Heidi Hand  
William Hare  
Barbara Katz  
Rita Pollack  
Compton Rees, Jr.  
Dale Truman  
Louise Bailey (Staff)

### Mansfield Advocates For Children

Anne Bladen (Child Labs Rep)  
Alison Whitham Blair  
Ade Bloom  
Joan Buck (C)  
Susan Daley  
Jane Goldman  
Nancy Hovorka  
Becky Lehmann

### MAC continued...

Kathleen A. Mahoney  
Bethany Maines  
Donna McLaughlin  
Mary Jane Newman  
Lisa Oransoff  
Shamin Patwa  
Katherine Paulhus  
Jackie Soroka  
Kristine Stone  
Louise Bailey (Staff)  
Sandy Baxter (Staff)

### Open Space Preservation Committee

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

### Mansfield Downtown Partnership Board of Directors

Stephen Bacon  
Thomas Callahan  
Bruce Clouette  
Barry Feldman  
Michael Gergler  
Gregory Haddad  
Matthew Hart  
Janet Jones  
Philip Lodewick  
Frank McNabb  
Peter Nicholls  
Elizabeth Paterson  
Steve Rogers  
Kristin Schwab  
Phil Spak  
Elizabeth Treiber  
Antoinette Webster  
David Woods  
Cynthia van Zelm (Staff)

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

### Parks Advisory Committee

Julianna Barrett  
Michelle Baughman  
Susan Harrington  
Tom Harrington  
Jean Haskell  
Eric Kruger  
Penny Potter  
David Silsbee  
Cindy Weiss  
Jennifer Kaufman (Staff)  
Curt Vincente (Staff)

### Personnel Appeals Board

Donald Nolan  
Herbert Segar  
Crayton Walker  
Maria Capriola (Staff)

### Planning and Zoning Commission

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

### Public Safety Committee

Audrey Barberet  
Major Ronald Blicher  
George Cole (Citz)  
Raymond Gergler  
Warden Eileen Higgins  
Claie Lary  
Christopher Paulhus  
Richard Pellegrine (VC)  
Lieut. Walter Solenski, Jr. (Coventry)  
Wunderly Stauder (C)  
Vera Stearns

### Public Safety Cmte. continued...

Susanna Thomas  
Maria Capriola (Staff)  
Matthew Hart (Staff)  
Sgt. James Kodzis (Staff)

### Recreation Advisory Committee

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

### Quiet Corner Committee

Anne Smith

### Regional Board of Education

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

### Solid Waste Management/ Recycling Committee

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

### Town Council

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

### Town Historian

Roberta Smith

### Town/University Relations Committee

Philip Barry  
Michael Beal  
Thomas Callahan  
Bruce Clouette  
Julie Elkins  
Barry Feldman  
James Hintz  
Robert Hudd  
Richard Miller  
A.J. Pappanikou  
Elizabeth Paterson  
Stephen Rhodes  
William Simpson  
Maria Capriola (Staff)  
Matthew Hart (Staff)

### Transportation Advisory Committee

Greg Frantz  
Betty Gardner  
Ross Hall  
Helen Koehn  
Dennison Nash  
Michael Taylor  
Lon Hultgren (Staff)

### Youth Service Advisory Board

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

### Zoning Board of Appeals

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

## 2009 Meeting Schedules: Committees, Boards and Commissions

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

**Agriculture Committee:** 1/7, 3/4, 5/6, 7/1, 9/2, 11/4; 7:30pm; Town Hall, Conference Room B

**Arts Advisory Committee:** 1st Tuesday of each month; 7:30pm; MCC Conference Room

**Beautification Committee:** Meetings held as needed. See the Town Clerk's Office for meeting notices.

**Board of Education:** 1/15, 1/22, 1/29, 2/5, 3/12, 4/16, 5/7, 6/11, 9/10, 10/8, 10/22, 11/12, 12/10; 7:30pm; Town Hall, Council Chambers

**Cemetery Committee:** 3/26, 6/25, 9/24; 3:30pm; Town Hall, Conference Room B

**Commission On Aging:** 2nd Monday of every month (except holidays); 9:30am; Mansfield Senior Center

**Communications Advisory Committee:** 1/26, 2/2, 2/23, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18, 6/1, 6/15, 7/20, 9/14, 9/21, 10/5, 10/19, 11/2, 11/16, 12/7; 7:00pm; Town Hall, Conference Room B or C.

**Community Quality of Life Committee:** Meetings held as needed. See the Town Clerk's Office for meeting notices.

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

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

**Eastern Highlands Health District Board of Directors:** 1/15, 2/12, 4/16, 6/18, 8/20, 10/15, 12/17; 4:30pm; Coventry Town Hall Annex

**Historic District Commission:** 2nd Tuesday of each month; 8:00pm; Town Hall, Conference Room C

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

**Housing Code Board of Appeals:** 2nd Monday of each month; 5:00pm; Town Hall, Council Chambers

**Human Services Advisory Committee:** Meetings held as needed. See the Town Clerk's Office for meeting notices.

**Library Advisory Board:** 3/3, 6/2, 9/1, 12/1; 7:00pm; Mansfield Public Library

**Mansfield Advocates for Children:** 1/7, 2/4, 3/4, 4/1, 5/6, 6/3, 9/9, 10/14, 11/4, 12/9; 6:30pm; Town Hall, Council Chambers

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

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

**Parks Advisory Committee:** 1/7, 3/4, 5/6, 7/1, 9/2, 11/4; 7:30pm; MCC Conference Room

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

**Public Safety Committee:** 1/14, 4/15\*, 7/15, 10/14; 3:00pm; Town Hall, Council Chambers; \*Bergin Correctional Facility at 1:00pm

**Recreation Advisory Committee:** Meetings held as needed. See the Town Clerk's Office for meeting notices.

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

**Solid Waste Management/Recycling Committee:** 1/22, 3/26, 5/28, 7/23, 9/24, 11/19; 7:30pm; Town Hall, Conference Room B

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

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

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

**Transportation Advisory Committee:** Meetings held as needed. See the Town Clerk's Office for meeting notices.

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

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

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

Access the town meeting calendar at [www.mansfieldct.org](http://www.mansfieldct.org)

## **UPCOMING TOWN EVENTS**

**Save the date!**

### **ANNUAL TOWN MEETING**

May 12, 2009

7:00 PM

Mansfield Middle School

Auditorium

### **REGION #19 BUDGET REFERENDUM**

May 5, 2009

Polls open 6:00 AM—8:00 PM

Audrey P. Beck Municipal Building

Council Chambers

### **MEMORIAL DAY PARADE**

May 25, 2009

9:00 AM

Bassetts Bridge Rd./Rt. 195 to

Mansfield Center Cemetery

### **TOUR de MANSFIELD:**

### **VILLAGE TO VILLAGE**

July 2009

Mansfield Community Center

Join us for Mansfield's fourth annual bike tour  
featuring five, twenty and forty mile routes.

Call the Mansfield Community Center at

429-3015 to register to ride!

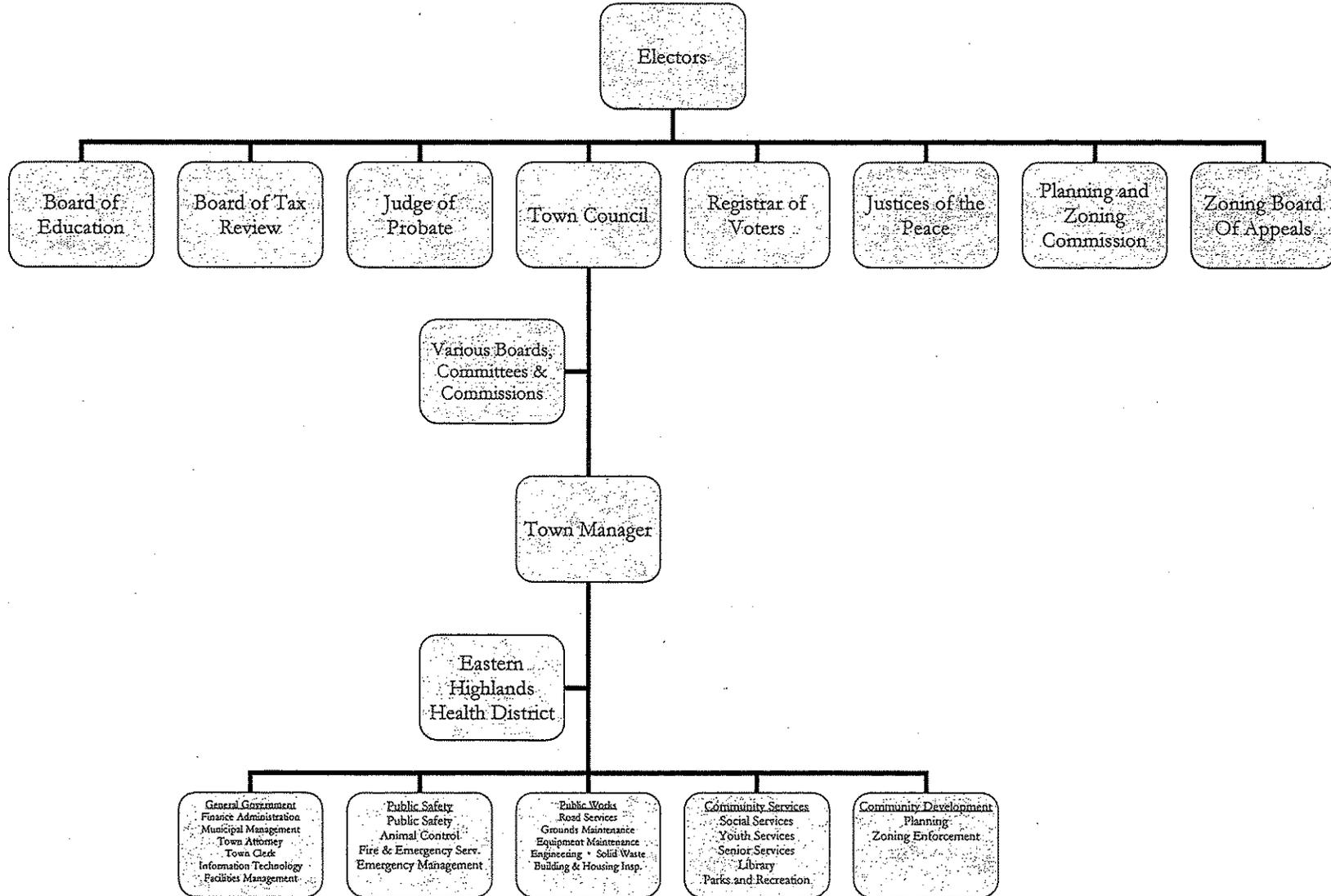
### **CELEBRATE MANSFIELD WEEKEND!**

September 12 & 13, 2009

Mansfield Commercial District, Storrs Road

Food, Children's Activities, Live Music and More!

# Town of Mansfield Organizational Chart



## DIRECTORY

For Information On	Call	Phone	For Information On	Call	Phone
Accounts Payable	Finance	429-3345	Plumbing & Heat Permits	Building Office	429-3324
Administration	Town Manager	429-3336	Police - Non-Emergencies	Police Department	429-3357
Assessment	Assessor	429-3311	Police & Fire Emergencies	Police Department	911
Birth Certificates	Town Clerk	429-3302	Probate Court	Judge	429-3313
Building Permits	Building Office	429-3324	Purchasing	Finance	429-3345
Cemetery (Town)	Sexton	423-6881	Refuse & Recycling	Engineering	429-3333
Civil Preparedness	Civil Preparedness	429-3324	Registration of Voters	Registrar of Voters	429-3368
Community Center	Parks & Recreation	429-3015	Sanitary Inspection	Health Department	429-3325
Death Certificates	Town Clerk	429-3302	School Business Manager	Finance Director	429-3344
Deeds	Town Clerk	429-3302	Senior Center	Senior Center	429-0262
Demolition Permits	Building Office	429-3324	Snow Removal & Streets	Public Works Garage	429-3676
Dog Licenses	Town Clerk	429-3302	Taxes	Collector of Revenue	429-3306
Dog & Animal Problems	Animal Control Officer	487-0137	Town History	Town Historian	429-9789
Drainage Problems	Engineering	429-3334	Tree Warden	Public Works Dept.	429-3331
Electrical Permits	Building Office	429-3324	Voting	Registrar of Voters	429-3368
Elderly Dial-A-Ride	Dial-A-Ride	456-1462	Welfare	Human Services	429-3315
Elderly Municipal Agent	Senior Services	429-0262	Youth & Family Services	Youth Services	429-3317
Employment	Human Resources/Personnel	429-3336	Zoning Enforcement	Zoning Agent	429-3341
Engineering	Engineering	429-3334			
Finance	Finance Director	429-3344			
Fire Marshal	Fire Marshal	429-3328			
Health Matters (Public)	Health Department	429-3325			
Highways	Public Works Department	429-3331			
Housing Authority	Director of Housing Authority	487-0693			
Housing Inspection	Housing Inspection	487-4440			
Information Technology	Information Technology	429-3383			
Inland Wetlands	Engineering	429-3334			
Landfill Permits	Engineering	429-3334			
Library	Mansfield Public Library	423-2501			
Marriage Licenses	Town Clerk	429-3302			
Parking Tickets	Tax Collector	429-3374			
Passports	Probate	429-3313			
Planning	Planning & Zoning Office	429-3330			

### BOARD OF EDUCATION

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

## DIRECTORY

Justices of the Peace	Phone	Town Council Members	Party	Phone	Email
Brian Ahern	429-5233	Alison Whitham Blair	R	860-423-1776	BlairAW@MansfieldCT.org
Stephen Bacon	487-1842	Bruce Clouette	D	860-429-0046	Clouette@mindspring.com
Judith Blei	423-9613	Leigh Duffy	D	860-456-9215	DuffyLA@MansfieldCT.org
Fred Cazel, Jr.	429-2637	Gregory Haddad	D	860-429-8517	HaddadG@MansfieldCT.org
Andrea Epling	429-2702	Helen Koehn	D	860-429-4699	KoehnH@MansfieldCT.org
Sharry Goldman	423-2381	Gene Nesbitt	R	860-487-1122	ghnesbitt@charter.net
Roswell G. Hall III	456-1027	Mayor Elizabeth Paterson	D	860-456-8553	PatersonE@MansfieldCT.org
April A. Holinko	429-4449	Christopher Paulhus	R	860-487-5223	PaulhusCR@MansfieldCT.org
Allan Maines	429-5050	Carl Schaefer	D	860-423-9427	SchaeferC@MansfieldCT.org
James R. Mark	465-2788				
Richard Meehan	429-6905				
Stanley Miela	429-8380				
Joseph Pandolfo	423-2646				
Joyce Passmore	429-6799				
Carol Pellegrine	429-9598				
Richard Pellegrine	429-9598				
Doryann Plante	450-0696				
Peter Plante	450-0696				
Holly Rawson	429-5233				
Chandler H. Rose	423-3700				
Dot Shaw	456-1060				
Judith Ann Stein	487-0422				
Robin Tracey	429-7160				
Gladys Tucker	429-4487				

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



**STATE OF CONNECTICUT  
DEPARTMENT OF  
EMERGENCY MANAGEMENT AND HOMELAND SECURITY**



James M. Thomas  
Commissioner

April 1, 2009

Item #14

Mr. Matthew W. Hart  
Town Manager  
Town of Mansfield  
4 South Eagleville Road  
Mansfield CT, 06268

Dear Mr. Hart:

It is my pleasure to inform you that your community has been approved for a Fiscal Year 2009 Emergency Management Performance Grant (EMPG) in the amount of \$11,297. I am hopeful that this funding will assist your community in maintaining a robust local emergency management program.

This grant award is based on your Emergency Management Program budget submission and your community's 2008 population as stated in the State Register and Manual. The funding formula used for this year is consistent with previous years and provides a proportional share of the overall program support provided by the Federal Emergency Management Agency (FEMA) to the State of Connecticut.

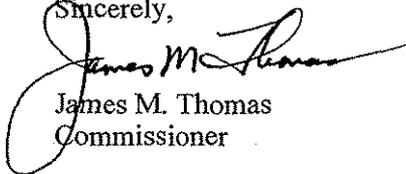
Any additional funding, if available, will be passed along to the communities through a supplemental allocation at the end of the Federal Fiscal Year (FFY), which is September 30<sup>th</sup>. In order to assist DEMHS in preparing to allocate any additional funding, towns can submit eligible expenses during the year that exceed their budget requests, and DEMHS will consider these expenses should additional funding become available.

Listed below is the new 2009 schedule for reimbursement requests. Audit quality documentation of allowable expenditures must accompany reimbursement requests and should be submitted to Anthony Scalora, DEMHS Region 4 Coordinator for processing. Please note that the request **must** include an original signature by the local Finance Director or equal Authority on FEMA Form 85-21. Please comply with the following reimbursement schedule to facilitate timely payments and re-allocation of any additional funding at the end of the FFY.

<b>Quarter</b>	<b>Billing Period</b>	<b>Please submit quarterly reimbursement by</b>
1 <sup>st</sup>	October 1, 2008 - December 31, 2008	January 31, 2009
2 <sup>nd</sup>	January 1, 2009 - March 31, 2009	April 30, 2009
3 <sup>rd</sup>	April 1, 2009 - June 30, 2009	July 30, 2009
4 <sup>th</sup>	July 1, 2009 - September 30, 2009	October 31, 2009

On behalf of the Department of Emergency Management and Homeland Security, I would like to personally thank you for your participation in the EMPG program and your community's continued commitment to the protection of our citizens.

Sincerely,



James M. Thomas  
Commissioner

JMT/dwg

cc: Mr. Wayne Sandford, Deputy Commissioner – DEMHS  
Mr. William Hackett, Emergency Management Director - DEMHS  
Local Emergency Management Director  
DEMHS Regional Coordinator  
DEMHS Fiscal Division

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## 2010 CENSUS: IT'S IN OUR HANDS

April 2009

Dear Partner:

Between April and July of 2009, U.S. Census employees will be visiting every housing unit in every neighborhood of your community. In order to conduct the 2010 Decennial Census, the Census Bureau must know the address and physical location of each place where people live or stay. Our Census employees will wear official identification and carry hand-held computers to capture physical addresses and their GPS coordinates.

We are reaching out to police departments, local governments and civic organizations to inform the community about this important activity, thereby reducing public concern. Enclosed is an awareness poster for you to post in a public area. We appreciate your cooperation and support in educating your community.

The U.S. Census Bureau Partnership Specialist working in your area will contact you in the near future to answer any questions you may have.

Sincerely,

*Kathleen Ludgate*

Kathleen N. Ludgate  
Regional Director  
Boston Region

U S C E N S U S B U R E A U

United States  
**Census**  
**2010**

United States  
**Census  
2010**

# In the Neighborhood



**U.S. Census workers are  
visiting your area to  
identify the addresses of  
all housing units for the  
2010 Census.**

**Safe. Easy. Important.**



**U.S. Census Bureau**  
**Boston Regional Census Center**  
One Beacon Street, 7th Floor  
Boston, MA 02108  
Phone: (617) 223-3610  
E-mail: [Boston.PDSP@census.gov](mailto:Boston.PDSP@census.gov)  
This Notice Expires 6/30/09

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IT'S IN OUR HANDS



**Matthew W. Hart**

---

**From:** Dianne McLane [dmclane@metrohartford.com]  
**Sent:** Tuesday, April 21, 2009 4:39 PM  
**Subject:** Regional Economic Development Forum-April 30th  
**Follow Up Flag:** Follow up  
**Flag Status:** Blue

April 21, 2009

To: Chief Elected and Appointed Officials  
Town Planner  
Economic Development

From: Jeff Vose, MetroHartford Alliance  
Jeanne Webb, REDF Chairperson

Subject: Next Regional Economic Development Forum

The MetroHartford Alliance's next Regional Economic Forum will focus on the Film Industry.

"Making Your Town Film Ready" and Review of the South Windsor Studio Project

When: Thursday, April 30, 2009

Where: Mill On The River

Time: 10:30 a.m.

Featured Speakers:

Mark Dixon: Connecticut Film Industry Office

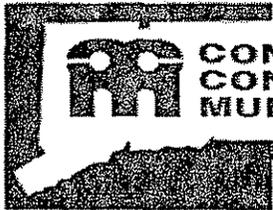
Craig Stevenson: Economic Development Director, Town of South Windsor

An optional lunch will be available after the program for \$15.00 per person. Please RSVP by April 27<sup>th</sup> to confirm your attendance and lunch reservation to Dianne McLane [dmclane@metrohartford.com](mailto:dmclane@metrohartford.com) or 860-728-2291.

Looking forward to seeing you on the 30<sup>th</sup>.

Jeff Vose

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**CCM Analysis:**

April 15, 2009-R

**The Appropriations Committee's and Governor's State Budget Proposals:  
Impacts on Towns and Cities**

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###

For more information on the state budget and how it impacts your community, visit the CCM website at [www.ccm-ct.org](http://www.ccm-ct.org).

###

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

## Impact on Municipalities: Overview

On April 2, 2009, the Appropriations Committee released a proposed budget for FY2009-10 and FY2010-11. **Overall, municipal aid would decline by \$28.5 million (-1%) next year under the Appropriations Committee proposal compared to this year.** The Governor had proposed a \$45.2 million cut overall. The Appropriations Committee's proposal includes a \$27.3 million increase in education funding coupled with a \$55.9 million reduction in non-education funding, compared to FY2008-09.

**The Appropriations Committee has proposed reducing the Mashantucket Pequot-Mohegan grant from the Governor's proposed \$86.3 million to \$61.8 million, a reduction of \$31.2 million from FY2008-09.** The proposal would fund the **Town Aid Road** grant (using state bond funds) at \$27 million, which is a **\$5 million increase over the Governor's proposed budget, but is a \$3 million reduction from FY2008-09.** The Appropriations budget would restore \$3.9 million in funding for the **DECD tax abatement and housing PILOT** (proposed by the Governor to be eliminated), and increase funding for **magnet schools** by \$32.8 million, compared to FY2008-09, \$19.3 million more than the Governor.

The Appropriations Committee has proposed **level-funding** the following major grant programs: Education Cost Sharing, Special Education, School Transportation, Adult Education, and the PILOT reimbursements for state property and for colleges and hospitals, the same as the Governor.

### *Education Grants*

The Appropriations Committee has proposed level-funding the following programs: Education Cost Sharing, Special Education, School Transportation, and Adult Education. Please note grants to individual cities and towns may vary due to changes in grant formula elements. This proposal increases funding of the OPEN Choice Program by \$2 million compared to FY2008-09. Additionally, Appropriations has proposed increasing Magnet School funding by \$32.8 million compared to FY2008-09. Statewide this aid translates to:

- Adult Education: \$20.6 million (\$2,029 reduction from FY2008-09; no change from Governor's proposal).
- After School Program: \$5,000,000 (\$500,000 reduction from FY2008-09; Governor proposed \$5 million reduction).
- Early Childhood: \$69.8 million (\$6.4 million reduction from FY2008-09; Governor proposed \$7.4 million reduction).
- Education Cost Sharing: \$1.9 billion (no change from FY2008-09; no change from Governor's proposal).
- Excess Cost-Student Based (Special Education): \$133.9 million (no change from FY2008-09; no change from Governor's proposal; the grant has been capped in both proposals).
- Magnet Schools: \$154.3 million (increase of \$32.8 million from FY2008-09; increase of \$19.3 million from Governor's proposal). According to the Committee document, additional funding above the Governor's proposal is dedicated to provide additional funding for (a) Sheff Magnet Transportation (\$3.5 million), (b) Hartford and CREC Magnet Operating Grant (\$15.1 million), and (c) Wintergreen Magnet Schools (\$750,000) in FY2009-10.

- Non Public School Transportation: \$4 million (no change from FY2008-09; no change from Governor's proposal).
- OPEN Choice Program: \$16.1 million (increase of \$2 million from FY2008-09; increase of \$2 million from Governor's proposal).
- Public School Transportation: \$48 million (no change from FY2008-09; no change from Governor's proposal).
- Young Adult Learners: \$0 (\$500,000 reduction from FY2008-09; no change from Governor's proposal).

*Please see page 6 of this publication for an expanded breakdown of more education grants.*

### ***Non-Education Grants***

The Appropriations budget would restore funding for:

- DECD Tax Abatement: \$1.7 million statewide (no change from FY2008-09; Governor proposed eliminating funding).
- DECD Payment in Lieu of Taxes: \$2.2 million statewide (no change from FY2008-09; Governor proposed eliminating funding).
- Local and District Departments of Health: \$5.3 million statewide (\$67,000 reduction from FY2008-09; Governor proposed \$2.3 million reduction). The Committee would fund a per capita grant of \$1.85 for "full time health departments that serve at least 50,000 people and for districts that serve three or more municipalities." No funding is provided for part-time health departments. The Governor's proposal would only fund regional health districts.

The Appropriations Committee has also proposed several changes to major non-education grants. **The Appropriations Committee has proposed reducing the Mashantucket Pequot-Mohegan Grant by \$31.2 million from the current fiscal year.** The proposal would also reduce the Town Aid Road grant by \$3 million from the current year (the Governor's proposal would reduce this grant by \$8 million). **Please note the Committee proposal funds Town Aid Road grant through bonding, rather than through general fund appropriations.** The PILOT: Colleges and Hospitals grant would be reduced by \$7 million statewide, as the Governor proposed. PILOT: State Owned Property would be reduced by \$6.5 million statewide (the Governor's proposal reduced the grant by \$7 million). The Heating Assistance to Schools grant would be unfunded in FY2009-10 under the Committee proposal (-\$6.5 million), same as the Governor. Statewide this aid translates to:

- Heating Assistance to Schools: \$0 (\$6.5 million reduction from FY2008-09; no change from Governor's proposal).
- Pequot-Mohegan Fund: \$61.8 million (\$31.2 million reduction from FY2008-09, Governor proposed \$6.7 million reduction).
- PILOT: Colleges and Hospitals: \$115.4 million (\$7 million reduction from FY2008-09; no change from Governor's proposal).

- PILOT: State-owned Property: \$73.5 million (\$6.5 million reduction from FY2008-09; no change from Governor's proposal).
- Town Aid Road Grant: \$27 million (\$3 million reduction from FY2008-09; Governor proposed \$8 million reduction).

*Please see page 7 of this publication for an expanded breakdown of more non-education grants.*

## Sheff Settlement

The Connecticut Supreme Court, in its 1997 ruling on *Sheff v. O'Neill*, ruled that the State has an obligation to reduce the racial isolation of Hartford's public schools. The Governor's proposal provided \$2.8 million in additional funding for FY2009-10 and \$16.7 million in additional funding for FY2010-11 for Sheff-eligible enrollments. The Appropriations proposal provides an additional \$1 million above the Governor's proposal in each year of the biennium. This translates to:

- Sheff Settlement FY2009-10: \$13.8 million (increase of \$3.8 million from FY2008-09; increase of \$1 million from the Governor's proposal).
- Sheff Settlement FY2010-11: \$27.6 million (increase of \$17.7 million from FY2008-09; increase of \$1 million from the Governor's proposal).

## Bonding

To date, the state bond package has not been acted upon by the Finance, Revenue and Bonding committee. As mentioned above, it is expected to include \$27 million for TAR, the first time that TAR has been bond-funded.

The Governor's Budget includes general obligation bond authorizations of \$687 million in FY 2010, and \$641 million in FY 2011 for **school construction grants**; however, the Governor recommends **reducing state reimbursement percentages from a range of 20% to 80%, to a range of 15% to 65%**. The Governor's Budget also includes general obligation bond authorizations of \$50 million for two grants to encourage regional cooperation (see below), \$90 million for the **Clean Water Fund**, in each year of the biennium, and \$30 million each year for both the **LoCIP** and the **Urban Act programs**.

## Regional Cooperation

The Appropriations and Finance Committee leadership have discussed **regional incentive programs** similar to the \$50 million bond-funding proposal by Governor Rell, and are supporting other efforts to promote **regional revenue sharing** favorably reported by the Planning and Development Committee. However, the Finance Committee has not yet acted on those proposals.

## PILOT Manufacturing, Machinery & Equipment

The Appropriations Committee's proposed budget level funds this grant from FY2009 for FY2010 and FY2011, as had the Governor. Proposed legislation **provides for proportionate reduction to the PILOT payable**, on and after July 1, 2009 for machinery and equipment exempt under CGS 12-81(72) and CGS 12-94f, **in any year in which funding is insufficient**. The exemption for Older Manufacturing Equipment is now at 40% for FY2009 as the law phase-in. In FY2009 the phase-in shifted to 40% from 20% in FY2008. The corresponding grant reimbursement increased approximately \$3.9 million. The Older Manufacturing Equipment phase-in will move to 60% in FY2010 and 80% in FY2011.

## Property Tax Credit

The Appropriations Committee's state budget proposal is predicated upon enactment of Senate Bill 932. This bill reduces the phase-out thresholds for the property tax credit against the income tax by 25% for the 2009 tax year and 75% for the 2010 tax year, making fewer taxpayers eligible for the property tax credit and reduces the maximum amount taxpayers receive if their incomes exceed the lower thresholds. The Governor had proposed no change to the property tax credit.

For instance, a married couple filing jointly, earning an annual gross income less than \$100,500 who are now eligible for the maximum credit of \$500, would get a \$300 credit in the 2009 tax year, and would be ineligible for any property tax credit in the 2010 tax year. Under this bill, a married couple filing jointly in the 2010 tax year would be eligible for the maximum \$500 credit if their income was less than \$25,125.

Similarly, in 2008 an individual filing single with an income less than \$56,500 was eligible for a \$500 tax credit. Under the bill, this same individual would be eligible for a \$400 credit in the 2009 tax year, and would be ineligible for any property tax credit in the 2010 tax year.

## APPENDIX: Breakdown of Municipal Grants

### Total Education and Non-Education Assistance

	2008-2009 Funding	Governor's 2009-10 Proposed	Appropriations 2009-10 Proposed	Appropriations Proposal (FY 2009-10) Compared to Current Year (FY 2008-09)		Governor's Proposal (FY 2009-10) Compared to Current Year (FY 2008-09)	
				Change:		Change:	
				\$	%	\$	%
Education and Non- Education Assistance	\$2,823,522,055	\$2,778,322,901	\$2,794,987,445	-\$28,534,610	-1.01%	-\$45,199,154	-1.60%

## Education Aid Grants

	2008-2009 Funding	Governor's 2009-10 Proposed	Appropriations 2009-10 Proposed	Appropriations Proposal (FY 2009-10) Compared to Current Year (FY 2008-09)		Governor's Proposal (FY 2009- 10) Compared to Current Year (FY 2008-09)	
				Change:		Change:	
				\$	%	\$	%
Adult Education	\$20,596,400	\$20,594,371	\$20,594,371	-\$2,029	-0.01%	-\$2,029	-0.01%
After School Program	\$5,500,000	\$500,000	\$5,000,000	-\$500,000	-9.09%	-\$5,000,000	-90.91%
Bilingual Education	\$2,129,033	\$2,129,033	\$2,129,033	\$0	0.00%	\$0	0.00%
Early Childhood (School Readiness)	\$76,230,000	\$68,810,000	\$69,813,190	-\$6,416,810	-8.42%	-\$7,420,000	-9.73%
Early Reading Success	\$2,403,646	\$2,314,380	\$2,314,380	-\$89,266	-3.71%	-\$89,266	-3.71%
Education Cost Sharing	\$1,889,182,288	\$1,889,182,288	\$1,889,182,288	\$0	0.00%	\$0	0.00%
Excess Cost - Student Based	\$133,891,451	\$133,891,451	\$133,891,451	\$0	0.00%	\$0	0.00%
Extended School Hours	\$2,990,000	\$2,990,000	\$2,994,752	\$4,752	0.16%	\$0	0.00%
Fuel Cell Projects	\$0	\$0	\$0	\$0	n/a	\$0	n/a
Health Serv for Pupils Private Schools	\$4,775,000	\$4,775,000	\$4,775,000	\$0	0.00%	\$0	0.00%
Interdistrict Cooperation	\$14,127,369	\$14,127,369	\$14,127,369	\$0	0.00%	\$0	0.00%
Magnet Schools	\$121,509,285	\$134,980,742	\$154,328,742	\$32,819,457	27.01%	\$13,471,457	11.09%
Non-Public School Transportation	\$3,995,000	\$3,995,000	\$3,995,000	\$0	0.00%	\$0	0.00%
OPEN Choice Program	\$14,115,002	\$14,115,002	\$16,115,002	\$2,000,000	14.17%	\$0	0.00%
Priority School Districts	\$41,410,000	\$41,410,000	\$41,413,547	\$3,547	0.01%	\$0	0.00%
School Based Health Clinics	\$10,440,646	\$8,970,646	\$10,440,646	\$0	0.00%	-\$1,470,000	-14.08%
School Breakfast Program	\$1,634,103	\$1,634,103	\$1,634,103	\$0	0.00%	\$0	0.00%
School Safety	\$0	\$0	\$0	\$0	n/a	\$0	n/a
School to Work Opportunities	\$213,750	\$213,750	\$213,750	\$0	0.00%	\$0	0.00%
School Year Accountability (Summer School)	\$3,500,000	\$3,500,000	\$3,499,699	-\$301	-0.01%	\$0	0.00%
Transportation of School Children	\$47,964,000	\$47,964,000	\$47,964,000	\$0	0.00%	\$0	0.00%
Vocational Agriculture	\$4,560,565	\$4,560,565	\$4,560,565	\$0	0.00%	\$0	0.00%
Young Adult Learners	\$500,000	\$0	\$0	-\$500,000	-100.00%	-\$500,000	-100.00%
Young Parents Program	\$229,330	\$229,330	\$229,330	\$0	0.00%	\$0	0.00%
Youth Service Bureaus	\$2,944,598	\$2,903,413	\$2,946,418	\$1,820	0.06%	-\$41,185	-1.40%
<b>Total Education Grants</b>	<b>\$2,404,841,466</b>	<b>\$2,403,790,443</b>	<b>\$2,432,162,636</b>	<b>\$27,321,170</b>	<b>1.14%</b>	<b>-\$1,051,023</b>	<b>-0.04%</b>

## Non-Education Grants

	2008-2009 Funding	Governor's 2009-10 Proposed	Appropriations 2009-10 Proposed	Appropriations Proposal (FY 2009-10) Compared to Current Year (FY 2008-09)		Governor's Proposal (FY 2009-10) Compared to Current Year (FY 2008-09)	
				Change:		Change:	
				\$	%	\$	%
Capital City Economic Development	\$7,900,000	\$6,400,000	\$6,400,000	-\$1,500,000	-18.99%	-\$1,500,000	-18.99%
Child Day Care	\$5,263,706	\$5,263,706	\$5,263,706	\$0	0.00%	\$0	0.00%
Community Services	\$191,358	\$0	\$116,358	-\$75,000	-39.19%	-\$191,358	-100.00%
Distressed Municipalities	\$7,309,000	\$7,800,000	\$7,800,000	\$491,000	6.72%	\$491,000	6.72%
Elderly and Disabled Demand	\$0	\$0	\$0	\$0	n/a	\$0	n/a
Heating Assist. Schools	\$6,500,000	\$0	\$0	-\$6,500,000	-100.00%	-\$6,500,000	-100.00%
Housing/Homeless Services	\$686,592	\$686,592	\$686,592	\$0	0.00%	\$0	0.00%
Human Resource Development	\$31,034	\$0	\$31,034	\$0	0.00%	-\$31,034	-100.00%
Human Resource Development- Hispanic Pgms	\$5,900	\$0	\$5,900	\$0	0.00%	-\$5,900	-100.00%
Local Capital Improvement Program	\$30,000,000	\$30,000,000	\$30,000,000	\$0	0.00%	\$0	0.00%
Local & District Departments of Health	\$5,352,419	\$3,000,000	\$5,285,531	-\$66,888	-1.25%	-\$2,352,419	-43.95%
Payment in Lieu of Taxes (DECD)	\$2,204,000	\$0	\$2,204,000	\$0	0.00%	-\$2,204,000	-100.00%
Pequot Mohegan Fund	\$92,998,519	\$86,250,000	\$61,779,907	-\$31,218,612	-33.57%	-\$6,748,519	-7.26%
PILOT: Colleges & Hospitals	\$122,430,256	\$115,431,737	\$115,431,737	-\$6,998,519	-5.72%	-\$6,998,519	-5.72%
PILOT: State Owned Property	\$80,019,144	\$73,019,215	\$73,519,215	-\$6,499,929	-8.12%	-\$6,999,929	-8.75%
Prop Tax Relief Elder-Circuit Breaker	\$20,505,899	\$20,505,899	\$20,505,899	\$0	0.00%	\$0	0.00%
Prop Tax Relief Elderly Freeze Program	\$900,000	\$610,000	\$610,000	-\$290,000	-32.22%	-\$290,000	-32.22%
Property Tax Relief for Veterans	\$2,970,099	\$2,970,099	\$2,970,099	\$0	0.00%	\$0	0.00%
Reimb Property Tax-Disability Exempt	\$576,142	\$400,000	\$400,000	-\$176,142	-30.57%	-\$176,142	-30.57%
Services to the Elderly	\$44,405	\$0	\$44,405	\$0	0.00%	-\$44,405	-100.00%
Tax Abatement (DECD)	\$1,704,890	\$0	\$1,704,890	\$0	0.00%	-\$1,704,890	-100.00%
Teen Pregnancy Prevention	\$870,326	\$0	\$870,326	\$0	0.00%	-\$870,326	-100.00%
Town Aid Road Grants	\$30,000,000	\$22,000,000	\$27,000,000	-\$3,000,000	-10.00%	-\$8,000,000	-26.67%
Venereal Disease Control	\$216,900	\$195,210	\$195,210	-\$21,690	-10.00%	-\$21,690	-10.00%
<b>Total Non-Education Assistance</b>	<b>\$418,680,589</b>	<b>\$374,532,458</b>	<b>\$362,824,809</b>	<b>-\$55,855,780</b>	<b>-13.34%</b>	<b>-\$44,148,131</b>	<b>-10.54%</b>

## CCM – CONNECTICUT'S STATEWIDE ASSOCIATION OF TOWNS AND CITIES



The Connecticut Conference of Municipalities (CCM) is Connecticut's statewide association of towns and cities. CCM represents municipalities at the General Assembly, before the state executive branch and regulatory agencies, and in the courts. CCM provides member towns and cities with a wide array of other services, including management assistance, individualized inquiry service, assistance in municipal labor relations, technical assistance and training, policy development, research and analysis, publications, information programs, and service programs such as workers' compensation, liability-automobile-property insurance, risk management, and energy cost-containment. Federal representation is provided by CCM in conjunction with the National League of Cities. CCM was founded in 1966.

CCM is governed by a Board of Directors, elected by the member municipalities, with due consideration given to geographical representation, municipalities of different sizes, and a balance of political parties. Numerous committees of municipal officials participate in the development of CCM policy and programs. CCM has offices in New Haven (the headquarters) and in Hartford.

900 Chapel Street, 9<sup>th</sup> Floor  
New Haven, Connecticut 06510-2807  
Telephone (203) 498-3000 Fax (203) 562-6314

E-mail: [ccm@ccm-ct.org](mailto:ccm@ccm-ct.org)  
Web Site: [www.ccm-ct.org](http://www.ccm-ct.org)

THE VOICE OF LOCAL GOVERNMENT



**CCM Analysis:**

April 17, 2009

**State Budget Proposals:  
Republican Alternative, Appropriations/Finance, and Governor's  
Impacts on Towns and Cities**

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For more information on the state budget and how it impacts your community, visit the CCM website at [www.ccm-ct.org](http://www.ccm-ct.org).

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

## Impact on Municipalities: Overview

On April 16, 2009, Senate and House Republican leaders released an alternative proposed budget for FY2009-10 and FY2010-11. **Overall, municipal aid would decline by \$20.5 million (-.7%) next year under the Republican Alternative Budget proposal compared to this year.** The Governor had proposed a \$45.2 million cut overall. The Appropriations/Finance proposal includes a \$14.5 million overall increase. The Republican proposal includes a \$2.3 million reduction in education funding coupled with an \$18.2 million reduction in non-education funding, compared to FY2008-09.

**The Republican Alternative Budget would fund the Town Aid Road Grant \$16 million over current levels, \$6 million above the Appropriations/Finance proposal, and \$24 million over the Governor's proposal.** The Republican proposal would fund TAR through bonding rather than through general fund appropriations.

The Republican Alternative Budget would **level fund** the general fund appropriations of the following major grant programs (however, several programs would see a cut in effect due to loss of state surplus revenue): Adult Education, Education Cost Sharing, School Transportation, Special Education, Pequot-Mohegan, and the PILOT reimbursements for state property and for colleges and hospitals, the same as the Governor. Please note grants to individual cities and towns may vary due to changes in grant formula elements. The Appropriations proposal reduced Pequot-Mohegan by \$31.2 compared to current year, but level funded the other grants.

Also on April 16 the Finance, Revenue and Bonding Committee passed a proposed state bond package which, coupled with the Appropriations Committee budget, comprise the Democratic leadership proposal. The Finance actions are also included in this update.

### *Education Grants*

The Republican proposal would level fund the following programs: Adult Education, Education Cost Sharing, School Transportation, and Special Education. Additionally the Republicans have proposed increasing Magnet School funding by \$13.5 million (same as the Governor, less than the Appropriations Committee proposal). All three proposals direct \$13.5 million for increased magnet school enrollment. The Appropriations proposal targets an additional \$19.3 million in magnet school funding for (a) Sheff Magnet Transportation (\$3.5 million), (b) Hartford and CREC Magnet Operating Grant (\$15.1 million), and (c) Wintergreen Magnet School (\$750,000) in FY2009-10. Statewide this aid translates to:

- Adult Education: \$20.6 million (\$2,029 reduction from FY2008-09; no change from Appropriations Committee proposal; no change from Governor's proposal).
- Education Cost Sharing: \$1.9 billion (no change from FY2008-09; no change from Appropriations Committee proposal; no change from Governor's proposal).
- Excess Cost-Student Based: \$133.9 million (no change from FY2008-09; no change from Appropriations Committee proposal; no change from Governor's proposal; grant capped in Appropriations and Governor's proposal. It is unknown at this time if the Republican proposal also caps this grant.).
- Magnet Schools: \$135 million (increase of \$13.5 million from FY2008-09; Appropriations Committee proposed \$32.8 million increase; no change from Governor's proposal).

- Non-Public School Transportation: \$4 million (no change from FY2008-09; no change from Appropriations Committee proposal; no change from Governor's proposal).
- Public School Transportation: \$48 million (no change from FY2008-09; no change from Appropriations Committee proposal; no change from Governor's proposal).

Under the Republican proposal, the After School Program grant would see a reduction of \$5 million statewide. The School Based Health Clinics grant would see a \$2.8 million reduction. Several smaller grants would be eliminated. Statewide this aid translates to:

- After School Program: \$500,000 (\$5 million reduction from FY2008-09; Appropriations Committee proposed \$500,000 reduction; no change from Governor's proposal).
- School Based Health Clinics: \$7.7 million (\$2.8 million reduction from FY2008-09; Appropriations Committee proposed no change from FY2008-09; Governor proposed \$1.5 million reduction).

*Please see page 7 of this publication for an expanded breakdown of more education grants.*

#### *Non-Education Grants*

Under the Republican proposal the Town Aid Road Grant would be funded \$16 million over current levels, \$6 million above the Appropriations/Finance proposal, and \$24 million over the Governor's proposal. Please note the Republican proposal funds Town Aid Road grant through bonding, rather than through general fund appropriations, as does the Appropriations/Finance proposal, which makes them part of a "municipal block grant".

The Republican budget proposal would eliminate funding to the DECD Tax Abatement and Payment in Lieu of Taxes grants, same as the Governor. The Appropriations proposal included restored funding for these grants. The Republican Alternative Budget proposal level funds the general fund appropriations of the following major grant programs (but several programs are lower overall because of loss of state surplus revenue): Pequot-Mohegan, and the PILOT reimbursements for state property and for colleges and hospitals, the same as the Governor. The Appropriations proposal reduced Pequot-Mohegan by \$31.2 million compared to current year. The Heating Assistance to Schools grant would be unfunded in all three proposals. Statewide this aid translates to:

- DECD Tax Abatement: \$0 (\$1.7 million reduction from FY2008-09; Appropriations Committee proposed level funding from FY2008-09, \$1.7 million; no change from Governor's proposal).
- DECD Payment in Lieu of Taxes: \$0 (\$2.2 million reduction from FY2008-09; Appropriations Committee proposed level funding from FY2008-09, \$2.2 million; no change from Governor's proposal).
- Heating Assistance to Schools: \$0 (\$6.5 million reduction from FY2008-09; no change from Appropriations Committee proposal; no change from Governor's proposal).
- Local and District Departments of Health: \$5.3 million statewide (\$67,000 reduction from FY2008-09; no change from Appropriations Committee proposal; Governor proposed \$2.4 million reduction).

- Pequot-Mohegan Fund: \$86.3 million (\$6.7 million reduction from FY2008-09; Appropriations Committee proposed \$31.2 million reduction; no change from Governor's proposal).
- PILOT: Colleges and Hospitals: \$115.4 million (\$7 million reduction from FY2008-09; no change from Appropriations Committee proposal; no change from Governor's proposal).
- PILOT: State-owned Property: \$73 million (\$7 million reduction from FY2008-09; Appropriations Committee proposed \$6.5 million reduction; no change from Governor's proposal).
- Town Aid Road Grant: \$46 million (\$16 million increase from FY2008-09; Appropriations/Finance Committee proposed \$10 million increase<sup>1</sup>; Governor proposed \$8 million reduction).

*Please see page 8 of this publication for an expanded breakdown of more non-education grants.*

### Sheff Settlement

The Connecticut Supreme Court, in its 1997 ruling on *Sheff v. O'Neill*, ruled that the State has an obligation to reduce the racial isolation of Hartford's public schools. The Republican proposal would provide \$2.8 million in additional funding for FY2009-10 and \$16.7 million in additional funding for FY2010-11 for Sheff-eligible enrollments, same as the Governor. The Appropriations proposal would provide an additional \$1 million above the Governor's proposal in each year of the biennium. This translates to:

- Sheff Settlement FY2009-10: \$12.8 million (increase of \$2.8 million from FY2008-09; Appropriations Committee proposed \$3.8 million increase; no change from Governor's proposal).
- Sheff Settlement FY2010-11: \$26.7 million (increase of \$16.7 million from FY2008-09; Appropriations Committee proposed \$17.7 million increase; no change from Governor's proposal).

### Bonding

On April 16, the Finance, Revenue and Bonding Committee passed a proposed state bond package that would, among other things:

- Establish a new **\$100 million "municipal block grant"** for FY2009-10 that would provide municipalities with \$40 million according to LoCIP, \$40 million according to TAR and \$20 million according to unemployment rates. This block grant would be in lieu of the existing LoCIP and TAR programs. Finance would provide \$50 million for LoCIP in FY2010-11, but is mute on TAR funding for 2010-11. The uses of the money would be similar to those under LoCIP and TAR but would provide more flexibility for municipalities than under either LoCIP or TAR;
- Establish a new **\$50 million "regional block grant"** to encourage municipal cooperation (FY2009-10). This is the Committee's alternative to Governor Rell's regional incentive proposals (also \$50 million); and
- Provide **\$10 million in each year of the biennium for STEAP** (STEAP was unfunded under the Governor's proposal).

<sup>1</sup> As part of the "Municipal Block Grant."

- Eliminate the following proposed bonding:
  - **Urban Act** (Governor proposed \$30 million in each year of the biennium); and
  - **Aid for Municipal Plans of Conservation and Development** (Governor proposed \$500,000 each year).
- Reduce proposed bonding below levels recommended by the Governor for the following:
  - **Clean Water Fund G.O. bonds** (used for grants) to \$65 million in FY2009-10, and \$40 million in FY2010-11. The Governor proposed \$90 million in each year; and
  - **Clean Water Fund revenue bonds** (used for loans) to \$80 million in each year of the biennium (Governor proposed \$175 million each year).

It is unclear at this point how the Republican Alternative Budget addresses state bonding issues.

### **PILOT Manufacturing, Machinery & Equipment**

All three proposals level fund this grant from FY2009 for FY2010 and FY2011. Proposed legislation **provides or proportionate reduction to the PILOT payable**, on and after July 1, 2009 for machinery and equipment exempt under CGS 12-81(72) and CGS 12-94f, **in any year in which funding is insufficient**. The exemption for Older Manufacturing Equipment is now at 40% for FY2009 as the law phase-in. In FY2009 the phase-in is lifted to 40% from 20% in FY2008. The corresponding grant reimbursement increased approximately \$3.9 million. The Older Manufacturing Equipment phase-in will move to 60% in FY2010 and 80% in FY2011.

### **Mandates Relief**

The Republican Alternative proposes **mandates relief for municipalities** “such as in-school suspension, [and] mandatory posting of meetings/agendas”. Governor Rell had proposed a comprehensive mandates relief package that included relief from those mandates as well as a statutory prohibition against new costly unfunded mandates without a 2/3 vote of the General Assembly, relief from binding arbitration and a variety of other mandates-relief proposals (in HB 6388). The Appropriations/Finance budgets did not address mandates relief, but several committees have passed similar mandates-relief bills.

### **Regional Incentives**

The Republican Alternative does not seem to address **incentives for regional cooperation**. Governor Rell had proposed a comprehensive package of incentives for that purpose, including \$50 million in state-bonded grants, proposals to ease impediments to multi-municipal cooperation and a bonus for regional cooperation under TAR and LoCIP (although the overall appropriation for those programs didn't change meaning that a bonus for one town would be a loss for others). The **Finance Committee package includes two major proposals for regional cooperation: (i) a \$50 million state-bonded program** to reward cooperation and (ii) **a \$50 million fund using segregated state sales tax revenues** for “regional capital improvements, regional services, or programs that provide regional cost savings”.

## Resident State Troopers

The Republican Alternative restores funding for resident state troopers. One of the Governor's budget bills proposed to **eliminate state subsidy of the Resident State Trooper Program** – requiring towns with resident troopers to pay 85% of the cost of resident state troopers beginning 7/1/09 and 100% of the cost of the troopers beginning 7/1/10 and thereafter (HB 6363, Section 5). Towns currently pay 70% of the costs of resident state troopers. The Appropriations/Finance proposal would also restore funding for this program.

## Property Tax Credit

The Appropriations/Finance Committee's state budget proposal is predicated upon enactment of Senate Bill 932. This bill, among other things, **reduces the phase-out thresholds for the property tax credit against the income tax** by 25% for the 2009 tax year and 75% for the 2010 tax year, making fewer taxpayers eligible for the property tax credit and reduces the maximum amount taxpayers receive if their incomes exceed the lower thresholds. Both the Governor's and Republican plan propose no change to the property tax credit.

Under SB 932, for instance, a married couple filing jointly, earning an annual gross income less than \$100,500 who are now eligible for the maximum credit of \$500, would get a \$300 credit in the 2009 tax year, and would be ineligible for any property tax credit in the 2010 tax year. Under this bill, a married couple filing jointly in the 2010 tax year would be eligible for the maximum \$500 credit if their income was less than \$25,125.

Similarly, in 2008 an individual filing single with an income less than \$56,500 was eligible for a \$500 tax credit. Under the bill, this same individual would be eligible for a \$400 credit in the 2009 tax year, and would be ineligible for any property tax credit in the 2010 tax year.

## APPENDIX: Breakdown of Municipal Grants

### Total Education and Non-Education Assistance

	FY2008-09 Funding	Governor's FY2009-10 Proposed	Appropriations/ Finance FY2009-10 Proposed	Republican FY2009-10 Proposed	Republican Proposal (FY2009-10) Compared to Current Year (FY2008-09)		Appropriations/Finance Proposal (FY2009-10) Compared to Current Year (FY2008-09)		Governor's Proposal (FY2009-10) Compared to Current Year (FY2008-09)	
					Change:		Change:		Change:	
					\$	%	\$	%	\$	%
Education and Non- Education Assistance	\$2,823,522,055	\$2,778,322,901	\$2,837,987,445	\$2,802,980,626	-\$20,541,429	-0.73%	\$14,465,390	0.51%	-\$45,199,154	-1.60%

## Education Aid Grants

	FY2008-09 Funding	Governor's FY2009-10 Proposed	Appropriations/ Finance FY2009- 10 Proposed	Republican FY2009-10 Proposed	Republican Proposal (FY2009-10) Compared to Current Year (FY2008-09)		Appropriations/Finance Proposal (FY2009-10) Compared to Current Year (FY2008-09)		Governor's Proposal (FY2009- 10) Compared to Current Year (FY2008-09)	
					Change:		Change:		Change:	
					\$	%	\$	%	\$	%
Adult Education	\$20,596,400	\$20,594,371	\$20,594,371	\$20,594,371	-\$2,029	-0.01%	-\$2,029	-0.01%	-\$2,029	-0.01%
After School Program	\$5,500,000	\$500,000	\$5,000,000	\$500,000	-\$5,000,000	-90.91%	-\$500,000	-9.09%	-\$5,000,000	-90.91%
Bilingual Education	\$2,129,033	\$2,129,033	\$2,129,033	\$2,129,033	\$0	0.00%	\$0	0.00%	\$0	0.00%
Early Childhood (School Readiness)	\$76,230,000	\$68,810,000	\$69,813,190	*			-\$6,416,810	-8.42%	-\$7,420,000	-9.73%
Early Reading Success	\$2,403,646	\$2,314,380	\$2,314,380	\$2,314,380	-\$89,266	-3.71%	-\$89,266	-3.71%	-\$89,266	-3.71%
Education Cost Sharing	\$1,889,182,288	\$1,889,182,288	\$1,889,182,288	\$1,889,182,288	\$0	0.00%	\$0	0.00%	\$0	0.00%
Excess Cost - Student Based	\$133,891,451	\$133,891,451	\$133,891,451	\$133,891,451	\$0	0.00%	\$0	0.00%	\$0	0.00%
Extended School Hours	\$2,990,000	\$2,990,000	\$2,994,752	*			\$4,752	0.16%	\$0	0.00%
Fuel Cell Projects	\$0	\$0	\$0	\$0	\$0	n/a	\$0	n/a	\$0	n/a
Health Serv for Pupils Private Schools	\$4,775,000	\$4,775,000	\$4,775,000	\$4,775,000	\$0	0.00%	\$0	0.00%	\$0	0.00%
Interdistrict Cooperation	\$14,127,369	\$14,127,369	\$14,127,369	\$14,127,369	\$0	0.00%	\$0	0.00%	\$0	0.00%
Magnet Schools**	\$121,509,285	\$134,980,742	\$154,328,742	\$134,980,742	\$13,471,457	11.09%	\$32,819,457	27.01%	\$13,471,457	11.09%
Non-Public School Transportation	\$3,995,000	\$3,995,000	\$3,995,000	\$3,995,000	\$0	0.00%	\$0	0.00%	\$0	0.00%
OPEN Choice Program	\$14,115,002	\$14,115,002	\$16,115,002	\$14,115,002	\$0	0.00%	\$2,000,000	14.17%	\$0	0.00%
Priority School Districts	\$41,410,000	\$41,410,000	\$41,413,547	*			\$3,547	0.01%	\$0	0.00%
School Based Health Clinics	\$10,440,646	\$8,970,646	\$10,440,646	\$7,676,462	-\$2,764,184	-26.48%	\$0	0.00%	-\$1,470,000	-14.08%
School Breakfast Program	\$1,634,103	\$1,634,103	\$1,634,103	\$1,634,103	\$0	0.00%	\$0	0.00%	\$0	0.00%
School Safety	\$0	\$0	\$0	\$0	\$0	n/a	\$0	n/a	\$0	n/a
School to Work Opportunities	\$213,750	\$213,750	\$213,750	\$213,750	\$0	0.00%	\$0	0.00%	\$0	0.00%
School Year Accountability (Summer School)	\$3,500,000	\$3,500,000	\$3,499,699	*			-\$301	-0.01%	\$0	0.00%
Transportation of School Children	\$47,964,000	\$47,964,000	\$47,964,000	\$47,964,000	\$0	0.00%	\$0	0.00%	\$0	0.00%
Vocational Agriculture	\$4,560,565	\$4,560,565	\$4,560,565	\$4,560,565	\$0	0.00%	\$0	0.00%	\$0	0.00%
Young Adult Learners	\$500,000	\$0	\$0	\$0	-\$500,000	-100.00%	-\$500,000	-100.00%	-\$500,000	-100.00%
Young Parents Program	\$229,330	\$229,330	\$229,330	\$229,330	\$0	0.00%	\$0	0.00%	\$0	0.00%
Youth Service Bureaus	\$2,944,598	\$2,903,413	\$2,946,418	\$2,903,413	-\$41,185	-1.40%	\$1,820	0.06%	-\$41,185	-1.40%
<b>Total Education Grants</b>	<b>\$2,404,841,466</b>	<b>\$2,403,790,443</b>	<b>\$2,432,162,636</b>	<b>\$2,402,507,447</b>	<b>-\$2,334,019</b>	<b>-0.10%</b>	<b>\$27,321,170</b>	<b>1.14%</b>	<b>-\$1,051,023</b>	<b>-0.04%</b>

\*These grants fall under the "Priority School District," which the Republican proposal funds at \$116,721,188; however, the breakout for these individual grants is currently unavailable. The \$116,721,188 is included in the Total Education Grants figure above.

\*\* All three proposals direct \$13.5 million for increased magnet school enrollment. The Appropriations proposal targets an additional \$19.3 million in magnet school funding for (a) Sheff Magnet Transportation (\$3.5 million), (b) Hartford and CREC Magnet Operating Grant (\$15.1 million), and (c) Wintergreen Magnet School (\$750,000) in FY2009-10.

## Non-Education Grants

	FY2008-09 Funding	Governor's FY2009-10 Proposed	Appropriations/ Finance FY2009-10 Proposed	Republican FY2009-10 Proposed	Republican Proposal (FY2009-10) Compared to Current Year (FY2008-09)		Appropriations/Finance Proposal (FY2009-10) Compared to Current Year (FY2008-09)		Governor's Proposal (FY2009- 10) Compared to Current Year (FY2008-09)	
					Change:		Change:		Change:	
					\$	%	\$	%	\$	%
Additional Funding Under the "Municipal Block Grant" <sup>Ⓜ</sup>	\$0	\$0	\$20,000,000	\$0	\$0	n/a	\$20,000,000	n/a	\$0	n/a
Capital City Economic Development	\$7,900,000	\$6,400,000	\$6,400,000	\$6,400,000	-\$1,500,000	-18.99%	-\$1,500,000	-18.99%	-\$1,500,000	-18.99%
Child Day Care	\$5,263,706	\$5,263,706	\$5,263,706	\$4,918,896	-\$344,810	-6.55%	\$0	0.00%	\$0	0.00%
Community Services	\$191,358	\$0	\$116,358	\$0	-\$191,358	-100.00%	-\$75,000	-39.19%	-\$191,358	-100.00%
Distressed Municipalities	\$7,309,000	\$7,800,000	\$7,800,000	\$7,800,000	\$491,000	6.72%	\$491,000	6.72%	\$491,000	6.72%
Elderly and Disabled Demand	\$0	\$0	\$0	\$0	\$0	n/a	\$0	n/a	\$0	n/a
Heating Assist. Schools	\$6,500,000	\$0	\$0	\$0	-\$6,500,000	-100.00%	-\$6,500,000	-100.00%	-\$6,500,000	-100.00%
Housing/Homeless Services	\$686,592	\$686,592	\$686,592	\$686,592	\$0	0.00%	\$0	0.00%	\$0	0.00%
Human Resource Development	\$31,034	\$0	\$31,034	\$0	-\$31,034	-100.00%	\$0	0.00%	-\$31,034	-100.00%
Human Resource Development- Hispanic Pgms	\$5,900	\$0	\$5,900	\$0	-\$5,900	-100.00%	\$0	0.00%	-\$5,900	-100.00%
Local Capital Improvement Program <sup>Ⓛ</sup>	\$30,000,000	\$30,000,000	\$40,000,000	\$30,000,000*	\$0	0.00%	\$10,000,000	33.33%	\$0	0.00%
Local & District Departments of Health	\$5,352,419	\$3,000,000	\$5,285,531	\$5,285,531	-\$66,888	-1.25%	-\$66,888	-1.25%	-\$2,352,419	-43.95%
Payment in Lieu of Taxes (DECD)	\$2,204,000	\$0	\$2,204,000	\$0	-\$2,204,000	-100.00%	\$0	0.00%	-\$2,204,000	-100.00%
Pequot-Mohegan Fund	\$92,998,519	\$86,250,000	\$61,779,907	\$86,250,000	-\$6,748,519	-7.26%	-\$31,218,612	-33.57%	-\$6,748,519	-7.26%
PILOT: Colleges & Hospitals	\$122,430,256	\$115,431,737	\$115,431,737	\$115,431,737	-\$6,998,519	-5.72%	-\$6,998,519	-5.72%	-\$6,998,519	-5.72%
PILOT: State Owned Property	\$80,019,144	\$73,019,215	\$73,519,215	\$73,019,215	-\$6,999,929	-8.75%	-\$6,499,929	-8.12%	-\$6,999,929	-8.75%
Prop Tax Relief Elder-Circuit Breaker	\$20,505,899	\$20,505,899	\$20,505,899	\$20,505,899	\$0	0.00%	\$0	0.00%	\$0	0.00%
Prop Tax Relief Elderly Freeze Program	\$900,000	\$610,000	\$610,000	\$610,000	-\$290,000	-32.22%	-\$290,000	-32.22%	-\$290,000	-32.22%
Property Tax Relief for Veterans	\$2,970,099	\$2,970,099	\$2,970,099	\$2,970,099	\$0	0.00%	\$0	0.00%	\$0	0.00%
Reimb Property Tax-Disability Exempt	\$576,142	\$400,000	\$400,000	\$400,000	-\$176,142	-30.57%	-\$176,142	-30.57%	-\$176,142	-30.57%
Services to the Elderly	\$44,405	\$0	\$44,405	\$0	-\$44,405	-100.00%	\$0	0.00%	-\$44,405	-100.00%
Tax Abatement (DECD)	\$1,704,890	\$0	\$1,704,890	\$0	-\$1,704,890	-100.00%	\$0	0.00%	-\$1,704,890	-100.00%
Teen Pregnancy Prevention	\$870,326	\$0	\$870,326	\$0	-\$870,326	-100.00%	\$0	0.00%	-\$870,326	-100.00%
Town Aid Road Grants <sup>Ⓣ</sup>	\$30,000,000	\$22,000,000	\$40,000,000	\$46,000,000	\$16,000,000	53.33%	\$10,000,000	33.33%	-\$8,000,000	-26.67%
Venereal Disease Control	\$216,900	\$195,210	\$195,210	\$195,210	-\$21,690	-10.00%	-\$21,690	-10.00%	-\$21,690	-10.00%
<b>Total Non-Education Assistance</b>	<b>\$418,680,589</b>	<b>\$374,532,458</b>	<b>\$405,824,809</b>	<b>\$400,473,179</b>	<b>-\$18,207,410</b>	<b>-4.35%</b>	<b>-\$12,855,780</b>	<b>-3.07%</b>	<b>-\$44,148,131</b>	<b>-10.54%</b>

<sup>Ⓜ</sup> The "Municipal Block Grant" comprises \$100 million in bond funding for purposes of LoCIP and TAR (\$40 million distributed under each formula) with an additional \$20 million distributed according to unemployment.

\*No corresponding bond package has been released with the Republican Alternative Budget proposal to date.

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Web Site: [www.ccm-ct.org](http://www.ccm-ct.org)

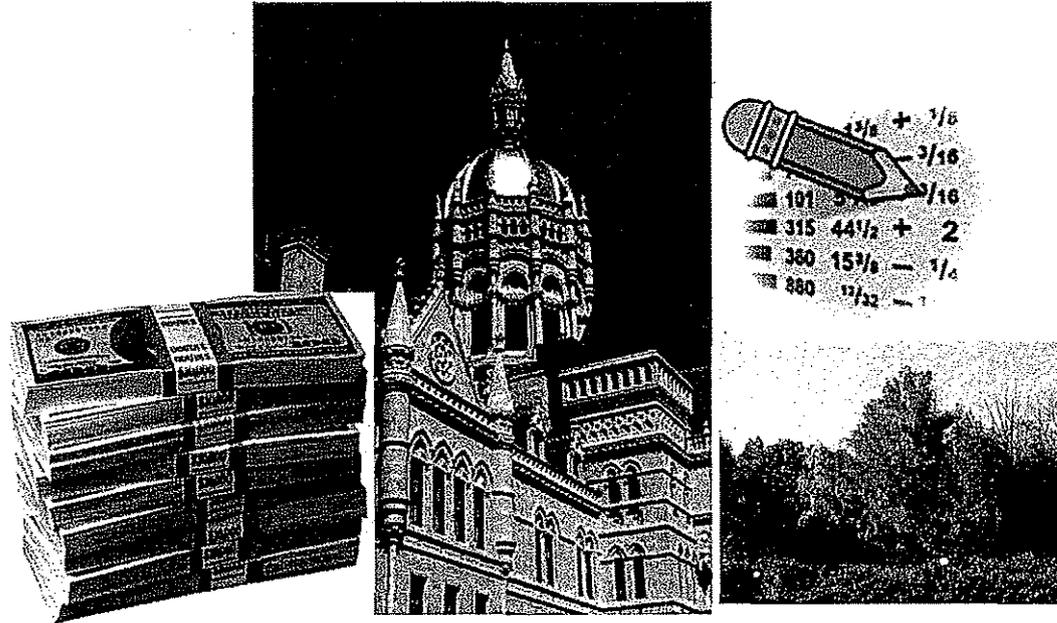
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# Analysis of State Budget Proposals: Republican Alternative, Appropriations/Finance, and Governor's FY 2009-10



*Impacts on Connecticut's Towns and Cities*

*April 20, 2009*

**Analysis of State Budget Proposals:  
Republican Alternative, Appropriations/Finance, and Governor's  
FY 2009-10**

**AID TO MUNICIPALITIES**

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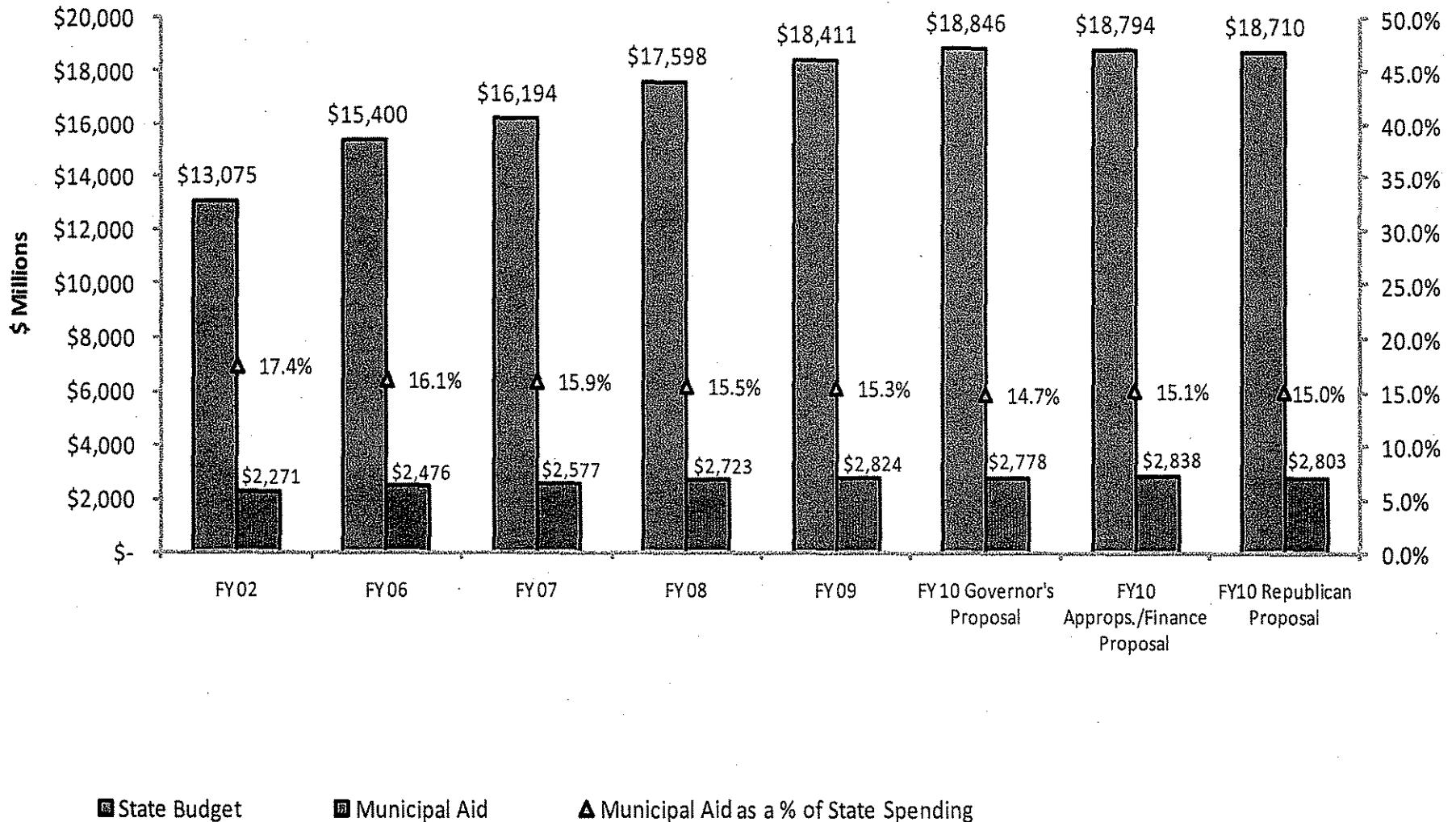
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If you have questions, please call Barbara Rua, Gian-Carl Casa, or Jim Finley of CCM at (203) 498-3000.

## Total Municipal Aid Compared to Current Year in the Three Proposals

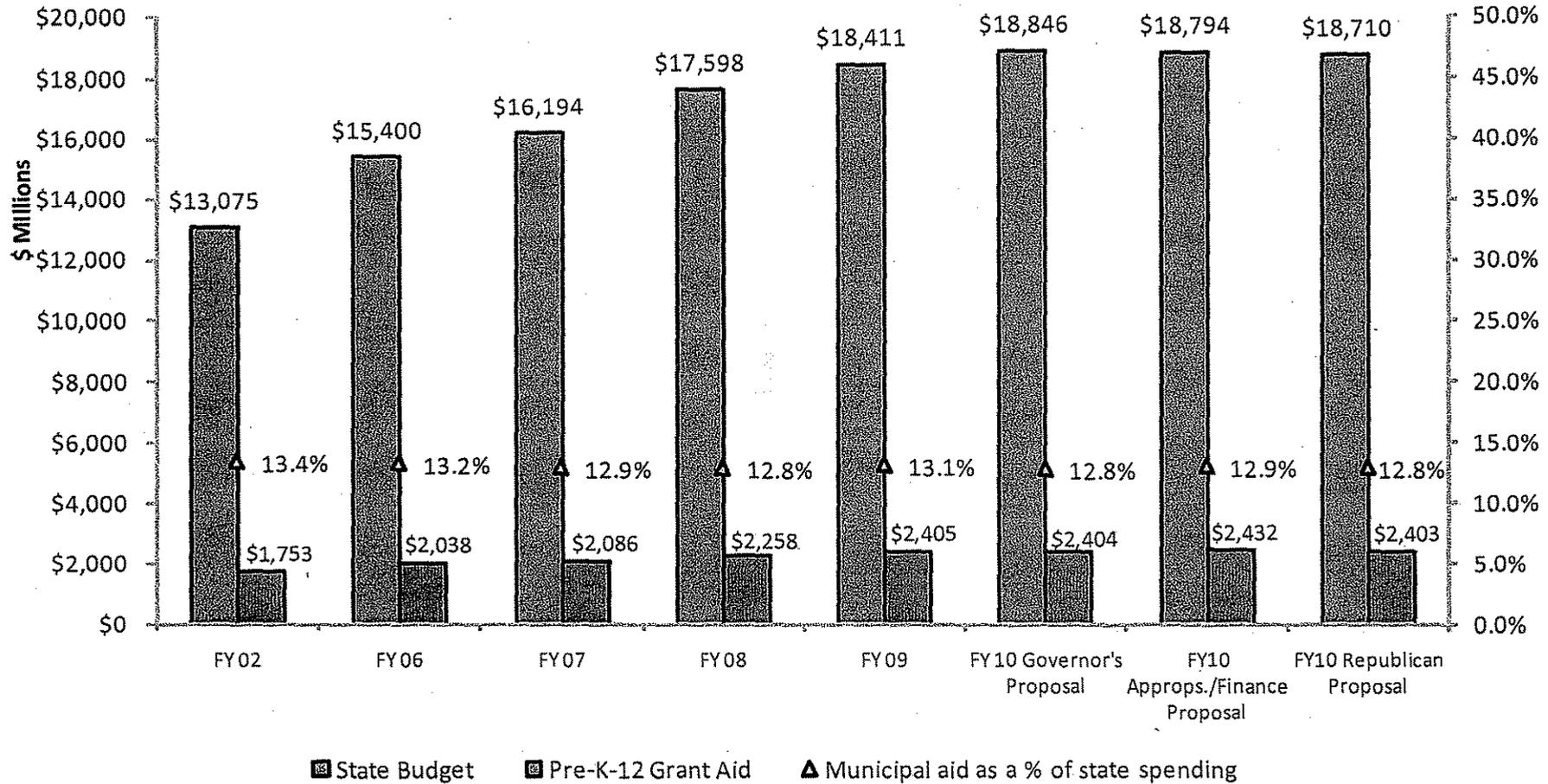
(Governor: -\$45.2 million, Appropriations: +\$14.5 million increase, Republican: -\$20.5 million)



Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

## Pre-K to 12 Public Education Grants\*

(Governor: -\$1.1 million, Appropriations: +\$27.3 million increase, Republican: -\$2.3 million)



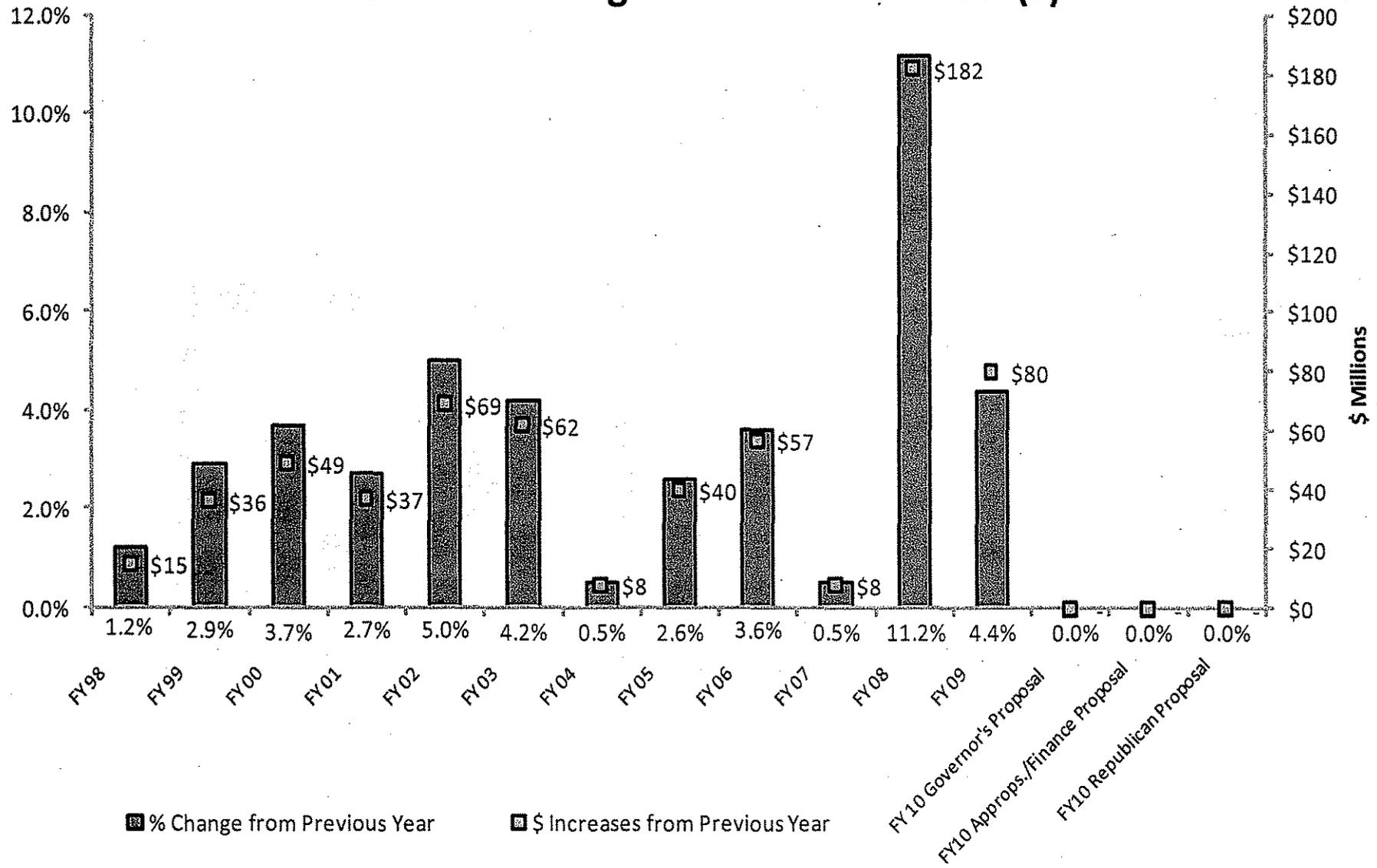
-223-

Note: Education aid includes operating grant aid that assists towns and cities. School construction, charter schools, and unified school districts are excluded.

\*All three proposals direct \$13.5 million for increased magnet school enrollment. The Appropriations proposal targets an additional \$19.3 million in magnet school funding for (a) Sheff Magnet Transportation (\$3.5 million), (b) Hartford and CREC Magnet Operating Grant (\$15.1 million), and (c) Wintergreen Magnet School (\$750,000) in FY2009-10.

Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

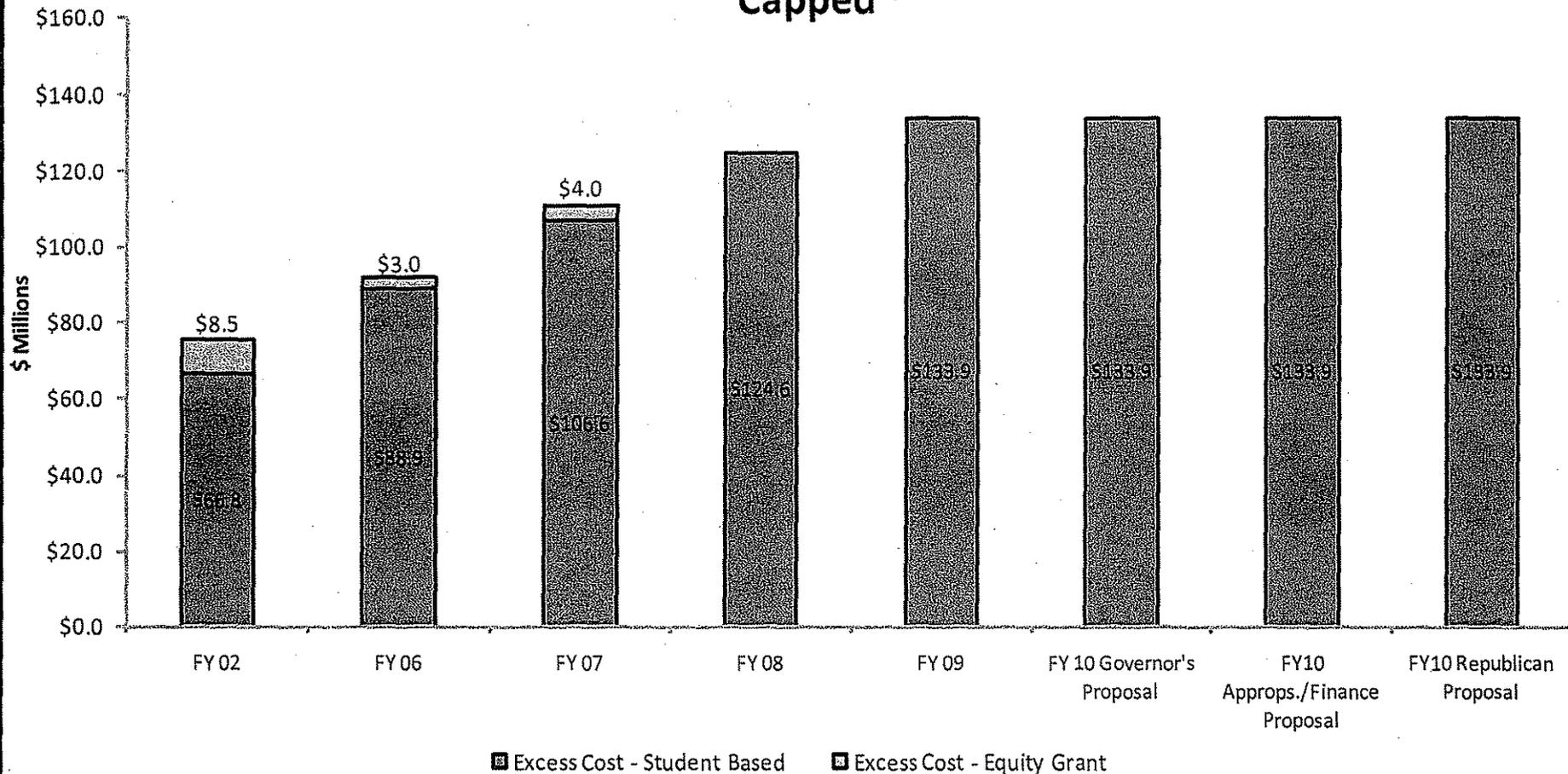
# ECS Grant: Changes from Previous Year(s)



-224-

Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

## Special Education Excess-Cost Grant Capped \*

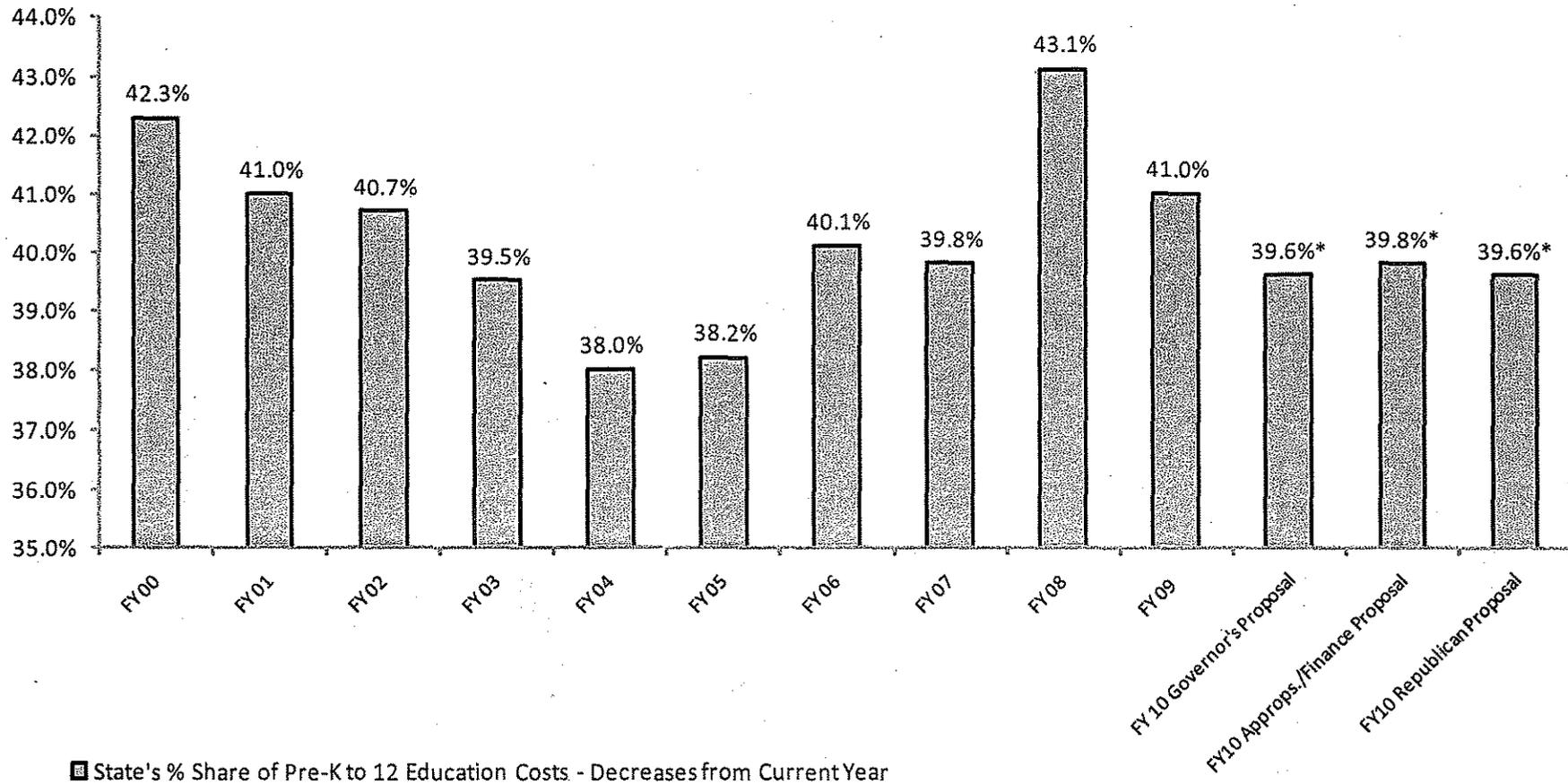


Note: The Excess Cost - Student Based grant has two components: (1) children whose placement is handled by the Department of Children and Families and (2) children whose placement is handled by a local school district. For children placed by DCF, municipalities are reimbursed for all costs that exceed the local school district's average per-pupil expenditure. For locally placed students, municipalities are reimbursed for all costs that exceed 4.5 times the district's average per pupil expenditure. The Excess Cost - Equity grant reimbursed those towns whose special education expenditures exceeded the state average, but has been eliminated.

\*The grant is capped at the level of appropriation in both the Appropriations and Governor's proposal, so that if reimbursements would cost more than the amount appropriated, municipalities would absorb the difference. It is unknown at this time if the Republican proposal also caps this grant.

Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

## State's % Share of Pre-K to 12 Education Costs - Decreases from Current Year in All Proposals



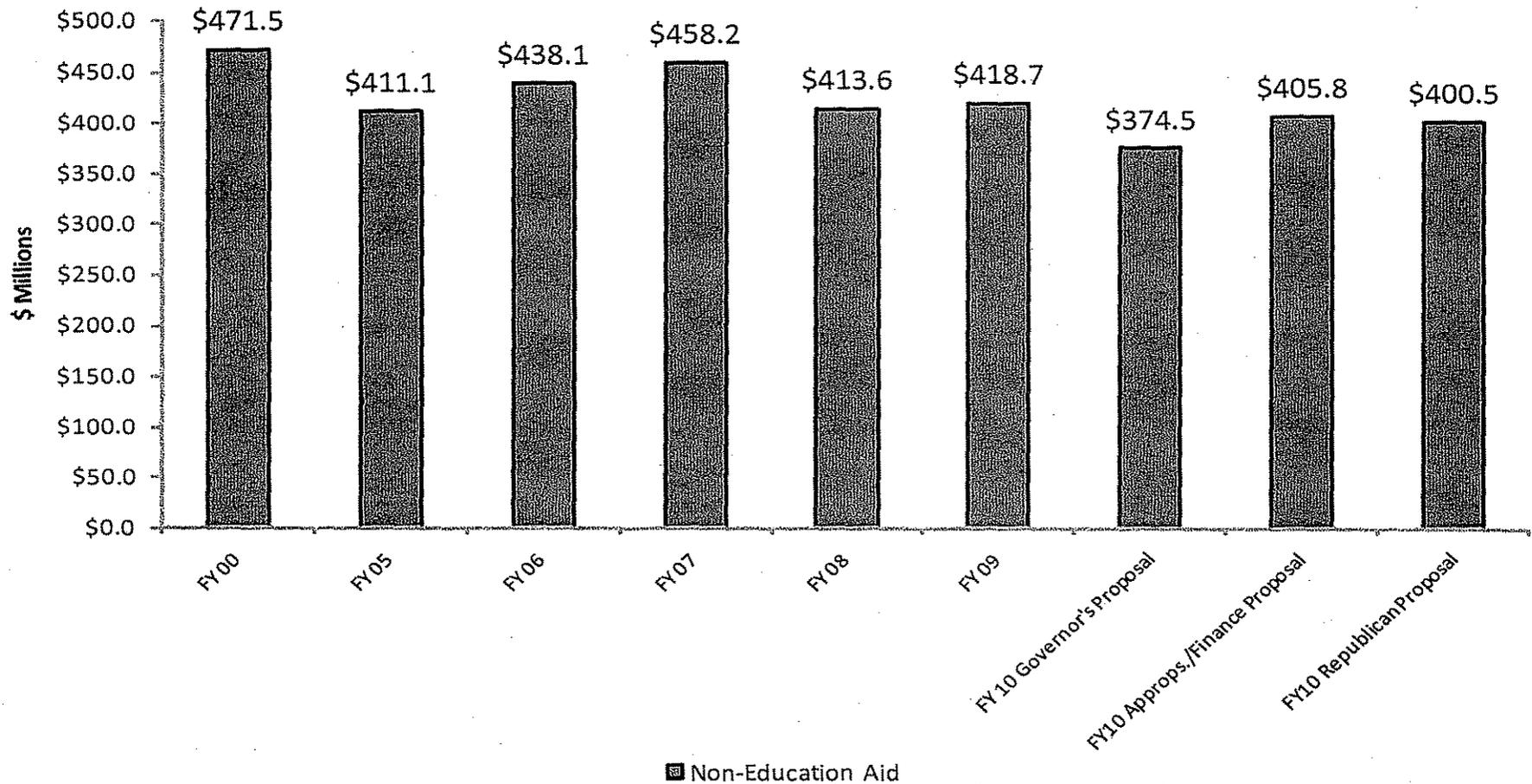
Note: State's share includes education grant aid, payments into the Teacher's Retirement Fund, Debt Service, Retirees Health Service Cost, Municipal Retiree Health Insurance Costs, and school construction bond authorizations.

\* FY 2007 is the latest total educational expenditures available from the State Department of Education.

Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

## Non-Education Aid Decreases from Current Year in All Proposals

(Governor: -\$44.1 million, Appropriations: -\$12.9 million, Republican: -\$18.2 million)

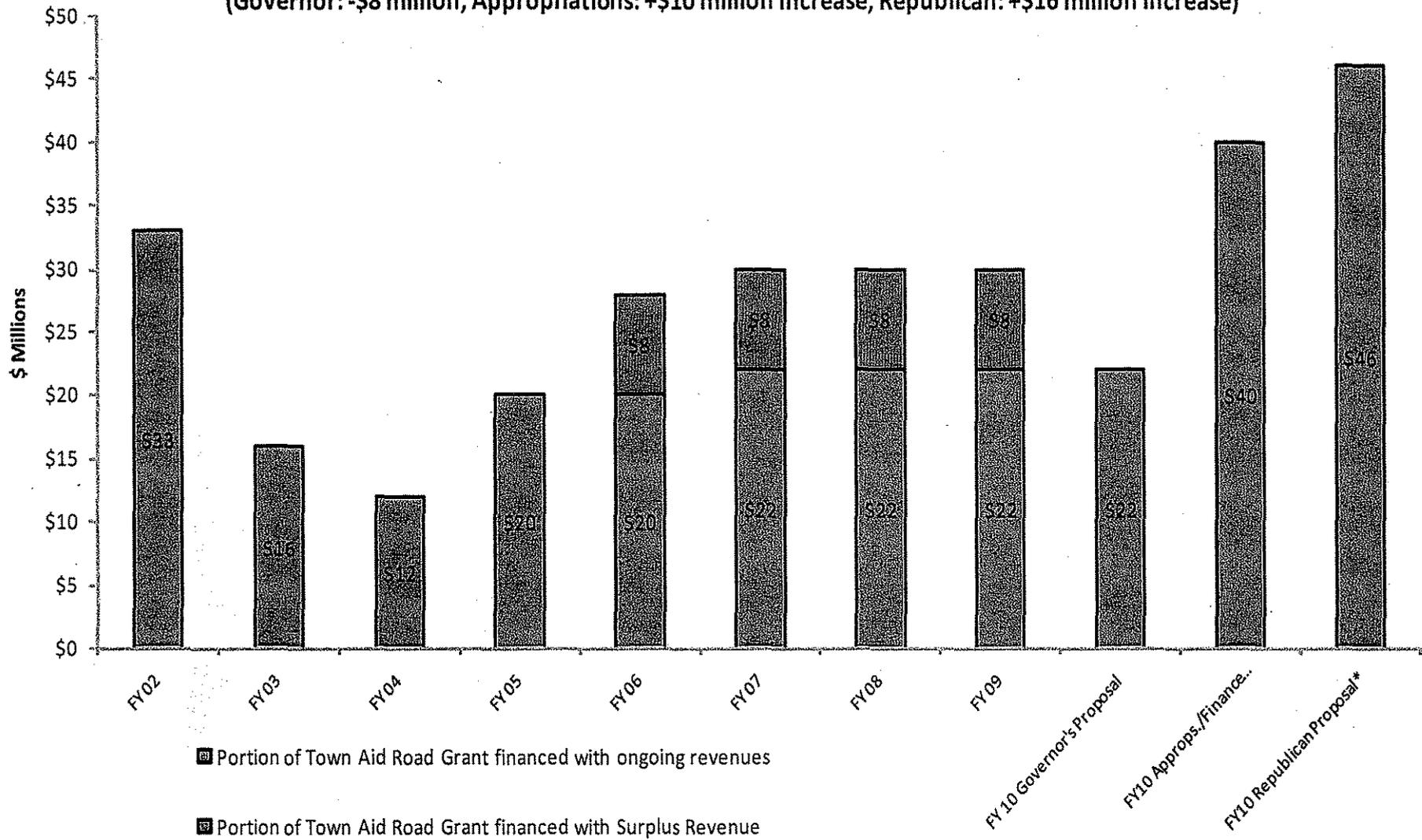


Note: Excludes PILOT Machinery/Equipment and Commercial Motor Vehicles, which is reimbursement for an expanded state-mandated tax exemption, and is thus, not increased municipal revenue. However, these figures do include state-bond funded formula grants.

Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

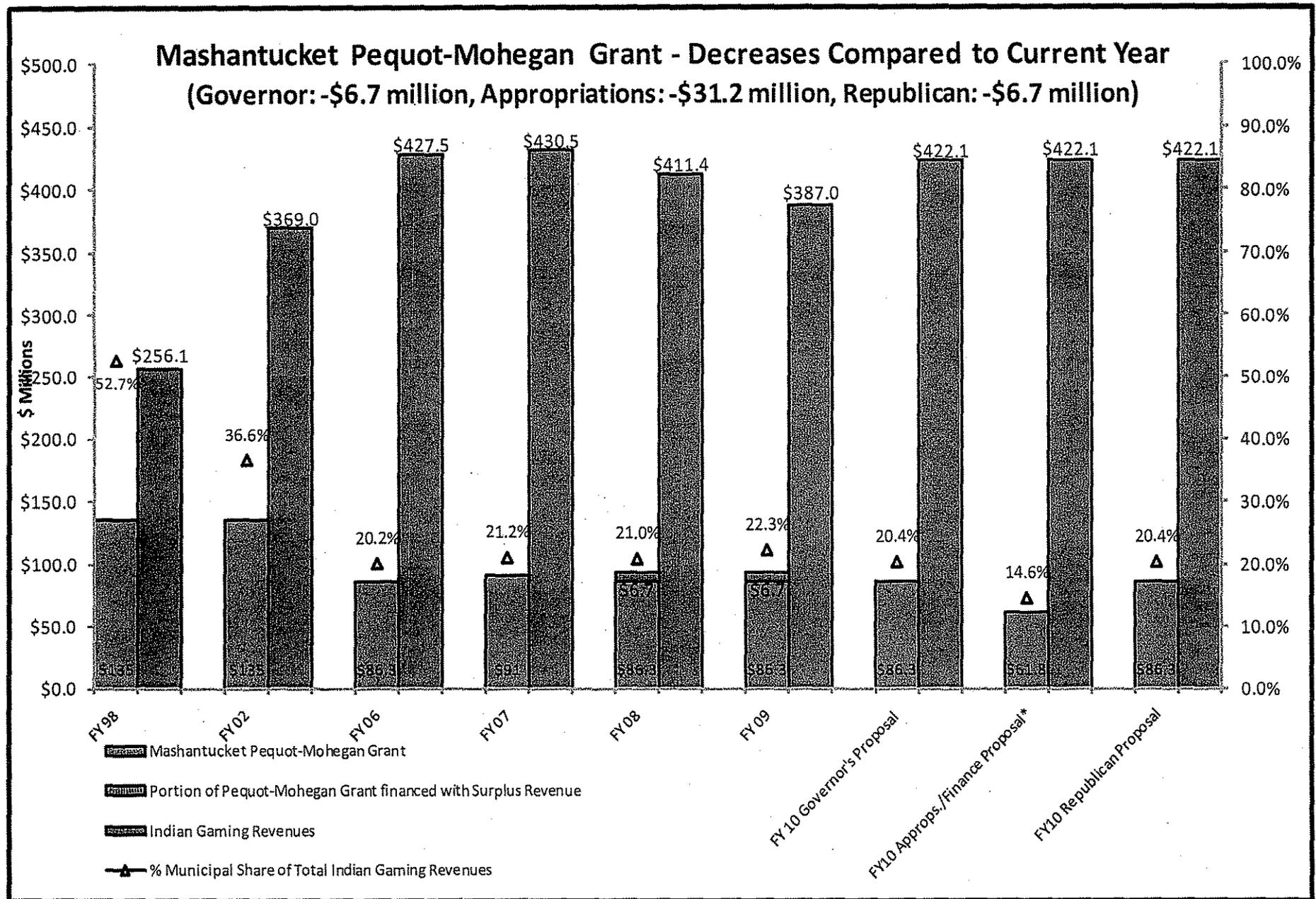
## Town Aid Road Grant

(Governor: -\$8 million, Appropriations: +\$10 million increase, Republican: +\$16 million increase)



\*Proposal is funded through bonding, rather than through general fund appropriations.

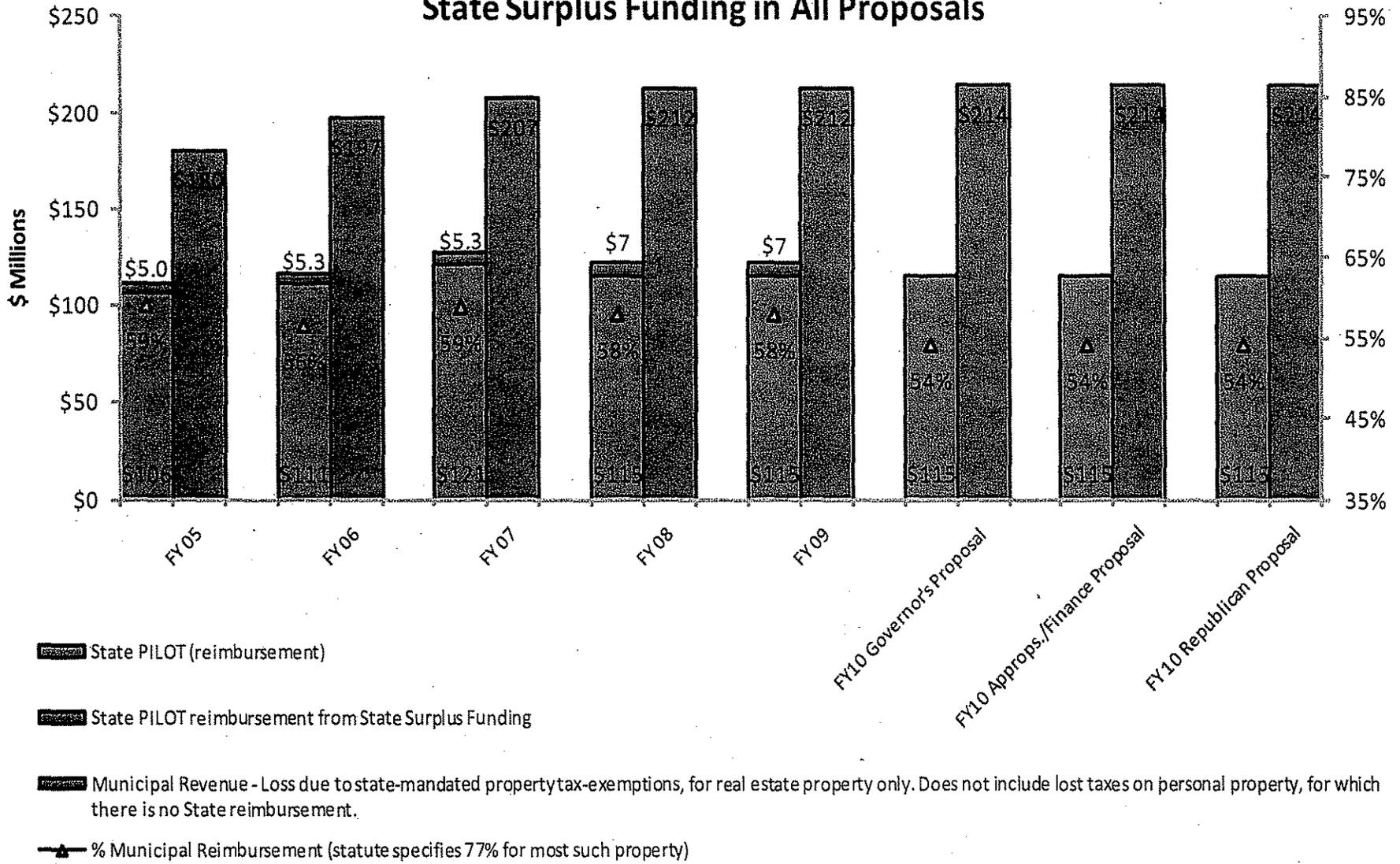
Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.



\* Note the Finance Committee approved a proposal to earmark future increases in Indian gaming revenue to PILOTs and Pequot grant.

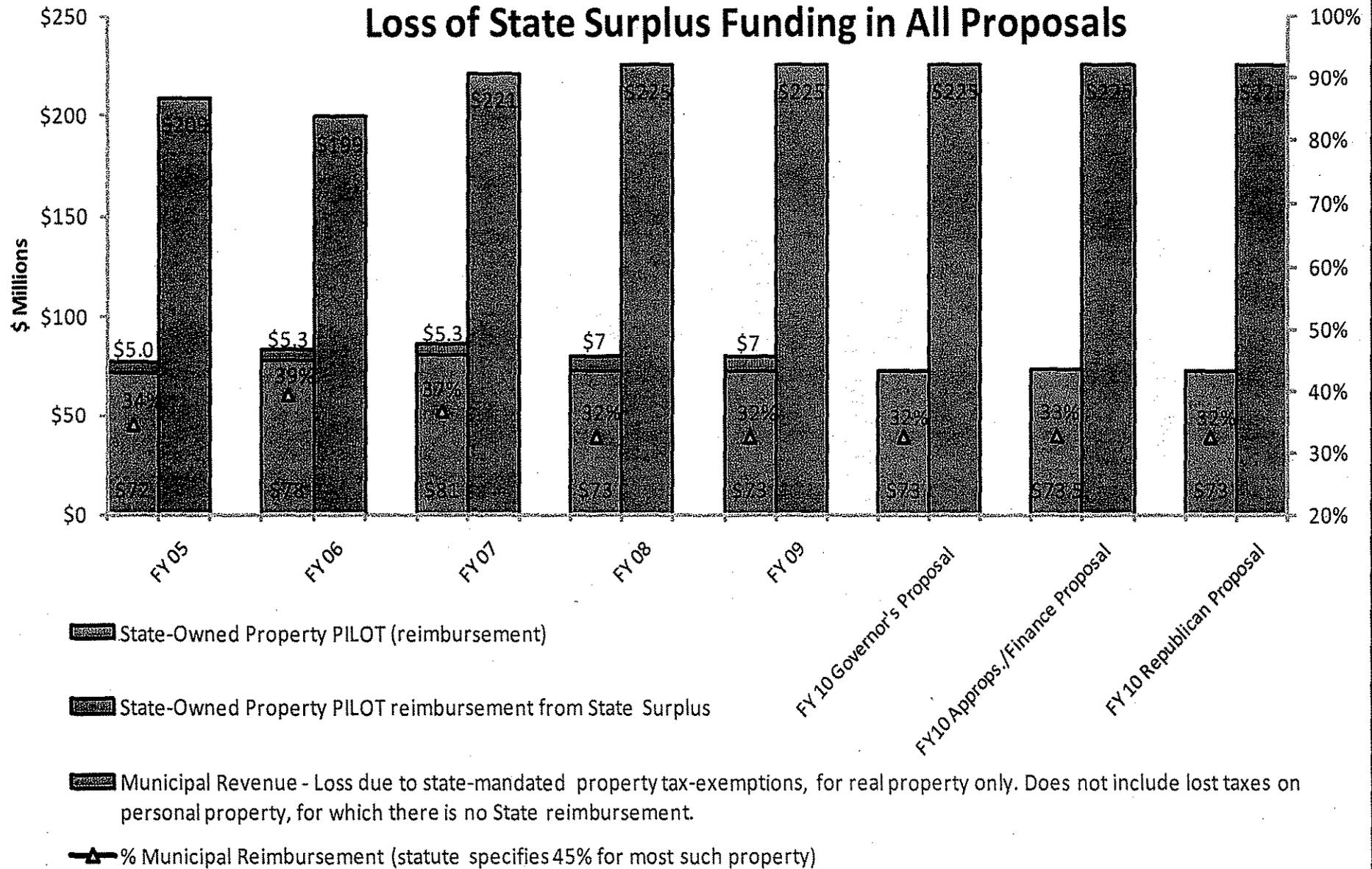
Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

### PILOT: Private Colleges and Hospital Property - Decreases Due to Loss of State Surplus Funding in All Proposals



Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

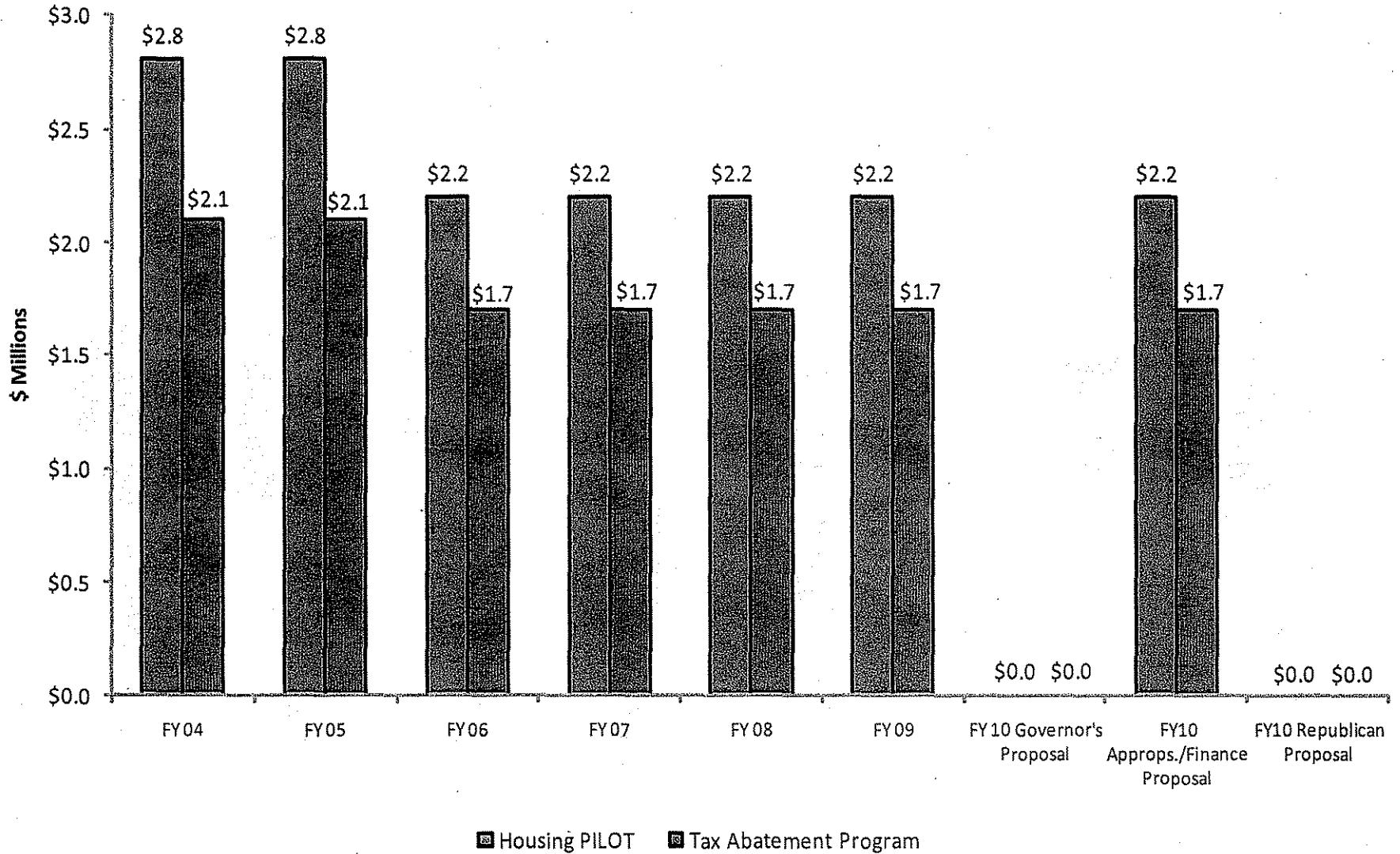
## PILOT: State Owned Property - Decreases Due to Loss of State Surplus Funding in All Proposals



Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

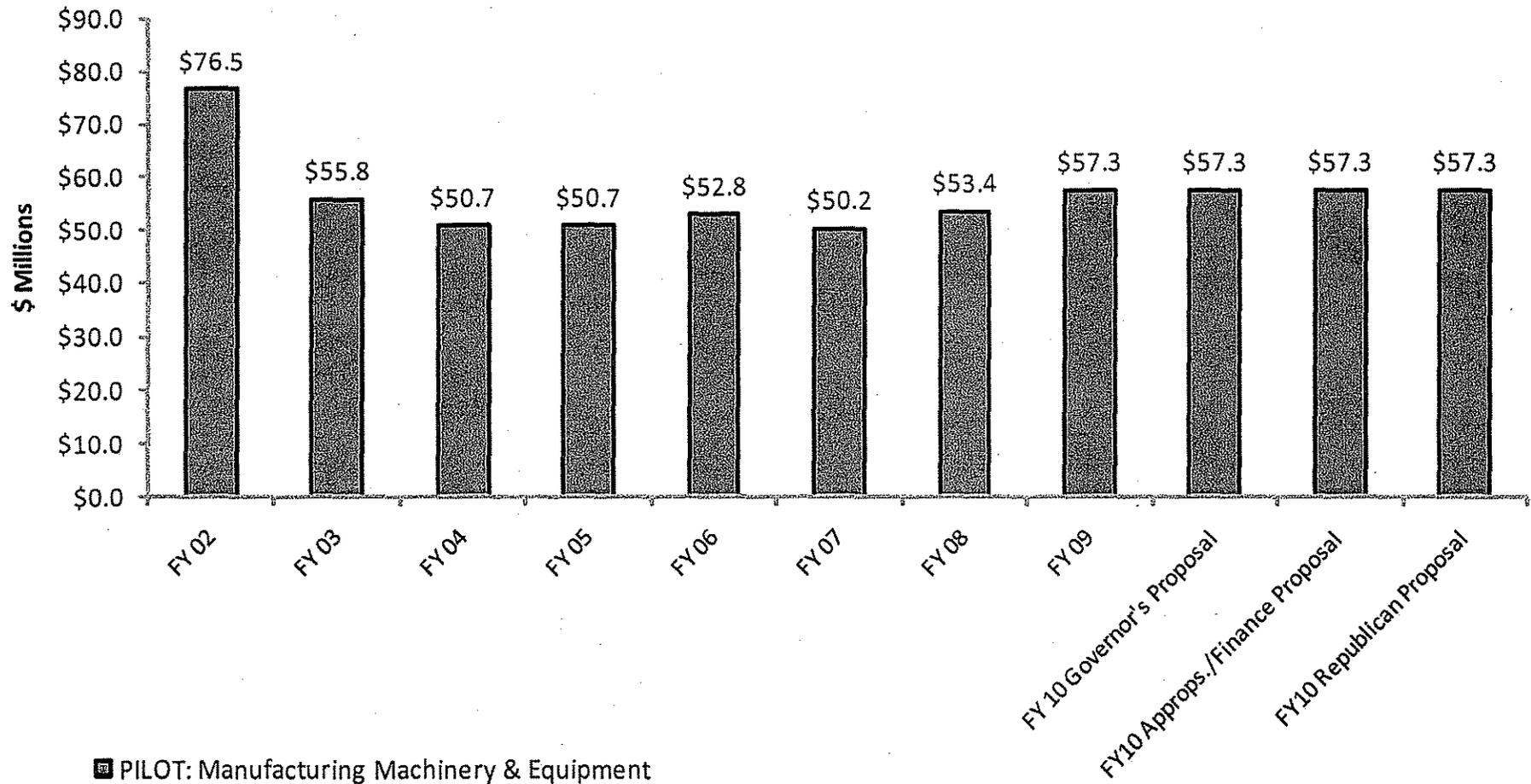
## DECD PILOT and Tax Abatement Grants

(Governor: -\$3.9 million, Appropriations: no change, Republican: -\$3.9 million)



Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

## PILOT: Manufacturing Machinery & Equipment Capped in All Proposals\*



\* The grant is capped at the level of appropriations, so that if reimbursements would cost more than the amount appropriated, municipalities would absorb the difference.

Source: Previous budgets, Governor's Budget Proposal, Appropriations Committee's Budget Proposal, Republican Alternative Budget, and CCM, April 2009.

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New Haven, Connecticut 06510-2807  
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April 17, 2009

## Major Mandates Relief Proposals Before the 2009 General Assembly

There are several bills before the 2009 General Assembly that would provide relief from state mandates to towns and cities. This is a list of the big proposals.

HB 6388, proposed by the Governor and passed by the Planning and Development Committee, would:

- Enact a statutory prohibition to prohibit the enactment of “costly” new unfunded or underfunded state mandates without a 2/3 vote of both chambers of the General Assembly;
- Provide a 3-year postponement of the effective date of the in-school suspension mandate (from 7/1/09 to 7/1/12);
- Provide municipalities with 30 days to post minutes on town websites, and suspending the mandate until 1/1/10;
- Allow municipalities to contract out to other municipalities administrative duties re collection and storage of the possessions of evicted residential tenants;
- Clarify that school districts may jointly perform duties they now perform alone;
- Permit municipalities to post their annual budgets electronically, rather than requiring they be printed;
- Permit municipalities to post certain information online, rather than publishing such information in the newspaper, as long as Freedom of Information (FOIA) requirements are met; and
- Require state agencies to, when practical and within available appropriations, accept electronic submission of reports from municipalities.

-over-

- SB 388      **Would delay revaluation for municipalities for one year.**
- SB 997      **Would allow municipalities scheduled to "effect a revaluation" in 2008, 2009, or 2010 to delay the revaluation until 2011.**
- SB 674      **Would relieve towns and cities from costs associated with the raise the age mandate.**
- HB 6575     **Would relieve towns and cities and the State from some of the costly procedural requirements of the "raise the age".**
- SB 772      **Would make changes to the mandate posed by PA 08-3, requiring the posting of certain items on local websites:**
- Extends, from seven to 14 days after a meeting, the deadline by which all public agencies must post meeting minutes on their available web sites. In addition, provides that a municipal public agency which does not comply with this requirement does not violate FOIA if (a) from October 1, 2008 until December 31, 2009, it files a notice with the applicable town clerk indicating the reason for its failure to post the minutes; and, (b) from January 1, 2010 to January 1, 2011, after a vote of its legislative body, it files a notice with the Freedom of Information Commission (FOIC) describing the hardship that prevents it from complying.
- SB 1142     **Would eliminate several state mandates on local and regional school districts, including: (a) providing school districts an extra month to notify their non-tenured teachers that their contracts will be not renewed for the next year; (b) for purposes of state school readiness grants, requiring towns to report available school readiness program spaces to the education commissioner every other month; (c) eliminating a requirement that (i) school boards conduct an instructional time and facility usage assessment to allow maximum school learning and community use of facilities and (ii) school superintendents meet regularly with town recreation department and library representatives to coordinate facilities availability; (d) eliminating requirements that, when a school board changes any public school textbooks, it (a) give notice of its intention to do so at a board meeting held at least one week before and (b) do so only upon a two-thirds vote of all the board's members; and (e) eliminating an explicit authorization for a board that changes its textbooks to donate the used books to another school board.**
- HB 5214     **Would allow municipalities to publish legal notices on their websites, instead of in a newspaper.**
- HB 5526     **Would delay the in-schools suspension mandate by 3 years.**

## ## ##

If you have any questions, please contact Ron Thomas at [rthomas@ccm-ct.org](mailto:rthomas@ccm-ct.org) or (203) 498-3000.



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Item #22

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*Executive Director and CEO:* James J. Finley, Jr.

April 20, 2009

The Honorable M. Jodi Rell  
Governor of Connecticut  
Executive Chambers  
State Capitol Building  
Hartford, CT 06106

Dear Governor Rell:

In a very difficult year the three state budget proposals on the table have all, in different ways, made state aid to towns and cities a priority, both in terms of education and non-education funding. Town leaders and residential and business property taxpayers appreciate the hard work it took to do this, particularly in the context of ever-changing deficit projections.

As you are aware, municipal officials are on the front lines, leading the way in making the hard choices back in Hometown Connecticut -- finding efficiencies, cutting back services, working with public employee unions to reduce costs, freezing and eliminating positions, and grudgingly raising taxes. And we know that in the end -- the state budget will have to include all these approaches.

As we also know, protecting citizens from property tax increases and cuts in local services will take a combination of approaches, including mandates relief, incentives for regional cooperation and diversifying municipal revenue sources. But maintaining state aid at least at its present levels is crucial.

Enclosed with to this letter is a matrix showing the major state grants to towns and cities in each of the three budget proposals. For each grant we have indicated the proposal that provides the most relief to property taxpayers. We have also enclosed a "blueprint" by which the State can provide property tax relief in the short and long term, using proposals presently before the General Assembly. CCM asks you to support these proposals in budget negotiations.

CCM officials -- your partners in governing Connecticut -- look forward to working with you as you move forward in your discussions.

Please call me at (203) 804-6895 if you have any questions.

Thank you.

Sincerely,

James J. Finley, Jr.  
Executive Director and CEO

Enclosures (2)

cc: M. Lisa Moody, Chief of Staff



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*Executive Director and CEO:* James J. Finley, Jr.

April 20, 2009

The Honorable Christopher Donovan  
Speaker of the House  
Legislative Office Building  
Room 4100  
Hartford, CT 06106

Dear Speaker Donovan:

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As you are aware, municipal officials are on the front lines, leading the way in making the hard choices back in Hometown Connecticut -- finding efficiencies, cutting back services, working with public employee unions to reduce costs, freezing and eliminating positions, and grudgingly raising taxes. And we know that in the end -- the state budget will have to include all these approaches.

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Thank you.

Sincerely,

James J. Finley, Jr.  
Executive Director and CEO

Enclosures (2)

cc: Majority Leader Denise Merrill



## **A Blueprint For Service Continuity And Property Tax Relief In Uncertain Economic Times:**

### **How The State Can Help Towns and Cities In The Next Biennium**

#### **Maintain State Aid To Towns And Cities**

- Flat-fund, at the very least, major education grants, as provided by all three major budget proposals (see attached).
- Reject proposed cuts in aid under the PILOTs, Pequot-Mohegan and Town Aid Roads programs (the Governor's cuts to these programs total \$28 million, the Appropriations Committee budget cuts to these programs totals \$45 million, the Republican budget would cut \$5 million).
- Provide state bond funding for the Local Bridge Program – funding committed by the State to municipalities was cut in the deficit mitigation package passed on February 25.
- Reject the Governor's proposal to reduce reimbursement for school construction, support her proposals to provide significant bonding for the Clean Water Fund, and the Finance Committee's proposals for \$100 million in municipal infrastructure aid and \$10 million for STEAP.
- Maintain funding for Resident State Troopers (as in Appropriations and Republican budgets), firefighter training (as in Appropriations budget), and per-capita funding for health departments and regional health districts.

#### **Relieve Spending Pressures On Towns And Cities By Providing Real Mandates Relief**

- Enact the Governor's proposals (HB 6388) and other proposals for mandates reform:
  - Enact a statutory prohibition against new unfunded mandates unless enacted by a 2/3 vote of each chamber;
  - Reform binding arbitration (provide for unilateral re-opener of contracts for municipalities that meet certain levels of distress rather than two-year moratorium, with subsequent negotiations governed by current collective bargaining and binding arbitration laws.);
  - Repeal or delay in-school suspension mandate;
  - Amend "Raise The Age" to eliminate fiscal impact on municipalities, or delay it until such amendments can be worked out;
  - Relieve municipal responsibility for the collection and storage of evicted tenants' possessions;
  - Repeal or amend FOI Website Posting law to give municipalities more time to comply.
  - Allow municipalities to delay, at local option, undertaking, implementing or phasing- in of revaluations (SB 997 and SB 388).

#### **Create Incentives For Regional And Multi-Municipal Cooperation**

- Support the Governor's and Finance Committee's proposals for \$50 million in incentive grants for regional cooperation. Reject her proposal that any bonuses for cooperation from TAR or LoCIP come out of existing funds.
- Enact proposals from the Smart Growth Working Group that would promote regional sharing (see over for more detail). Support the Finance Committee's proposal to segregate \$50 million in sales tax revenue for regional cooperation (HB 6561). Share a percentage of any state sales tax increase with municipalities and regions.

#### **Give Municipalities More Flexibility To Raise Their Own Revenues And Share Future State Revenues**

- Allow municipalities to impose a 1% tax on sales and restaurant food and beverages, a 4% lodging tax and, for distressed municipalities, and a "land value" tax.
- Enact HB 6560 that would allow municipalities to impose a surcharge on fees set by statute, up to the cost to the municipalities of providing the service.
- Make permanent the present rates of the municipal real estate conveyance tax.



## Major State Grants To Towns and Cities: Three State Budget Proposals At-A-Glance

Grant Program	Governor	Appropriations/Finance	Republican Alternative
ECS	\$1.9 billion	\$1.9 billion	\$1.9 billion
Special Education	\$134 million	\$134 million	\$134 million
School Transportation	\$48 million	\$48 million	\$48 million
Adult Education	\$20.6 million	\$20.6 million	\$20.6 million
Magnet Schools	\$135 million	<b>\$154.3 million</b>	\$135 million
PILOT: colleges/hospitals	\$115.4 million	\$115.4 million	\$115.4 million
PILOT: state property	\$73 million	<b>\$73.5 million</b>	\$73 million
Pequot-Mohegan Grant	<b>\$86.3 million</b>	\$61.8 million	<b>\$86.3 million</b>
Town Aid Roads	\$22 million	\$40 million*	<b>\$46 million+</b>
LoCIP+	\$30 million	<b>\$40 million*</b>	(unclear)@
DECD PILOT/Abatement	\$0	<b>\$3.9 million</b>	\$0
STEAP+	\$0	<b>\$10 million</b>	n/a
Urban Act+	<b>\$30 million</b>	\$0	n/a
Clean Water Fund +	<b>\$90 million</b>	\$65 million	n/a
Regional Cooperation	\$50 million	<b>\$100 million#</b>	\$0
Additional Formula Aid	\$0	<b>\$20 million*</b>	\$0

**Bold =** Where proposals differ, this is the best for towns and cities and their property taxpayers.

\* = As part of combined "municipal block grant", funded with state bonds

+ = State bond funded

@ = State bond funded, anticipated to be \$30 million or \$40 million

# = Not all details available, but \$50 million in bonding will be available for regional projects and \$50 million of state sales tax revenue would be segregated for regional incentives.



# HOUSING BULLETIN

Item #23



**CONNECTICUT CONFERENCE OF MUNICIPALITIES**

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April 15, 2009, No. 09-02

## **CONNECTICUT HOUSING COALITION AND THE NATIONAL LOW INCOME HOUSING COALITION NEW REPORT: "OUT OF REACH"**

"Out of Reach," the annual report prepared by the National Low Income Housing Coalition, concludes that full-time work does not provide enough income for many families to afford a modest apartment. It concludes, a person earning the state's minimum wage of \$8.00 per hour must work nearly three full-time jobs to afford the statewide fair market rent of \$1,123 per month for a two-bedroom apartment. A Connecticut household must earn \$44,938 a year to afford a typical two-bedroom rental.

The Connecticut Housing Coalition also compared the "Out of Reach" conclusions with Connecticut Department of Labor data for occupational wages in the state. It found that nearly half (329 of 695) of the state's occupations do not, on average, provide an income sufficient to afford a modest two-bedroom apartment - including bus drivers, computer operators, construction laborers, EMTs, food service workers, machinists, mental health counselors, nursing aides, pre-school teachers, police and fire dispatchers, retail salespersons, reporters, secretaries and tellers.

The report provides a snapshot of rental housing affordability across the country. The Connecticut release of "Out of Reach" breaks down rental housing costs by each of the state's metropolitan areas.

Connecticut's "Out of Reach" data can be viewed at <http://www.nlihc.org/oor/oor2009/>

### ###

If you have any question regarding the content of this bulletin please contact, Donna Hamzy, Legislative Analyst, CCM, at [dhamzy@ccm-ct.org](mailto:dhamzy@ccm-ct.org) or (203) 498-3000.



PAGE  
BREAK



Rating Update: Mansfield (Town of) CT

**MOODY'S AFFIRMS MANSFIELD'S (CT) Aa3 LONG-TERM RATING; REMOVES NEGATIVE OUTLOOK**

**RATING APPLIES TO \$2.5 MILLION IN OUTSTANDING G.O. DEBT**

Municipality  
CT

**Opinion**

NEW YORK, Apr 23, 2009 -- Moody's Investors Service has affirmed the Aa3 rating and removed the negative outlook on the Town of Mansfield's \$2.5 million of outstanding general obligation debt. The town's outstanding debt is secured by a general obligation unlimited tax pledge. The Aa3 rating and removal of the negative outlook incorporates the town's recently-improved financial position supported by reserves held inside and outside of the General Fund and management's prudent fiscal practices. The rating also factors the town's favorable debt levels and moderately sized equalized net grand list (ENGL) that benefits from a large university presence.

**SOUND FINANCIAL POSITION SUPPORTED BY SATISFACTORY AVAILABLE RESERVES**

Moody's anticipates Mansfield's financial position to remain sound over the near term supported by careful fiscal management aimed at remaining within the town's formal financial policies and maintaining financial flexibility outside of the General Fund. The town segments operations and capital into several funds with current expenditures funded through the General Fund, capital spending through a Capital Non-recurring Expenditure (CNRE) Fund and debt service through a Debt Service Fund. This management strategy is favorable in that it enables the town to better match current and long-term expenditures with similarly timed revenue sources, thus ensuring stable General Fund budgetary growth. However, fiscal pressures and a reliance on reserves to fund annual operating expenditures led to a decline in the town's overall level of flexibility and undesignated General Fund balance fell to a low \$995,000 (3.2% of General Fund reserves) at the end of fiscal year 2003.

The town's General Fund operations have improved over the last four years and in fiscal 2008, the town recorded its fourth consecutive operating surplus. Undesignated General Fund balance levels have increased by a significant 80% since fiscal 2004, growing to an adequate \$1.8 million (3.9% of General Fund revenues) in 2008 from a narrow \$1 million (3.2% of General Fund revenues) in fiscal 2004. Notably, the town's modest undesignated General Fund balance levels are expected to remain below levels of similarly-rated municipalities given the town's policy stipulating that any funds in the undesignated portion of fund balance that exceed 5% of General Fund expenditures be applied to the capital improvement budget. However, the town's financial flexibility is augmented by available reserves, which includes undesignated General Fund balance and several reserves outside of the General Fund, which have been maintained at approximately 8% of General Fund revenues since fiscal 2007.

Officials report year-to-date operations are tracking budget projections and expect to end the year structurally balanced. However, available reserves are expected to increase by \$300,000 primarily due to ambulance service fees and special education grants exceeding budget projections. The projected fiscal year-end 2009 total available balance including reserves outside of the General Fund is \$3.48 million (a satisfactory 7.9% of General Fund revenues). The proposed fiscal 2010 budget is approximately \$300,000 (or 0.7%) less than the prior year primarily due the elimination of vacant positions, salary freezes across all departments and health insurance costs remaining level to the prior year. Positively, officials report a strong history of budget approval. The town is heavily dependent on intergovernmental revenue, which represents the town's largest revenue source at 50.2% of operating revenues in fiscal 2008, followed by property taxes at 46.8% in the same year. The intergovernmental sources, primarily in the form of Education Cost Sharing (ECS) grants, the Mashantucket Pequot and Mohegan Fund Grant and the payment-in-lieu-of-taxes (PILOTs) associated with University of Connecticut (rated Aa3.stable outlook), has approximated \$18 million on a total basis over the past four years and is expected to remain at this level in fiscal 2010. Moody's believes the town will maintain a sound financial position given management's conservative budgeting practices and satisfactory available reserves despite Mansfield's relatively heavy reliance on state aid.

**MODERATELY SIZED TAX BASE BENEFITS FROM THE PRESENCE OF THE UNIVERSITY OF CONNECTICUT**

Moody's believes the town will continue to derive stability and realize economic benefits from the presence of the University of Connecticut located within the town. The University is the largest employer in town with 4,555 positions, contributing to Mansfield's low unemployment rate of 4.4% (February 2009), which is close to half of the state level (8%). The 2007 population is 24,884, of which approximately 12,000 are either students or inmates at the state correctional facility. This results in lower than average per capita income figures which equal just 63% of the state median and 84% of national medians. However, median family income is more reflective of the permanent town residents at 106% of the state and 139% of the nation. The town's net taxable grand list increased 9.5% from 2004 to 2009, boosted by significant 47.3% growth with the five-year reassessment cycle in fiscal 2006; grand list growth averaged a more moderate 1.7% in non-reassessment years. A full value per capita figure of \$59,480 is below average but, similar to per capita income, is distorted by the institutional population as well as the sizable portion of state-owned and tax-exempt land. The university-owned property generates annual revenues in the form of PILOTs to the town from the State of Connecticut (G.O. rated Aa3/stable outlook), calculated as 45% of assessed value of tax-exempt property. The PILOTs have increased to \$8.4 million in fiscal 2009 from \$4.7 million in fiscal 2004, which reflect the university's ongoing capital program. Future tax base growth includes a \$220 million mixed-use development. Most of the building permits have been approved and construction is expected to begin in spring 2010, the project is expected to be completed in the next seven to eight years and is expected to generate additional \$2.6 million in property taxes.

#### FAVORABLE DEBT POSITION

Moody's expects Mansfield's 0.2% (of ENGL) direct debt burden to remain low given the town's rapid retirement of debt (100% in 10 years) and limited debt plans. The overall debt burden increases yet remains low at 0.4% when accounting for overlapping debt related to Regional School District Number 19 (G.O. rated A2). Future borrowing plans include between \$1.2 million to \$2.2 million for school improvements and open space, however, the timing has yet to be determined. The town is not party to any derivative agreements and all outstanding debt is in a fixed-rate mode.

#### KEY STATISTICS

2007 population: 24,884

2008 Equalized Net Grand List (ENGL): \$1.48 billion

Full valuation per capita: \$59,480

February 2009 unemployment: 4.4%

1999 Median Family Income: \$18,094 (62.9% of state, 83.8% of nation)

1999 Per Capita Income: \$69,661 (106.3% of state, 139.2% of nation)

FY 2008 General Fund balance: \$1.9million (3.9% of General Fund revenues)

FY 2008 Available Reserves: \$3.18 million (7% of General Fund revenues)

Overall debt burden: 0.4%

Payout of principal (10 years): 100%

Post-issue long-term G.O. debt outstanding: \$2.5 million

#### RATING METHODOLOGIES USED AND LAST RATING ACTION TAKEN

The principal methodology used in rating the current issue was "Local Government General Obligation and Related Ratings," which can be found at [www.moody.com](http://www.moody.com) in the Credit Policy & Methodologies directory, in the Rating Methodologies subdirectory. Other methodologies and factors that may have been considered in the process of rating this issuer also can be found in the Credit Policy & Methodologies directory.

The last rating action was on January 30, 2004 when Moody's affirmed the town's Aa3 general obligation rating and assigned a negative outlook.

#### Analysts

Alexandra J. Lerma  
Analyst  
Public Finance Group

Moody's Investors Service

Conor McEachern  
Backup Analyst  
Public Finance Group  
Moody's Investors Service

Patrick Mispage  
Senior Credit Officer  
Public Finance Group  
Moody's Investors Service

#### Contacts

Journalists: (212) 553-0376  
Research Clients: (212) 553-1653

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University of Connecticut  
*Office of the Vice President for Student Affairs*

Item #25

John R. Saddlemire  
*Vice President*

April 7, 2009

Elizabeth C. Paterson  
Mayor  
Town of Mansfield  
4 South Eagleville Road  
Mansfield, CT 06268

Dear Mayor Paterson:

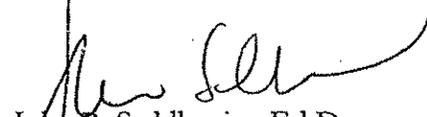
I want to take this opportunity to congratulate you on your selection as the recipient of the **2009 Gerald N. Weller Award**.

*"The Gerald N. Weller Award recognizes individuals in the UConn Community beyond the Division of Student Affairs who serve students and support the efforts of the Division in the true spirit exemplified by Gerald Weller, Director of Dining Services, at the University of Connecticut from 1981 to 2005. Gerry was professional, caring, and generous of spirit and embodied a sincere commitment to service and always putting students first. He was always determined to find a way to say "yes" to any request."*

The Division of Student Affairs would like to acknowledge your commitment and dedication to serving the students at UConn, and I want to echo their appreciation for the work that you do. You have demonstrated a great deal of pride in your work and display an inspiring attitude toward your role in our community. Thank you for your contributions in making a difference to the students on our campus. It is truly an honor to be nominated by your peers who recognize the standard of excellence you share with others.

Please join us at the Division of Student Affairs Awards and Service Recognition Program on Monday, April 27, 2009 from 2:00 p.m. to 4:00 p.m. in the Rome Ballroom, South Campus. At this event, you will be acknowledged, along with other colleagues, for your work and dedication to the students of our University.

Sincerely,



John R. Saddlemire, Ed.D.  
Vice President for Student Affairs

Cc: Cynthia F. Jones, Assistant Vice President

*An Equal Opportunity Employer*

Wilbur Cross Building  
233 Glenbrook Road Unit 4121  
Storrs, Connecticut 06269-4121

Telephone: (860) 486-2265  
Facsimile: (860) 486-1194  
e-mail: john.saddlemire@uconn.edu  
web: www.dsa.uconn.edu

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## Opinion

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4/20

## Chronicle

Lucy B. Crosbie  
*President*

Kevin Crosbie  
*Publisher*

Charles C. Ryan  
*Editor*

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## Editorial

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# We offer these threads, needles

Threads to the Town of Mansfield for unveiling last week a fleet of school buses retrofitted with diesel engine particulate filters. These devices — funded with a \$246,600 grant — are expected to cut particulate matter by 90 percent and reduce carbon monoxide and hydrocarbons emitted by the buses. In lieu of completely electric school buses, this represents as green a school transportation system as possible.

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# Fire shift cut stirs debate <sup>4/14</sup>

By **CAITLIN M. DINEEN**  
Chronicle Staff Writer

**MANSFIELD**—The town council's decision to reduce staffing in the Mansfield Fire Department during non-peak hours stirred debate during Monday's public hearing on the budget.

To reduce the town's combined education/town government spending plan, Town Manager Matthew Hart proposed reducing fire and emergency staff from four to three between the hours of midnight and 6:30 a.m.

The estimated savings to the town would be approximately \$30,000.

The decision to put fire and emergency services on the chopping block did not sit well with some residents and firefighters, but was welcomed by others who

wanted to see the town's budget decrease further.

The budget — including the town's budget, the Mansfield Board of Education budget and the town's share of the Regional School District 19 budget — would total \$43.38 million for fiscal year 2009-10.

The current spending plan is \$43.69 million.

Despite the decrease in the overall budget, Hart said Mansfield is losing revenue.

This means the town's mill rate would still need to increase 0.9 mills — bringing the mill rate to 26.14 mills — to generate enough revenue for the proposed spending plan. For a home assessed at \$200,000, taxpayers could see an increase of \$180 to \$5,228.

(Fire shift, Page 4)

# Fire shift cuts stir debate over safety

(Continued from Page 1)

Town council members are expected to adopt the town's proposed budget next week. Another public information session will take place April 23 at 7 p.m. in the Audrey P. Beck Municipal building.

Mansfield's annual town meeting is slated for May 12 at 7 p.m. at Mansfield Middle School, where it could be voted on or sent to referendum contingent on a petition.

Deputy Fire Chief William Jordan told town council members they were not only cutting the town's budget, but would be putting the safety of Mansfield residents in jeopardy with a reduction in staffing.

"(It's) the cut of personnel charges to protect this infrastructure," said Jordan. "(And you're doing it) in the name of a budget."

According to Jordan, it is important to keep fire and emergency personnel on shift because emergencies cannot be predicted and it is necessary to have the proper amount of manpower.

Jordan said it does not make sense to "put a price tag" on the actions taken by firefighters and emergency medical technicians who work to protect the town and personal property.

He said the town council was actually going backward with the recommendation of staff-

ing reductions.

"We need to focus on adding more staff to our stations," he said. "Not taking it away."

Mansfield resident and career Southington firefighter Glenn Dube said cutting staff was "irresponsible."

According to Dube, reducing staffing by even one person during the non-peak shift will "drastically" change stations and how they operate.

"You're setting on-duty firefighters up for failure," he told council members.

Dube said reducing on-duty personnel from four to three will create an automatic delay in emergency response time because firefighters will have to wait for additional departments to arrive before entering any burning structures.

He said Occupational Safety and Health Administration regulations require a "two in, two out" rule in which firefighters can only enter a structure once there are at least two people waiting outside to assist them.

"Your staffing reduction delay means on-duty staff would need to wait for entry until additional help arrives," he said. "Making the town, in effect, dependent on UConn and Willimantic fire departments."

While fire and safety personnel said they disagree with the cuts, other residents said

they understood the cuts were necessary to bring in a low 2009-10 budget.

Resident and ethics board member Mike Sikoski told council members he did not understand why the town's fire budget was so high when the town itself is small.

Sikoski said he thought the total fire budget was \$2.3 million. However, the budget is listed as approximately \$1.56 million in the town council budget packet.

According to Sikoski, Mansfield's fire budget is larger than the budget given to Windham/Willimantic fire departments.

"Why do we spend so much more than they do?" he asked town council members, adding the Willimantic Service District department has 30 full-time staff and covers Eastern Connecticut State University.

Currently, Mansfield has 12 full-time staff and only covers the Town of Mansfield, as UConn has its own department.

Mansfield resident Ric Hossack said he resented fire officials for "parading gloom and doom" to town council members as a result of the budget cut.

He said payroll information shows current firefighters are constantly working overtime and that should be addressed to save the town additional money.

4/10  
**Land trust  
feted for  
its efforts**

**MANSFIELD** — Joshua's Tract Conservation and Historic Trust received the award for Excellence in Stewardship at the Connecticut Land Conservation Council's annual conference, held at Wesleyan University on April 4.

Joshua's Trust has previously received awards for its conservation accomplishments, but regards the stewardship award as especially significant, according to a statement released by the Mansfield-based trust. The trust protects close to 4,000 acres in the region and is committed to properly caring for the properties that it acquires, according to the trust.

The award recognizes the trust's defense of the Windham Atlantic White Cedar Bog, located on Route 6 in Windham.

When the rare, 67-acre preserve was threatened by a proposed Tractor Supply Co. development on abutting property, the trust committed more than \$25,000 to hiring an environmental engineering firm to develop its case.

The firm created an alternative, low-impact design and provided testimony before the Windham Inland Wetlands Commission.

The result was a negotiated agreement between the trust and Tractor Supply, which insures the environmentally sensitive bog will be protected.

The agreement included creating a buffer zone on which the trust will hold a conservation easement, specific steps the developers must take to prevent contamination, a covenant that binds future owners, and an escrow account to guarantee implementation.

The low-impact design provides a model that can be used in the future by Joshua's Trust or other land trusts facing similar threats.

In addition to the considerable outlay of funds, trust volunteers logged hundreds of hours on the bog defense.

*For more information, visit [www.joshuaslandtrust.org](http://www.joshuaslandtrust.org) or call 429-9023.*

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Editor: 4/16

Mansfield's annual town meeting is not scheduled until May 12 but already a host of rumors and misinformation is circulating about the budget allocation to continue support for the Storrs Center project.

Some believe that there is "something fishy" since the project has been in development for seven years without a shovel in the ground. One can sympathize with those frustrated by the long planning process, but time spent gaining required permits from federal, state, and municipal regulating agencies has been not only necessary, but also fruitful in perfecting

the design of this complex project.

Now, with only permission of the state Traffic Commission pending, the partnership hopes to begin construction of Phase 1 as soon as the permit is in place.

Many argue that the Storrs Center project is costing Mansfield too much. However, with more than \$18 million in federal and state funding, Mansfield's portion of the total cost is quite small. Recently it was announced that the federal budget includes \$700,000 to pay for the construction of roads, sidewalks and infrastructure in Storrs Center.

This year the proposed town budget allocates \$125,000 for continued operation of the Storrs Center Partnership and \$50,000 for technical and professional services to assist the town oversee implementation of the project.

Now is not the time to scuttle a project that promises to create a vibrant retail and residential center for the town as well as contributing up to \$2.6 million per year in tax revenue.

Given the current recession it is believed in some quarters that restaurants and retail businesses are unlikely to locate in Storrs Center. However, separate studies commissioned by the developer, Leyland Alliance, and the town of Mansfield, each support the fiscal soundness of the project.

Cushman & Wakefield, a nationally known real estate firm has begun the process of identifying, pursuing and negotiating with poten-

tial retail tenants. They have found strong interest in the Storrs Center project.

Storrs Center promises to create a downtown that will add so much to our life in Mansfield. It is crucial that the budget allocation be approved so that the project can proceed.

**George F. Cole**  
Mansfield Center

**Editor:**

I will be very excited when downtown Storrs is complete. I, for one, grow tired of driving to another town in order to go out to dinner, socialize with friends, purchase household items or buy a birthday present for a friend.

I will feel much better about spending my disposable income locally and not feel guilty about all the gas and energy wasted by driving my car to another town.

The more I learn about the downtown project and the research that has gone into it, the more amazed I am.

Anything worth doing is worth doing right and I don't mind the wait knowing that the project is being done right.

So many individuals and professional experts have gone to the farthest extent to make this the best possible build. Kudos to a great group of individuals, most of whom are volunteers, who took a vision and worked tirelessly for so many years to build a community center.

I look forward to the not too distant day when I can stroll a downtown street in Mansfield and greet my friends and neighbors.

**Tom Birkenholz**  
Storrs

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Mansfield, my stomach immediately tied itself in a knot. 4/21

From personal experience, with Mansfield's emergency services, I strongly feel that my opinion is extremely credible on this issue.

As a resident of Mansfield and a facility superintendent for Juniper Hill Village, I have witnessed the fire department's services rendered numerous times, and many between midnight and 6:30 a.m.

One of Mansfield's largest structural fires in recent history occurred in 2004, at 1:40 a.m., with the loss of 12 apartments.

Because of the quick response of all emergency personnel, thankfully, there were no fatalities.

If these proposed cuts had been implemented at that time, we could have definitely witnessed loss of life.

Is a 25 percent reduction in manpower and a \$30,000 savings worth the risk? I think not. No question about it. Please make a responsible decision that won't place our residents in jeopardy.

Michael A. Morano  
Storrs

**Editor:**

In reference to, "Fire shift cuts, stir debate over safety" (April 14), how quickly we forget. When I read of proposed cuts to our lifeline in

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Conn., Saturday, April 18, 2009 3

# Mansfield budget rounding into form

By **CAITLIN M. DINEEN**  
Chronicle Staff Writer

**MANSFIELD** — In response to the town manager's request, Mansfield Board of Education officials will send a letter to town officials detailing the impact of upward of \$443,000 in cuts in education spending.

According to Mansfield Superintendent Frederick Baruzzi, Mansfield Town Manager Matthew Hart requested budget information from the board of education April 8. The request included the impact of additional reductions to the \$20.8 million education budget the board has already approved. The board approved its 2009-10 education spending plan Feb. 5.

School board members — who met Thursday to discuss the budget — have until Monday to respond to Hart's request.

While no cuts have been made, the town council aims to adopt a combined town/school budget next week.

If cuts are made, the board of education will receive a bottom-line figure and it will need to make adjustments to its budget.

Another public information session will take place Thursday, April 23, at 7 p.m. in the Audrey P. Beck Municipal Building.

Mansfield's annual town meeting is slated for May 12 at 7 p.m. at Mansfield Middle School, where the town budget could be voted on or sent to referendum contingent on a petition.

According to Mansfield Finance Director Jeff Smith, Hart likely requested the information as the town council continues to whittle down the combined spending plan toward a 0.49-mill increase.

The proposed budget — including the town's budget, the Mansfield Board of Education budget and the town's share of the Regional School District 19 budget — would total \$43.38 million for fiscal year 2009-10. The town's current budget is \$43.69 million.

Despite the budget decrease, Hart said Mansfield is losing revenue. This means the town's mill rate — as the budget stands now — would still need to increase by 0.9 mills — for a mill rate of 26.14 mills — to generate enough revenue for the proposed spending plan.

With a 0.9 mill hike, a home assessed at \$200,000 would see a tax increase of \$180 to \$5,228.

Utilizing the 0.49-mill hike — which town officials are striving toward — a home assessed at \$200,000 would see a tax increase of \$98 this year.

Possible budget cuts were presented to board of education members Thursday.

Reductions presented by Baruzzi — presented in a prioritized order — include using special education IDEA funding and Title I funding from the federal American Recovery and Reinvestment Act to reduce the budget by \$176,300.

Additional cuts to meet the \$443,000 include estimated savings from energy conversion, cutting a maintenance staff, cutting two more teachers — on top of two existing teacher positions already cut — and savings from reduced benefits costs.

The town received approximately \$382,768 in stimulus funding for education that must be used over the next two years.

Baruzzi said, by using the stimulus funding, the board could reduce its budget without seeing an impact on services. "In truth, there would be no loss of service or staff at the elementary level," he said.

Due to the fact the town must spend the stimulus funds they received, some board of education members said the board should reduce their budget by the amount possible with the stimulus funds.

"It feels like a no-brainer," said board member Christopher Kueffner. "We should be giving it back to the town."

Board member Mark LaPlaca agreed with Kueffner, saying the school board should not wait until town council cuts funding before using stimulus funding.

"Why would we want to wait for the town council to tell us?" said LaPlaca. "We should reduce our budget by that amount anyway."

LaPlaca said reducing the budget would be a "responsible" use of stimulus funding and would "take a little pressure" off Mansfield residents.

However, other board members said they were concerned the next two budgets would be low because of stimulus funding, but then the town would need to reinstate that funding for fiscal year 2012.

2 the Chronicle, Willimantic, Conn., Thursday, April 9, 2009

# Mansfield set to unveil clean buses

By CAITLIN M. DINEEN  
Chronicle Staff Writer

MANSFIELD — Mansfield officials will unveil 20 buses retrofitted with diesel engine particulate filters during a Thursday, April 16, ribbon-cutting event next week.

The event will be at 7 p.m. at the Audrey P. Beck Municipal Building. One bus will be at the event.

Mansfield Recycling Coordinator Virginia Walton applied for the U.S. Environmental Protection Agency Clean School Bus grant in 2007.

On Jan. 1, 2008, the town received \$246,600 in funding through the grant to retrofit the 20 Durham School Services buses the town uses and purchase filter-cleaning equipment.

"This is a very good thing," said Walton, adding the grant program was a competitive program.

Walton said Mansfield was selected to receive the grant as part of EPA Region One — which covers the northeast region of the country.

According to Walton, the filters will reduce emissions of particulate matter, carbon monoxide and hydrocarbons by 90 percent.

"They clean up the emissions out of the tail pipe," she said. "It looks like an oversized muffler."

Walton said students and drivers will benefit from the newest equipment, as they are the most common users of the buses.

Although pupils will see benefits from the cleaning equipment, Walton said other area residents will benefit. "Connecticut's asthma rate is fairly significant, about 12 percent of the population," said Walton. "Of course diesel pollution contributes to that."

In addition to producing cleaner emissions from the 20 buses during Mansfield bus runs, the buses will produce cleaner emissions every time they are used.

Mansfield does not own the buses, which are also used in the summer by Eastern Connecticut State University and the University of Connecticut.

Walton said by retrofitting the buses to produce cleaner emissions, the buses will benefit other areas of the state. "It's a regional benefit," said Walton. "It's not specifically Mansfield."

Walton said it was important to apply for the grant and retrofit the buses, saying the state fails to meet EPA criteria for a clean ozone layer.

"Air is air," she said. "We're all connected."

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# Spring Weekend gets oversight committee <sup>4/20</sup>

By **CAITLIN M. DINEEN**  
Chronicle Staff Writer

**MANSFIELD** — Upon recommendation from the University of Connecticut Board of Trustees' Student Life Committee, the town's Town/University Relations Committee will become the oversight committee for Spring Weekend.

Committee members include a mixture of community, Mansfield government and university representatives and this development represents a streamlining of how the Spring Weekend issue will be addressed locally.

Stephen Rhodes, executive assistant to UConn President Michael Hogan, said the recommendation requested the committee selected include "high administration" personnel.

Those attending the committee's meeting

April 14 said they felt they had the most "clout" to fully address issues that arise from the drunken party weekend.

"Recommendations in the (trustee's student life committee) report specifically and generally call for the town and university to take more ownership and establish unified leadership to address issues presented by Spring Weekend," said Rhodes.

Spring Weekend is traditionally held at the end of the university's spring semester and is seen as a way for students to unwind before preparing for final exams.

The weekend — which is sponsored by university officials — is often overshadowed by "unauthorized" parties and events that highlight student drinking and rabble-rousing.

(Spring Weekend, Page 6)

# Spring Weekend gets oversight committee

(Continued from Page 1)

This week, Spring Weekend is slated to begin unofficially Thursday — with student-hosted parties — and officially Friday with university-sponsored events.

Once the committee is finalized and expanded, committee members would be expected to provide a report on Spring Weekend to university trustees.

The recommended report is something new that has not been done by other committees involved with reviewing spring weekend.

Rhodes said the annual report should include facts and figures of the weekend.

The committee would also "propose new strategies and evaluate them for reducing the unauthor-

ized activity (conducted during Spring Weekend)," he said.

The deadline for the report will be determined by committee members in a future meeting.

Other committees that address Spring Weekend will funnel their ideas and recommendations to the Town/University Relations Committee, as that committee will be the sole overseeing committee for the issue.

Members in attendance for the committee's regular meeting agreed they would be the correct committee to oversee the weekend.

Currently, there are three committees in Mansfield that address UConn's Spring Weekend and student behavior in some form.

Town council members who are part of the council's Quality of

Life subcommittee address issues surrounding rental properties and zoning regulations and the Mansfield Community-Campus Partnership committee focuses on student behavior relating to drugs and alcohol consumption.

"One thing we didn't need was one more committee," said Rhodes.

Phillip Barry, trustee and community representative, said this new committee has all the "right" people to address the annual weekend.

"I think it's a great idea," said Barry. "We have the clout you need to get stuff done."

He said students have a "burning desire" to keep Spring Weekend a tradition, but the committee can focus on keeping the weekend in the "framework that is acceptable

to students and residents."

Although members agreed the committee has those necessary to make significant changes to the weekend, there should be new committee members invited who could add to the conversation.

Town/University Relations Committee student representative Seamus Keating said there should be more student representatives on the committee.

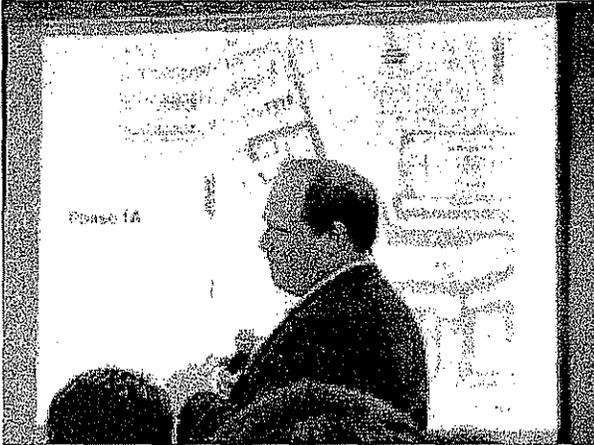
According to Keating, students want to keep Spring Weekend a university tradition and there should be more students who can make adjustments or recommendations to better the weekend.

Julie Bell-Elkins, UConn's associate dean of students, said the committee should find a faculty representative from Mansfield to serve on the committee.

## LWV to host update on Storrs Center project and the recession

by: Brenda Sullivan | Editor Monday, April 20th, 2009

Item #34



Leyland Alliance Vice President for Planning and Development Macon Toledano - also Storrs Center Project Manager - describes phasing for the Storrs Center downtown project at a Nov. 24 presentation. File photo © by Brenda Sullivan. -----

The Mansfield League of Women Voters (LWV) invites the public to attend an update and discussion of the Storrs Center project at 7 p.m. on Wednesday, April 29.

The meeting will be in the Council Chambers, in the Audrey Beck Municipal Building (town hall) at 4 South Eagleville Road (Route 275).

There will be a presentation by the Downtown Partnership, Leyland Alliance and town officials, as well as an opportunity for questions from LWV members and the audience about the status of the Storrs Center project in the context of the current economic climate.

Index cards also will be provided to submit questions for the moderator to ask.

The LWV has monitored the Storrs Center project for several years, but has taken no position on it.

Some League members are active in the Downtown Partnership, or are involved in groups that are advocating for or against the project.

The purpose of this forum is not to take positions about the project, but to provide and elicit information on its status, given the impact of the country's recession.

Federal funding of \$712,500 was recently appropriated for the project in the FY2009 Omnibus Budget bill at the request of the Town of Mansfield. The appropriation was sponsored by U.S. Sen. Joseph Lieberman and U.S. Rep. Joseph Courtney. The funding is designated for streets, sidewalks, open spaces, bike and pedestrian paths, infrastructure and landscaping.

More information about the project and the Downtown Partnership is available online on the town's Website, [click here](#). For related stories published in Mansfield Today, [click here](#) for "Independent firm says Storrs Center marketing study is sound." And [click here](#) for "Developers announce new strategies to make Storrs Center marketable."

Posted April 21, 2009

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## [update] Mansfield has some 'green' school buses

by: Brenda Sullivan | Editor Wednesday, April 15th, 2009



Item #35

New filters on the buses reduce the emissions of particulate matter, carbon monoxide and hydrocarbons by 90 percent. ---

The public is invited to a ribbon-cutting at 7 p.m. on Thursday, April 16 at the Audrey P. Beck Municipal Building (Town Hall) to celebrate the successful retrofit of 20 school buses with diesel engine particulate filters.

The Town of Mansfield was awarded a \$246,600 Clean School Bus Grant from the U.S. Environmental Protection Agency to purchase and install these diesel particulate filters, which reduce the emissions of particulate matter, carbon monoxide and hydrocarbons by 90 percent.

One of the retrofit school buses will be on hand to view - and test with a white hanky.

The Beck Building is located at 4 South Eagleville Road (the corner of Routes 195 and 275).

[update] At Thursday's ceremony, Ira Leighton, acting regional administrator of EPA New England said, "The goal of EPA's Clean School Bus USA program is simple - to ensure that by next year, every school bus in all 50 states emits less pollution and contributes to cleaner air for our children and our communities... We offer our congratulations to Mansfield for retrofitting the town's entire fleet of school buses. By reducing diesel exhaust, we can all breathe easier."

Posted April 15, updated April 17, 2009

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# Town and university to try new way to monitor Spring Weekend

by: Caitlin M. Dineen Monday, April 20th, 2009

Item #36



UConn's community police mingled with the crowds at last year's off-campus Spring Weekend parties, as well as plain-clothes police officers, in an effort to keep tabs on any potential problems. Photo courtesy of UConn Police. Upon recommendation from the University of Connecticut Board of Trustees' Student Life Committee, the town's Town/University Relations Committee will become the central oversight committee for Spring Weekend. Members include community, Mansfield government and university representatives.

This new approach represents a streamlining of how Spring Weekend issues will be addressed locally.

Executive Assistant to UConn President Michael Hogan, Stephen Rhodes said, "Recommendations in the [trustee's student life committee] report specifically and generally call for the town and university to take more ownership, and establish unified leadership, to address issues presented by Spring Weekend."

Spring Weekend is traditionally held at the end of the university's spring semester and is seen as a way for students to unwind before preparing for final exams.

The weekend, sponsored by the university, is often overshadowed by "unauthorized" parties and off-campus events that promote drinking.

This year, Spring Weekend begins unofficially on Thursday - with student-hosted parties - and officially on Friday with university-sponsored events.

The Town/University Relations Committee will be expected to provide a report on Spring Weekend to university trustees, which will include facts and figures of the weekend, such as emergency calls and arrests.

Town officials recently began keeping tabs on the fiscal impact of the weekend.

The Town/University Relations Committee is also charged with proposing new strategies, and evaluating their effectiveness in reducing unauthorized activity.

## ***Keeping it simple***

Currently, there are three town committees that address UConn's Spring Weekend and student behavior in general. The Town Council's Quality of Life subcommittee, for example, addresses issues related to rental properties and zoning regulations and the Mansfield Community-Campus Partnership committee focuses on student behavior related to drugs and alcohol.

These groups will now funnel their ideas and recommendations to the Town/ University Relations Committee.

Trustee and community representative Phillip Barry said this committee has all the "right" people to address Spring Weekend.

And while there has been discussion about eliminating Spring Weekend altogether, Barry noted that students have a "burning desire" to retain the tradition. And so, the focus of the committee can be on keeping the weekend, but within a "framework that is acceptable to students and residents," he said.

Town/University Relations Committee student representative Seamus Keating also suggested there should be more student representatives on the committee who could contribute recommendations to improve the weekend.

UConn's Associate Dean of Students Julie Bell-Elkins added that the committee should also invite a faculty representative who lives in Mansfield to serve on the committee.

Originally published in *The Chronicle* on April 20, 2009.

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# Would cutting fire staff endanger the community?

by: Caitlin M. Dineen Tuesday, April 14th, 2009



Item #37

Mansfield Fire Chief David Dagon; File photo © Brenda Sullivan.

The town council's decision to reduce staffing in the Mansfield Fire Department during non-peak hours stirred debate during Monday's public hearing on the proposed 2009-2010 budget.

To reduce the town's combined education/town government spending plan, Town Manager Matthew Hart has proposed reducing fire and emergency staff from four to three between the hours of midnight and 6:30 a.m.

The estimated savings to the town would be approximately \$30,000.

While the decision to put fire and emergency services on the chopping block did not sit well with some residents and firefighters, it was welcomed by others who want to see the town's budget decrease further.

The proposed 2009-2010 budget - including the town government, the K-8 Mansfield Board of Education budget, and the Mansfield's share of the Regional School District 19 budget - totals \$ 43.38 million.

The current budget is \$43.69 million.

## **"Two in, two out" rule**

Deputy Fire Chief William Jordan told town council members that reducing staffing would put the safety of Mansfield residents in jeopardy. Emergencies cannot be predicted and it is necessary to have the proper amount of manpower at all times, he said.

He said the town council is taking a step backward by recommending staff cuts. "We need to focus on adding more staff to our stations... not taking it away," he said.

Mansfield resident and career Southington firefighter Glenn Dube called cutting staff "irresponsible."

Reducing on-duty personnel from four to three will create an automatic delay in emergency response time, he said, because firefighters will have to wait for additional departments to arrive before entering a burning building.

He said Occupational Safety and Health Administration (OSHA) has a "two in, two out" rule in which firefighters can only enter a structure once there are at least two people waiting outside to assist them. And so, on duty staff would need to wait until additional help arrived, he said. "making the town, in effect, dependent on UConn and Willimantic fire departments."

## **Fire budget too high**

Some residents at the hearing said they understand that budget cuts are necessary in order to bring in a low 2009-2010 budget.

Resident and Ethics Board member Mike Sikoski said he doesn't understand why the town's fire budget is so high when the town itself is small.

Sikoski said he thought the total fire budget was \$ 2.3 million; however, the budget is listed as approximately \$1.56 million in the town council budget packet.

Sikoski said he believes Mansfield's fire budget is larger than the Windham/ Willimantic fire department's.

"Why do we spend so much more than they do?" he asked, and added that the Willimantic Service District department has 30 full-time staff and covers Eastern Connecticut State University.

Currently, Mansfield has 12 full-time staff and only covers the Town of Mansfield; UConn has its own department.

Mansfield resident Ric Hossack said he resented fire officials for "parading gloom and doom" when defending staffing levels. He said payroll information shows current firefighters are constantly working overtime, and that should be addressed to save the town additional money.

## **Increase would be less than one mill**

Hart noted that even with budget reductions, Mansfield is losing revenue and so, the town's mill rate would still need to increase 0.9 mills - bringing the mill rate to 26.14 mills - to generate enough revenue for the proposed spending plan.

For a home assessed at \$200,000, taxpayers could see an increase of \$180 to \$5,228.

Town council members are expected to adopt a 2009-2010 budget next week.

Another public information session will take place at 7 p.m. on Thursday, April 23 in the Audrey P. Beck Municipal building.

Mansfield's annual town meeting is slated for May 12 at 7 p.m. at Mansfield Middle School, where it could be voted on or sent to referendum if there is a petition to do so.

- Originally published in *The Chronicle*, written by Staff Writer Caitlin M. Dineen

Edited and posted to Mansfield Today on April 15, 2009

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