



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
Monday, September 27, 2010
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

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ROLL CALL	
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EXECUTIVE SESSION

36. Personnel in accordance with CGS §1-200(6), 1-214(b)(5)(b)

ADJOURNMENT

REGULAR MEETING – MANSFIELD TOWN COUNCIL
September 13, 2010

DRAFT

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:45 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

Present: Haddad, Keane, Kochenburger, Lindsey, Moran, Paterson, Paulhus, Ryan, Schaefer

II. APPROVAL OF MINUTES

Mr. Schaefer moved and Ms. Moran seconded to approve the minutes of the August 23, 2010 Special meeting as presented. The motion passed with all in favor except Ms. Keane and Mr. Schaefer who abstained. Mr. Paulhus moved and Mr. Ryan seconded to approve the minutes of the August 23, 2010 meeting as presented. The motion passed with all in favor except Ms. Keane and Mr. Schaefer who abstained.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Betty Wassmundt, Old Turnpike Road, questioned the cost of a membership to Cardio Express as detailed on page 69 of the packet.

Mike Sikoski, Wildwood Road, related an experience he had last Saturday night while driving home on Storrs Road. Mr. Sikoski stated that there were many students walking on both sides of the road making for a dangerous situation. He commented that when he called UConn police to advise them of the situation he was told it was out of their jurisdiction.

Betty Wassmundt, Old Turnpike Road, reported that she experienced a similar situation near the top of Moulton Road.

IV. REPORT OF TOWN MANAGER

Report attached

Town Manager Matt Hart thanked all staff and volunteers for their work during the Celebrate Mansfield Weekend. He especially noted the efforts of the Mayor, Cynthia van Zelm, Kathleen Paterson and the Festival on the Green Steering Committee.

The Town Manager reported on a meeting he and Director of Human Services Kevin Grunwald attended regarding the proposed assisted living facility. The Masonicare Board of Directors will be meeting on September 22nd at which time they will discuss the project.

Mr. Hart reported that Joshua's Trust has declined the property offered by the UConn Foundation on Dog Lane and asked Council for direction. By consensus Council members agreed not to pursue ownership of the property.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Ms. Keane asked if grants have been pursued for the volunteer driver coordinator position as has been done in other towns. Director of Public Works Lon Hultgren reported that the transportation grant money used by area towns has already

been earmarked for other projects in Mansfield but could be looked at in future years.

Ms. Moran noted the impressive level of UConn's presence at the Know Your Town Fair and the Festival on the Green.

Mayor Paterson commented on the level of participation and the contribution of volunteers for the Festival on the Green calling it a wonderful community event.

VI. OLD BUSINESS

1. Capital Improvements Projects – Equipment & Improvements Bonding

Mr. Paulhus moved and Mr. Ryan seconded to approve the following resolution: RESOLVED, in accordance with Sections 406 and 407 of the Town Charter, the Town Council hereby reapproves the resolution entitled "RESOLUTION APPROPRIATING \$93,000 FOR COSTS WITH RESPECT TO VARIOUS EQUIPMENT ACQUISITIONS AND CAPITAL MAINTENANCE, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION" as originally adopted by the Town Council at meeting held August 9, 2010 and approved by the voters of the Town at Special Town Meeting held September 13, 2010.

Motion passed unanimously.

Mr. Ryan moved and Ms. Moran seconded to approve the following resolution: RESOLVED, in accordance with Sections 406 and 407 of the Town Charter, the Town Council hereby reapproves the resolution entitled "RESOLUTION APPROPRIATING \$40,000 FOR COSTS WITH RESPECT TO VARIOUS TOWN FACILITIES IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION" as originally adopted by the Town Council at meeting held August 9, 2010 and approved by the voters of the Town at Special Town Meeting held September 13, 2010.

Motion passed unanimously.

Ms. Keane moved and Mr. Paulhus seconded to approve the following resolution: RESOLVED, in accordance with Sections 406 and 407 of the Town Charter, the Town Council hereby reapproves the resolution entitled "RESOLUTION APPROPRIATING \$130,000 FOR COSTS WITH RESPECT TO VARIOUS TRANSPORTATION FACILITIES IMPROVEMENTS, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION" as originally adopted by the Town Council at meeting held August 9, 2010 and approved by the voters of the Town at Special Town Meeting held September 13, 2010.

Motion passed unanimously.

2. Community-Campus Relations

The Town Manager reported the Town is experiencing large off campus parties which are interfering with traffic and causing safety concerns. State Police Lt.

Conroy has been exploring additional state legal remedies that may be available to the Town. Fire Chief Dave Dagon reported an increase in transport call volume over the last several weekends.

Members discussed the issue of off campus jurisdiction and the need to possibly reexamine the relationship between the State Police and UConn Police. The Town Manager commented that the State Police have primary jurisdiction and request help from UConn Police, who are all sworn in as Mansfield constables, when needed. Mr. Hart stated that this issue will be a point of discussion during the upcoming police study.

VII. NEW BUSINESS

3. Presentation: Parks & Recreation Update

Director of Parks and Recreation Curt Vincente, Assistant Director of Parks and Recreation Jay O'Keefe, Administrative Service Manager Sherry Benoit and Member Services Coordinator Amanda Barry presented an update on the programs and services offered at Community Center as well as the members' services program currently in place.

4. Mansfield Community Center Membership Fees

Mr. Paulhus moved and Mr. Schaefer seconded to approve the Community Center Fee Recommendations for the operating year beginning November 1, 2010 and ending October 31, 2011, as presented by staff in its draft dated September 13, 2010.

Motion passed unanimously.

Mr. Paulhus moved and Mr. Kochenburger seconded to recess as the Town Council and convene as the Water Pollution Control Authority. Motion passed

5. WPCA, Mansfield/Windham Sewer Agreement

Mr. Paulhus moved and Mr. Kochenburger seconded to authorize the Town Manager, Matthew W. Hart, to execute the proposed Sewer Agreement between the Town of Mansfield and the Town of Windham, which agreement shall commence on July 1, 2010 for an initial five-year term.

Motion passed unanimously.

Mr. Paulhus moved and Mr. Schaefer seconded to adjourn as the Water Pollution Control Authority and reconvene as the Town Council. Motion passed.

6. Bid Waivers – Salt Shed Foundation Walls

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

Resolved, effective September 13, 2010, that pursuant to Section 76-1 of the Mansfield Town Code the Mansfield Town Council approves bid waivers for the construction of the Town's salt shed footings and foundation walls as follows: reinforcing steel – Barker Steel LLC in the amount of \$21,000; concrete – Builder's Concrete in the amount of \$22,000; concrete construction – Hop River Concrete, Inc. in the amount of \$43,000.

Motion passed unanimously.

7. Successor Collective Bargaining Agreement for Local 2001, CSEA – Public Works

Mr. Haddad moved and Mr. Schaefer seconded, effective September 13, 2010, to authorize the Town Manager to execute the proposed successor Collective Bargaining Agreement between the Town of Mansfield and Local 2001, CSEA – Public Works, which agreement shall enter into effect on July 1, 2010 and expire on June 30, 2013.

Motion passed unanimously

8. Regional Ethics Board

Mr. Haddad updated the Council on the Personnel Committee's work on the Ethics Code. The mostly organizational changes to the draft by the Personnel Committee are currently being reviewed by the Town Attorney. Mr. Haddad noted the Ethics Board, Personnel Committee and Town Attorney have all received and reviewed copies of the Update of 1995 Model Code of Ethics for Municipalities and Special Districts.

Mr. Schaefer requested a copy of the Litchfield County area draft ethics ordinance referred to by Rick Lynn in the letter from CCM. Ms. Moran requested information from those opposed to a regional board.

After a discussion of the pros and cons of a regional board, members agreed that the process currently underway should continue to move forward.

9. Resolution Recognizing September as Leukemia, Lymphoma & Myeloma Awareness Month

Mr. Haddad moved and Mr. Paulhus seconded, effective September 13, 2010, to authorize the Mayor to issue the attached Proclamation Recognizing September as Leukemia, Lymphoma & Myeloma Awareness Month.

The motion passed with all in favor except Ms. Keane, Ms. Moran and Mr. Schaefer who abstained.

VIII. QUARTERLY REPORTS

Distributed

IX. DEPARTMENTAL AND COMMITTEE REPORTS

No comments

X. REPORTS OF COUNCIL COMMITTEES

Mr. Ryan reported that he has been attending the Board of Education meetings regarding contract negotiations with the Teachers and that progress is continuing.

Ms. Keane reported the Ad Hoc Committee on Ordinances will be meeting on Thursday at 7:30 a.m.

Mr. Haddad reminded members that the Town Manager's performance reviews should be submitted as soon as possible.

XI. PETITIONS, REQUEST AND COMMUNICATIONS

10. M. Hart re: Appointment to Emergency Management Committee

11. M. Hart re: Reappointment to Conservation Commission

12. CCM re: Legislative Update – Governor Requests State Agencies to submit Budgets Containing 15% Decrease for FY 13

13. State of Connecticut Office of Policy and Management re: LoCIP Project
14. Connecticut Department of Environmental Protection re: National Recreational Trails Program Grant Award Notification
15. United States Environmental Protection Agency re: EPA Grant - Town Manager Matt Hart thanked Recycling Coordinator Ginny Walton for her work on this grant which addressed retrofitting school busses to decrease emissions.
16. Eastern CT Workforce Investment Council re: Eastern Region Workforce Support System Update
17. Northeast CT Economic Alliance – Loan Information
18. Chronicle “Firm close to decision on senior housing” – 08-24-10
19. Chronicle “Editorial: Water will impact Mansfield’s future” – 09-01-10
20. Chronicle “Officials confident Storrs Center will soon get...” – 08-18-10
21. Chronicle “Letter to the editor” – 08-17-10
22. Chronicle “Mansfield school project: What next?” – 08-21-10
23. Chronicle “Mansfield Town Council mulls new school sites” – 08-24-10
24. Chronicle “Mansfield council backs E.O. Smith track project” – 08-25-10
25. Chronicle “Juniper Hill to receive fed funding” – 08-27-10
26. Chronicle “Mansfield OK’s trash fee enforcement plan” - 09-07-10
27. Mansfield Today “Mansfield Special Town Meeting Sept. 13...” – 08-3

XII. FUTURE AGENDAS

No comments

XIII. ADJOURNMENT

Mr. Paulhus moved and Mr. Ryan seconded to adjourn the meeting at 10:20 p.m.
Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

Mary L. Stanton

From: Town of Mansfield [webmaster@mansfieldct.org]
Sent: Wednesday, September 15, 2010 3:02 PM
To: Town Employees
Subject: Town Manager's Report

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

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: September 13, 2010
Re: Town Manager's Report

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

Departmental/Division News

- *Human Services*
 - *Volunteer Transportation Program* - Staff is in the process of setting up the database of volunteer drivers and conducting appropriate background checks. We are also developing a method to provide a basic safety inspection of volunteer vehicles and we will be interviewing applicants for the part-time Volunteer Transportation Coordinator's position.
- *Town Manager's Office*
 - *Work study students* - this fall nine UConn work study students will be joining us and will be assigned to work in various Town office and departments, specifically the Town Manager's Office, Public Works, Town Clerk's Office, Information Technology, Assessor's Office, Facilities Management and Parks and Recreation.
 - *Visit with Amherst staff* - A group of Mansfield public safety and code enforcement staff and I recently met with our counterparts from Amherst, Massachusetts to discuss various approaches to community-campus relations, and ways to address problematic off-campus behavior. The session was informative, as the two communities are faced with similar issues related to student housing and off-campus behavior. A delegation from Amherst will be coming to Mansfield this Friday, September 17th, to learn more about our Storrs Center project as Amherst is contemplating a development project with some similar components.

Major Projects and Initiatives

- *Four Corners Project* - On Tuesday of this week, members of the Four Corners Water and Sewer Advisory Committee will interview five firms that responded to our request for proposals to complete the water source study component of the project. I will keep the Council informed as we move forward with the consultant-selection process and the study.
- *Police Study Update* - The consultants for the police services study will be in town the week of September 20, 2010 and will conduct a number of interviews with key stakeholders. Sara-Ann has emailed each of you to schedule sessions for individual council members who

wish to share their perspectives with the consulting team. Please be sure to send a reply email to Sara-Ann so she may schedule your interview time.

- *Regionalism Subcommittee, Shared Services Collaborative* - We were able to retain a group of UConn MPA students to work on our shared services project, in collaboration with the Town of Windham. The students will research best practices, conduct an analysis and provide us with recommendations regarding the feasibility of establishing a shared services collaborative for this region.
- *School Building Project* - I am preparing the agenda for the September 27th Council workshop on the school project. The agenda will include a presentation from the project architect as well as a report from representatives of the Sustainability Advisory Committee regarding sustainability considerations for school siting.
- *Storrs Center Project* - This Thursday, September 16th, we are planning a special Council meeting on the Storrs Center project to discuss commercial information provided in confidence and our ongoing negotiation of a development agreement with master developer LeylandAlliance. Based on the schedules of various Council members, I would like to move the start time of this meeting to 7:00 PM; location TBA.

Special Events

- *Festival on the Green* - The 7th Annual award winning *Festival on the Green* was held on Sunday. Despite a threat of rain, none occurred and crowds continue to be in the 3,000 range. The Partnership office has received many nice comments about the day and will continue to work to make this a great event for the Town. The Celebrate Mansfield Parade continues to grow and one of the highlights was the Grand Marshal UConn women's championship basketball team. Continuing along the theme of great girls/women basketball teams in town, the girls Mansfield Middle School team, Parks & Recreation 7th and 8th grade teams, and E. O. Smith High School team were all honored for their exemplary seasons. This year, we had Robin Rice (from WILI) MC the parade and had our largest turnout yet. The Festival and weekend events could not occur without the assistance and participation of many Town departments including Public Works, Building Maintenance, Parks and Recreation, Fire, Police, and the Town Manager's Office, all working under the leadership of the Mansfield Downtown Partnership. Many thanks go to our great team.
- *Picnicpalooza* - The second annual Picnicpalooza was held this past Saturday from 5:00pm - 7:00pm. The all-female swing band Flamingo provided toe-tapping music to approximately 100 picnickers and the Re/Max team provided tethered hot air balloon rides with all proceeds going to Habitat for Humanity. Special thanks to Sara-Ann Chaine and Kathleen Paterson for their work on this event.

Upcoming Meetings*

- Youth Service Bureau Advisory Board, September 14, 2010, 11:00AM, Conference Room C, Audrey P. Beck Municipal Building
- Town/University Relations Committee, September 14, 2010, 4:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Historic District Commission, September 14, 2010, 8:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Regulatory Review Committee, September 15, 2010, 1:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Conservation Commission, September 15, 2010, 7:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Special Town Council Meeting, September 16, 2010, 7:00PM, location TBA
- Board of Education, September 16, 2010, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Finance Committee, September 20, 2010, 6:00PM, Employee Lounge, Audrey P. Beck Municipal Building

- Personnel Committee, September 20, 2010, 6:30PM, Conference Room, Mansfield Community Center
- Planning and Zoning Commission, September 20, 2010, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Agriculture Committee, September 20, 2010, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Energy Education Team, September 21, 2010, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Cemetery Committee, September 22, 2010, 3:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Sustainability Committee, September 22, 2010, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Transportation Advisory Committee, September 22, 2010, 7:30PM, Conference Room C, Audrey P. Beck Municipal Building
- Special Town Council Meeting, September 27, 2010, 5:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Town Council, September 27, 2010, 7:30 PM, Council Chambers, Audrey P. Beck Municipal Building

**Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 429-3302 for a complete and up-to-date listing of committee meetings.*

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*Town of Mansfield
Proclamation*

Recognizing September as Leukemia, Lymphoma & Myeloma Awareness Month

Whereas, blood cancers currently afflict more than 912,000 Americans with nearly 140,000 new cases diagnosed each year; and

Whereas, leukemia, lymphoma and myeloma will kill an estimated 53,000 people in the United States this year; and

Whereas, The Leukemia & Lymphoma Society, through voluntary contributions, is dedicated to finding cures for these diseases through research efforts and the support for those that suffer from them; and

Whereas, The Leukemia & Lymphoma Society maintains two offices in the State of Connecticut to support patients with these diseases and their family members; and

Whereas, the Town of Mansfield is similarly committed to the eradication of these diseases and supports the treatment of its citizens that suffer from them; and

Whereas, the Town of Mansfield encourages private efforts to enhance research funding and education programs that address these diseases:

NOW, THEREFORE, BE IT RESOLVED, that the Town of Mansfield joins with The Leukemia & lymphoma Society in designating the month of September 2010 as Leukemia, Lymphoma & Myeloma Awareness Month to enhance the understanding of blood related cancers and to encourage participation in voluntary activities to support education programs and the funding of research programs to find a cure for them.

Elizabeth C. Paterson
Mayor, Town of Mansfield

SPECIAL MEETING – MANSFIELD TOWN COUNCIL
September 16, 2010

DRAFT

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 7:00 p.m. in Buchanan Auditorium of the Mansfield Public Library.

I. ROLL CALL

Present: Haddad, Keane, Lindsey, Paterson, Paulhus, Ryan, Schaefer
Excused: Kochenburger, Moran

Mr. Ryan moved and Ms. Keane seconded to recess as the Town Council and enter into Executive Session to discuss continued review of commercial and financial information provided in confidence by Storrs Center Alliance, in accordance with CGS §§ 1-200(6)(E), 1-210(b)(5)(B)
The motion passed unanimously.

II. EXECUTIVE SESSION

Continued review and discussion of commercial and financial information provided in confidence by Storrs Center Alliance, in accordance CGS §§ 1-200(6)(E), 1-210(b)(5)(B).

Present: Haddad, Keane, Lindsey, Paterson, Paulhus, Ryan, Schaefer
Also Present: Town Attorney Dennis O'Brien, Town Manager Matt Hart, Attorney Shuprotin Bhaumik and Downtown Partnership Director Cynthia van Zelm.

III. ADJOURNMENT

The Town Council reconvened in regular session. Mr. Paulhus moved and Mr. Ryan seconded to adjourn the meeting at 8:51 p.m.

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk



Item #1

**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matthew Hart, Town Manager *M.H.*
CC: Maria Capriola, Assistant to Town Manager
Date: September 27, 2010
Re: Community Water and Wastewater Issues

Subject Matter/Background

Attached please find information regarding water and wastewater issues in the Town of Mansfield. The Council is not required to take any action on these items at this time.

Attachments

- 1) Water and Wastewater Advisory Committee packet
- 2) CT Water Company Water Quality Report and Schedule of Approved Rates
- 3) Department of Public Health re UConn Reclaimed Water Facility
- 4) UConn Administration and Operations Services re Mandatory Conservation Measures

AGENDA

Meeting of the
UNIVERSITY OF CONNECTICUT WATER AND WASTEWATER
POLICY ADVISORY COMMITTEE

September 16, 2010 – 5:30 p.m.
University of Connecticut
Bishop Center, Room 7A/B

Attachment

- 1) Opportunity for Public Comment
- 2) Drought Advisory Situation
- 3) Water Supply Plan Update
- 4) Ponde Place Update
- 5) Savin Foods Sewer Connection (Barber Shop Building) 1
- 6) Reclaimed Water Project Update
- 7) Water Tank Project Update
- 8) Chemical Treatment Building Project Update
- 9) Mansfield Water Supply Plan Update
- 10) Four Corners Update
- 11) Other Business

Draft for Review

August 16, 2010

Samuel L. Schragger, Esq.
1733 Storrs Road
Storrs, CT 06268

Re: 153 North Eagleville Road

Dear Attorney Schragger:

In June, the University of Connecticut Water and Wastewater Policy Advisory Committee reviewed your request on behalf of property owner Walter Hirsch to connect the above referenced property to University's sewage collection and treatment system. Barry Feldman, the University's Vice President and Chief Operating Officer, has accepted the Committee's recommendation to authorize the connection, contingent on the fulfillment of each of the following general conditions to the Committee's satisfaction:

1. That your client's proposed project conform to Mansfield's Plan of Conservation and Development and be approved by any Town of Mansfield authority having jurisdiction with respect to this matter.
2. That prior to the start of construction, the final connection design and technical requirements for sanitary sewer connections be reviewed and approved by the University's Director of Facilities Operations (including drawings and attendant submissions) and Town of Mansfield's Director of Public Works and memorialized in a final agreement outlining the responsibilities and obligations of the parties with respect to only necessary system improvements and related issues.
3. That a mutually acceptable right of first refusal in favor of the University be provided with respect to the future sale or transfer of the subject property and recorded on the town's land records;
4. That this offer to effect a connection, subject to the terms and conditions outlined in this letter, expires on December 31, 2011 unless extended by mutual written agreement

The general conditions outlined above are predicated on your client's acceptance of specific terms and conditions that will include but may not be limited to the following:

1. Location and manner of connection: Connection to the existing 6-inch force main at a location agreeable to the University in the vicinity of terminus of your client's property on North Eagleville Road. This line is serviced by the Town of Mansfield's pumping station and requires its written approval prior to the effecting the connection.
2. Connection fee: Your client will bear financial responsibility for all costs attendant to the connection, including any improvements that may borne be borne by the University to accommodate the connection. Additionally, your client is required to pay a connection fee, pursuant rates set forth in the University's Sewer System Rules and Regulations. Your client is also responsible for the cost of the installation and maintenance of a separate flow meter for the purpose of recording flows from the subject property into the University's sanitary system. The flow meter will be read periodically for the purposes of calculating the University's charges for discharges into the system.
3. Commercial Connection: Connections other than single family dwellings are considered commercial connections and will be maintained by the owner according to local, state and UConn regulations. These regulations are posted on the University's Facility Operations website and include:
 - a) Installation of grease traps as required
 - b) Annual cleaning of the system as required. Copies of all disposal documents/manifest are required to be turned over to the University.
 - c) Stoppages and backups are the responsibility of the owner and must be reported if they involve sewage spillage.
 - d) Flow-meters are required and must be calibrated annually at the owner's expense.
4. Waste stream evaluation: All commercial connections are subject to periodic evaluations of their waste streams for PH, temperature, BOD loadings, hazardous waste content and other criteria pursuant to the University's CT-DEP permit. Any non-domestic wastewater must be authorized by CT-DEP individual permit or general permit, and must comply with the terms and conditions of the CT-DEP authorization. Your client is required to provide the University with advanced notification of any proposed unique or unusual discharges to the sanitary system (e.g., chlorinated pool water, laundry, etc). Pretreatment of waste may be required at the discretion of DEP, UConn, or the town of Mansfield to prevent damage to the University's system. The cost of any pretreatment system is solely the developer/owner's. The discharge of industrial waste is specifically prohibited.

5. Rates & Rules and Regulations: Your connection is subject to rates, rules and regulations promulgated and modified from time to time by the University's Board of Trustees or successor authority and must conform to the technical specifications established by the University.
6. Construction: The developer is responsible for all construction costs, permits and road repairs associated with the connection.
7. Abandonment of existing on-site septic systems: That all on-site septic systems currently serving the property be properly abandoned at your client's expense pursuant to applicable state and local regulations as approved by the Eastern Highland's Health District.

Please have your client countersign this document indicating acceptance of these terms and return it to me no later than September 15, 2010. Your client should also enclose proper representation indicating authority to enter into such an agreement.

Please be advised that the Committee's recommendation and the University's decision to provide this connection conditioned on fulfillment of the conditions enumerated herein, does not constitute or convey an endorsement of the merits of the proposed use or project by the University or its Board of Trustees and may not be represented as such.

We look forward to continuing our discussions with you on this project. Tim Tussing, the University's Manager of Utilities, will be our primary point of contact for these issues. Please feel free to contact him should you need additional information. He may be reached at (860) 486-2608.

Sincerely,

Cc: Barry Feldman
Tom Callahan
Eugene Roberts
Mike Pacholski
Tim Tussing
Ken Pelzar
Ralph Urban, AAG
Michael Sullivan, AAG
UConn Water and Wastewater Systems Policy Advisory Committee
James Ericson, Lenard Engineering Associate

Connecticut Water Company

93 West Main Street
Clinton, CT 06413-1600

Office: 860.669.8636
Fax: 860.669.9326
Customer Service: 800.286.5700



August 20, 2010

REC'D AUG 24

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

Dear Matthew:

I am forwarding a copy of the *2009 Water Quality Report* recently mailed to Connecticut Water customers. The report, which complies with the Consumer Confidence Report provision of the Safe Drinking Water Act, provides customers with extensive information about their water supply, water quality test results, and source protection and conservation measures.

Every day, the dedicated employees of Connecticut Water work tirelessly to assure the quality of the drinking water we deliver. They perform countless tests, apply the latest technology, and use their knowledge and expertise to make sure we earn customers' trust. We are committed to continuously improving our service and conduct a mid- and year-end customer satisfaction phone survey using an independent research firm. Connecticut Water consistently scores well, and recently achieved an overall customer satisfaction rating of 89.9 percent in the semi-annual Customer Satisfaction Survey, representing a slight increase over 2009's year-end results of 89 percent.

In addition, so you are aware of the information we provide to customers, the most recent issue of the customer newsletter *Dialogue* is enclosed, along with a special insert, *New Rate Information*, describing the new rates, the terms of the decision and how it affects a typical bill. It also highlights key aspects of the decision and informs customers where they can go for more information on their system's specific rates.

I am also forwarding a Fact Sheet with the applicable rate schedule for customers in your town, which reflects the recent rate increase. The rate schedules are available in region offices and are mailed in response to customer inquiries. This information also is available on our Web site, www.ctwater.com.

The rate decision allowed Connecticut Water to keep fire charges the same to lessen the impacts on already strained municipal budgets. The amount of the current Water Infrastructure and Conservation Adjustment (WICA) is being folded into base rates for public fire protection charges going forward. When eligible infrastructure projects are completed and in service, a separate WICA line item would be included on future bills.

If you have water service at public buildings or facilities (schools, town office, etc) you will see a change in the rates for service for those public authority accounts.

I hope you find the information a useful resource should local citizens have questions. If you have any questions, or want to meet in person to discuss this, please feel free to call me at 1-800-428-3985, ext. 3335. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "John J. Keefe Jr.".

John J. Keefe Jr.
Manager, Service Delivery
Northeast Region
jkeefe@ctwater.com



Commonly asked customer questions

Q: I've heard your Linebacker® Water Service Line Protection Program now offers more coverage options for eligible residential customers. Can you tell me what new plans are available from Linebacker?

A: For more than 10 years, customers who enrolled in our optional Linebacker program have relied on Connecticut Water to quickly repair broken or leaking water service lines. Now they can have the same protection through the newly expanded Linebacker Programs – avoiding the unexpected expense associated with broken or leaking water service lines, broken or clogged wastewater lines and leaks or breaks on in-home plumbing systems.

The new Linebacker programs range in price from \$70 to \$170 per year (or less than 50 cents per day), allowing customers to select the plan that meets their needs and budget. For less than \$15 per month, the all inclusive program offers peace of mind for water, wastewater and in-home plumbing repairs.

Customers can find more information or enroll by calling 1-888-205-1073, or visiting www.linebacker-plan.com.

2009 Annual Water Quality Report

A summary of water quality testing done in 2009 is included in the Annual Water Quality Report that was mailed in June to all customers. The report includes information on the source of water supplies and a summary of the more than 170,000 water quality tests performed annually. A copy is available on our Web site, www.ctwater.com, or you may obtain a copy by calling our office.

Watch "Water is Our Life" online

A video posted on www.ctwater.com conveys Connecticut Water's commitment to customers, the environment, the economy and its employees. "Water is Our Life" features Connecticut Water's President and CEO Eric Thornburg explaining how water touches everything we care about – including the health of our families, fire protection, public safety and economic growth opportunities for our communities. He also describes the passion Connecticut Water employees have for providing the only utility product that is ingested by its customers. Employees from the water treatment, customer service and field service areas are featured and discuss the work they do to provide high-quality water and customer service.



Paying your water bill – we're here to help

We know that in these tough economic times, it can be difficult to make ends meet and from time-to-time you may have trouble paying your water bill. If you are having difficulty, it is important you contact us so we can discuss a payment arrangement.

If bills are not paid, water service may be terminated and you would be required to pay additional turn off and turn on fees to get the service restored. Interest charges will accrue, and we may report accounts to credit agencies if bills remain unpaid.

These practices are in place to contain costs and protect our customers who pay their bills on time. If your bill is past due, please pay it in full, or contact us so we can work with you to make payment arrangements to keep your service active. We may also be able to direct you to other resources where you may be able to get information or assistance.

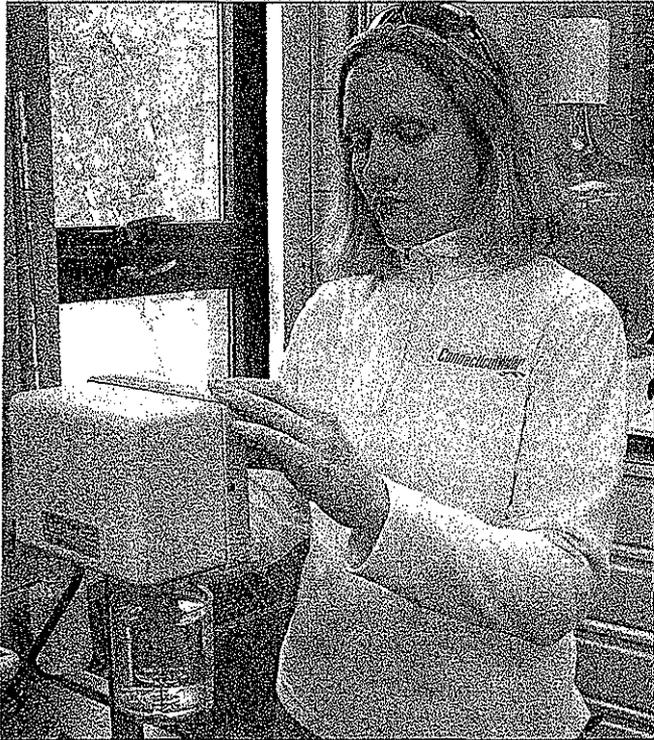


Remember: Call Before You Dig

If you are scheduling a home or work site construction project this summer, please remember to have underground wires, cables or pipes located. The law requires you to contact "Call Before You Dig" at least two full working days before you start digging at 1-800-922-4455. Remember: It's free, it's easy and it's the law.



Valued Employees Serving Valued Customers



Meet Kristen Schaffer Water Treatment Plant Operator

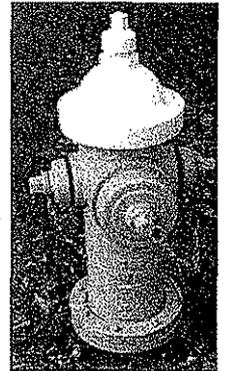
Connecticut Water employees are on duty 24 hours a day, 365 days a year to make sure your drinking water complies with state and federal drinking water standards. One of those dedicated employees is Kristen Schaffer, a Class IV (highest level attainable in Connecticut) treatment plant operator, who works out of our MacKenzie and Williams water treatment plants. Kristen and Connecticut Water's team of water treatment plant operators use various types of filtration methods along with pH adjustment, disinfection and corrosion control to treat water from our reservoirs. Water samples are taken and analyzed at various stages of treatment to ensure safe, clean water is delivered to our customers. "Protecting public health is a big responsibility," she said. "I'm fortunate to work with such a dedicated team who are proud to be a part of something as important as providing water – one of life's essentials – to our customers."

Practice outdoor water conservation

Outdoor water use can be reduced by watering a lawn early in the morning, late in the evening or on cooler days to reduce evaporation. Allowing the grass to grow slightly taller also will reduce water loss by providing more ground shade for the roots and by promoting water retention in the soil. Or consider planting native and drought tolerant plants, enriching the soil and using moisture-retaining mulches. Called xeriscaping, this technique can reduce a garden's water needs by as much as 60 percent. Connecticut Water employees recently planted three demonstration xeriscape gardens at the Clinton and East Windsor offices, and on Millville Avenue in Naugatuck across from the Senior Center. To learn more about saving water in and outside your home, use the water calculator on the Conservation page on www.ctwater.com, to see how much water you can save inside and outside your home.

Fire protection for public safety

Did you know that in addition to providing customers with adequate supplies of drinking water, Connecticut Water provides fire protection for many communities? We maintain the water tanks, water mains and fire hydrants that provide your town's fire department with the ability to fight fires with a higher volume of water flow than a fire truck's water tank can provide. Water pressure and volume are extremely important factors when extinguishing a fire. If you ever see a damaged fire hydrant, or are aware of one that needs repair, please notify us at 1-800-286-5700 so we can make the necessary repairs.



**Our offices will be closed
for observance of the following holidays:**

Independence Day – July 5

Labor Day – September 6

Columbus Day – October 11

**Emergency service is available
24-hours a day, seven days a week!**

Customer Service and 24-hour emergencies

Connecticut Water Company

1-800-286-5700

Unionville Office

860-673-0079

Crystal Office
21 Main Street
Windsor, CT 06239

Northern Office
25 North Road
East Windsor, CT 06088

Shoreline Office
93 West Main Street
Clinton, CT 06413

Naugatuck Office
250 Meadow Street
Naugatuck, CT 06770

25 New Britain Avenue
PO Box 157
Unionville, CT 06085

If you have comments or suggestions for future issues of Dialogue, please call our office or send an e-mail to PublicAffairs@ctwater.com.



New Rate Information

Pay your bill online by check or credit card at www.ctwater.com

To Our Valued Customers:

On July 14, 2010, Connecticut Water received a decision from the Department of Public Utility Control (DPUC) on our rate application. The



decision will result in an increase of approximately \$5.33 per month or less than 20 cents per day for the majority of our Connecticut Water residential customers who use the company average of 15,000 gallons per quarter. When the new rates go into effect, it will be partially offset by the removal of the Water Infrastructure and Conservation Adjustment (WICA) line item that you have been paying as part of your water bill for infrastructure replacements.

The company is very aware of the difficult economic times and the challenges many of our customers are facing. Our application strived to achieve the necessary balance of minimizing impacts on our customers while making the necessary investments to meet the long-term needs of our water systems and service delivery. Even with the new rates, a gallon of water still costs less than a penny.

We took a number of steps prior to our rate filing to reduce our costs and minimize the amount of the request. You may recall that we issued a \$600,000 rate reduction that was in effect from July 2009 through December 2009 and those savings were reflected in our application. We limited the increase on municipal fire protection charges, as those costs are included in already strained municipal budgets and passed on to taxpayers. We requested and received approval to expand our H2O Help to Our Customers hardship assistance program for eligible customers with financial hardships.

We will continue to make investments in our systems, including in our infrastructure through the WICA program, to ensure regulatory compliance, maintain the integrity of our water distribution systems, further our conservation goals, and protect our water resources. We will look for opportunities in the future to work with regulators and policy makers to develop innovative approaches to water utility rate design that could phase in future increases and establish rates that further promote water conservation.

You can be assured we will continue to provide you with high quality water and customer service. Our team of valued employees will maintain their focus on delivering you world class customer service each and every day.

Sincerely,

Eric W. Thornburg
President & CEO

New Water Rates Take Effect July 14, 2010

The amount of the increase on your bill varies based on several factors including your system, customer class and water usage. The decision will result in an increase of approximately \$5.33 per month or less than 20 cents per day for a typical Connecticut Water residential customer who uses the company average of 15,000 gallons per quarter. The monthly increase for the acquired systems ranges from \$3.36 to \$6.36 per month depending on their existing rates. Even with the new rates, a gallon of water still costs less than a penny.

The new rates take effect for water usage on or after July 14, 2010. With water bills issued either monthly or quarterly, the number of days at the new rate will vary in this first billing period, depending on your billing date.

For example, if you are a quarterly residential customer and your water bill covers the 90 day period through July 24, 2010, you will be billed at the new rate for service beginning July 14 through July 24, and at the old rate for the previous portion of the quarter. Subsequent water bills will be billed entirely at the new rate which folds in the previous WICA charge.

Why Connecticut Water's systems have different rates

As the company has acquired smaller systems such as Crystal, Gallup, Unionville, South Coventry, Birmingham Utilities and Jensen's Communities, we have not substantially modified their rate structures. The rate increase is now being applied on a percentage basis to all of those systems, but their underlying rates differ from Connecticut Water Company's rates. For a rate schedule that applies to your system, please go to www.ctwater.com or call a Customer Service representative at 1-800-286-5700.

Key aspects of the decision:

Rates will increase for water service rendered on or after July 14, 2010.

In the initial billing cycle as the new rates are implemented, your bill will include a portion under the old rate and a portion under the new rate.

The new rates result in an increase that ranges from \$3.36 to \$6.36 per month for customers who use the company average of 15,000 gallons per quarter, depending on their local water system's rates.

The rate increase is partially offset by the removal of the current Water Infrastructure and Conservation Adjustment (WICA) line item that you have been paying as part of your water bill for infrastructure replacements. When eligible infrastructure projects are completed and in service, a WICA charge would be included on future bills.

The new rates for commercial, industrial and public authority customers are available on the web site at www.ctwater.com or from a Customer Service Representative at 1-800-286-5700.

Rates for our metered seasonal customers have been modified to reflect the same commodity charge as our year round customers. We will continue in our efforts to convert our seasonal flat rate customers to metered accounts where possible so they can be billed for their actual usage rather than a flat rate.

Public fire protection charges will now include the amount of the current WICA charge in a revised base rate but there was no other increase in the public fire rates with the decision. Fire charges, which provide for adequately sized facilities and sufficient hydrants for fire protection in many of our communities, were not changed to avoid impacting already strained municipal budgets.

There is no change in the special charges such as turn on or turn off fees or other miscellaneous service charges.

Interest charges for past due bills will be applied at a rate of 1.5% per month and will be reflected on any reminder or shut off notices and subsequent bills.

We received approval to expand company-wide our H2O Help to Our Customers hardship assistance program for eligible customers with financial hardships.

Connecticut Water has a strong record of environmental stewardship, is committed to providing world-class customer service and has a long history of regulatory compliance. In 2009, Connecticut Water's overall customer satisfaction was rated at 89 percent by customers surveyed by an independent consultant.

Since its last rate decision in 2007, the company has made significant investments in its infrastructure to maintain the integrity of its water distribution and treatment system and to ensure regulatory compliance. In addition, the company made a significant upgrade to its information technology system to raise customer service to a higher level.

? Questions about Connecticut Water's rates or any company issue can be sent to publicaffairs@ctwater.com, or call us at 1-800-428-3985, ext. 3014.

Terms of the Decision

A copy of the decision and the rates approved for each system are available on our Web site, www.ctwater.com.



Fact Sheet

Mansfield

Pay your bill online by check or credit card at www.ctwater.com

SCHEDULE OF APPROVED RATES

The following rates for water service were approved by the Department of Public Utility Control (DPUC) in Docket 09-12-11 effective July 14, 2010.

The charges for all customers include a **Basic Service Charge** and a **Commodity Charge**. The Basic Service Charge is applied each billing period to help cover certain fixed costs such as meter reading, testing and replacement, bill preparation and processing, etc. *These Basic Service Charges are applied even if there is no consumption at a premise during a particular billing period.* The Commodity Charge is determined by the amount of water used during the billing period. The commodity charge shows on the bill in units of gallons or cubic feet depending on how the meter installed at your premises records the usage.

Customer bills are issued once per month. The number of days in a billing cycle may vary slightly, but your service charge and consumption reflect the usage and billing period for your account. Your bill is the combination of the Basic Service Charge for the meter size at your account, the amount of water used during the billing period times the Commodity Charge for your customer class, as well as any other special charges or interest due on your account.

YEAR ROUND BASIC SERVICE CHARGES

Meter Size	Monthly	Daily Rate
5/8"	\$ 20.77	\$0.683
3/4"	\$31.15	\$1.024
1"	\$51.92	\$1.707
1-1/2"	\$103.83	\$3.414
2"	\$166.13	\$5.462
3"	\$311.50	\$10.241
4"	\$519.17	\$17.069
6"	\$1,038.33	\$34.137
8"	\$1,661.33	\$54.619
10"	\$2,388.16	\$78.515

YEAR ROUND COMMODITY CHARGES

METERED CONSUMPTION

Connecticut Water - Former BUI Eastern Division		
Customer Class	Per 1,000 Gallons	Per 100 Cubic Feet
Residential (All systems except Pilgrim Hills, Pinewood and Redwood Farms)	\$5.722	\$4.280
Residential (Pilgrim Hills, Pinewood and Redwood Farms only)	\$6.899	---
Commercial	\$4.941	---
Public Authority	\$4.712	---

YEAR ROUND FLAT RATE CUSTOMERS

Charges for customers on unmetered flat rate are applied each monthly billing period, even if there is no consumption at a premises during the billing period.

Senior Housing (including Jensen's Communities)	\$30.69
Residential (All except Westchester East and Westchester Village customers)	\$55.38
Residential (Westchester East and Westchester Village customers)	\$41.53
Seasonal	\$44.00

SCHEDULE OF SPECIAL CHARGES

The Department of Public Utility Control (DPUC) Decision authorizes separate Fire Protection Charges as well as a number of Special Charges for various non-routine services.

SERVICE TURN ON / OFF & METER CHARGES	
Service Turn Off - Normal Hours	\$40
Service Turn On - Normal Hours	\$40
Service Turn Off - After Hours	\$60
Service Turn On - After Hours	\$60
Service Turn On - Large Meter \geq 2" - Normal Hours	\$40
Service Turn On - Large Meter \geq 2" - After Hours	\$60
Service Turn On at Curb - Normal Hours	\$40
Service Turn On at Curb - After Hours	\$60
Frozen Meter Charge - Normal Hours	\$50
Frozen Meter - After Hours	\$75
MISCELLANEOUS FEES & CHARGES	
Bulk Water Account Activation	\$50
Bulk Water Commodity Charge	Commercial Meter Rate
Unauthorized Hydrant Use	\$200
Unauthorized Water Use	\$200
Curb Box Repairs - Equipment Required	\$300
Curb Box Repairs - Hand Dug	\$100
Cross Connection Notice Fee	\$40
COLLECTION FEES	
Returned Check Fee	\$30
Late Payment Fee	1.5% per month

PRIVATE FIRE PROTECTION CHARGES	
Connection Size	Per Quarter Charge
3" Service Connection	\$141.89

PUBLIC FIRE PROTECTION CHARGES	
	Monthly Charge
Per Hydrant	\$20.40 each
Per Inch-Foot	\$0.01006

If you need additional information on this topic or have specific questions, please feel free to contact Connecticut Water Company customer service staff at 1.800.286.5700.

Connecticut Water Company
25 North Road
East Windsor, CT 06088



Printed on recycled stock

2009 Annual Drinking Water Quality Report
**Connecticut Water Company -
Crystal Springs Division**

Mansfield, CT
PWSID #CT0787011

We're pleased to present to you our Annual Drinking Water Quality Report, also known as the Consumer Confidence Report. This report, a requirement of the 1996 amendments to the Safe Drinking Water Act, is designed to inform you about the quality water and services we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water.

Water Source

Our water source consists of two bedrock groundwater wells located on Route 32. Our system serves a population of 115 residents through 39 service connections. Our certified lab was Phoenix Environmental Laboratories, Inc.

We do not require treatment at this time. Over the past year, our system underwent routine maintenance. At this time, we do not have any projects scheduled in the near future. We currently do not have any regularly scheduled meetings, however, if you have any questions about this report or concerning your water system, please contact Customer Service, Connecticut Water Company at mailing address 93 West Main Street, Clinton, CT 06413 or at telephone number 860-669-8630 or 800-428-3985. We want our valued customers to be informed about their water system.

Source Water Protection

Source water is untreated water from streams, rivers, lakes, or underground aquifers that is used to supply public drinking water. Preventing drinking water contamination at the source makes good public health sense, good economic sense, and good environmental sense. You can be aware of the challenges of keeping drinking water safe and take an active role in protecting drinking water. There are lots of ways that you can get involved in drinking water protection activities to prevent the contamination of the ground water source. Dispose properly of household chemicals, help clean up the watershed that is the source of your community's water, attend public meetings to ensure that the community's need for safe drinking water is considered in making decisions about land use. Contact our office for more information on source water protection, or contact the Environmental Protection Agency (EPA) at 1.800.426.4791. You may also find information on EPA's website at <http://cfpub.epa.gov/safewater/sourcewater/>.

A source water assessment report was recently completed by the Connecticut Department of Public Health, Drinking Water Division. The completed Assessment report is available for access on the Drinking Water Division's web site: http://www.ct.gov/dph/cwp/view.asp?a=3139&q=398262&dphNav_GID=1824. The assessment found that this public drinking water source has a low susceptibility to potential sources of contamination. Additional source water assessment information can be found at the Environmental Protection Agency's website: <http://cfpub.epa.gov/safewater/sourcewater/>.

Water Quality

Connecticut Water Company – Crystal Springs Division routinely monitors for contaminants in your drinking water according to Federal and State laws. The following table shows any detection resulting from our monitoring for the period of January 1st to December 31st, 2009. It's important to remember that the presence of these contaminants does not necessarily pose a health risk.

The sources of drinking water include rivers, lakes, ponds and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and radioactive material and can pick up substances resulting from human or animal activity. All sources of drinking water are subject to potential contamination by substances that are naturally occurring or man made. Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria, may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and herbicides may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals, are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems.

Radioactive contaminants can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, U.S. Environmental Protection Agency (EPA) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. U.S. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

The table below lists all of the drinking water contaminants that were detected through out water quality monitoring and testing. The presence of contaminants in the water does not necessarily indicate that the water poses a health risk.

TEST RESULTS						
Unless otherwise noted, testing was done in 2009.						
Contaminant	Violation Y/N	Level Detected	Unit Measurement	MCLG	MCL	Likely Source of Contamination
Microbiological Contaminants						
Total Coliform Bacteria (2009)	N	0 positive	Highest monthly # of positive samples	0 positive	1 positive	Naturally present in the environment
Turbidity (2/16/09)	N	0.45	ntu	n/a	TT	Soil runoff
Radioactive Contaminants						
Gross alpha (1/25/08)	N	4.0	pCi/l	0	15	Erosion of natural deposits
Uranium (6/5/08)	N	4.90	µg/l	0	30	Erosion of natural deposits
Inorganic Contaminants						
Barium (2/16/09)	N	0.008	ppm	2	2	Erosion of natural deposits
Copper* (8/21/09)	N	0.024	ppm	1.3	AL=1.3	Corrosion of household plumbing systems; erosion of natural deposits
Fluoride (2/16/09)	N	0.48	ppm	4	4	Erosion of natural deposits; water additive which promotes strong teeth
Lead* (8/21/09)	N	ND	ppb	0	AL=15	Corrosion of household plumbing systems
Nitrate (as Nitrogen) (2/16/09)	N	0.30	ppm	10	10	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits
* = Reported results are the 90 th percentile value (the value that 90% of all samples are less than).						
Unregulated Contaminants (contaminants with a health advisory)						
Contaminant	Level Detected	Unit Measurement	DWEL	Likely Source of Contamination		

Chloride (2/16/09)	4.3	ppm	n/a	Erosion of natural deposits, Storm water runoff containing road salt
Sodium (2/16/09)	12.1	ppm	n/a	Erosion of natural deposits, urban storm runoff
Sulfate (2/16/09)	17.0	ppm	250	Erosion of natural deposits, urban storm runoff

Note: The state allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Not all contaminants are tested for every year due to monitoring waivers and therefore we must use the most recent round of sampling. Some of our data is more than one year old, however, is limited to no older than 5 years.

Units:

Parts per million (ppm) or Milligrams per liter (mg/l) - one part per million corresponds to one minute in two years or a single penny in \$10,000.

Parts per billion (ppb) or Micrograms per liter - one part per billion corresponds to one minute in 2,000 years, or a single penny in \$10,000,000.

Picocuries per liter (pCi/L) - picocuries per liter is a measure of the radioactivity in water.

Micrograms per Liter (µg/l) - a measure of radioactivity in water.

Millirems per year (mrem/year) - a measure of radiation absorbed by the water.

Nephelometric Turbidity Unit (NTU) - nephelometric turbidity unit is a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

Definitions:

Action Level (AL) - the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Treatment Technique (TT) - A treatment technique is a required process intended to reduce the level of a contaminant in drinking water.

Million Fibers per Liter (MFL) - million fibers per liter is a measure of the presence of asbestos fibers that are longer than 10 micrometers.

Maximum Contaminant Level (MCL) - The MCL is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum Contaminant Level Goal (MCLG) - The MCLG is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Drinking Water Equivalent Level (DWEL) - A lifetime exposure concentration protective of adverse, non-cancer health effects, that assumes all of the exposure to a contaminant is from a drinking water source.

Maximum Residual Disinfectant Level (MRDL) - The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG) - The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Running Annual Average (RAA) - The average of all monthly or quarterly samples for the last year at all sample locations.

Non Detect (ND) - The contaminant was not detected.

Not Applicable, Not Established (N/A)

IMPORTANT INFORMATION:

Lead - Major Sources in Drinking Water: Corrosion of household plumbing systems; erosion of natural deposits.

Health Effects Statement: Infants and children who drink water containing lead in excess of the action level could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure.

Copper - Major Sources in Drinking Water: Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

Health Effects Statement: Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could, suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor.

Gross Alpha: Certain minerals are radioactive and may emit a form of radiation known as alpha radiation. Some people who drink water containing alpha emitters in excess of the MCL over many years may have an increased risk of getting cancer.

Lead/Copper: Action levels are measured at consumer's tap. 90% of the tests must be equal to or below the action level; therefore, the listed results above have been calculated and are listed as the 90th percentile.

Nitrate: Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant you should ask advice from your health care provider.

Total Coliform Bacteria - Reported as the highest monthly number of positive samples, for water systems that take < 40 samples per month. Coliforms are bacteria which are naturally present in the environment and are used as an indicator that

other, potentially-harmful bacteria may be present. Our tests have all been negative.

Turbidity: *Turbidity has no health effects. However, turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches.*

Uranium: *The U.S. EPA adopted the new MCL standard of 30 µg/L (ppb), in December 2000. Water systems must meet this new standard by December 2003.*

As you can see by the table, our system had no violations. We're proud that your drinking water meets or exceeds all Federal and State requirements. The EPA has determined that your water IS SAFE at these levels.

All drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

For most people, the health benefits of drinking plenty of water outweigh any possible health risk from these contaminants. However, some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/Center of Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for thirty (30) seconds to two (2) minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

We, at Connecticut Water Company – Crystal Springs Division, work hard to provide top quality water to every tap. Water is a limited resource so it is vital that we all work together to maintain it and use it wisely. We ask that all our customers help us protect and preserve our drinking water resources, which are the heart of our community, our way of life, and our children's future. Please contact us with any questions. Thank you for working together for safe drinking water.

2009 Annual Drinking Water Quality Report
**Connecticut Water Company -
Birchwood Heights Division**

Mansfield, CT
PWSID #CT0780121

We're pleased to present to you our Annual Drinking Water Quality Report, also known as the Consumer Confidence Report. This report, a requirement of the 1996 amendments to the Safe Drinking Water Act, is designed to inform you about the quality water and services we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water.

Water Source

Our water source consists of four bedrock groundwater wells located on Birchwood Road. Our system serves a population of 50 residents through 20 service connections. Our certified lab was Phoenix Environmental Laboratories, Inc.

We do not require treatment at this time. Over the past year, our system underwent routine maintenance. At this time, we do not have any projects scheduled in the near future. We currently do not have any regularly scheduled meetings, however, if you have any questions about this report or concerning your water system, please contact Customer Service, Connecticut Water Company at mailing address 93 West Main Street, Clinton, CT 06413 or at telephone number 860-669-8630 or 800-428-3985. We want our valued customers to be informed about their water system.

Source Water Protection

Source water is untreated water from streams, rivers, lakes, or underground aquifers that is used to supply public drinking water. Preventing drinking water contamination at the source makes good public health sense, good economic sense, and good environmental sense. You can be aware of the challenges of keeping drinking water safe and take an active role in protecting drinking water. There are lots of ways that you can get involved in drinking water protection activities to prevent the contamination of the ground water source. Dispose properly of household chemicals, help clean up the watershed that is the source of your community's water, attend public meetings to ensure that the community's need for safe drinking water is considered in making decisions about land use. Contact our office for more information on source water protection, or contact the Environmental Protection Agency (EPA) at 1.800.426.4791. You may also find information on EPA's website at <http://cfpub.epa.gov/safewater/sourcewater/>.

A source water assessment report was recently completed by the Connecticut Department of Public Health, Drinking Water Division. The completed Assessment report is available for access on the Drinking Water Division's web site: http://www.ct.gov/dph/cwp/view.asp?a=3139&q=398262&dphNav_GID=1824. The assessment found that this public drinking water source has a low susceptibility to potential sources of contamination. Additional source water assessment information can be found at the Environmental Protection Agency's website: <http://cfpub.epa.gov/safewater/sourcewater/>.

Water Quality

Connecticut Water Company – Birchwood Heights Division routinely monitors for contaminants in your drinking water according to Federal and State laws. The following table shows any detection resulting from our monitoring for the period of January 1st to December 31st, 2009. It's important to remember that the presence of these contaminants does not necessarily pose a health risk.

The sources of drinking water include rivers, lakes, ponds and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and radioactive material and can pick up substances resulting from human or animal activity. All sources of drinking water are subject to potential contamination by substances that are naturally occurring or man made. Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria, may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and herbicides may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals, are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems.

Radioactive contaminants can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, U.S. Environmental Protection Agency (EPA) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. U.S. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

The table below lists all of the drinking water contaminants that were detected through out water quality monitoring and testing. The presence of contaminants in the water does not necessarily indicate that the water poses a health risk.

TEST RESULTS

Unless otherwise noted, testing was done in 2009.

Contaminant	Violation Y/N	Level Detected	Unit Measurement	MCLG	MCL	Likely Source of Contamination
Microbiological Contaminants						
Total Coliform Bacteria (2009)	N	0 positive	Highest monthly # of positive samples	0 positive	1 positive	Naturally present in the environment
Turbidity (3/23/09)	N	0.27	ntu	n/a	TT	Soil runoff
Radioactive Contaminants						
Gross alpha (1/9/06)	N	4.176	pCi/l	0	15	Erosion of natural deposits
Uranium (1/9/06)	N	7.2	µg/l	0	30	Erosion of natural deposits
Inorganic Contaminants						
Barium (1/12/09)	N	0.002	ppm	2	2	Erosion of natural deposits
Copper* (8/21/09)	N	0.329	ppm	1.3	AL=1.3	Corrosion of household plumbing systems; erosion of natural deposits
Lead* (8/21/09)	N	3.0	ppb	0	AL=15	Corrosion of household plumbing systems, erosion of natural deposits
Nitrate (as Nitrogen) (1/12/09)	N	1.0	ppm	10	10	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits
* = Reported results are the 90 th percentile value (the value that 90% of all samples are less than).						
Unregulated Contaminants (contaminants with a health advisory)						
Contaminant	Level Detected	Unit Measurement	DWEL	Likely Source of Contamination		
Chloride (1/12/09)	15.0	ppm	250	Erosion of natural deposits, Storm water runoff containing road salt		

Sodium (1/12/09)	11.6	ppm	28	Erosion of natural deposits, urban storm runoff
Sulfate (1/12/09)	20.0	ppm	250	Erosion of natural deposits, urban storm runoff

Note: The state allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Not all contaminants are tested for every year due to monitoring waivers and therefore we must use the most recent round of sampling. Some of our data is more than one year old, however, is limited to no older than 5 years.

Units:

Parts per million (ppm) or Milligrams per liter (mg/l) - one part per million corresponds to one minute in two years or a single penny in \$10,000.

Parts per billion (ppb) or Micrograms per liter - one part per billion corresponds to one minute in 2,000 years, or a single penny in \$10,000,000.

Picocuries per liter (pCi/L) - picocuries per liter is a measure of the radioactivity in water.

Micrograms per Liter (µg/l) - a measure of radioactivity in water.

Millirems per year (mrem/year) - a measure of radiation absorbed by the water.

Nephelometric Turbidity Unit (NTU) - nephelometric turbidity unit is a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

Definitions:

Action Level (AL) - the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Treatment Technique (TT) - A treatment technique is a required process intended to reduce the level of a contaminant in drinking water.

Million Fibers per Liter (MFL) - million fibers per liter is a measure of the presence of asbestos fibers that are longer than 10 micrometers.

Maximum Contaminant Level (MCL) - The MCL is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum Contaminant Level Goal (MCLG) - The MCLG is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Drinking Water Equivalent Level (DWEL) - A lifetime exposure concentration protective of adverse, non-cancer health effects, that assumes all of the exposure to a contaminant is from a drinking water source.

Maximum Residual Disinfectant Level (MRDL) - The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG) - The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Running Annual Average (RAA) - The average of all monthly or quarterly samples for the last year at all sample locations.

Non Detect (ND) - The contaminant was not detected.

Not Applicable, Not Established (N/A)

IMPORTANT INFORMATION:

Lead - Major Sources in Drinking Water: Corrosion of household plumbing systems; erosion of natural deposits.

Health Effects Statement: Infants and children who drink water containing lead in excess of the action level could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure.

Copper - Major Sources in Drinking Water: Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

Health Effects Statement: Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could, suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor.

Gross Alpha: If the results of this sample had been above 5 pCi/L, our system would have been required to complete additional testing for radium. Because the results were below 5 pCi/L, no testing for radium was required.

Lead/Copper: Action levels are measured at consumer's tap. 90% of the tests must be equal to or below the action level; therefore, the listed results above have been calculated and are listed as the 90th percentile.

Nitrate: Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant you should ask advice from your health care provider.

Total Coliform Bacteria - Reported as the highest monthly number of positive samples, for water systems that take < 40 samples per month. Coliforms are bacteria which are naturally present in the environment and are used as an indicator that other, potentially-harmful bacteria may be present. Our tests have all been negative.

***Turbidity:** Turbidity has no health effects. However, turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches.*

As you can see by the table, our system had no violations. We're proud that your drinking water meets all Federal and State requirements. The EPA has determined that your water IS SAFE at these levels.

All drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

For most people, the health benefits of drinking plenty of water outweigh any possible health risk from these contaminants. However, some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/Center of Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for thirty (30) seconds to two (2) minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

We, at Connecticut Water Company – Birchwood Heights Division, work hard to provide top quality water to every tap. Water is a limited resource so it is vital that we all work together to maintain it and use it wisely. We ask that all our customers help us protect and preserve our drinking water resources, which are the heart of our community, our way of life, and our children's future. Please contact us with any questions. Thank you for working together for safe drinking water.

2009 Annual Drinking Water Quality Report
**Connecticut Water Company –
Pinewoods Lane Division**

Mansfield, CT
PWSID #CT0780081

We're pleased to present to you our Annual Drinking Water Quality Report, also known as the Consumer Confidence Report. This report, a requirement of the 1996 amendments to the Safe Drinking Water Act, is designed to inform you about the quality water and services we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water.

Water Source

Our water source consists of one bedrock groundwater well located on Pinewoods Lane. Our system serves a population of 72 residents through 18 service connections. Our certified lab was Phoenix Environmental Laboratories, Inc.

We do not require treatment at this time. Over the past year, our system underwent routine maintenance. At this time, we do not have any projects scheduled in the near future. We currently do not have any regularly scheduled meetings, however, if you have any questions about this report or concerning your water system, please contact Customer Service, Connecticut Water Company at mailing address 93 West Main Street, Clinton, CT 06413 or at telephone number 860-669-8630 or 800-428-3985. We want our valued customers to be informed about their water system.

Source Water Protection

Source water is untreated water from streams, rivers, lakes, or underground aquifers that is used to supply public drinking water. Preventing drinking water contamination at the source makes good public health sense, good economic sense, and good environmental sense. You can be aware of the challenges of keeping drinking water safe and take an active role in protecting drinking water. There are lots of ways that you can get involved in drinking water protection activities to prevent the contamination of the ground water source. Dispose properly of household chemicals, help clean up the watershed that is the source of your community's water, attend public meetings to ensure that the community's need for safe drinking water is considered in making decisions about land use. Contact our office for more information on source water protection, or contact the Environmental Protection Agency (EPA) at 1.800.426.4791. You may also find information on EPA's website at <http://cfpub.epa.gov/safewater/sourcewater/>.

A source water assessment report was recently completed by the Connecticut Department of Public Health, Drinking Water Division. The completed Assessment report is available for access on the Drinking Water Division's web site: <http://www.ct.gov/dph/cwp/view.asp?a=3139&q=398262&dphNav GID=1824>. The assessment found that this public drinking water source has a low susceptibility to potential sources of contamination. Additional source water assessment information can be found at the Environmental Protection Agency's website: <http://cfpub.epa.gov/safewater/sourcewater/>.

Water Quality

Connecticut Water Company – Pinewoods Lane Division routinely monitors for contaminants in your drinking water according to Federal and State laws. The following table shows any detection resulting from our monitoring for the period of January 1st to December 31st, 2009. It's important to remember that the presence of these contaminants does not necessarily pose a health risk.

The sources of drinking water include rivers, lakes, ponds and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and radioactive material and can pick up substances resulting from human or animal activity. All sources of drinking water are subject to potential contamination by substances that are naturally occurring or man made. Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria, may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and herbicides may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals, are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems.

Radioactive contaminants can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, U.S. Environmental Protection Agency (EPA) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. U.S. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

The table below lists all of the drinking water contaminants that were detected through out water quality monitoring and testing. The presence of contaminants in the water does not necessarily indicate that the water poses a health risk.

TEST RESULTS						
Unless otherwise noted, testing was done in 2009.						
Contaminant	Violation Y/N	Level Detected	Unit Measurement	MCLG	MCL	Likely Source of Contamination
Microbiological Contaminants						
Total Coliform Bacteria (2009)	N	0 positive	Highest monthly # of positive samples	0 positive	1 positive	Naturally present in the environment
Turbidity (2009)	N	<0.20	ntu	n/a	TT	Soil runoff
Inorganic Contaminants						
Copper* (9/20/07)	N	0.80	ppm	1.3	AL=1.3	Corrosion of household plumbing systems; erosion of natural deposits
Lead* (9/20/07)	N	4.60	ppb	0	AL=15	Corrosion of household plumbing systems, erosion of natural deposits
Nitrate (as Nitrogen) (3/26/09)	N	0.08	ppm	10	10	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits
* = Reported results are the 90 th percentile value (the value that 90% of all samples are less than).						
Unregulated Contaminants (contaminants with a health advisory)						
Contaminant	Level Detected	Unit Measurement	DWEL	Likely Source of Contamination		
Chloride (2/2/07)	3.80	ppm	250	Erosion of natural deposits, Storm water runoff containing road salt		
Sodium (2/2/07)	4.44	ppm	28	Erosion of natural deposits, urban storm runoff		
Sulfate (2/2/07)	5.0	ppm	250	Erosion of natural deposits, urban storm runoff		

Note: The state allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Not all contaminants are tested for every year due to monitoring waivers and therefore we must use the most recent round of sampling. Some of our data is more than one year old, however, is limited to no older than 5 years.

Units:

Parts per million (ppm) or Milligrams per liter (mg/l) - one part per million corresponds to one minute in two years or a single penny in \$10,000.

Parts per billion (ppb) or Micrograms per liter - one part per billion corresponds to one minute in 2,000 years, or a single penny in \$10,000,000.

Picocuries per liter (pCi/L) - picocuries per liter is a measure of the radioactivity in water.

Micrograms per Liter (µg/l) - a measure of radioactivity in water.

Millirems per year (mrem/year) - a measure of radiation absorbed by the water.

Nephelometric Turbidity Unit (NTU) - nephelometric turbidity unit is a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

Definitions:

Action Level (AL) - the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

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Maximum Residual Disinfectant Level Goal (MRDLG) - The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Running Annual Average (RAA) - The average of all monthly or quarterly samples for the last year at all sample locations.

Non Detect (ND) - The contaminant was not detected.

Not Applicable, Not Established (N/A)

IMPORTANT INFORMATION:

Lead - Major Sources in Drinking Water: Corrosion of household plumbing systems; erosion of natural deposits.

Health Effects Statement: Infants and children who drink water containing lead in excess of the action level could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities.

Adults who drink this water over many years could develop kidney problems or high blood pressure.

Copper - Major Sources in Drinking Water: Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

Health Effects Statement: Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could, suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor.

Lead/Copper: Action levels are measured at consumer's tap. 90% of the tests must be equal to or below the action level; therefore, the listed results above have been calculated and are listed as the 90th percentile.

Nitrate: Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant you should ask advice from your health care provider.

Total Coliform Bacteria - Reported as the highest monthly number of positive samples, for water systems that take < 40 samples per month. Coliforms are bacteria which are naturally present in the environment and are used as an indicator that other, potentially-harmful bacteria may be present. Our tests have all been negative.

Turbidity: Turbidity has no health effects. However, turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches.

As you can see by the table, our system had no violations. We're proud that your drinking water meets or exceeds all Federal and State requirements. The EPA has determined that your water IS SAFE at these levels.

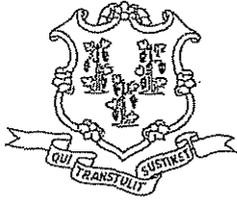
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information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

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If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for thirty (30) seconds to two (2) minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

We, at Connecticut Water Company – Pinewoods Lane Division, work hard to provide top quality water to every tap. Water is a limited resource so it is vital that we all work together to maintain it and use it wisely. We ask that all our customers help us protect and preserve our drinking water resources, which are the heart of our community, our way of life, and our children's future. Please contact us with any questions. Thank you for working together for safe drinking water.



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

September 16, 2010

Mr. Timothy Tussing
Facilities Manager
University of Connecticut
25 Ledoyt Road, Unit 3252
Storrs, CT 06269-3252

RECEIVED

SEP 20 2010

EASTERN HIGHLANDS
HEALTH DISTRICT

Re: Reclaimed Water Facility Drinking Water Section Review

Dear Mr. Tussing:

The Department of Public Health Drinking Water Section (DWS) received the project narrative, plans and specifications for the Reclaimed Water Facility for the University of Connecticut (UConn) dated July 2010. The Enforcement and Operator Certification, Planning and Source Water Protection Units have reviewed this proposal. Please find their reports attached.

In general, the DWS supports this proposal. It provides UConn with an industry recommended margin of safety with the Fenton River Wellfield off-line and it does not impact public drinking water sources of supply. As noted in the Cross-Connection Report, diligence will be required to ensure that the reclaimed water distribution system is completely separated from the potable water system.

If you have any questions or would like to discuss any of these reports you may call me at 860-509-7333.

Sincerely,

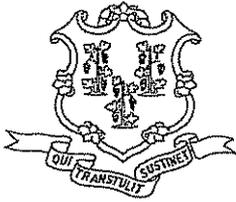
Lori Mathieu
Public Health Services Manager
Drinking Water Section

Enc.

Cc: Robert L. Miller, Eastern Highlands Health District
Tom Chyra, DWS



Phone: (860) 509-7333
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # 51WAT
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STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

MEMORANDUM

RECEIVED

SEP 20 2010

EASTERN HIGHLANDS
HEALTH DISTRICT

TO: Lori Mathieu, Public Health Services Manager

FROM: Steve Messer, Supervising Sanitary Engineer, Planning Unit

DATE: September 16, 2010

SUBJECT: University of Connecticut Reclaimed Water Facility—Planning Review

The Department of Public Health (DPH) Drinking Water Section (DWS) Planning Unit (PU) has reviewed the project narrative and specifications, dated July 2010, for the proposed Reclaimed Water Facility (RWF) at the University of Connecticut (UCONN). The RWF is a tertiary treatment facility proposed to treat the wastewater treatment plant effluent for use in the Central Utilities Plant (CUP) and for irrigation. The CUP facilities consist of a boiler plant, chiller plant, co-generation plant, and two sets of cooling towers. The water supply necessary to operate the CUP facilities is currently provided solely by UCONN's public water system. This review has been conducted to determine what level of impact the proposal provides in reducing current demands upon the public water system and what subsequent anticipated gains may be achieved in increasing the available water and Margin of Safety (MOS) of the UCONN public water system.

The current individual water demands of the CUP facilities are as follows:

- Boilers: Total daily consumption flows range from 0.01-0.35 million gallons per day (MGD) with an annual average consumption flow of 0.15 MGD.
- Cooling Towers: Total daily consumption flows range from 0.003-0.45 MGD with an annual average consumption flow of 0.09 MGD.
- Chillers: Very negligible consumption flow necessary with an annual average daily demand of 200 gallons/day.
- Overall CUP system: Total daily consumption flows range from 0.01-0.62 MGD with an annual average consumption flow of 0.25 MGD and a maximum month demand of 0.39 MGD. The overall system demand peaks considerably during the summer months (June, July, August, September, and October) averaging 0.32 MGD.

UCONN's peak water supply demand occurs as students return to campus in late August. This period of peak water supply demand is also coincident with high water use at both the CUP facilities and for irrigation purposes and further coincides with periods of low instream flows. It is expected the use of treated effluent from the proposed RWF will eventually offset a significant portion of these peak demands. The RWF is designed for a maximum day flow demand of 1.0 MGD to accommodate projected peak day future demands of 0.75 MGD for the CUP facilities and 0.25 MGD for turf irrigation. A 1.0 million gallon pre-cast concrete storage tank will also be provided to further accommodate projected future peak day demands of the RWF.

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The following assessment is a summary of UCONN’s current water system capabilities:

- The Willimantic wells, based upon the September 2009 72-hour simultaneous pump test, have a DPH approved safe yield of 1,350 gallons per minute (gpm), or 1.4580 million gallons per day (MGD), when adjusted for the critical dry period. The 1.4580 MGD DPH approved safe yield substantiates the total quantity of water supply, minus any additional water system restrictions/limitations, that is regularly available from the Willimantic River Wells to assist in dependently meeting the Average Day Demands (ADD) or the Maximum Month Average Day Demands (MMADD) of the UCONN public water supply system.
- The total well production and associated available water to the UCONN public water supply system from the Fenton River Wells is further limited beyond the Department of Environmental Protection (DEP) diversion registration restriction of 0.8443 MGD by recent management strategies implemented to protect the Fenton River including a phased reduction in total well field production as the flow rate of the river drops below 6 cubic feet per second (cfs). Effectively, UCONN can not depend on the Fenton River wells in critical situations or prolonged dry periods.
- The table below summarizes current available water (noted as either a registered diversion or DPH approved safe yield), water system demands (2008), and associated margin of safety values:

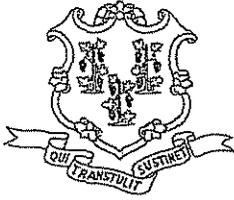
Source	Available Water	ADD	MMADD	ADD MOS	MMADD MOS
Fenton River Wells (A,B, C, D)	0.8443 MGD Registered Diversion				
Willimantic River Wells (#1, #2, #3, #4)	1.4580 MGD Safe Yield				
Total Available Water	2.3023 MGD	1.267 MGD	1.594 MGD	1.817	1.444
Total Available Water without Fenton River Wells	1.4580 MGD	1.267 MGD	1.594 MGD	1.15	0.915

- UCONN’s current margin of safety (MOS) for the various water system demand conditions indicates the critical operating period to be the Maximum Month Average Day Demand (MMADD) condition without the availability of the Fenton River Wells. Ground water systems serving more than 1,000 persons, such as the UCONN, are strongly recommended to maintain a minimum margin of safety of 15% (1.15) over their MMADD. Maximum Month Average Day Demands are especially critical for ground water systems as similar water system demand conditions can last for up to 2-3 months in critical dry years and wells can not be pumped beyond their DPH approved safe yield capabilities for extended time periods without causing adverse effects to the water supply sources and/or the surrounding environment. Currently, UCONN, without the availability of the Fenton River Wells, falls well short of meeting the water industry recognized standard practice of minimally maintaining a 15% MOS over current MMADD values (0.915 vs. 1.15).

- The table below summarizes projected available water, system demands, and associated margin of safety based upon the projected water system demand reductions from the CUP facilities following the construction and implementation of the proposed RWF. The assessment does not capture the additional demand reductions expected from irrigation as current quantifiable demand data was not provided for irrigation purposes. The RWF is designed to accommodate up to an additional 0.25 MGD, if needed, for irrigation purposes. Utilizing the treated wastewater from the RWF for irrigation purposes will realize additional water system demand reductions and associated increases in both available water and margin of safety for the water supply system beyond the values noted in the table below.

Source	Available Water	ADD	MMADD	ADD MOS	MMADD MOS
Fenton River Wells (A, B, C, D)	0.8443 MGD Registered Diversion				
Willimantic River Wells (#1, #2, #3, #4)	1.4580 MGD Safe Yield				
Total Available Water	2.3023 MGD	1.017 MGD	1.204 MGD	2.264	1.912
Total Available Water without Fenton River Wells	1.4580 MGD	1.017 MGD	1.204 MGD	1.434	1.211

- UCONN’s projected margin of safety (MOS) values following the construction and implementation of the proposed RWF exceed the recommended minimum values for all water system demand conditions including the critical operating period of Maximum Month Average Day Demand. The projected MOS for UCONN’s critical operating period of MMADD conditions without the availability of the Fenton River Wells also exceeds minimum recommended standard practices (1.21 vs. 1.15). It is strongly recommended that the University of Connecticut continue to pursue a reclaimed water facility to realize these projected water system demand reductions, increases in available water and margin of safety for the water supply system, and to assist in reducing the amount of water withdrawals necessary from the Willimantic River Wells. The investigation of additional water supply options such as interconnections with the Connecticut Water Company’s Northern Region/Western System and Windham Water Works, who currently has excess available water within the region, should also be continued. DPH is available to work with the University of Connecticut and provide technical assistance to ensure the public water supply system acquires the necessary adequate short and long term capacity that will assure system sustainability.



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

MEMORANDUM

RECEIVED

SEP 20 2010

EASTERN HIGHLANDS
HEALTH DISTRICT

TO: Lori Mathieu, Public Health Services Manager

FROM: William Sullivan, Sanitary Engineer 3

DATE: September 16, 2010

SUBJECT: University of Connecticut Reclaimed Water Facility— Backflow
Prevention / Cross Connection Control Review

Documents/Plans Reviewed: Project Narrative & Plans / Specifications Prepared by Milone & MacBroom Inc. in association with Hazen & Sawyer, P.C. (ID Project No.: 901229)

Review Limits: This plan review is of the proposed RWF, RWF Storage Tank and Potable Water Distribution System. While the project narrative includes discussion on other facilities associated with the RWF, namely the Water Pollution Control Facility (WPCF) and Central Utilities Plant (CUP), plans and specifications of plumbing modifications / additions of the WPCF and CUP were not included with the submittal. A separate review of the proposed plumbing modifications to the WPCF and CUP by this office is necessary, prior to construction.

Review Requirements / Questions / Recommendations (by DWG. NO.):

1) Section 19a-37d of the Connecticut General Statutes requires that Public Water Systems perform an evaluation of cross connection protection, based on permit applications that specify installation of reduced pressure principle backflow preventers. To conform to this requirement these plans should also be reviewed by the University of Connecticut's current contracted Cross Connection Inspector (i.e. Connecticut Water Company).

RWF

P-02:

2) The "reduced pressure zone preventer"s listed must be one in the same with "reduced pressure principle backflow preventer" (RPD), as defined in Section 19-13- B38a of the Regulations of Connecticut State Agencies(RCSA).

P-06:

3) There is a conflict between P-06 & P-02 relative to the specification of an RPDs:

-P-02 calls for one containment RPD (2 ½") and then two isolation RPDs (2" RPD in sodium hypochlorite room and ½" RPD in mechanical)



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-P-06 calls for two containment RPDs in parallel (2½", 2") and then one isolation RPD (2"). There also appears to be a 1" RPD plumbing symbol on the plan, however, no written detail next to the symbol is given.

What is the final design relative to backflow prevention in the RWF? In particular what is the proposed design relative to potable water supply to the individual treatment unit processes in the RWF?

4) Plan must specify that all RPDs conform to (listed as) the latest revision of the ASSE 1015 standard or AWWA C511 standard and must be installed and maintained in accordance with the requirements of RCSA Section 19-13-B38a.(f).

5) Plan must specify that the line to all urinals be equipped with an atmospheric vacuum breaker that conform to (listed as) the latest revision of the ASSE 1001 standard and that these devices must be installed and maintained in accordance with the requirements of RCSA Section 19-13-B38a.(f).

6) Plan must specify that the line to all water closet tanks be equipped with an antisiphon fill valve that conform to (listed as) the latest revision of the ASSE 1002 standard and that these devices must be installed and maintained in accordance with the requirements of RCSA Section 19-13-B38a.(f).

7) Is the 3" line serving the fire protection system from the potable distribution system or is it from a dedicated fire distribution system?

If the 3" line is from the potable distribution system an RPD must be specified on this line per RCSA Section 19-13-B38a(c)(2)(A) and must be installed and maintained in accordance with the requirements of RCSA Section 19-13-B38a.(f).

P-08 (hose bib also shown on P-06)

8) Plan must specify that the line to all hose bibs be equipped with vacuum breakers that conform to (listed as) the latest revision of the ASSE 1011 standard and that these devices must be installed and maintained in accordance with the requirements of RCSA Section 19-13-B38a.(f).

M-08:

9) Is the 8" reverse flush supply line is from the potable water system (reverse flush also shown on M-20)?

RWF Storage Tank

M-13:

10) Plans specifies construction of a 4" potable water supply line up the side of the RWF storage tank and to extend this pipe down through the tank dome 1'. It should be mentioned that the Project Narrative (Page 4-1) provides no explanation as to the need for the supply of potable water into this storage tank. This exposed water line on the side of the RWF tank is to be heated and insulated. The water stored in the RWF Storage tank is not considered a potable water supply source (reference Table 3-1 of the Project Narrative). The RCSA Section 19-13-B38a(b) specifies an "air gap" separation be maintained between potable water lines or systems, which are subject to contamination. The definition of "air gap" per RCSA Section 19-13-B38a.(1) is provided below:

"Air gap" means the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or outlet supplying water to a tank plumbing fixture, or other device, and the flood level rim of the receptacle. The

vertical physical separation shall be at least two times the inside diameter of the water inlet pipe above the flood rim level but shall not be less than one inch;

The supply line into the RWF storage tank does not comply with the above cited definition. A revision to the plan is required so as not to violate the above referenced regulation.

Potable Water Distribution System

C-10:

11) It is recommended that the language found in "Potable Water - Sanitary Sewer - Reclaimed Water Separation Notes" be replaced with the specifications found in Part 8 of the 2003 Edition of the "Recommended Standards for Water Works. Plans C-12 through C15 identify 9 locations where potable water lines cross with the reuse water lines. The separation, placement and crossing of water lines, sanitary sewer and reuse water lines conform to the above referenced standard. Since "reuse water" is not identified by this standard it is recommended that it be considered one in the same with "sewer pipe".

C-23

12) The plan indicates a interconnection between domestic water ("INCOMING DOMESTIC WATER FILL PUMPING (BY OTHERS) and the reclaimed water distribution system ("2" FROM RW IRRIGATION LINE") within the "PRECAST METER PIT AT SHERMAN FIELD". RCSA Section 19-13-B38a(b) specifies an "air gap" separation be maintained between potable water lines or systems, which are subject to contamination.



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

MEMORANDUM

TO: Lori Mathieu, Public Health Services Manager
Eric McPhee, Supervising Environmental Analyst, SWP
Steve Messer, Supervising Sanitary Engineer, Planning
William Sullivan, SE3, Enforcement and Operator Certification

FROM: Patricia Bisacky, Environmental Analyst *2/9/10*

DATE: 9/16/10

DPH PROJECT #: N/A

SUBJECT: University of Connecticut Reclaimed Water Facility—SWP Review

The Department of Public Health Drinking Water Section (DWS) Source Water Protection Unit (SWP) has reviewed the project narrative, drawings and specifications for the proposed Reclaimed Water Facility for the University of Connecticut (UCONN) dated July 2010. The Reclaimed Water Facility is a tertiary treatment facility which is proposed to treat the wastewater treatment plant effluent. The reclaimed water then will be distributed for use in the Central Utilities Plant and for irrigation of the Sherman Athletic Field and the Visitor Center lawn. A significant portion of the UCONN campus lies within the public drinking water supply watershed of Mansfield Hollow Reservoir, an active source of public drinking water for the customers of Windham Water Works (PWSID# CT1630011).

A review of the submitted materials indicates that the reclaimed water facility, the reclaimed water distribution system and the proposed facilities which will utilize reclaimed water for irrigation are not located within public drinking water supply watershed areas. The project as proposed is not likely to have an impact to public drinking water sources of supply. If any additional fields are proposed to be irrigated, it is recommended that UCONN contact the DWS for further guidance.

The following observation is beyond the regulatory review of this report, however it is noted that the reclaimed water distribution system manholes will be marked "Water" on the top. It is suggested that UCONN use a different term to avoid confusion with the potable water system.



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University of Connecticut
Administration and Operations Services

Facilities Operations

September 13, 2010

Dear Members of the University of Connecticut Community and UConn Water System Users:

The UConn water system must advance to a Stage III Drought Advisory condition as a result of low streamflows in our local rivers over a prolonged period of time. This latest drought stage sets certain mandatory water conservation measures and UConn urges all others to voluntarily conserve water.

On July 6th and August 13th, the University issued notices announcing Stage I and Stage II drought conditions, respectively. The limited amount of rainfall since issuing the previous announcements has not been enough to relieve the drought or sustain streamflows.

The University and its professional water system operator, New England Water Utilities Services (NEWUS), continue to closely monitor and assess all relevant information (e.g., daily consumption, wellfield production and storage, environmental conditions, precipitation forecast).

While our water system is able to meet current and projected demands; operating the supply wells can add stress to the local rivers that are already affected by the drought. The prolonged period of this year's drought necessitates that we advance to the Stage III Drought Advisory, effective September 13, 2010.

The following mandatory conservation measures are in effect:

- ✓ Lawn watering is permissible only for up to four hours per day and only during the hours of 5 a.m. to 9 a.m. and 7 p.m. to 9 p.m. This applies to for all University and non-University users.
- ✓ Athletic fields are allowed to be irrigated for up two hours day during the same hours.
- ✓ Public or private pools can only be filled with water provided by pool truck.
- ✓ Washing of motor vehicles is banned. The University's wash bay will continue to be closed until further notice.
- ✓ The use of ornamental or display fountains that use University water is banned.

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Storrs, Connecticut 06269-3252

Facsimile: (860) 486-1486

- ✓ The use of water for washing and wetting down streets, sidewalks, driveways or parking areas is banned unless required by the local public health authority.
- ✓ The use of UConn water for dust control at construction sites is banned. Contractors are required to provide water for dust control from off-site.
- ✓ The use of hydrant sprinkler caps is banned.
- ✓ Water main flushing will only be used to address water quality issues.

In addition, students, faculty, staff and other UConn water system users are also asked to reduce their water use. We request the following.

- ✓ Take short showers. Turn off the water flow while soaping or shampooing.
- ✓ Use the appropriate water level or load size selection on the washing machine.
- ✓ Use water only as needed when washing dishes, shaving, and brushing teeth. Don't let the faucet run unnecessarily.
- ✓ Run the dishwasher only when completely full.
- ✓ Public water should not be used to wash building exteriors, driveways, sidewalks or vehicles.
- ✓ Raise thermostat in UConn buildings, particularly when leaving at night.
- ✓ Reconsider pouring water down the drain when there may be another use for it - such as watering a plant or garden.
- ✓ Immediately report any leaky fixtures in UConn buildings to Facilities Operations (486-3113).

The University expects to make additional outreach efforts to raise awareness about the importance of water conservation during drought periods.

We ask for and appreciate your continued support and cooperation. By reducing consumption during these dry weather conditions, you can help us protect local streams and the aquatic life they support.

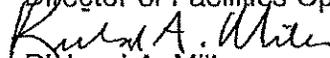
We will continue to provide regular updates through communications such as these notices and our website: <http://www.facilities.uconn.edu/wtr-swr.html>. Please contact us at eugene.roberts@uconn.edu (486-3185) or rich.miller@uconn.edu (486-5446) with any comments, suggestions or questions you may have.

Sincerely,



Eugene B. Roberts

Director of Facilities Operations



Richard A. Miller

Director of Environmental Policy



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Curt Vincente, Director of Parks and Recreation; Jennifer Kaufman, Parks Coordinator
Date: September 27, 2010
Re: Presentation: Mansfield Agriculture Committee

Subject Matter/Background

At Monday's meeting, members of the Mansfield Agriculture Committee will provide the Town Council with an update on their activities, as well as their thoughts regarding the viability of agriculture in Mansfield and ideas to promote this important resource.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Cherie Trahan, Director of Finance
Date: September 27, 2010
Re: Financial Statements Dated June 30, 2010

Subject Matter/Background

At its September 20, 2010 meeting, the Finance Committee reviewed the Financial Statements dated June 30, 2010. Staff was available to answer questions. The Finance Committee made a motion to recommend acceptance of the Financial Statements as presented.

Recommendation

If the Town Council concurs with the Finance Committee's recommendation, the following motion is in order:

Move, effective September 27, 2010, to accept the Financial Statements Dated June 30, 2010, as presented by the Director of Finance.

Attachments

1) Financial Statements Dated June 30, 2010

TOWN OF MANSFIELD
MANSFIELD BOARD OF EDUCATION

Quarterly Financial Statements

(For the Quarter Ending June 30, 2010)

Finance Department
Cherie Trahan
Director of Finance
September 16, 2010

Town of Mansfield**Memorandum**

*To: Mansfield Town Council
Mansfield Board of Education*
From: Cherie Trahan, Director of Finance
Date: September 16, 2010
Subject: June 30, 2010 Quarterly Report

Attached please find the fourth quarter financial report for the quarter ending June 30, 2010.

Attachment

OVERVIEW

GENERAL FUND BUDGET

REVENUES:

Revenues for the General Fund overall were \$195,681 under budget. Interest income, telecommunications payment and conveyance tax collections account for the majority of the shortage.

Tax Collections

The total collection rate through June 30, 2010 is 98.4%, identical to the total collections rate at June 30, 2009. Real estate collections, which account for approximately 85% of the levy, are 98.7% as compared to 98.8% for last year. Collections in motor vehicles are at 95.4% as compared to 95.5% at June 30, 2009.

Licenses and Permits

Conveyance taxes received for the fiscal year are \$106,112 or 71% of the annual budget. Building permits received are \$172,351 or 98.5% of the annual budget. We were short of budget by \$46,538 in these areas.

Federal Support for General Government

No change from the budget.

State Support for Education

There was no change in the combined ECS and ARRA grant estimate from the State and we received \$10,053,785. The Transportation Grant budgeted at \$238,900, originally estimated by the State at \$225,124 was reduced by \$88,057. Approximately \$70,000 of this funding was paid to the Board of Education through the State Agency and Excess Costs Grant. To ensure the State's compliance with federal special education maintenance of effort requirements, Public Act 10-179 was enacted. In order to fund this new grant, the transportation grant was reduced.

State Support for General Government

The Pilot grant is by far the largest single grant within this category. Payment from the State was \$8,055,354.

Charges for Services

Charges for services are primarily fixed by contract and are normally received during the year. The primary exceptions are: Recording, where we have received \$52,602 out of a \$60,000 budget and Police Services which are based on expenditures.

Fines and Forfeitures

No major change expected from budget.

Miscellaneous

This area is primarily interest income and the telecommunications service payment. Total interest income through June 30, 2010 is \$28,601 as compared to \$93,973 for the same period last year. STIF interest rate for June, 2010 is 0.24% as compared to 0.54% in June, 2009. We were short of budget by \$111,400. The amount of the telecommunications payment was \$36,996 short of budget. The State explains that reductions in new equipment have driven the payment down from previous years.

GENERAL FUND BUDGET - EXPENDITURES

Town Expenditures

Town expenditures were under budget by \$95,749. Combined with the Board of Education unspent funds, after compensating for the revenue shortage, \$20,960 is being added to Fund Balance at June 30, 2010.

Board Expenditures

Board of Education expenditures were under budget by \$120,892, helping to compensate for the revenue shortage.

DAY CARE FUND

The Day Care Fund ended the period with expenditures exceeding revenues by \$44,992. Fund balance at July 1, 2009 of \$314,172 decreased to \$269,180 at June 30, 2010.

CAFETERIA FUND

Revenues exceeded expenditures by \$61,549 for the period. Fund balance at July 1, 2009 increased from \$142,697 to \$204,246 at June 30, 2010. A \$20,000 transfer from the Board of Education is included.

RECREATION PROGRAM FUND

The Recreation Program Fund ended the period with revenues exceeding expenditures by \$74,634. Fund Balance increased from \$33,623 to \$108,257.

CAPITAL NONRECURRING FUND

The Pequot/Mohegan Grant was budgeted at \$668,391. The State estimate was reduced to \$466,221 in October, 2009 and to \$195,374 in November, 2009. This has had a significant impact on our capital budget. Additional transfers from the General Fund of \$285,000 and the Board of Education of \$85,000 are recommended to end the fiscal year with a positive fund balance of \$21,863.

DEBT SERVICE FUND

Fund Balance decreased from (\$65,347) on July 1, 2009 to (\$72,794) at June 30, 2010. Based upon our current debt plan, debt service contributions from the General Fund will rise to \$740,000 in FY 2012/2013 and the CNR Fund will contribute another \$250,000 through FY 2011/2012. The plan does not take into consideration any additional debt offerings. Because of the dramatic decreases in Pequot funding, the additional funds for debt service from the CNR Fund should be revisited.

ENTERPRISE/INTERNAL SERVICE FUNDS

Solid Waste Fund

Retained Earnings increased from \$173,410 at July 1, 2009 to \$207,149 at June 30, 2010.

Health Insurance Fund (Town of Mansfield, Mansfield BOE, and Region 19 BOE)

Revenues and Other Financing sources were more than expenditures for the fiscal year by \$1,538,277. Fund Equity increased from \$1,416,593 (including contributed capital) at July 1, 2009 to \$2,954,870 at June 30, 2010. Claims through June have averaged \$464,860 as compared to \$462,127 for the same period last year. To be considered fully funded, the Health Insurance Fund needs to maintain a fund balance of \$2.3 million.

Worker's Compensation Fund

Operating revenues exceeded expenditures by \$64,781 through the fiscal year. Retained Earnings increased from \$24,533 to \$89,314 at June 30, 2010.

Management Services Fund

Management Services Fund revenues through June 30, 2010 exceeded expenditures by \$155,522. Fund Balance increased from \$1,350,357 at July 1, 2009 to \$1,505,879 at June 30, 2010. All of the fund balance is invested in fixed assets.

CEMETERY FUND

Retained earnings in the Cemetery Fund decreased from \$350,364 at July 1, 2009 to \$317,096 at June 30, 2010. The major costs for this fund are mowing and cemetery maintenance. A one time capital expenditure was made during this period for a pick up truck, per the capital improvement budget.

LONG TERM INVESTMENT POOL

The pool experienced a \$47,096 increase in the market value of its portfolio for the period July 1, 2009 to June 30, 2010.

EASTERN HIGHLANDS HEALTH DISTRICT

Operating revenues exceeded expenditures by \$54,065 and Fund Balance increased from \$231,172 to \$285,237.

MANSFIELD DOWNTOWN PARTNERSHIP

Operating revenues exceeded expenditures by \$78,268 through June 30, 2010, and Fund Balance increased from \$179,381 to \$257,649.

Town of Mansfield
General Fund

Preliminary Schedule of Estimated Changes in Fund Balance - Legal Basis

For the Year Ended June 30, 2010

Designated for 2009/2010 Budget Undesignated \$ 1,824,737

Fund Balance, July 1, 2009 1,824,737

	Original Budget	Amendment	Final Budget	Estimated Actual	Budget Comparison	
Total revenues and transfers in	\$ 43,010,137	\$ 350,000	\$ 43,360,137	\$ 43,164,456	\$ (195,681)	
Appropriation of fund balance						
Total appropriation, transfers in	43,010,137	350,000	43,360,137	43,164,456	(195,681)	
Total expenditures and transfers out:						
Town	12,489,750	350,000	12,839,750	12,744,001	95,749	
Mansfield Board of Education	20,595,570		20,595,570	20,474,678	120,892	
Contribution to Region #19 Board of Ed	9,924,817		9,924,817	9,924,817	-	
Total expenditures	43,010,137	350,000	43,360,137	43,143,496	216,641	
Results from budgetary operations	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,960</u>	<u>\$ 20,960</u>	<u>20,960</u>
Fund balance, June 30, 2010						<u>\$ 1,845,697</u>

Fund balance:
Unreserved:

Designated for 2010/11 budget Undesignated 1,845,697

1,845,697

TOWN OF MANSFIELD
 TRIAL BALANCE - GAAP BASIS
 June 30, 2010

<u>GENERAL FUND</u>	<u>DEBIT</u>	<u>CREDIT</u>
Cash Equivalent Investments	\$ 4,220,172	
Working Cash Fund	4,150	
Accounts Receivable	78,084	
Taxes Receivable - Current	389,648	
Taxes Receivable - Delinquent	293,222	
Accounts and Other Payables		1,450,281
Refundable Deposits		116,978
Due to Other Funds		451,502
Deferred Revenue - Taxes		626,737
Taxes Collected in Advance/Overcollected		92,257
Encumbrances Payable - Prior Year		381,593
Liquidation - Prior Year Encumbrances	199,755	
Fund Balance - Undesignated		1,746,414
Actual Expenditures	41,476,156	
Actual Revenues		41,795,425
	\$ 46,661,187	\$ 46,661,187
	\$ 46,661,187	\$ 46,661,187

DAYCARE COMBINED PROGRAM
 COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES
 AND CHANGES IN FUND BALANCE
 FOR THE PERIOD ENDED JUNE 30, 2010
 (with comparative totals for June 30, 2009)

	BUDGET	June 30,	
	2009/10	2010	2009
REVENUES:			
Intergovernmental - Nat'l. School Lunch	\$ 27,000	\$ 34,608	\$ 34,419
Intergovernmental - Day Care Grant	319,119	310,033	301,224
School Readiness Program	48,000	41,250	48,600
UConn	78,750	78,750	78,750
Fees	793,246	804,017	778,580
Subsidies	22,000	41,021	26,997
Other	-	9,824	-
Total Revenues	1,288,115	1,319,503	1,268,570
EXPENDITURES:			
Administrative	230,100	241,823	229,951
Direct Program	934,291	991,201	916,801
Purchased Property Services	18,550	18,896	16,188
Repairs & Maintenance	5,500	3,007	9,733
Insurance	7,000	7,794	8,059
Other Purchased Services	7,100	4,910	7,088
Food Service Supplies	35,000	42,001	45,146
Energy	28,500	28,500	28,500
Supplies & Miscellaneous	20,550	17,720	18,982
Equipment *	11,000	8,643	1,194
Total Expenditures	1,297,591	1,364,495	1,281,642
EXCESS/(DEFICIENCY)	(9,476)	(44,992)	(13,072)
FUND BALANCE, JULY 1		314,172	327,718
FUND BALANCE, END OF PERIOD	\$ (9,476)	\$ 269,180	\$ 314,646

* Includes appropriation for computer equipment purchases approved by Board in FY 08/09

MANSFIELD BOARD OF EDUCATION
CAFETERIA FUND
BALANCE SHEET
AS OF JUNE 30, 2010
(with comparative totals for June 30, 2009)

	June 30,	
	2010	2009
<u>Assets</u>		
Cash	\$ 147,298	\$ 84,615
Due From State	36,467	33,801
Inventory	33,068	33,068
Accounts Receivable	-	545
Total Assets	\$ 216,833	\$ 152,029
<u>Liabilities and Fund Balances</u>		
<u>Liabilities</u>		
Accounts Payable	\$ 3,059	\$ 81
Due to Other Funds	9,528	9,251
Total Liabilities	12,587	9,332
<u>Fund Balance</u>		
Fund Balance:		
Unreserved, undesignated	204,246	142,697
Total Fund Balance	204,246	142,697
Total Liabilities and Fund Balance	\$ 216,833	\$ 152,029

MANSFIELD BOARD OF EDUCATION
CAFETERIA FUND
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE PERIOD ENDED JUNE 30, 2010
(with comparative totals for June 30, 2009)

	BUDGET	June 30,	
	2009/10	2010	2009
Operating Revenues:			
Intergovernmental	\$ 176,020	\$ 215,437	\$ 185,244
Sales of Food	615,480	589,526	611,838
Other	56,520	56,445	61,797
Total Operating Revenues	848,020	861,408	858,879
Other Financing:			
Transfers In - General Fund Board	20,000	20,000	20,000
Total Revenues & Other Financing	868,020	881,408	878,879
Operating Expenditures:			
Salaries & Benefits	557,800	529,606	540,977
Food & Supplies	292,000	280,321	295,842
Professional and Technical	2,500	2,500	2,500
Equipment - Other	10,000	4,943	18,300
Equipment Repairs & Contracts	2,000	2,489	1,046
Total Operating Expenditures	864,300	819,859	858,665
Excess/(Deficiency)	3,720	61,549	20,214
Fund Balance, July 1		142,697	122,483
Fund Balance, End of Period	\$ 3,720	\$ 204,246	\$ 142,697

Mansfield Parks and Recreation
 Balance Sheet
 As of June 30, 2010
 (with comparative totals for June 30, 2009)

	June 30,	
	2010	2009
<u>Assets</u>		
Cash	\$ 255,468	\$ 118,784
Accounts Receivable		21,465
Total Assets	<u>\$ 255,468</u>	<u>\$ 140,249</u>
<u>Liabilities and Fund Balances</u>		
<u>Liabilities</u>		
Accounts Payable	\$ 27,002	\$ 11,812
Due to Other Funds	8,244	8,446
Total Liabilities	<u>35,246</u>	<u>20,258</u>
<u>Fund Balance</u>		
Fund Balance:		
Deferred Revenue	111,965	85,647
Unreserved, undesignated	108,257	34,344
Total Fund Balance	<u>220,222</u>	<u>119,991</u>
Total Liabilities and Fund Balance	<u>\$ 255,468</u>	<u>\$ 140,249</u>

Mansfield Parks and Recreation
Statement of Revenues and Expenditures
As of June 30, 2010

Description	Revenues			Expenditures (Incl. Encumbrances)			Net Income (Loss)
	Revenues	Indirect/Swim Allocation	Total Revenues	Expend.	Indirect/Swim Allocation	Total Expenditures	
Overall Indirect	266,499	(266,499)	-	1,078,150	(1,078,150)	-	-
Member Services:							
Indirect (Alloc @ 50.707%)	1,009,176	135,134	1,144,310	147,708	546,698	694,406	449,904
Child Care	15,582		15,582	39,705		39,705	(24,123)
Fitness	123,930		123,930	136,463		136,463	(12,533)
Personal Training	61,117		61,117	38,962		38,962	22,155
Member Swim @ 59.09%					180,302	180,302	(180,302)
Member Events			-	6,182		6,182	(6,182)
Sub-total Member Services	1,209,805	135,134	1,344,939	369,020	727,000	1,096,020	248,919
Community Services:							
Indirect (Alloc @ 49.293%)	75,000	131,365	206,365		531,452	531,452	(325,087)
Aquatics	173,666		173,666	305,132	(180,302)	124,830	48,836
Youth Programs	67,436		67,436	31,790		31,790	35,646
Nutcracker			-			-	-
Teen Center	25,195		25,195	9,884		9,884	15,311
Youth Sports	21,834		21,834	10,897		10,897	10,937
Day Camp/Vacation Camp	147,102		147,102	125,494		125,494	21,608
Sport & Specialty Camp	40,768		40,768	26,492		26,492	14,276
Trips	8,451		8,451	5,461		5,461	2,990
Special Events	23,766		23,766	6,190		6,190	17,576
Adult Programs	31,487		31,487	47,865		47,865	(16,378)
Sub-total Community Services	614,705	131,365	746,070	569,205	351,150	920,355	(174,285)
Total Parks & Recreation	2,091,009	-	2,091,009	2,016,375	-	2,016,375	74,634

Local support included in revenues above:		
Overall Indirect - Administrative	Gen. Fund	Budget \$ 259,660
Community Services:		
Overall Support	Gen. Fund	75,000
Teen Center	CNR Fund	25,000
Aquatics (Bi-Cent. Pond)	CNR Fund	25,000
Total Local Support		<u>\$ 384,660</u>

Mansfield Parks and Recreation
Statement of Revenues and Expenditures
Budget vs. Actual - June 30, 2010

Description	Revenues			Expenditures			Net Fav(Unfav)
	2009/10 Budget	Actual	Fav(Unfav) Variance	2009/10 Budget	Actual	Fav(Unfav) Variance	
Overall Indirect	-	-	-	-	-	-	-
Member Services:							
Indirect (Alloc @ 50.707%)	1,138,687	1,144,310	5,623	708,300	694,406	13,894	19,517
Child Care	16,300	15,582	(718)	41,610	39,705	1,905	1,187
Fitness	117,690	123,930	6,240	140,320	136,463	3,857	10,097
Personal Training	70,000	61,117	(8,883)	45,500	38,962	6,538	(2,345)
Member Swim @ 59.09%	-	-	-	196,321	180,302	16,019	16,019
Member Events	-	-	-	6,540	6,182	358	358
Sub-total Member Services	1,342,677	1,344,939	2,262	1,138,591	1,096,020	42,571	44,833
Community Services:							
Indirect (Alloc @ 49.293%)	204,473	206,365	1,892	557,060	531,452	25,608	27,500
Aquatics	206,500	173,666	(32,834)	135,919	124,830	11,089	(21,745)
Youth Programs	54,400	67,436	13,036	33,630	31,790	1,840	14,876
Nutcracker	-	-	-	-	-	-	-
Teen Center	25,000	25,195	195	10,930	9,884	1,046	1,241
Youth Sports	18,200	21,834	3,634	12,040	10,897	1,143	4,777
Day Camp/Vacation Camp	170,000	147,102	(22,898)	116,030	125,494	(9,464)	(32,362)
Sport & Specialty Camp	48,000	40,768	(7,232)	42,510	26,492	16,018	8,786
Trips	12,000	8,451	(3,549)	9,210	5,461	3,749	200
Special Events	20,700	23,766	3,066	11,260	6,190	5,070	8,136
Adult Programs	36,850	31,487	(5,363)	43,780	47,865	(4,085)	(9,448)
Sub-total Community Services	796,123	746,070	(50,053)	972,369	920,355	52,014	1,961
Total Parks & Recreation	2,138,800	2,091,009	(47,791)	2,110,960	2,016,375	94,585	46,794
Percentage of Budget		97.8%			95.5%		

		Budget	Estimated
Local support included in revenues above:			
Overall Indirect - Administrative	Gen. Fund	\$ 259,660	\$ 259,660
Community Services:			
Overall Support	Gen. Fund	75,000	75,000
Teen Center	CNR Fund	25,000	25,000
Aquatics (Bi-Cent. Pond)	CNR Fund	25,000	25,000
Total Local Support		<u>\$ 384,660</u>	<u>\$ 384,660</u>

Mansfield Parks and Recreation
Statement of Revenues and Expenditures
Budget 2009/10

Description	Revenues			Expenditures			Net Income (Loss)
	Revenues	Indirect/Swim Allocation	Total Revenues	Expend.	Indirect/Swim Allocation	Total Expenditures	
Overall Indirect	262,660	(262,660)	-	1,130,100	(1,130,100)	-	-
Member Services:							
Indirect (Alloc @ 50.707%)	1,005,500	133,187	1,138,687	135,260	573,040	708,300	430,387
Child Care	16,300		16,300	41,610		41,610	(25,310)
Fitness	117,690		117,690	140,320		140,320	(22,630)
Personal Training	70,000		70,000	45,500		45,500	24,500
Member Swim @ 59.09%					196,321	196,321	(196,321)
Member Events			-	6,540		6,540	(6,540)
Sub-total Member Services	1,209,490	133,187	1,342,677	369,230	769,360	1,138,590	204,087
Community Services:							
Indirect (Alloc @ 49.293%)	75,000	129,473	204,473		557,060	557,060	(352,587)
Aquatics	206,500		206,500	332,240	(196,321)	135,919	70,581
Youth Programs	54,400		54,400	33,630		33,630	20,770
Nutcracker			-			-	-
Teen Center	25,000		25,000	10,930		10,930	14,070
Youth Sports	18,200		18,200	12,040		12,040	6,160
Day Camp/Vacation Camp	170,000		170,000	116,030		116,030	53,970
Sport & Specialty Camp	48,000		48,000	42,510		42,510	5,490
Trips	12,000		12,000	9,210		9,210	2,790
Special Events	20,700		20,700	11,260		11,260	9,440
Adult Programs	36,850		36,850	43,780		43,780	(6,930)
Sub-total Community Services	666,650	129,473	796,123	611,630	360,740	972,370	(176,247)
Total Parks & Recreation	2,138,800	-	2,138,800	2,110,960	-	2,110,960	27,840

Local support included in revenues above:

Overall Indirect - Administrative	Gen. Fund	\$ 259,660
Community Services:		
Overall Support	Gen. Fund	75,000
Teen Center	CNR Fund	25,000
Aquatics (Bi-Cent. Pond)	CNR Fund	25,000
Total Local Support		<u>\$ 384,660</u>

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

	Actual 05/06	Actual 06/07	Actual 07/08	Actual 08/09	Adopted 09/10	Jun. Est 09/10	Projected 10/11	Projected 11/12	Projected 12/13	Projected 13/14	Projected 14/15
CES:											
Uses:											
General Fund Contribution		100,000	644,000	85,000	50,000	685,000	307,500	400,000	500,000	600,000	700,000
Special Contribution						85,000					
Property Tax Relief		359,404									
Job Training Assistance Program											
Revenue Sharing											
Dept. of Education - MMS IRC/MMS Drainage											
Housing Development Grant - Downtown Revitalization											
Balance User Fees	222,724	187,045	289,884	304,089	250,000	279,790	275,000	275,000	275,000	275,000	275,000
Hill Closing Grant - Inkind Reimbursement											
Eminent Domain Settlement											
Investment Income	100,000	100,000									
Miscellaneous		5,949		30,813		10,464					
Property Assessments	9,600		14,400		3,000		3,000	3,000	3,000	3,000	3,000
Unallocated Funds	1,435,767	612,032	389,462	349,407	668,391	191,333	382,670	382,670	382,670	382,670	382,670
Total Sources	1,768,091	1,364,430	1,337,746	769,309	971,391	1,251,587	968,170	1,060,670	1,160,670	1,260,670	1,360,670
Capital:											
Capital Transfers Out:											
General Fund - One Time Costs/Fund Balance Plan	150,000										
General Fund - State Revenue Sharing											
Community Events											
Management Services Fund	225,000	200,000	200,000	150,000	150,000	150,000	150,000	200,000	200,000	200,000	200,000
Water Service Sinking Fund	250,000	215,000	200,000	75,000	150,000	150,000	150,000	100,000			
Fire Debt for Fire Truck	70,000		70,000		80,000	80,000	80,000				
Financial Reporting Model (Statement 34)											
Property Tax Revaluation Fund	25,000		25,000	25,000	25,000	25,000	35,000	25,000	25,000	25,000	25,000
Capital Fund	1,046,109	1,058,534	458,300	307,124	395,000	395,000	422,545	650,000	825,000	1,050,000	1,125,000
Capital Fund - MMS Heating Conversion						376,000					
Employee Care Pension	5,000										
Personnel Manager Search		21,171									
Emergency Services Administration											
Community Center Operating Subsidy	40,000										
Parks & Recreation Operating Subsidy**		40,000	251,538	50,000	50,000	50,000	50,000				
Health Insurance Fund											
Free Medical Insurance Fund			50,000								
Compensated Absences Fund *			50,000	40,000	50,000	50,000	70,000	84,000	84,000		
Downtown Partnership			63,000								
Shared Projects with UConn											
Total Uses	1,811,109	1,534,705	1,367,838	647,124	900,000	1,316,000	957,545	1,059,000	1,134,000	1,275,000	1,350,000
Surplus/(Deficiency)	(43,018)	(170,275)	(30,092)	122,185	71,391	(64,413)	10,625	1,670	26,670	(14,330)	10,670
Balance/(Deficit) July 1	207,476	164,458	(5,817)	(35,909)	(43,528)	86,276	21,863	32,488	34,158	60,828	46,498
Final Balance, June 30	\$164,458	(\$5,817)	(\$35,909)	\$86,276	\$27,863	\$21,863	\$32,488	\$34,158	\$60,828	\$46,498	\$57,168

*Compensated Absences needs to be funded for approximately \$288,000

**Indicates moving the Town subsidy for the Teen Center and Bicentennial Pond to the General Fund

DEBT SERVICE FUND
BALANCE SHEET
AS OF JUNE 30, 2010
(with comparative totals for June 30, 2009)

	June 30,	
	2010	2009
Assets:		
Cash and cash equivalents	\$ -	\$ -
Total Assets	\$ -	\$ -
Liabilities and Fund Balance		
Liabilities:		
Due to General Fund	\$ 72,794	\$ 20,229
Total Liabilities	72,794	20,229
Fund Balance:		
Unreserved:		
Undesignated	(72,794)	(20,229)
Total Liabilities and Fund Balance	\$ -	\$ -

DEBT SERVICE FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE
 FOR THE PERIOD ENDED JUNE 30, 2010
 (with comparative totals for June 30, 2009)

	BUDGET	June 30,	
	2009/10	2010	2009
Revenues:			
Intergovernmental	\$ -	\$ -	\$ 105,218
Other		6,500	
Total Revenues	-	6,500	105,218
Other Financing			
Operating Transfers In:			
General Fund	500,000	500,000	415,000
CNR Fund	150,000	150,000	75,000
Management Services Fund	-		75,000
Total Revenues and Other Financing Sources	650,000	656,500	670,218
Expenditures:			
Principal Payments	550,924	548,826	594,904
Interest Payments	138,650	115,121	117,432
Financial Services	-		3,000
Total expenditures	689,574	663,947	715,336
Excess of revenues and other financing sources over expenditures	(39,574)	(7,447)	(45,118)
Fund balance, July 1	(65,347)	(65,347)	(20,229)
Fund balance, End of Period	\$ (104,921)	\$ (72,794)	\$ (65,347)

TOWN OF MANSFIELD
DEBT SERVICE FUND
ESTIMATED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
REVENUES:															
Governmental	\$460,924	\$440,668	\$420,364	\$385,697	\$366,387	\$330,378	\$295,462	\$180,794	\$105,218						
Revenue Sharing	472,523														
Amount on Unspent Balance (Refund on Lease Purchase in 09/10) (Co-Gen Grant in 09/10)	9,402	37		87,850						6,500					
TOTAL REVENUES	942,849	440,705	420,364	473,547	366,387	330,378	295,462	180,794	105,218	6,500					
Operating Transfers In - General Fund	797,000	500,000	400,000	400,000	400,000	400,000	400,000	400,000	415,000	500,000	735,000	765,000	835,000	420,000	310,000
Operating Transfers In - CNR Fund	500,000	355,000	250,000	235,000	295,000	250,000	215,000	200,000	75,000	150,000	150,000	100,000			
Operating Transfers In - MS Fund									75,000		50,000				
TOTAL REVENUES AND OPERATING TRANSFERS IN	2,239,849	1,295,705	1,070,364	1,108,547	1,061,387	980,378	910,462	780,794	670,218	656,500	935,000	865,000	835,000	420,000	310,000
EXPENDITURES:															
Capital Retirement	880,689	865,000	950,000	1,065,000	980,000	830,000	805,000	660,000	530,000	455,000	495,000	500,000	500,000	185,000	185,000
Capital	392,723	447,352	398,975	284,440	261,506	216,239	176,482	136,082	104,202	81,927	116,014	94,906	73,150	50,470	50,470
Purchase - Co-Gen/Pool Covers 07/08									78,134	78,142	78,142	78,142	78,142		
Purchase - CIP Equip 08/09 *										48,878	113,886	113,886	113,886	113,886	
Purchase - CIP Equip 09/10											78,000	75,400	72,800	70,200	67,600
Special	26,475	15,428		8,000				5,000	3,000						
Professional/Technical	19,282	311		79,497	4,800										
TOTAL EXPENDITURES	1,319,169	1,328,091	1,348,975	1,436,937	1,246,306	1,046,239	981,482	801,082	715,336	663,947	881,042	862,334	837,978	419,556	303,070
FINANCING AND OTHER FINANCING SOURCES OVER/ UNDER) EXPENDITURES	920,680	(32,386)	(278,611)	(328,390)	(184,919)	(65,861)	(71,020)	(20,288)	(45,118)	(7,447)	53,958	2,666	(2,978)	444	6,930
BALANCE, JULY 1	40,566	961,246	928,860	650,249	321,859	136,940	71,079	59	(20,229)	(65,347)	(72,794)	(18,836)	(16,170)	(19,148)	(18,704)
BALANCE, JUNE 30	\$961,246	\$928,860	\$650,249	\$321,859	\$136,940	\$71,079	\$59	(\$20,229)	(\$65,347)	(\$72,794)	(\$18,836)	(\$16,170)	(\$19,148)	(\$18,704)	(\$11,774)

Does include estimated debt service payments for the MMS Heating Upgrade approved bond issue, expected to be issued in 09/10.

Does not include approved but unissued bonds for:	Comm Ctr Air Conditioning	200,000
	Storrs Center Streetscape	302,000
	Salt Shed	263,130
	Hunting Lodge Road Walkway	105,250
	\$770,380	

Purchase to be reduced from \$508,000 to \$443,000 - Refurbish ET 507 for \$65,000 will not be put through this lease. Shown as a reduction in 2009/10 lease payment.

SOLID WASTE DISPOSAL FUND
BALANCE SHEET
AS OF JUNE 30, 2010
(with comparative totals for June 30, 2009)

	June 30,	
	2010	2009
<u>CURRENT ASSETS</u>		
Cash	\$ 257,809	\$ 229,439
Accounts Receivable (net of allow. for uncollectable accts)	10,026	32,918
Total Current Assets	267,835	262,357
<u>FIXED ASSETS</u>		
Land	8,500	8,500
Buildings & Equipment	565,138	540,857
Less: Accumulated Depreciation	(474,215)	(450,986)
Total Fixed Assets	99,423	98,371
TOTAL ASSETS	\$ 367,258	\$ 360,728
<u>LIABILITIES AND FUND EQUITY</u>		
<u>CURRENT LIABILITIES</u>		
Accounts Payable	\$ 24,355	\$ 51,178
Accrued Compensated Absences	19,479	17,261
Refundable Deposits	16,275	14,025
Total Current Liabilities	60,109	82,464
<u>LONG-TERM LIABILITIES</u>		
Landfill Postclosure Costs	100,000	108,000
Total Long-Term Liabilities	100,000	108,000
TOTAL LIABILITIES	160,109	190,464
<u>FUND EQUITY</u>		
Retained Earnings	207,149	170,264
Total Fund Equity	207,149	170,264
TOTAL LIABILITIES AND FUND EQUITY	\$ 367,258	\$ 360,728

SOLID WASTE DISPOSAL FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 JUNE 30, 2010
 (with comparative totals for June 30, 2009)

	BUDGET	June 30,	
	2009/10	2010	2009
Operating Revenues:			
Tipping Fees	\$ -		\$ -
Transfer Station Fees	90,000	81,330	83,239
Garbage Collection Fees	896,700	856,425	874,326
Sale of Recyclables	40,000	8,938	63,827
Other Revenues	2,000	4,238	3,038
Total Operating Revenues	1,028,700	950,931	1,024,430
Operating Expenses:			
Hauler's Tipping Fees	169,500	145,717	156,734
Mansfield Tipping Fees	64,430	44,755	43,188
Wage & Fringe Benefits	283,810	283,690	279,579
Computer Software	3,360	3,840	360
Trucking Fee	31,250	14,814	18,031
Recycling Cost	64,200	12,143	79,020
Contract Pickup	363,600	355,311	352,495
Supplies and Services	37,700	12,460	29,032
Depreciation Expense	30,000	23,229	22,114
Hazardous Waste		11,233	11,158
Equipment Parts/Other	3,000	-	2,314
LAN/WAN Expenditures	10,000	10,000	10,000
Total Operating Expenses	1,060,850	917,192	1,004,025
NET INCOME (LOSS)	(32,150)	33,739	20,405
Retained Earnings, July 1	173,410	173,410	149,859
Retained Earnings, End of Period	\$ 141,260	\$ 207,149	\$ 170,264

HEALTH INSURANCE FUND
BALANCE SHEET
June 30, 2010
(with comparative totals for June 30, 2009)

	June 30	
	2010	2009
<u>Assets</u>		
Cash and cash equivalents	\$ 2,711,155	\$ 2,115,417
Accounts Receivable	181,709	177,284
Due from Other Funds	472,006	382,368
Total Assets	\$ 3,364,870	\$ 2,675,069
<u>Liability and Fund Equity</u>		
Liabilities:		
Accrued Medical Claims	\$ 410,000	\$ 526,290
Accounts Payable	-	6,486
Due to General Fund	-	783,608
Total Liabilities	410,000	1,316,384
Fund Equity		
Net Contributed Capital	400,000	400,000
Retained Earnings	2,554,870	958,686
Total Fund Equity	2,954,870	1,358,686
Total Liabilities and Fund Equity	\$ 3,364,870	\$ 2,675,070

* Reserve for maximum claim liability corridor is estimated to be \$525,000.

HEALTH INSURANCE FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 JUNE 30, 2010
 (with comparative totals for June 30, 2009)

	BUDGET	June 30	
	2009/10	2010	2009
Revenues:			
Premium income	\$ 7,662,300	\$ 7,626,169	\$ 7,474,761
Interest income	12,000	5,870	11,672
Total Revenues	7,674,300	7,632,039	7,486,433
Expenditures:			
Payroll	88,300	89,188	143,309
Administrative expenses	708,500	691,686	697,326
Medical claims	6,407,610	5,148,890	5,450,790
Consultants	15,000	30,957	32,560
Employee Wellness Program	20,000	20,155	45,643
Medical Supplies	97,850	102,886	102,667
LAN/WAN Expenditures	10,000	10,000	10,000
Total Expenditures	7,347,260	6,093,761	6,482,296
Revenues and Other Financing Sources Over/ (Under) Expenditures	327,040	1,538,277	1,004,137
Contributed Capital	400,000	400,000	400,000
Fund Equity, July 1	958,686	1,016,593	(45,452)
Fund Equity plus Cont. Capital, End of Period	\$ 1,685,726	\$ 2,954,870	\$ 1,358,685

**ANTHEM BLUE CROSS MONTHLY CLAIMS
FISCAL YEAR BASIS**

	99/00	00/01	FY 01/02	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY08/09	FY09/10	Average All Years	Average FY'06-'10
	170,906	216,792	216,195	231,239	353,025	332,653	368,941	409,635	430,780	493,991	534,203	252,018	447,510
	146,139	215,571	247,118	247,238	296,808	327,584	323,401	499,754	554,171	567,129	520,970	268,468	493,085
3ER	140,741	264,603	230,526	257,491	323,667	302,399	298,440	415,053	430,908	438,495	438,428	243,032	404,265
R	108,729	180,875	240,996	262,401	312,245	275,610	351,888	370,945	384,033	440,640	518,768	234,371	413,255
ER	125,629	203,813	208,715	217,831	342,691	448,834	299,882	370,405	489,535	383,653	461,484	238,295	400,992
ER	181,592	185,278	256,252	190,532	415,554	358,577	343,209	427,447	436,589	358,543	368,522	239,575	386,862
	204,232	200,762	251,986	333,923	342,476	358,256	356,891	364,331	508,001	454,813	389,841	260,237	414,775
RY	194,411	180,679	267,614	331,286	340,298	305,259	492,485	527,867	629,924	521,301	497,159	295,672	533,747
	211,199	200,818	237,003	358,881	386,649	409,245	392,138	482,188	399,055	482,221	519,594	278,474	455,039
	181,703	206,143	342,562	259,835	402,093	443,382	321,969	484,465	476,056	473,587	517,452	269,009	454,706
	215,754	244,270	276,117	387,515	391,287	387,104	383,505	562,876	516,518	511,932	346,650	285,706	464,296
	193,549	251,842	251,747	347,060	357,517	399,827	386,641	606,023	425,253	419,214	465,244	278,798	460,475
	2,074,584	2,551,446	3,026,831	3,425,231	4,264,309	4,348,731	4,319,389	5,520,987	5,680,824	5,545,518	5,578,314	3,007,867	5,329,007
.Y	172,882	212,620	252,236	285,436	355,359	362,394	359,949	460,082	473,402	462,127	464,860	252,438	444,084
SE	-5.1%	23.0%	18.6%	13.2%	24.5%	2.0%	-0.7%	27.8%	2.9%	-2.4%	0.6%	10.83%	5.65%

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WORKERS' COMPENSATION FUND
BALANCE SHEET
JUNE 30, 2010
(with comparative totals for June 30, 2009)

	June 30	
	2010	2009
<u>ASSETS</u>		
Current Assets:		
Cash and Cash Equivalents	\$ 89,314	\$ 64,840
Total Assets	\$ 89,314	\$ 64,840
 <u>LIABILITIES AND FUND BALANCE</u>		
Liabilities:		
Accrued Accounts Payable	\$ -	\$ 40,307
Total Liabilities	-	40,307
Equity:		
Retained Earnings	\$ 89,314	\$ 24,533
Total Liabilities and Equity	\$ 89,314	\$ 64,840

WORKERS' COMPENSATION FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 JUNE 30, 2010
 (with comparative totals for June 30, 2009)

	BUDGET	June 30,	
	2009/10	2010	2009
<u>REVENUES:</u>			
Premium Income	\$ 458,290	\$ 457,988	\$ 491,500
Total Revenues	458,290	457,988	491,500
<u>OPERATING EXPENSES:</u>			
Workers' Compensation Insurance	440,796	393,207	500,881
Total Operating Expenses	440,796	393,207	500,881
NET INCOME (LOSS)	17,494	64,781	(9,381)
Fund Balance, July 1	24,533	24,533	33,914
Fund Balance, End of Period	\$ 42,027	\$ 89,314	\$ 24,533

MANAGEMENT SERVICES FUND
ESTIMATED BALANCE SHEET
JUNE 30, 2010

	Actual June 30, 2009	Actual June 30, 2010	Estimated June 30, 2011
<u>ASSETS</u>			
Current Assets:			
Cash and Cash Equivalents	\$ -		\$ 97,725
Due from General Fund			
Accounts Receivable	42,806	45,745	6,773
Inventory	31,189	9,136	31,189
Total Current Assets	73,995	54,881	135,687
Fixed Assets:			
Construction in Progress			
Land	145,649	145,649	145,649
Buildings	178,016	226,679	226,679
Office Equipment	2,976,669	3,323,833	3,500,400
Construction in Progress	261,540		
Accum. Depreciation	(1,943,420)	(2,156,028)	(2,360,734)
Net Fixed Assets	1,618,454	1,540,133	1,511,994
Total Assets	\$ 1,692,449	\$ 1,595,014	\$ 1,647,681
<u>LIABILITIES AND EQUITY</u>			
Liabilities:			
Accounts Payable	\$ 146,514	\$ 80,750	\$ -
Due to the General Fund	191,521	5,654	
Due to Internal Service Fund	4,053	2,731	-
Total Liabilities	342,088	89,135	-
Equity:			
Contributed Capital	146,000	146,000	146,000
Retained Earnings	1,204,361	1,359,879	1,501,681
Total Equity	1,350,361	1,505,879	1,647,681
Total Liabilities and Equity	\$ 1,692,449	\$ 1,595,014	\$ 1,647,681

MANAGEMENT SERVICES FUND
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE PERIOD ENDED JUNE 30, 2010

	TOTAL MANAGEMENT SERVICES FUND			
	Budget 2009/10	Actual 2009/10	Variance Favorable (Unfavorable)	Proposed 2010/11
REVENUES:				
Mansfield Board of Education	\$ 100,150	\$ 138,350	\$ 38,200	\$ 103,150
Region 19	95,130	95,130		97,980
Town of Mansfield	66,750	67,000	250	10,000
Communication Service Fees	216,000	217,122	1,122	216,000
Copier Service Fees	226,240	226,175	(65)	226,240
Energy Service Fees	2,064,280	2,057,810	(6,470)	2,030,530
Rent	74,620	72,450	(2,170)	72,450
Rent - Telecom Tower	110,000	127,301	17,301	110,000
Sale of Supplies	36,050	40,863	4,813	36,000
CNR Fund	150,000	150,000		150,000
Health Insurance Fund	10,000	10,000		10,000
Solid Waste Fund	10,000	10,000		10,000
Sewer Operating Fund	3,000	3,000		3,000
Local Support	250	6,346	(3,904)	
Postal Charges	94,500	90,300	(4,200)	91,250
Universal Services Fund	30,000	30,408	408	30,000
Total Revenues	3,286,970	3,342,255	45,285	3,196,600
EXPENDITURES:				
Salaries & Benefits	437,432	381,390	56,042	423,659
Training	8,550	7,722	828	8,550
Repairs & Maintenance	26,900	21,244	5,656	27,255
Professional & Technical	19,450	25,222	(5,772)	18,565
System Support	192,230	170,910	21,320	124,900
Copier Maintenance Fees	85,000	116,123	(31,123)	82,500
Communications	226,132	231,303	(5,171)	217,412
Supplies and Software Licensing	39,600	47,307	(7,707)	23,600
Equipment	165,000	188,566	(23,566)	165,500
Postage	90,000	78,947	11,053	92,000
Energy	1,718,980	1,787,368	(68,388)	1,734,000
Equipment Rental/Cost of Sales	45,200	52,310	(7,110)	50,200
Total Expenditures	3,054,474	3,108,412	(53,938)	2,968,141
Add:				
Depreciation	212,110	212,608	(498)	208,657
Less:				
Equipment Capitalized	(165,000)	(134,287)	(59,713)	(122,000)
Operating Expenditures	3,101,584	3,186,733	(85,149)	3,054,798
Net Income (Loss)	185,386	155,522	(29,864)	141,802
Total Equity & Contributed Capital, July 1	1,350,357	1,350,357		1,505,879
Total Equity & Contributed Capital, End of Period	\$ 1,535,743	\$ 1,505,879	\$ (29,864)	\$ 1,647,681

CEMETERY FUND
BALANCE SHEET
JUNE 30, 2010
(with comparative totals for June 30, 2009)

	June 30	
	2010	2009
<u>ASSETS</u>		
Cash and cash equivalents	\$ -	\$ 6,038
Investments	367,757	352,662
	\$ 367,757	\$ 358,700
Total Assets	\$ 367,757	\$ 358,700
 <u>LIABILITIES AND FUND BALANCE</u>		
<u>Liabilities</u>		
Accounts Payable	\$ 5,228	\$ 5,601
Due to General Fund	45,433	2,735
	50,661	8,336
Total Liabilities	50,661	8,336
 <u>Fund Balance</u>		
Fund Balance		
Reserved for perpetual care	517,125	495,947
Reserved for nonexpendable trust	1,200	1,200
Unreserved, undesignated	(201,229)	(146,783)
	317,096	350,364
Total Fund Balance	317,096	350,364
Total Liabilities and Fund Balance	\$ 367,757	\$ 358,700

CEMETERY FUND
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 JUNE 30, 2010
 (with comparative totals for June 30, 2009)

	BUDGET	June 30	
	2009/10	2010	2009
Operating Revenues:			
Contributions	\$ -	\$ 12,232	\$ 17,718
Interest & Dividend Income	14,000	15,978	5,418
Sale of Plots	3,700	6,300	4,200
Total Operating Revenues	<u>17,700</u>	<u>34,510</u>	<u>27,336</u>
Operating Expenses:			
Salaries	2,500	2,500	2,500
Cemetery Maintenance	12,000	9,806	13,529
Mowing Service	17,050	22,208	22,869
Capital Projects-Rolling Stock	22,600	33,264	
Total Operating Expenses	<u>54,150</u>	<u>67,778</u>	<u>38,898</u>
Operating Income/(Loss)	(36,450)	(33,268)	(11,562)
Retained Earnings, July 1	<u>350,364</u>	<u>350,364</u>	<u>361,926</u>
Retained Earnings, End of Period	<u>\$ 313,914</u>	<u>\$ 317,096</u>	<u>\$ 350,364</u>

TOWN OF MANSFIELD
INVESTMENT POOL
AS OF JUNE 30, 2010

	MARKET VALUE JUL 01, 2009	MARKET VALUE SEP 30, 2009	MARKET VALUE DEC 31, 2009	MARKET VALUE MAR 31, 2010	MARKET VALUE JUN 30, 2010	FISCAL 09/10 CHANGE IN VALUE
STOCK FUNDS:						
<u>FIDELITY INVESTMENTS:</u>						
SELECT UTILITIES GROWTH	35,207.65	35,207.65	40,731.51	39,930.00	38,472.45	3,264.80
<u>BANK OF AMERICA</u>						
COLUMBIA LG CAP INDEX FUND	10,645.56	11,241.79	12,036.09	12,601.87	10,302.59	(342.97)
COLUMBIA MULTI-ADVISOR INTL EQUITY	3,695.93	4,456.81	4,474.25	4,549.78	3,959.00	263.07
COLUMBIA MID CAP INDEX FUND	1,515.29	1,556.41	1,640.76	1,766.48	1,579.05	63.76
COLUMBIA SMALL CAP INDEX FUND	1,124.41	1,172.80	1,216.44	1,326.92	1,202.50	78.09
SUB-TOTAL BANK OF AMERICA	16,981.19	18,427.81	19,367.54	20,245.05	17,043.14	61.95
TOTAL STOCK FUNDS	52,188.84	53,635.46	60,099.05	60,175.05	55,515.59	3,326.75
<u>BOND FUNDS:</u>						
<u>WELLS FARGO ADVANTAGE</u>						
WELLS FARGO INCOME PLUS-INV	54,117.20	57,172.11	57,799.14	59,203.72	61,076.91	6,959.71
<u>T. ROWE PRICE</u>						
U.S. TREASURY LONG	60,212.51	62,822.16	59,693.07	60,205.52	67,235.96	7,023.45
<u>U.S. SECURITIES</u>						
U.S. TREASURY NOTES	66,738.18	66,769.32	66,788.24	66,802.90	66,819.97	81.79
<u>BANK OF AMERICA</u>						
COLUMBIA HIGH INCOME FUND	985.48	1,878.86	1,931.12	1,963.47	1,936.10	950.62
COLUMBIA BOND FUND	14,394.23	15,700.93	15,649.79	15,837.31	17,205.72	2,811.49
SUB-TOTAL BANK OF AMERICA	15,379.71	17,579.79	17,580.91	17,800.78	19,141.82	3,762.11
<u>VANGUARD INVESTMENTS</u>						
GNMA FUND	292,047.16	298,850.39	300,156.38	306,060.37	316,645.08	24,597.92
TOTAL BOND FUNDS	488,494.76	503,193.77	502,017.74	510,073.29	530,919.74	42,424.98
<u>PUBLIC REAL ESTATE INVESTMENT TRUST:</u>						
<u>BANK OF AMERICA</u>						
COLUMBIA REAL ESTATE EQUITY FUND	1,456.29	1,559.57	1,690.24	1,854.40	1,442.04	(14.25)
TOTAL CASH	1,456.29	1,559.57	1,690.24	1,854.40	1,442.04	(14.25)
<u>CASH:</u>						
<u>BANK OF AMERICA</u>						
COLUMBIA MONEY MARKET FUND	9,282.81	9,801.87	10,084.78	10,277.49	10,641.09	1,358.28
TOTAL CASH	9,282.81	9,801.87	10,084.78	10,277.49	10,641.09	1,358.28
TOTAL INVESTMENTS	551,422.70	568,190.67	573,891.81	582,380.23	598,518.46	47,095.76

Town of Mansfield
Investment Pool
As of June 30, 2010

	Equity Percentage	Equity In Investments	Equity In Cash Equiv.	Total Equity
Cemetery Fund	65.050%	382,414.23	6,922.03	389,336.26
School Non-Expendable Trust Fund	0.092%	540.85	9.79	550.64
Compensated Absences Fund	34.858%	204,922.29	3,709.27	208,631.56
Total Equity by Fund	100.000%	587,877.37	10,641.09	598,518.46

Investments	Market Value
<u>Stock Funds:</u>	
Fidelity - Select Utilities Growth	38,472.45
Bank of America - Colombia Lg Cap Index	10,302.59
Bank of America - Columbia Multi-Adv Intl	3,959.00
Bank of America - Columbia Mid Cap Index	1,579.05
Bank of America - Columbia Small Cap Index	1,202.50
Sub-Total Stock Funds	<u>55,515.59</u>
<u>Bond Funds:</u>	
Wells Fargo Advantage Funds-Corp Bond Inv	61,076.91
T. Rowe Price - U. S. Treasury Long-Term	67,235.96
People's Securities, Inc. - U.S. Treasury Notes	66,819.97
Bank of America-Columbia High Income Fund	1,936.10
Bank of America-Columbia Bond Fund	17,205.72
Vanguard - GNMA Fund	316,645.08
Sub-Total Bond Funds	<u>530,919.74</u>
<u>Public Real Estate Investment Trust</u>	
Columbia Real Estate Equity Fund	<u>1,442.04</u>
<u>Cash Equivalents:</u>	
Columbia Money Market Fund - Trust	<u>10,641.09</u>
Total Investments	<u>598,518.46</u>

Allocation	Amount	Percentage
Stocks	55,515.59	9.28%
Bonds	530,919.74	88.71%
Public Real Estate Investment Trust	1,442.04	0.24%
Cash Equivalents	10,641.09	1.78%
Total Investments	598,518.46	100.00%

EASTERN HIGHLANDS HEALTH DISTRICT
BALANCE SHEET
AS OF JUNE 30, 2010
(with comparative totals for June 30, 2009)

<u>Assets</u>	June 30,	
	2010	2009
Cash and cash equivalents	\$ 295,871	\$ 238,294
Total Assets	\$ 295,871	\$ 238,294
<u>Liabilities and Fund Balance</u>		
<u>Liabilities</u>		
Accounts Payable	\$ 7,634	\$ 7,441
Total Liabilities	7,634	7,441
<u>Fund Balance</u>		
Fund Balance:		
Reserved for Prior Year Encumbrances	3,000	-
Unreserved, undesignated	285,237	230,853
Total Fund Balance	288,237	230,853
Total Liabilities & Fund Balance	\$ 295,871	\$ 238,294

EASTERN HIGHLANDS HEALTH DISTRICT
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 AS OF JUNE 30, 2010
 (with comparative totals for June 30, 2009)

	Adopted	Amended	Estimated	June 30,		
	Budget	Budget	Actuals	2010	2009	
	2009/10	2009/10	2009/10			
Operating Revenues:						
Member Town Contributions	\$ 361,620	\$ 361,620	\$ 361,620	\$ 361,616	100.0%	\$ 362,700
State Grants	170,930	170,930	148,333	148,333	86.8%	171,850
Septic Permits	28,560	28,560	29,463	31,000	108.5%	26,160
Well Permits	18,210	18,210	18,694	18,775	103.1%	11,280
Soil Testing Service	32,480	32,480	33,309	37,610	115.8%	32,220
Food Protection Service	49,030	49,030	41,222	43,130	88.0%	44,050
B100a Reviews	32,630	32,630	20,000	22,350	68.5%	21,600
Septic Plan Review	23,950	23,950	22,717	25,931	108.3%	19,940
Other Health Services	4,030	4,030	22,421	21,968	545.1%	33,930
Total Operating Revenues	721,440	721,440	697,779	710,713	98.5%	723,770
Operating Expenditures:						
Salaries & Wages	487,790	471,050	424,984	424,988	87.1%	484,120
Benefits	159,860	176,600	169,268	163,473	102.3%	160,140
Miscellaneous Benefits	5,760	5,760	3,185	3,357	58.3%	3,920
Insurance	15,650	15,650	14,456	14,456	92.4%	14,020
Professional & Technical Services	14,590	14,590	11,250	14,352	98.4%	9,750
Other Purchased Services	31,790	31,790	27,926	28,256	88.9%	24,950
Other Supplies	8,000	8,000	6,517	3,600	45.0%	5,840
Equipment - Minor	2,460	2,460	854	1,166	47.4%	1,000
Total Operating Expenditures	725,900	725,900	658,440	653,648	90.0%	703,770
Transfers Out:						
Transfers to CNR	3,000	3,000	3,000	3,000	100.0%	
Total Operating Exp. & Transfer	728,900	728,900	661,440	656,648	90.1%	703,770
Operating Income/(Loss)	(7,460)	(7,460)	36,339	54,065		19,990
Fund Balance, July 1	231,172	231,172	231,172	231,172		210,850
Fund Balance, End of Period	\$ 223,712	\$ 223,712	\$ 267,511	\$ 285,237		\$ 230,850

EASTERN HIGHLANDS HEALTH DISTRICT
 CAPITAL NONRECURRING FUND BALANCE SHEET
 AS OF JUNE 30, 2010
 (with comparative totals for June 30, 2009)

	June 30,	
	2010	2009
<u>Assets</u>		
Cash and cash equivalents	\$ 71,467	\$ 69,670
 Total Assets	\$ 71,467	\$ 69,670
<u>Fund Balance</u>		
Fund Balance:		
Unreserved, undesignated	\$ 71,467	\$ 69,670
 Total Fund Balance	\$ 71,467	\$ 69,670

EASTERN HIGHLANDS HEALTH DISTRICT
 CAPITAL NONRECURRING FUND
 COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 AS OF JUNE 30, 2010
 (with comparative totals for June 30, 2009)

	June 30,	
	2010	2009
Operating Revenues:		
State Grants	\$ -	\$ -
Transfers In-G/F	3,000	-
Total Operating Revenues	3,000	-
Operating Expenditures:		
Vehicles	-	12,476
Office Equipment	1,203	26,019
Total Operating Expenditures	1,203	38,495
Operating Income/(Loss)	1,797	(38,495)
Fund Balance, July 1	69,670	108,164
Fund Balance, End of Period	\$ 71,467	\$ 69,670

**MANSFIELD DOWNTOWN PARTNERSHIP
BALANCE SHEET
AS OF JUNE 30, 2010
(with comparative totals for June 30, 2009)**

	June 30,	
	2010	2009
<u>ASSETS</u>		
Cash & Cash Equivalents	\$ 260,322	\$ 224,809
Accounts Receivable	900	900
Total Assets	\$ 261,222	\$ 225,709
<u>LIABILITIES</u>		
Accounts Payable	\$ 3,573	\$ -
Total Liabilities	3,573	-
<u>FUND BALANCE</u>		
Fund Balance, Unreserved	257,649	225,709
Total Fund Balance	257,649	225,709
Total Liabilities and Fund Balance	\$ 261,222	\$ 225,709

**MANSFIELD DOWNTOWN PARTNERSHIP
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE**

	Actual 2000/01	Actual 2001/02	Actual 2002/03	Actual 2003/04	Actual 2004/05	Actual 2005/06	Actual 2006/07	Actual 2007/08	Actual 2008/09	Budget 2009/10	Actual 2009/10
Revenues:											
Intergovernmental:											
Mansfield General Fund/CNR	\$ 32,500	\$ 20,000	\$ 30,000	\$ 41,500	\$ 50,000	\$ 62,000	\$ 62,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Uconn		32,500	45,000	46,500	60,000	62,000	62,000	125,000	125,000	125,000	125,000
Mansfield Capital Projects *						60,000					
Leyland Share - Relocation								30,210			
Membership Fees			10,040	13,085	17,355	20,282	19,215	21,820	22,440	18,000	20,199
Local Support				1,500	1,500						
State Support						4,993					
Contributions/Other					200	2,165	(165)				240
Total Revenues	32,500	52,500	85,040	102,585	129,055	211,440	143,050	302,030	272,440	268,000	270,439
Operating Expenditures:											
Salaries and Benefits		15,531	71,378	73,007	83,974	92,800	107,140	121,544	133,679	135,660	135,713
Professional & Technical	930	9,519	7,386	5,406	8,397	63,068	44,967	31,817	27,202	78,950	28,893
Relocation Costs							20,000	40,420			
Office Rental		3,600	11,000	11,800	13,181	13,775	16,451	17,565	17,584	15,900	15,918
Insurance			1,650	1,760	1,764	1,772	1,702	1,704	1,713	1,720	1,724
Purchased Services			8,029	5,005	6,092	9,065	7,092	7,003	8,157	6,750	6,666
Supplies & Services		3,980	4,704	2,837	2,463	4,075	2,055	2,733	2,783	2,900	3,257
Contingency										25,000	
Total Operating Expenditures	930	32,630	104,147	99,815	115,871	184,555	199,407	222,786	191,118	266,880	192,171
Operating Income/(Loss)	31,570	19,870	(19,107)	2,770	13,184	26,885	(56,357)	79,244	81,322	1,120	78,268
Fund Balance, July 1		31,570	51,440	32,333	35,103	48,287	75,172	18,815	98,059	179,381	179,381
Fund Balance, End of Period	\$ 31,570	\$ 51,440	\$ 32,333	\$ 35,103	\$ 48,287	\$ 75,172	\$ 18,815	\$ 98,059	\$ 179,381	\$ 180,501	\$ 257,649
Contribution Recap:											
	Actual 2000/01	Actual 2001/02	Actual 2002/03	Actual 2003/04	Actual 2004/05	Actual 2005/06	Actual 2006/07	Actual 2007/08	Actual 2008/09	Actual 2009/10	
Mansfield	\$ 32,500	\$ 20,000	\$ 30,000	\$ 41,500	\$ 50,000	\$ 62,000	\$ 62,000	\$ 125,000	\$ 125,000	\$ 125,000	
Mansfield Capital Projects						60,000					
UConn		32,500	45,000	46,500	60,000	62,000	62,000	125,000	125,000	125,000	
Total Contributions	\$ 32,500	\$ 52,500	\$ 75,000	\$ 88,000	\$ 110,000	\$ 184,000	\$ 124,000	\$ 250,000	\$ 250,000	\$ 250,000	

*Note: Mansfield Capital Projects -- 400-84103

10/24/05	Council authorized for legal	\$ 10,000
10/24/05	Council authorized for reloc assistance plan (Phil Michalowski)	20,000
03/27/06	Council authorized for relocation agreements (Olsen & LaJoie)	30,000
		<u>\$ 60,000</u>

Relocation Paid:

Curtis Olsen (8/17/06 & 10/24/06)	\$ 20,000
Kathy LaJoie (08/09/07)	40,420
Reimbursement from Leyland	(30,210)
Net Relocation Expense	<u>\$ 30,210</u>

TOWN OF MANSFIELD
DOWNTOWN REVITALIZATION & ENHANCEMENT
PROJECT #84120 through #84130
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
AS OF JUNE 30, 2010

	Project Length	
	Budget	Actual
Operating Revenues:		
Intergovernmental Revenues -		
USDA Rural Development Grant	\$ 175,509	\$ 175,509
DECD STEAP Grants - I, II, III	1,200,000	500,000
Urban Action Grant	2,500,000	
DOT Grant # 77-217	1,474,800	
Urban Action Grant/Rell	10,000,000	
DOT Grant # 77-223	2,250,000	
Federal Transit Authority (GHTD)	490,000	
Omnibus Bill (DOT)	712,500	
Federal Transit Authority (Bus Facility)	4,940,000	
Leyland Share-MDP Design	9,000	9,000
	23,751,809	684,509
Total Operating Revenues	23,751,809	684,509
Operating Expenditures:		
Downtown Revitalization & Enhancement:		
Legal Services	229,238	262,224
Legal Services - DECD Contract	7,442	2,442
Administration	25,000	14,359
Architects & Engineers	1,143,000	279,367
Construction Costs	19,732,300	
Construction - Storrs Road	2,392,558	
Construction - Walkway	222,271	222,271
	23,751,809	780,663
Total Operating Expenditures	23,751,809	780,663
Operating Income/(Loss)		(96,154)
Fund Balance, July 1		
Fund Balance, End of Period	\$ -	\$ (96,154)

SERIAL BONDS SUMMARY
SCHOOLS AND TOWN
June 30, 2010

	Schools	Town	Total
Balance at July 1, 2009	\$420,000	\$1,555,000	\$1,975,000
Issued During Period			
Retired During Period	90,000	365,000	455,000
Balance at 06/30/10	<u>\$330,000</u>	<u>\$1,190,000</u>	<u>\$1,520,000</u>

CHANGES IN BOND AND NOTES OUTSTANDING

	Serial Bonds	BAN's	Promissory Note	Total
Balance at July 1, 2009	\$1,975,000			\$1,975,000
Debt Issued				
Debt Retired	455,000			455,000
Balance at 06/30/10	<u>\$1,520,000</u>			<u>\$1,520,000</u>

Description	Original Amount	Payment Date		Bonds	BAN's	Promissory Note	Total
		P & I	I				
2004 Town Taxable Gen. Obligation Bond	2,590,000	6/01	12/01	930,000			930,000
2004 School General Obligation Bond	940,000	6/01	12/01	330,000			330,000
2004 Town General Obligation Bond	725,000	6/01	12/01	260,000			260,000
	<u>\$4,255,000</u>			<u>\$1,520,000</u>			<u>\$1,520,000</u>

DETAIL OF DEBT OUTSTANDING
SCHOOLS AND TOWNS
June 30, 2010

	<u>Original Amount</u>	<u>Balance 6/30/10</u>
Schools		
Consists of -		
2004 General Obligation Bonds:		
MMS IRC	\$ 940,000	\$ 330,000
	<u>\$ 940,000</u>	<u>\$ 330,000</u>
 Town		
Consists of -		
2004 Taxable GOB - Community Center	\$ 2,590,000	\$ 930,000
2004 General Obligation - Library	725,000	260,000
	<u>3,315,000</u>	<u>1,190,000</u>
 Total Debt Outstanding	<u>\$ 4,255,000</u>	<u>\$ 1,520,000</u>

TOWN OF MANSFIELD
SUMMARY OF INVESTMENTS

June 30, 2010

ALL OTHER FUNDS:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 06/30/10
State Treasurer	4,777,621	0.240	Various	Various	
Total Accrued Interest @ 06/30/10					<u>28,601</u>
Interest Received 7/1/09 - 06/30/10					<u>28,601</u>
Total Interest, General Fund, 06/30/10					<u><u>28,601</u></u>

CAPITAL FUND:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 06/30/10
State Treasurer			Various	Various	
Total Accrued Interest @ 06/30/10					<u> </u>
Interest Received 7/1/09 - 06/30/10					<u> </u>
Total Interest, Capital Fund @ 06/30/10					<u><u> </u></u>

HEALTH INSURANCE FUND:

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 06/30/10
MBIA - Class	3,635,247	0.180	Various	Various	
State Treasurer	130,308	0.240	Various	Various	
Total Accrued Interest @ 06/30/10					<u>5,870</u>
Interest Received 7/1/09 - 06/30/10					<u>5,870</u>
Total Interest, Health Insurance Fund @ 06/30/10					<u><u>5,870</u></u>

Town of Mansfield
Memo

DATE July 1, 2010
 To: Matt Hart, Town Manager
 Cherie Trahan, Director of Finance
 From: Christine Gamache, Collector of Revenue
 Subject: Amounts and % of Collections for 7/1/09 to 6/30/10 comparable to 7/1/08 to 06/30/09

	GRAND LIST 2008	ADJUSTMENTS	ADJUSTED LIST	PAID	% PAID	DELINQUENT BALANCE	% DEL
RE	21,179,037.10	11,755.31	21,190,792	20,921,657	98.7%	269,135	1.3%
PER	866,642.85	(9,060.51)	857,582	836,576	97.6%	21,006	2.4%
MV	1,723,897.08	(48,297.95)	1,675,599	1,598,463	95.4%	77,137	4.6%
DUE	23,769,577.03	(45,603.15)	23,723,974	23,356,696	98.5%	367,278	1.5%
MVS	187,990.54	(2,761.64)	185,229	162,859	87.9%	22,370	12.1%
TOTAL	23,957,567.57	(48,364.79)	23,909,203	23,519,555	98.4%	389,648	1.6%

PRIOR YEARS COLLECTION
July 1, 2009 to June 30, 2010

Suspense Collections	11,126.17	Suspense Interest Less Fees	12,007.63
Prior Years Taxes	<u>240,700.76</u>	Interest and Lien Fees	<u>145,422.10</u>
	<u>251,826.93</u>		<u>157,429.73</u>

	GRAND LST 2007	ADJUSTMENTS	ADJUSTED LIST	PAID	% PAID	DELINQUENT BALANCE	% DEL
RE	20,589,946	8,077	20,598,023	20,351,156	98.8%	246,867	1.2%
PER	882,817	(13,673)	869,144	833,190	95.9%	35,954	4.1%
MV	1,741,906	(41,707)	1,700,200	1,623,864	95.5%	76,336	4.5%
TOTAL	23,214,669	(47,303)	23,167,367	22,808,210	98.4%	359,156	1.6%
MVS	213,335.57	(7,237.03)	206,099	183,262	88.9%	22,837	11.1%
TOTAL	23,428,005	(54,540)	23,373,465	22,991,472	98.4%	381,993	1.6%

PRIOR YEARS COLLECTION
July 1, 2008 to June 30, 2009

Suspense Collections	25,505.07	Suspense Interest Less Fees	61,028.59
Prior Years Taxes	<u>264,538.78</u>	Interest and Lien Fees	<u>128,522.53</u>
	<u>290,043.85</u>		<u>189,551.12</u>

CAPITAL PROJECTS - OPEN SPACE
STATUS REPORT THROUGH JUNE 30, 2010

Acreage	Total Budget	Expended Thru 6/30/2009	Current Year Expenditures	Estimated Unexpended Balance	Anticipated Grants
	\$3,256,855				
Expenditures Prior to 92/93		130,790			
<u>UNALLOCATED COSTS:</u>					
Appraisal Fees - Various		17,766			
Financial Fees		8,975			
Legal Fees		10,710			
Survey & Inspections		6,475			
Outdoor Maintenance		8,213	1,914		
Major Additions - Improvements		3,000			
Miscellaneous Costs		2,927			
Forest Stewardship-50' Cliff Preserve		3,852			
Parks Coordinator		103,604			
<u>PROPERTY PURCHASES:</u>					
Bassetts Bridge Rd Lots 1,2,3	8.23	128,439			
Baxter Property	25.80	163,330			
Bodwell Property	6.50	42,703			
Boettiger, Orr, Parish Property	106.00	101,579			
Dorwart Property	61.00	334,522	7,960		112,500
Dunnack Property	32.00	35,161			
Eaton Property	8.60	162,236			
Ferguson Property	1.19	31,492			
Fesik Property	7.40	7,636			
Hatch/Skinner Property	35.33	291,780			
Holinko Property	18.60	62,576			
Larkin Property	11.70	24,202			
Lion's Club Park		81,871			
McGregor Property	2.10	8,804			
McShea Property		1,500			
* Merrow Meadow Park Develop.	15.00				
Morneau Property		4,310			
Moss Property	134.50		100,000		
Mulberry Road (Joshua's Trust)	5.90	12,500			
Mullane Property (Joshua's Trust)	17.00	10,000			
Olsen Property	59.75	104,133			
Porter Property	6.70	135,466			
Reed Property	23.70	69,527			
Rich Property	102.00	283,322			
Sibley Property	50.57	90,734			
Swanson Property (Browns Rd)	29.00	64,423			
Thompson/Swane Property (Bone Mill)		1,500			
Torrey Property	29.50	91,792			
Vernon Property	3.00	31,732			
Estate of Vernon - Property	68.41	257,996			
Warren Property	6.80	24,638			
Watts Property	23.50	92,456			
899.78	\$3,256,855	\$3,048,672	\$109,874	\$98,309	\$112,500

Project Name	Amount	Breakdown of Expenditures of Prior to 92/93	Amount
85105 - Local Funds 94/95	\$250,000	White Cedar Swamp - Purchase	\$50,000
85105 - Local Funds 90/91	227,855	Appraisal Fees	250
85105 - Local Funds 97/98	250,000	Financial Fees	5,457
85105 - Local Funds 98/99	250,000	Miscellaneous Costs	605
85105 - Local Funds 99/00	250,000	Unidentifiable (Prior 89/90)	74,478
85105 - Local Funds 00/01	250,000		
85105 - Local Support June 15, 2001	5,000		\$130,790
85105 - Local Funds 01/02	250,000		
85105 - Local Funds 02/03	75,000		
85105 - Local Funds 03/04	100,000		
85105 - State Support - Rich Property	60,000		
85105 - State Support - Hatch/Skinner Property	126,000		
85105 - State Support - Olsen Property	50,000		
85105 - State Support - Vernon Property	113,000		
85114 - Bonded Funds	1,000,000		
	<u>\$3,256,855</u>		

85105 - Authorized (Unissued) Bonding \$1,000,000 - 06/07-LAPSED

MAINTENANCE PROJECTS - CAPITAL 86260

Date	Project Description	Status	Paid	Encumbered	Total Estimated Project Cost	Account Balance
06/30/09	ENDING BALANCE					125,780
07/01/09	2009/2010 Budget Appropriations					4,455
07/01/09	Beginning Balance					130,235
1	Roof Repairs to all Town Buildings (American Heritage - 108697)	Open 08/09	14,974	26	15,000	115,235
2	Roof Repairs to All Town Buildings (American Heritage - 108686)	Open 09/09	1,340	1,660	3,000	112,235
3	Preventive Maintenance to all Town Buildings and School (American Heritage - 108685)	Open 09/09	5,943	4,057	10,000	102,235
4	New body for utility truck (New Haven Body - 108711)	Completed 12/09	8,430	-	8,430	93,805
5	Repairs/Paint for utility truck (Chris' Automotive - PV)	Completed 12/09	3,442	-	3,442	90,363
7	Evaluation of Siemen's Project (Fuss & O'Neill - 7464)	Cancel prior year encumbrance	-	(1,200)	(1,200)	91,563
8	Roof Repairs to All Town Buildings (American Heritage - Accrued A/P)	Open	-	9,489	9,489	82,073

Revenue Summary by Source 0910

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Town of Mansfield
Revenue Summary by source
Fiscal Year: 2010 to 2010

Account Number and Description	Original Bud	Adjustments	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Net Revenue
111 General Fund - Town							
Taxes and Related Items							
40101 Current Year Levy	(23,364,477.00)	.00	46,574.43	23,448,071.29	37,019.76	(100.16)	23,401,496.76
40102 Prior Year Levy	(200,000.00)	.00	64,948.39	254,942.93	(10,305.46)	(94.85)	189,694.54
40103 Interest & Lien Fees	(125,000.00)	.00	1,980.29	147,377.28	20,396.99	(116.32)	145,396.99
40104 Motor Vehicle Supplement	(175,000.00)	.00	242.17	167,012.31	(8,229.86)	(95.30)	166,770.14
40105 Susp. Coll. Taxes - Trnsc.	(6,000.00)	.00	1,451.64	12,577.81	5,126.17	(185.44)	11,126.17
40106 Susp. Coll. Int. - Trnsc.	(4,000.00)	.00	487.66	12,495.29	8,007.63	(300.19)	12,007.63
40108 Motor Vehicle Penalty	.00	.00	.00	140.00	140.00	.00	140.00
Total Taxes and Related Items	(23,874,477.00)	.00	115,664.58	24,042,316.81	52,155.23	(100.22)	
Licenses and Permits							
40201 Misc Licenses & Permits	(2,500.00)	.00	24.00	2,380.00	(144.00)	(84.24)	2,356.00
40202 Sport Licenses	(700.00)	.00	.00	403.00	(297.00)	(57.57)	403.00
40203 Dog Licenses	(7,800.00)	.00	(86.80)	8,338.80	625.60	(106.02)	8,425.60
40204 Conveyance Tax	(150,000.00)	.00	.00	106,111.97	(43,888.03)	(70.74)	106,111.97
40205 Vacant Property Registration	.00	.00	.00	200.00	200.00	.00	200.00
40210 Subdivision Permits	(6,000.00)	.00	.00	135.00	(5,865.00)	(2.25)	135.00
40211 Zoning/Special Permits	(28,000.00)	.00	.00	11,820.00	(16,180.00)	(65.67)	11,820.00
40212 Zba Applications	(4,000.00)	.00	.00	3,600.00	(400.00)	(90.00)	3,600.00
40214 Iwa Permits	(6,000.00)	.00	.00	1,355.00	(4,645.00)	(22.58)	1,355.00
40223 Sewer Permits	(50.00)	.00	.00	.00	(50.00)	.00	.00
40224 Road Permits	(1,300.00)	.00	2,000.00	3,700.00	400.00	(130.77)	1,700.00
40230 Building Permits	(175,000.00)	.00	2,000.00	174,350.50	(2,649.50)	(98.49)	172,350.50
40231 Adm Cost Reimb-permits	(100.00)	.00	.00	142.00	42.00	(142.00)	142.00
40232 Housing Code Permits	(86,000.00)	.00	275.00	77,525.66	(8,750.00)	(89.83)	77,250.66
40233 Housing Code Penalties	(100.00)	.00	.00	.00	(100.00)	.00	.00
40234 Landlord Registrations	(600.00)	.00	7,200.00	8,470.00	670.00	(211.67)	1,270.00
Total Licenses and Permits	(458,150.00)	.00	11,412.20	398,531.27	(71,030.93)	(84.50)	
Fed. Support Gov							
40352 Payment In Lieu Of Taxes	(1,850.00)	.00	.00	4,138.00	2,288.00	(223.68)	4,138.00
40357 Social Serv Block Grant	.00	.00	.00	3,935.00	3,935.00	.00	3,935.00
Total Fed. Support Gov	(1,850.00)	.00	.00	8,073.00	6,223.00	(436.38)	
State Support Education							
40401 Education Assistance	(10,070,680.00)	.00	1,436,733.00	10,053,785.00	(1,453,628.00)	(85.57)	8,617,052.00
40402 School Transportation	(238,900.00)	.00	.00	137,067.00	(101,833.00)	(57.37)	137,067.00
Total State Support Education	(10,309,580.00)	.00	1,436,733.00	10,190,852.00	(1,555,461.00)	(84.91)	
State Support Gov							
40451 Pilot - State Property	(7,642,420.00)	(350,000.00)	.00	8,055,354.10	62,934.10	(100.79)	8,055,354.10
40454 Circuit CRT-parking Fines	.00	.00	.00	1,140.00	1,140.00	.00	1,140.00
40455 Circuit Breaker	(43,000.00)	.00	.00	43,742.05	742.05	(101.73)	43,742.05
40456 Tax Relief For Elderly	(2,000.00)	.00	.00	2,000.00	.00	(100.00)	2,000.00

Revenue Summary by Source 0910

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Town of Mansfield
Revenue Summary by Source
Fiscal Year: 2010 to 2010

Count Number and Description	Original Bud	Adjustments	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Net Revenue
40457 Library - Connecticut/ill	(34,000.00)	.00	.00	16,374.00	2,374.00	(116.96)	16,374.00
40458 Library - Basic Grant	(2,000.00)	.00	.00	2,314.00	314.00	(115.70)	2,314.00
40459 Tax Credit New Mfg Equipment	(3,250.00)	.00	.00	4,964.32	1,714.32	(152.75)	4,964.32
40460 Boat Reimbursement	(2,500.00)	.00	.00	1,282.41	(1,217.59)	(51.30)	1,282.41
40462 Disability Exempt Reimb	(800.00)	.00	.00	1,234.08	434.08	(154.26)	1,234.08
40465 Emerg Mgmt performance Grant	(8,000.00)	.00	18,000.00	33,297.00	7,297.00	(191.21)	15,297.00
40469 Veterans Reimb	(6,560.00)	.00	.00	7,396.90	636.90	(112.76)	7,396.90
40494 Judicial Revenue Distribution	(3,000.00)	.00	.00	9,338.00	6,338.00	(311.27)	9,338.00
40496 Pilot-holinko Estates	(13,500.00)	.00	.00	13,575.00	75.00	(100.56)	13,575.00
Total State Support Gov	(7,741,030.00)	(350,000.00)	18,000.00	8,192,011.86	82,981.86	(101.03)	
Local Support Gov							
40551 Pilot - Senior Housing	.00	.00	11,516.65	23,033.65	11,517.00	.00	11,517.00
Total Local Support Gov	.00	.00	11,516.65	23,033.65	11,517.00	.00	
Charge for Services							
40605 Region 19 Financial Serv	(85,810.00)	.00	.00	85,810.00	.00	(100.00)	85,810.00
40606 Health District Services	(17,290.00)	.00	.00	17,290.00	.00	(100.00)	17,290.00
40610 Recording	(60,000.00)	.00	78.00	52,680.00	(7,398.00)	(87.67)	52,680.00
40611 Copies of Records	(17,240.00)	.00	40,026.31	52,344.20	(4,922.11)	(71.45)	12,317.89
40612 Vital Statistics	(6,000.00)	.00	.00	12,916.00	6,916.00	(215.27)	12,916.00
40613 Sale of Maps/regs	(100.00)	.00	.00	102.00	2.00	(102.00)	102.00
40620 Police Service	(25,000.00)	.00	2,381.00	31,894.50	4,513.50	(118.03)	29,513.50
40622 Redemption/Release Fees	(3,000.00)	.00	.00	1,788.00	(1,212.00)	(59.60)	1,788.00
40625 Animal Adoption Fees	(1,600.00)	.00	45.00	775.00	(870.00)	(45.63)	730.00
40627 Feline Fees	.00	.00	.00	6.00	6.00	.00	6.00
40628 Redemption Fees-Hampton/Scot	.00	.00	.00	80.00	80.00	.00	80.00
40629 Adoption Fees-Hampton/Scotland	.00	.00	.00	10.00	10.00	.00	10.00
40641 Postage on Overdue Books	(18,000.00)	.00	.00	18,502.42	502.42	(102.79)	18,502.42
40650 Blue Prints	(50.00)	.00	.00	40.00	(10.00)	(80.00)	40.00
40656 Reg Dist 19 Grnds Mntnce	(78,100.00)	.00	.00	76,130.00	(1,970.00)	(97.48)	76,130.00
40663 Zoning Regulations	(200.00)	.00	.00	176.00	(24.00)	(88.00)	176.00
40671 Day Care Grounds Maintenance	(11,020.00)	.00	.00	9,500.00	(1,520.00)	(86.21)	9,500.00
40674 Charge for Services	(2,500.00)	.00	615.30	3,188.97	73.67	(102.95)	2,573.67
40678 Ceteron Sq Assoc Bkpath Main	(2,700.00)	.00	.00	2,700.00	.00	(100.00)	2,700.00
40684 Cash Overage/Shortage	.00	.00	30.00	30.00	.00	.00	.00
40698 Financial Services-Columbia	.00	.00	.00	30,000.00	30,000.00	.00	30,000.00
40699 Fire Safety Code Fees	(35,000.00)	.00	2.20	28,424.54	(6,577.66)	(81.21)	28,422.34
Total Charge for Services	(363,610.00)	.00	43,177.61	424,387.63	17,599.82	(104.84)	
Fines and Forfeitures							
40702 Parking Tickets - Town	(4,500.00)	.00	30.00	10,730.00	6,200.00	(237.78)	10,700.00
40710 Building Fines	(1,000.00)	.00	.00	4,500.00	3,500.00	(450.00)	4,500.00
40711 Landlord Registration Penalty	(90.00)	.00	.00	.00	(90.00)	.00	.00
40715 Ordinance Violation Penalty	.00	.00	1,500.00	2,445.00	945.00	.00	945.00
40716 Noise Ordinance Violation	.00	.00	.00	704.00	704.00	.00	704.00
40717 Possession Alcohol Ordinance	.00	.00	.00	5,175.00	5,175.00	.00	5,175.00
40718 Open Liquor Container Ordin	.00	.00	.00	6,280.00	6,280.00	.00	6,280.00

Revenue Summary by source 0910

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Town of Mansfield
Revenue Summary by Source
Fiscal Year: 2010 to 2010

Account Number and Description	Original Bud	Adjustments	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Net Revenue		
Total Fines and Forfeitures	(5,590.00)	.00	1,530.00	29,834.00	22,714.00	(506.33)			
Miscellaneous									
40801 Rent	(5,760.00)	.00	.00	3,024.00	(2,736.00)	(52.50)	3,024.00		
40804 Rent - Historical Soc	(2,000.00)	.00	.00	3,150.00	1,150.00	(137.50)	3,150.00		
40807 Rent - Town Hall	(200.00)	.00	.00	100.00	(100.00)	(50.00)	100.00		
40808 Rent - Senior Center	(100.00)	.00	.00	.00	(100.00)	.00	.00		
40817 Telecom Services Payment	(100,000.00)	.00	.00	63,004.25	(36,995.75)	(63.00)	63,004.25		
40820 Interest Income	(140,000.00)	.00	34,570.04	63,170.90	(111,399.14)	(20.43)	28,600.86		
40824 Sale Of Supplies	.00	.00	.00	27.00	27.00	.00	27.00		
40825 Rent - R19 Maintenance	(2,790.00)	.00	.00	2,790.00	.00	(100.00)	2,790.00		
40830 Contributions	.00	.00	70.00	70.00	.00	.00	.00		
40890 Other	(2,500.00)	.00	1,029.21	4,307.99	778.78	(131.15)	3,278.78		
40893 Sale Of Property	.00	.00	.00	17,964.05	17,964.05	.00	17,964.05		
Total Miscellaneous	(253,350.00)	.00	35,669.25	157,608.19	(131,411.06)	(48.13)			
Operating Transfers In									
40911 General Fund - Town	.00	.00	6,280.00	6,280.00	.00	.00	.00		
40928 School Cafeteria	(2,500.00)	.00	.00	2,500.00	.00	(100.00)	2,500.00		
Total Operating Transfers In	(2,500.00)	.00	6,280.00	8,780.00	.00	(100.00)			
Total 111 General Fund - Town	(43,010,137.00)	(350,000.00)	1,680,003.49	43,475,428.41	(1,564,712.08)	(96.39)			
Accounts : 92		**** Grand Total ****	(43,010,137.00)	(350,000.00)	1,680,003.49	43,475,428.41	(1,564,712.08)	(96.39)	41,795,424.92

==== Selection Legend =====

Account Type: R
FY: 2010 to 2010
From Fund: 111 to 111
Account Sub Type: P
Object Element SubClass:

-96-

Town Expend Summary by Activity 0910

6115
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Town of Mansfield
Budgetary Expenditure Summary

Fiscal Year: 2010
Ending 06302010
Town of Mansfield

Department	Approved Budget	Adjusted Budget	YTD Encumbrances and Expenditure	Unencumbered Balance	% Used
111 General Fund - Town					
General Government					
11100 Legislative	68,140.00	71,473.00	71,472.53	.47	100.00
12100 Municipal Management	188,160.00	192,414.00	192,413.66	.34	100.00
12200 Human Resources	118,260.00	106,722.00	106,721.08	.92	100.00
13100 Town Attorney	40,000.00	27,016.00	27,016.00	.00	100.00
13200 Probate	1,490.00	(160.00)	(160.17)	.17	100.11
14200 Registrars	56,240.00	39,491.00	39,490.22	.78	100.00
15100 Town Clerk	184,870.00	186,394.00	186,393.81	.19	100.00
15200 General Elections	12,650.00	9,135.00	9,134.45	.55	99.99
16100 Finance Administration	47,370.00	56,902.00	56,901.07	.93	100.00
16200 Accounting & Disbursements	250,800.00	262,369.00	262,366.57	2.43	100.00
16300 Revenue Collections	131,480.00	126,255.00	126,254.58	.42	100.00
16402 Property Assessment	195,450.00	187,832.00	187,832.43	(.43)	100.00
16510 Central Copying	39,000.00	38,972.00	38,971.80	.20	100.00
16511 Central Services	33,500.00	28,044.00	28,043.88	.12	100.00
16600 Information Technology	67,000.00	67,000.00	67,000.00	.00	100.00
30900 Facilities Management	864,650.00	838,403.00	838,402.27	.73	100.00
Total General Government	2,299,060.00	2,238,262.00	2,238,254.18	7.82	100.00
Public Safety					
21200 Police Services	954,230.00	834,687.00	834,686.83	.17	100.00
21300 Animal Control	86,870.00	85,210.00	85,209.73	.27	100.00
22101 Fire Marshal	111,520.00	123,334.00	123,334.21	(.21)	100.00
22155 Fire & Emerg Services Admin	206,850.00	204,860.00	204,859.54	.46	100.00
22160 Fire & Emergency Services	1,374,950.00	1,356,981.00	1,356,980.96	.04	100.00
23100 Emergency Management	49,120.00	59,431.00	59,430.63	.37	100.00
Total Public Safety	2,783,540.00	2,664,503.00	2,664,501.90	1.10	100.00
Public Works					
30100 Public works Administration	88,410.00	106,139.00	106,138.92	.08	100.00
30200 Supervision & Operations	86,580.00	79,611.00	79,610.81	.19	100.00
30300 Road Services	654,450.00	630,962.00	630,961.04	.96	100.00
30400 Grounds Maintenance	341,620.00	344,778.00	344,778.38	(.38)	100.00
30600 Equipment Maintenance	570,210.00	516,139.00	516,138.32	.68	100.00
30700 Engineering	179,010.00	171,187.00	171,186.37	.63	100.00
Total Public Works	1,920,280.00	1,848,816.00	1,848,813.84	2.16	100.00
Community Services					
42100 Human Services Administration	279,600.00	275,543.00	275,543.24	(.24)	100.00
42202 Mansfield Challenge - Winter	2,650.00	2,046.00	2,045.82	.18	99.99
42204 Youth Employment - Middle Sch	2,000.00	2,450.00	2,450.50	(.50)	100.02
42210 Youth Services	126,470.00	134,538.00	134,537.50	.50	100.00
42300 Senior Services	191,550.00	183,388.00	183,387.59	.41	100.00

Town Expend Summary by Activity 0910

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Town of Mansfield
Budgetary Expenditure Summary

Fiscal Year: 2010
Ending 06302010
Town of Mansfield

Department	Approved Budget	Adjusted Budget	YTD Encumbrances and Expenditure	Unencumbered Balance	% Used	
43100 Library Services Admin	573,100.00	567,438.00	567,437.46	.54	100.00	
45000 Contributions To Area Agency	298,720.00	297,098.00	297,097.84	.16	100.00	
Total Community Services	1,474,090.00	1,462,501.00	1,462,499.95	1.05	100.00	
Community Development						
30800 Building Inspection	122,920.00	119,719.00	119,718.45	.55	100.00	
30810 Housing Inspection	113,610.00	116,052.00	116,051.78	.22	100.00	
51100 Planning Administration	226,820.00	207,494.00	207,493.44	.56	100.00	
52100 Planning/zoning Inland/Wetlnd	20,500.00	4,812.00	4,811.18	.82	99.98	
58000 Boards and Commissions	6,500.00	4,018.00	4,017.83	.17	100.00	
Total Community Development	490,350.00	452,095.00	452,092.68	2.32	100.00	
Town-wide Expenditures						
71000 Employee Benefits	2,350,420.00	2,307,921.00	2,307,920.95	.05	100.00	
72000 Insurance	118,338.00	117,235.00	117,234.02	.98	100.00	
73000 Contingency	(10,980.00)	48,757.00	.00	48,757.00	.00	
Total Town-wide Expenditures	2,457,770.00	2,473,913.00	2,425,154.97	48,758.03	98.03	
Other Financing						
92000 Other Financing Uses	1,064,660.00	1,699,660.00	1,699,660.00	.00	100.00	
Total Other Financing	1,064,660.00	1,699,660.00	1,699,660.00	.00	100.00	
Total 111 General Fund - Town	12,489,750.00	12,839,750.00	12,790,977.52	48,772.48	99.62	
Accounts : 466						
		**** Grand Total ****				
		12,489,750.00	12,839,750.00	12,790,977.52	48,772.48	99.62

Board Expenditures by Activity 0910

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Town of Mansfield
Budgetary Expenditure Summary

Fiscal Year: 2010
Ending 06302010
Mansfield Board of Education

Department	Approved Budget	Adjusted Budget	YTD Encumbrances and Expenditure	Unencumbered Balance	% Used
112 General Fund - Board					
Reg Instructional Prog					
61101 Regular Instruction	7,356,240.00	6,440,498.00	6,440,498.48	(.48)	100.00
61102 English	54,450.00	48,307.00	48,307.39	(.39)	100.00
61104 World Languages	11,420.00	8,619.00	8,619.05	(.05)	100.00
61105 Health & Safety	8,870.00	7,472.00	7,472.17	(.17)	100.00
61106 Physical Education	14,750.00	13,480.00	13,480.47	(.47)	100.00
61107 Art	15,130.00	12,142.00	12,142.05	(.05)	100.00
61108 Mathematics	30,500.00	24,150.00	24,150.18	(.18)	100.00
61109 Music	19,800.00	14,174.00	14,174.43	(.43)	100.00
61110 Science	32,430.00	23,964.00	23,964.46	(.46)	100.00
61111 Social Studies	23,840.00	19,934.00	19,933.90	.10	100.00
61115 Information Technology	201,280.00	221,710.00	221,710.40	(.40)	100.00
61122 Family & Consumer Science	10,580.00	6,490.00	6,490.18	(.18)	100.00
61123 Technology Education	12,330.00	16,539.00	16,539.46	(.46)	100.00
Total Reg Instructional Prog	7,791,620.00	6,857,479.00	6,857,482.62	(3.62)	100.00
Special Educ. Programs					
61201 Special Ed Instruction	1,273,630.00	1,318,687.00	1,318,687.40	(.40)	100.00
61202 Enrichment	404,270.00	366,605.00	366,605.09	(.09)	100.00
61204 Preschool	318,550.00	255,137.00	255,136.93	.07	100.00
Total Special Educ. Programs	1,996,450.00	1,940,429.00	1,940,429.42	(.42)	100.00
Culturally Disadv Pupil					
61310 Remedial Reading/Math	404,760.00	157,081.00	157,080.58	.42	100.00
Total Culturally Disadv Pupil	404,760.00	157,081.00	157,080.58	.42	100.00
Summer School-Free Only					
61400 Summer School	26,000.00	34,636.00	34,636.30	(.30)	100.00
Total Summer School-Free Only	26,000.00	34,636.00	34,636.30	(.30)	100.00
Tuition Payments					
61600 Tuition Payments	250,000.00	198,726.00	198,725.91	.09	100.00
Total Tuition Payments	250,000.00	198,726.00	198,725.91	.09	100.00
Central Serv Instr Supp					
61900 Central service-Instr Suppl.	165,440.00	156,332.00	156,332.08	(.08)	100.00
Total Central Serv Instr Supp	165,440.00	156,332.00	156,332.08	(.08)	100.00
Support Serv-Students					
62102 Guidance Services	131,200.00	16,274.00	16,273.64	.36	100.00

Board Expenditures by Activity 0910

Town of Mansfield
Budgetary Expenditure Summary

Fiscal Year: 2010
Ending 06302010
Mansfield Board of Education

Department	Approved Budget	Adjusted Budget	YTD Encumbrances and Expenditure	Unencumbered Balance	% Used
62103 Health Services	202,110.00	202,244.00	202,243.98	.02	100.00
62104 outside Eval/Contracted Serv	247,000.00	251,749.00	251,748.76	.24	100.00
62105 Speech And Hearing Services	180,520.00	19,480.00	19,480.45	(.45)	100.00
62106 Pupil Services - Testing	11,570.00	713.00	713.48	(.48)	100.07
62108 Psychological Services	310,020.00	252,506.00	252,505.85	.15	100.00
Total Support Serv-Students	1,062,420.00	742,966.00	742,966.16	(.16)	100.00
Improv-Instr Services					
62201 Curriculum Development	158,620.00	148,316.00	148,315.72	.28	100.00
62202 Professional Development	37,740.00	35,598.00	35,597.91	.09	100.00
Total Improv-Instr Services	196,360.00	183,914.00	183,913.63	.37	100.00
Educ Media Services					
62302 Media Services	70,250.00	72,262.00	72,261.89	.11	100.00
62310 Library	278,230.00	274,506.00	274,506.08	(.08)	100.00
Total Educ Media Services	348,480.00	346,768.00	346,767.97	.03	100.00
General Administration					
62401 Board Of Education	383,830.00	1,923,345.00	366,184.20	1,557,160.80	19.04
62402 Superintendent's Office	368,670.00	331,900.00	331,899.71	.29	100.00
62404 Special Education Admin	274,480.00	260,191.00	260,191.34	(.34)	100.00
Total General Administration	1,026,980.00	2,515,436.00	958,275.25	1,557,160.75	38.10
School Based Admin					
62520 Principals' office Services	956,870.00	996,166.00	996,166.15	(.15)	100.00
62521 support Services - Central	25,120.00	18,527.00	18,526.64	.36	100.00
62523 Field Studies	13,500.00	12,439.00	12,439.50	(.50)	100.00
Total School Based Admin	995,490.00	1,027,132.00	1,027,132.29	(.29)	100.00
Fiscal Serv/Bus Support					
62681 Business Management	318,530.00	311,754.00	311,754.36	(.36)	100.00
Total Fiscal Serv/Bus Support	318,530.00	311,754.00	311,754.36	(.36)	100.00
Plant Oper & Maint Serv					
62710 Plant Operations - Building	1,699,780.00	1,752,574.00	1,752,574.03	(.03)	100.00
Total Plant Oper & Maint Serv	1,699,780.00	1,752,574.00	1,752,574.03	(.03)	100.00
Student Transp Service					
62801 Regular Transportation	696,580.00	677,308.00	677,308.25	(.25)	100.00
62802 Spec Ed Transportation	130,000.00	133,870.00	133,869.55	.45	100.00
Total Student Transp Service	826,580.00	811,178.00	811,177.80	.20	100.00

Board Expenditures by Activity 0910

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Town of Mansfield
Budgetary Expenditure Summary

Fiscal Year: 2010
Ending 06302010
Mansfield Board of Education

Department	Approved Budget	Adjusted Budget	YTD Encumbrances and Expenditure	unencumbered Balance	% Used
Enterprise Activities					
63430 After School Program	40,330.00	25,993.00	25,993.24	(.24)	100.00
63440 Athletic Program	35,000.00	29,380.00	29,380.32	(.32)	100.00
Total Enterprise Activities	75,330.00	55,373.00	55,373.56	(.56)	100.00
Employee Benefits					
68000 Employee Benefits	3,350,500.00	3,343,442.00	3,343,442.13	(.13)	100.00
Total Employee Benefits	3,350,500.00	3,343,442.00	3,343,442.13	(.13)	100.00
Transfer Out-Other Fund					
69000 Transfers Out To Other Funds	60,850.00	160,350.00	160,350.00	.00	100.00
Total Transfer Out-Other Fund	60,850.00	160,350.00	160,350.00	.00	100.00
Total 112 General Fund - Board	20,595,570.00	20,595,570.00	19,038,414.09	1,557,155.91	92.44
Accounts : 544					
	20,595,570.00	20,595,570.00	19,038,414.09	1,557,155.91	92.44

**** Grand Total ****

**PAGE
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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; Cherie Trahan, Director of Finance
Date: September 27, 2010
Re: Legal Budget Transfers – FY 2009/10

Subject Matter/Background

At its September 20, 2010 meeting, the Finance Committee reviewed the Legal Budget Transfers for 2009/10. These transfers align the budget at year-end with actual expenditures. The fiscal year ended with \$48,772 remaining (unspent) in contingency; these funds helped to offset the shortfall in revenues.

The Finance Committee made a motion recommending a resolution by the Town Council to approve the Legal Budget Transfers as presented.

Financial

These are all line item transfers with no financial impact.

Recommendation

If the Town Council concurs with the Finance Committee's recommendation, the following resolution is in order:

Resolved, effective September 27, 2010, to adopt the Legal Budget Transfers for FY 2009/10, as presented by the Director of Finance.

Attachments

- 1) Legal Budget Transfers – FY 2009/10

INTEROFFICE MEMORANDUM

TO: MANSFIELD TOWN COUNCIL
FROM: CHERIE TRAHAN
DATE: 09/16/10
SUBJECT: LEGAL BUDGET TRANSFERS 2009/2010

Attached for your consideration is a request for budget transfers for the 2009-2010 year. Overall, Town expenditures were \$48,772 less than budgeted. A spending freeze was implemented early in the fiscal year when it was apparent there would be a revenue shortfall. A brief description of the requested transfers over \$1,000 follows.

Additional Appropriations

- Legislative – Increase - \$3,333: This is primarily due to new membership fees to Connecticut Coalition for Justice in Education Funding, which the cost is shared with the Board of Education, and membership with International Town & Gown Association.
- Municipal Management – Increase - \$4,254: This is primarily due to additional hours for administrative staff, and an increase in travel/conference fees. These increases are offset by a reduction in the Human Resources budget and the printing of the Strategic Plan.
- Town Clerk – Increase - \$1,524: There was an increase in advertising costs due to the budget referendum and the printing of proposed ordinances.
- Accounting & Disbursements – Increase - \$27,859: This is a reclassification of bank service fees. In the past, these charges have been offset against interest income. Since interest income is extremely low, we have and will continue to review the bank services that are essential.
- Fire Marshal – Increase - \$2,814: This is mainly due to the increase of hydrant repairs and replacements done throughout the year.
- Emergency Management – Increase - \$7,771: This is a reclassification of budgeted hours from the Fire Marshal part time line to Emergency Management to more accurately reflect allocation of time.
- Public Works Admin- Increase - \$17,729: This increase is due to the reorganization of Town Hall staff. An offsetting reduction can be found in the Planning Administration line item.

- Grounds Maintenance – Increase - \$2,788: Temporary salaries were more than anticipated. Reductions in other Public Works departments more than cover this increase.
- Human Services Administration – Increase - \$4,693: This is primarily due to an adjustment for fee waivers to the Mansfield Community Center for the past two fiscal years.
- Contingency – Increase - \$71,617: The net of increases and decreases in the individual line items results in an increase in contingency. No expenditures are paid from this account.
- Other Financing Uses – Increase - \$285,000: This is an additional appropriation to the CNR fund to compensate for the revenue reduction of the Pequot/Mohegan grant.

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Due to the number of budget reductions, please find a brief description of reductions that were greater than \$10,000.

Major Reductions

- Human Resources – Decrease - \$14,608: This reduction is mainly due to Legal Services expenditures being less due to the new retainer agreement with the Town Attorney. Other areas where expenditures were less than anticipated were Staff Development and Advertising.
- Town Attorney – Decrease - \$12,984: This reduction is due to the new retainer agreement with the Town Attorney.
- Registrars – Decrease - \$10,789: This decrease is primarily due to the Registrars not working as many hours as anticipated. In addition, expenditures in Printing & Binding and Office Supplies were less than anticipated.
- Facilities Management – Decrease - \$26,247: This decrease is primarily due to Water/Sewer usage expenditures. An audit of UCONN Water/Sewer billing resulted in a credit from prior year's usage and was applied to the current year expenditures.
- Police Services – Decrease - \$119,543: This decrease is due to the Resident State Trooper line item. At the time we budgeted for this line item, we anticipated an 85% reimbursement rate by the State. If the current reimbursement rate of 70% was continued for this year, we anticipated hiring an additional trooper with the remaining funds. Our actual reimbursement rate was 70% however, anticipating a revenue shortfall we did not hire the additional trooper as planned, resulting in a savings for the year.
- Fire and Emergency Services – Decrease - \$17,969: Numerous areas within this budget had savings. Primarily Medical Services, Drug Testing, Protective and Work Clothing line items had expenditures less than anticipated.
- Road Services – Decrease - \$24,228: Overtime and Temporary salary line item expenditures were less than anticipated. There was also additional savings in the Equipment line item.

- Equipment Maintenance – Decrease - \$54,071: This decrease is primarily due to the decrease in the cost of gasoline. Other areas that had less expended than anticipated were Overtime, and the parts and equipment line items.
- Planning Administration – Decrease - \$19,326: This decrease is due to the reorganization of Town Hall staff. An additional appropriation can be found in the Public Works Administration line item.
- Planning/Zoning Inland/Wetland – Decrease - \$15,688: Due to the economy, there have been fewer applications resulting in less expended for consultants, legal services, and advertising.
- Employee Benefits – Decrease - \$42,499: This decrease was primarily because the Town's Unemployment compensation payments were less than budgeted.

**Town of Mansfield
Legal Budget Transfers
FY 2009/2010**

Account No.	Description	Approved Budget	Add'l	Reduction	Adjusted Approp.	Legal Expend	Balance
General Government							
111 11100 54999 06	Legislative	\$ 68,140	\$ 3,333		\$ 71,473	\$ 71,473	0
111 12100 54999 06	Municipal Mgmt.	188,160	4,254		192,414	192,414	0
111 12200 54999 06	Human Resources	121,330		(14,608)	106,722	106,721	1
111 13100 54999 06	Town Attorney	40,000		(12,984)	27,016	27,016	0
111 13200 54999 06	Probate	1,490		(1,650)	(160)	(160)	0
111 14200 54999 06	Registrars	50,280		(10,789)	39,491	39,490	1
111 15100 54999 06	Town Clerk	184,870	1,524		186,394	186,394	0
111 15200 54999 06	General Elections	12,650		(3,515)	9,135	9,134	1
111 16100 54999 06	Finance Admin.	60,110		(3,208)	56,902	56,901	1
111 16200 54999 06	Accounting & Disb.	234,510	27,859		262,369	262,367	2
111 16300 54999 06	Revenue Collections	130,150		(3,895)	126,255	126,255	0
111 16402 54999 06	Property Assessmt	195,450		(7,618)	187,832	187,832	0
111 16510 54999 06	Central Copying	39,000		(28)	38,972	38,972	0
111 16511 54999 06	Central Services	33,500		(5,456)	28,044	28,044	0
111 16600 54999 06	Information Technology	67,000			67,000	67,000	0
111 30900 54999 06	Facilities Management	864,650		(26,247)	838,403	838,402	1
Total General Government		2,291,290	36,970	(89,998)	2,238,262	2,238,254	8
Public Safety							
111 21200 54999 06	Patrol Services	954,230		(119,543)	834,687	834,687	0
111 21300 54999 06	Animal Control	87,530		(2,320)	85,210	85,210	0
111 22101 54999 06	Fire Marshal	120,520	2,814		123,334	123,334	0
111 22155 54999 06	Fire & Emerg Services Adm.	206,850		(1,990)	204,860	204,860	0
111 22160 54999 06	Fire & Emergency Services	1,374,950		(17,969)	1,356,981	1,356,981	0
111 23100 54999 06	Emergency Management	51,660	7,771		59,431	59,431	0
Total Public Safety		2,795,740	10,585	(141,822)	2,664,503	2,664,502	1
Public Works							
111 30100 54999 06	Public Works Admin.	88,410	17,729		106,139	106,139	0
111 30200 54999 06	Supervision & Operations	86,580		(6,969)	79,611	79,611	0
111 30300 54999 06	Road Services	655,190		(24,228)	630,962	630,961	1
111 30400 54999 06	Grounds Maintenance	341,990	2,788		344,778	344,778	0
111 30600 54999 06	Equipment Maintenance	570,210		(54,071)	516,139	516,138	1
111 30700 54999 06	Engineering	179,010		(7,823)	171,187	171,186	1
Total Public Works		1,921,390	20,517	(93,091)	1,848,816	1,848,814	2
Community Services							
111 42100 54999 06	Social Service Admin.	270,850	4,693		275,543	275,543	0
111 42202 54999 06	Mansfield Challenge	2,650		(604)	2,046	2,046	0
111 42204 54999 06	Youth Employment - MMS	2,000	450		2,450	2,451	(1)
111 42204 54999 06	Youth Services	135,310		(772)	134,538	134,538	1
111 42300 54999 06	Senior Services	191,550		(8,162)	183,388	183,388	0
111 43100 54999 06	Library Administration	573,160		(5,722)	567,438	567,437	1

**Town of Mansfield
Legal Budget Transfers
FY 2009/2010**

Account No.	Description	Approved			Adjusted		Legal	Balance
		Budget	Add'l	Reduction	Approp.	Expend		
<u>General Government</u>								
111 45000 54999 06	Contrib. To Area Agencies	298,720		(1,622)	297,098	297,098		0
Total Community Services		1,474,240	5,143	(16,882)	1,462,501	1,462,500		1
<u>Community Development</u>								
111 30800 54999 06	Building Inspection	122,920		(3,201)	119,719	119,718		1
111 30810 54999 06	Housing Code Enforcement	119,800		(3,748)	116,052	116,052		0
111 51100 54999 06	Planning Administration	226,820		(19,326)	207,494	207,493		1
111 52100 54999 06	Planning/Zoning Inland/Wetlnd	20,500		(15,688)	4,812	4,811		1
111 58000 54999 06	Boards and Commissions	6,500		(2,482)	4,018	4,018		0
Total Community Development		496,540		(44,445)	452,095	452,093		2
<u>Town Wide Expenditures</u>								
111 71000 54999 06	Employee Benefits	2,350,420		(42,499)	2,307,921	2,307,921		0
111 72000 54999 06	Insurance	118,330		(1,095)	117,235	117,234		1
111 73000 54999 06	Contingency	(22,860)	71,617		48,757	-		48,757
Total Town-Wide Expenditures		2,445,890	71,617	(43,594)	2,473,913	2,425,155		48,758
<u>Other Financing Uses</u>								
111 92000 54999 06	Other Financing Uses	1,414,660	285,000		1,699,660	1,699,660		0
Total Other Financing		1,414,660	285,000		1,699,660	1,699,660		0
Total General Fund		\$ 12,839,750	\$ 429,832	\$ (429,832)	\$ 12,839,750	\$ 12,790,978		\$ 48,772



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant to Town Manager; Mary Jane Newman, Director of Mansfield Discovery Depot
Date: September 27, 2010
Re: Child and Adult Care Food Program Application for Mansfield Discovery Depot

Subject Matter/Background

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

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

Financial Impact

The Discovery Depot is requesting \$34,750 to fund the food program.

Recommendation

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

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

Resolved, effective September 27, 2010, to authorize the Town Manager, Matthew W. Hart, to submit the attached application to the Connecticut Department of Education's Child and Adult Care Food Program (CACFP), to help fund the food service operation at the Mansfield Discovery Depot, and to execute any related grant documents.

Attachments

- 1) Excerpts from FY 2010-11 CACFP Application Renewal

Child and Adult Care Food Program Center Budget

Agreement Number	Sponsor Name	Federal ID (FEIN)	Program Year	Revision No.
078AIC	Mansfield Discovery Depot (Town of Mansfield)		2011	0

For All Institutions

Proposed Annual CACFP Food Service Operating Budget

1. Food purchases	32,000.00
2. Non-Food Supplies	2,750.00
3. Postage/Printing	
4. Food Service Labor and Taxes	
5. Fringe Benefits	
6. Equipment Purchases (\$5,000 and over)	
7. Utilities charged to CACFP charged to CACFP (describe method of cost allocation)	
8. Contracted Services charged to CACFP (describe method of cost allocation)	
9. Equipment Rental / Lease (describe method of cost allocation)	
10. Other (specify)	

Total Projected Operating Budget 34,750.00

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

Proposed Annual Administrative Budget

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

Total Projected Annual Administrative Expenses 0.00

Created By: 078AICp on: 09/20/2010

Modified By: 078AICp on: 09/20/2010

Child and Adult Care Food Program

Sponsor		
Sponsor Name	Agreement Number	Program Year
Mansfield Discovery Depot (Town of Mansfield)	078AIC	2011

[Return to Sponsor Menu](#)

Management Plan (page 1 of 6)

Part I: Financial Viability

Fiscal Resources and Financial History

1. How long has your organization been in operation?

Mansfield Discovery Depot has been in operation since October 1970.

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

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

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

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

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

CACFP
CT Dept of Social Services
State Dept of Education School Readiness

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

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

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

If yes, explain.

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

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

If yes, list who and explain.

Created By: 078AICp	Created Date: 9/20/2010	Modified By: 078AICp	Modified Date: 9/20/2010
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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Assistant to Town Manager
Date: September 27, 2010
Re: Status Report re: Mansfield 2020: A Unified Vision

Subject Matter/Background

Attached please find a status report regarding the implementation of Mansfield 2020: A Unified Vision. The status report includes an update for all ten vision points on which good progress has been made.

No action by the Council is required at this time. Staff will be available to answer any questions Council may have at Monday's meeting.

Attachments

- 1) Status Update on Action Items for Mansfield 2020: A Unified Vision

Mansfield 2020: A Unified Vision
Town Government

Vision Point: Town Government *NEW*

Current				
Action Item	<i>Town Government - Engage and lead Mansfield's management team to ensure that Town staffing, organizational and financial structure is appropriate to meet present and future challenges, and take advantage of opportunities presented by digital technology. Serve as effective and responsible steward of municipal finances and assets. Promote public participation and efficiency in town government and the public education of town residents.</i>			
No.	Task	Objective	Assigned Staff/Other	Status
1	Ethics Ordinance	Assist Ethics Board and Town Council with any desired amendments to Ethics Ordinance. Submit recommendation to Council by May 2010.	M. Capriola/ Ethics Board	Ethics board has presented draft to Personnel Committee. Personnel committee has submitted draft to Town Attorney for review. Town Atty to complete review by 10/15/10.
2	Ordinance Regarding Financial Management Practices and Policies	Prepare proposed ordinance concerning financial management practices and policies	D. O'Brien	Complete
3	Ordinance Regarding Human Resource Management Practices and Policies	Prepare proposed ordinance concerning various human resource management practices and policies	M. Hart/D. O'Brien	Drafting phase. Target submission to council by 10/31/10.
4	Personnel Rules and Policies	Complete revision to Personnel Rules; make substantial progress with update to personnel policies	M. Capriola /Labor Counsel	Legal counsel has prepared draft amendments to personnel rules; Personnel Committee review in process. Personnel Com to complete review by 11/30/10.
5	Town Council Media Project	Complete project	J. Russell	Complete
6	Town Council Orientation	Complete orientation for new Council	M. Capriola/SA Chaine	Complete
7	Website Upgrade	Complete project	J. Russell	Complete

Mansfield 2020: A Unified Vision
K-12

Vision Point: K-12 Education and Early Childhood				
Current				
Action Item	<i>Infrastructure - Maintain and enhance infrastructure designed to promote sustainability and holistic education.</i>			
No.	Task	Objective	Assigned Staff/Other	Status
8	Four Schools Renovation Project *NEW*	As member of school building committee, develop proposed school renovation project for submission to Town Council and Board of Education	Project Architect/School Building Committee	SBC presented recommendation to MBOE and Town Council in early March. MBOE presented recommendation to council in May 2010. Council to complete its review by March 2011.
Action Item	<i>Promote healthy lifestyles.</i>			
No.	Task	Objective	Assigned Staff/Other	Status
9	Promote healthy lifestyles for young children	Improve health, nutrition and physical activity for children 0-8	K. Grunwald	Dept. of Human services has been awarded a \$50,000 grant from the Graustein Foundation to implement Mansfield's Plan for Young Children. The plan includes a focus on health, nutrition and physical activity for children 0-8. Three sub-groups have been established to implement the plan: health; successful learners; community connectedness. Each team is actively working on separate initiatives in their respective areas.
Future Action Items				
	<i>Expand youth services.</i>			
	<i>Provide affordable early care and education for children from birth through kindergarten.</i>			
	<i>Focus on holistic education.</i>			
	<i>Improve coordination of curricula, administration, and transportation among Region 19 towns.</i>			

Mansfield 2020: A Unified Vision
Historic Rural Character

Vision Point: Historic and Rural Character, Open Space and Working Farms

Current					
Action Item	Preservation - Preserve existing farms and open space in Mansfield while increasing the number of farms and farming opportunities.				
No.	Task	Objective	Assigned Staff/Other	Status	
10	Farmland and Open Space Preservation	Develop land management plans for key open space parcels; submit application to state's AGvocate program	J. Kaufman/Open Space Preservation Committee	After review of the program, the Agriculture Committee, in consultation with Staff, agreed not to apply for the Agvocate Grant. The Agvocate program has been geared towards communities in eastern CT without an agriculture committee/commission. Staff and the Parks Advisory Committee have been updating the land management plans for existing properties. Management plans for the Dorwart and Moss Sanctuary properties are being developed.	
11	Agriculture Regulations	Revise regulations to promote small local agriculture and sustainable farming operations in manner that is cognizant of neighborhood impact	OSPC/PZC	The Planning and Zoning Commission has agreed to work with the Agriculture Committee to draft comprehensive revisions to Mansfield's Zoning Regulations on agricultural uses. Similar efforts are underway in many CT Municipalities and J. Kaufman and G. Padick are in the process of reviewing recently updated regulations and draft proposals from other Towns. A fall public hearing is anticipated.	
12	Bond Issue	Prepare proposed bond issue for Nov 2010 referendum	Finance/OSPC	As part of FY 10/11 CIP, Council has endorsed proposed bond issue of \$1 million for open space and has placed on ballot for Nov 2010 referendum.	

Mansfield 2020: A Unified Vision
Historic Rural Character

Vision Point: Historic and Rural Character, Open Space and Working Farms					
Current					
Action Item	Protect and maintain Mansfield's cultural history, including its historic structures and villages, scenic roads and views, stonewalls, and burial grounds				
No.	Task	Objective	Assigned Staff/Other	Status	
13	Successfully integrate acquired burial grounds into Town practices & procedures.	Integrate administration and operation of Riverside Burying Ground into Town practices & procedures.	M. Stanton	Riverside Burying Ground has successfully been transferred to the Town. The new cremation burying and scattering grounds have been approved by the Cemetery Committee and the fees endorsed by the Town Council. The necessary forms are available and the Cemetery Regulations have been updated and reprinted. Completed objective.	

Mansfield 2020: A Unified Vision
Housing

Vision Point: Housing				
Current				
Action Item	<i>Promoting neighborhood cohesion; preventing blight problems; and reduction in property maintenance problems.</i>			
No.	Task	Objective	Assigned Staff/Other	Status
14	Committee on Community Quality of Life	Support and facilitate work of committee, including the development of an ordinance regulating residential rental parking and a tenant registration ordinance, and creating a new student use category for land use and housing regulations.	M. Ninteau/G. Padick/Advisory committee(s)	Town Council has adopted of ordinance regulating off-street parking for residential rental properties. PZC has revised definition of "family," which includes a reduction in the number of unrelated persons (from 4 to 3) that can occupy a single-family home (existing uses may qualify as a non-conforming use). At this time, advisory committee does not appear to support tenant registration ordinance. Completed objective.
15	Nuisance House Ordinance	Develop proposed ordinance for Council's consideration.	M. Ninteau/G. Padick/Advisory committee(s)	Quality of Life Committee is in the process of reviewing multiple drafts.
16	Assembly Permit Ordinance	Develop proposed ordinance for Council's consideration.	M. Ninteau/G. Padick/Advisory committee(s)	Staff and town atty review in process.
17	Encourage affordable, accessible housing.	Convene an affordable housing summit for policy leaders.	K. Grunwald	Staff plans to convene a summit on affordable housing for local policy leaders in March 2011.
18	Encourage affordable, accessible housing.	Acquire additional units of affordable housing for the Housing Authority.	M. Capriola/Hsg. Authority	The Housing Authority has recently submitted a bid in an attempt to acquire additional affordable housing units for the community.
Future Action Items				
	<i>Encourage Uconn to provide more housing, particularly for graduate students and staff, and to upgrade the quality of existing graduate student housing.</i>			

Mansfield 2020: A Unified Vision
Public Safety

Vision Point: Public Safety				
Current				
Action Item	<i>Police - Ensure efficient and effective deployment of resources to meet community demands and needs: Commission study during FY 2009/10 to review police service delivery system</i>			
No.	Task	Objective	Assigned Staff/Other	Status
19	Police Study	Review and analyze police services, with respect to present and future needs, resource allocation and potential partnerships.	M. Capriola	Town has retained Management Partners working in consultation with PERF. Kickoff meetings and initial interviews scheduled for 9/22/10. Tentative completion date of 3/31/11.
Future Action Items				
	<i>Protect and enhance quality of life in neighborhoods and villages throughout Town.</i>			
	<i>Be prepared to effectively respond to natural and manmade disaster (disaster preparedness).</i>			
	<i>Ensure efficient and effective deployment of resources to meet community demands and needs: Evaluate Fire and EMS Capital Infrastructure and Response Profile</i>			

Mansfield 2020: A Unified Vision
Recreation, Health Wellness

Vision Point: Recreation, Health and Wellness				
Current				
Action Item	Community Center - Ensure the development and maintenance of activities, programs and facilities designed to foster healthy recreational activity. *NEW*			
No.	Task	Objective	Assigned Staff/Other	Status
20	Mansfield Community Center *NEW*	Continue oversight of center operations, with a particular focus on membership recruitment and retention; complete consolidation of maintenance function with Department of Facilities Management	MCC Mgmt Team	Consolidation of maintenance function is complete. Membership recruitment and retention efforts have proven successful. Staff provided annual update to council in September 2010. Achieved objective.
21	RHW Needs Assessment	Conduct a needs assessment of RHW including facilities (indoor and outdoor), programs and the use of technology.	Curt Vincente/Jay O'Keefe	Staff is researching options for conducting an initial review of playing fields and playgrounds.
22	Employee Wellness	Provide for employee wellness opportunities and encourage employees to engage in healthy behaviors.	Maria Capriola/Ande Bloom	Numerous initiatives are underway such as a fitness program, healthy eating program, yoga, etc.
Future Action Items				
	Educate public (employers, individuals, Town Council) about the benefits of recreation, health and wellness.			
	Continue to ensure adequate financial support for recreation, health and wellness.			

Mansfield 2020: A Unified Vision
Regionalism

Vision Point: Regionalism				
Current				
Action Item	<i>Economic Development - Create a structure to support regional development efforts.</i>			
No.	Task	Objective	Assigned Staff/Other	Status
23	Investigate value of a regional school system (pre K - 12)	Serve as member of ad hoc regionalization committee to analyze feasibility of providing certain preK-8 services (e.g. transportation) on regional basis	M. Paquette	Unclear whether Ashford and Willington plan to continue to participate while programs could be enhanced costs would likely increase. Initiative may be dead. Explore feasibility of Mansfield preK-8 joining the Region (former Hampton model).
24	Natchaug River Basin Community Action Planning *NEW*	Participate as key stakeholder in community action planning process	G. Padick/M. Capriola	Work of subcommittees continues.
25	Encourage town government to work with colleges and universities to develop regional initiatives	Facilitate work of council regionalism committee to examine feasibility of additional shared service options and opportunities for regional service delivery		Town manager serves as member of Commissioner's Council on Local Public Health Regionalization and as member of town functions subcommittee for Speaker Donovan's MORE commission. Team of UConn MPA students will research viability of establishing regional collaborative for shared services.
26	WINCOG Regional Economic Development Program *NEW*	Establish economic development program working in partnership with Mansfield Downtown Partnership and Windham Region Council of Governments	WINCOG/MDP	WINCOG has adopted regional economic development plan, and is pursuing funding options to facilitate implementation of the plan. Priority recommendation of the plan is to establish regional economic development organization. Funding is an issue and action on this item is moving slowly.
27	Create a structure to support regional water development efforts.	Regionalize water rights.	G. Padick/L. Hulgren	Initiate conversations with stakeholders involved in Mansfield water supply planning.
Future Action Items				
	<i>Transportation- Create a structure to support regional development efforts.</i>			
	<i>Housing- Create a structure to support regional development efforts.</i>			

Mansfield 2020: A Unified Vision
Senior Services

Vision Point: Senior Services					
Current					
Action Item	<i>Assisted/Independent Living Project - Promote the development of an assisted/independent living facility to meet the needs of Mansfield seniors. *NEW*</i>				
No.	Task	Objective	Assigned Staff/Other	Status	
28	Assisted/Independent Living Project	Provide consultation and advice to Council's preferred developer	K. Grunwald	Masonicare has extended their option to purchase property on Maple Rd; Masonicare board to vote on budget for Mansfield project on 9/22/10.	
29	Volunteer Transportation Program *NEW*	Work with advisory committees to develop recommendation for Town Council consideration	K. Grunwald	A sub-committee of the Senior Center Assoc. has been working on a plan to implement a volunteer driving program. Staff conducting recruitment for PT transportation coordinator position. Program to be operational in Oct 2010.	
30	Wellness Program *NEW*	Work with advisory committees to examine feasibility of enhanced services	K. Grunwald	The Senior Center Association's geriatric sub-committee conducted a study in 2007 on the need for additional geriatric services. The results of the study will be reviewed and updated by staff in consultation with the Commission on Aging and the Association.	
Future Action Items					
	<i>We now have a new centrally located Senior Center for the mature segments of our population.</i>				
	<i>A Board of Senior Citizens to oversee and coordinate senior affairs, ie. Assisted living.</i>				
	<i>Human Services maintains, updates and distributes a listing of agencies that provide home care and health services to seniors who choose to remain in their homes.</i>				
	<i>Mansfield has a town-wide coordinated transportation system which benefits all levels of our population.</i>				
	<i>Study the implications of tax relief for residents who are 70 years and older.</i>				
	<i>Encourage area businesses to provide part or full-time employment opportunities for seniors.</i>				
	<i>Explore possibility of hosting senior summer Olympics in conjunction with UConn.</i>				

Mansfield 2020: A Unified Vision
Sustainability Planning

Current				
Current				
Action Item				
No.	Task	Objective	Assigned Staff/Other	Status
<i>Economic Development - Create and implement policies and programs for economic development that are consistent with Mansfield's plan of conservation and development and environmental sustainability policy.</i>				
31	Economic Development Program *NEW*	Work with MDP, WINCOG, Town Council and other stakeholders to begin development of economic development program with focus on business development and retention	MDP/WINCOG/ G. Padick	Staff has enhanced economic & community development page on Town's website and established informal business visitation program. Staff to develop brochure by 10/31/10. Provide council with status report in Oct/Nov 2010.
32	Mansfield Downtown Partnership - Storrs Center	Work with project team to prepare business plan for Phase I of project; assist Town Council with negotiation of potential development agreement with LeylandAlliance; oversee streetscape enhancement components of project	Downtown Partnership/ Financial Advisor/ Legal Counsel	Storrs Road improvements in design phase. Town has executed urban action grant assistance agreement with DECD and issued RFP to select designers for garage and intermodal facility. Town negotiating development agreement with developer, to be approved by council by 11/8/10. Project update to community tentatively scheduled for 10/6/10.
Action Item				
<i>Environmental - Incorporate principles of sustainability into Mansfield's identity by creating and implementing policies, practices and programs.</i>				
No.	Task	Objective	Assigned Staff/Other	Status
33	Four Schools Renovations Project *NEW*	Work to ensure application of alternate and clean energy sources as part of Four Schools project	School Building Committee	Any new construction or "build to new" options to comply with minimum of LEED silver standards.
34	Mansfield Middle School Fuel Conversion Project *NEW*	Complete project	W. Hammon	Base project and alternates complete; resolving punch-list items. Project is substantially complete.
35	Sustainability Advisory Committee	Assist committee with its formation and development of a work plan; conduct inventory of municipal greenhouse gas emissions and begin to develop plan to achieve reductions	Public Works/ Sustainability Committee	New advisory committee continues to meet regularly and has developed draft inventory of greenhouse gas emissions. Committee has developed school siting criteria, to be presented to council in Oct 2010. Conduct energy star analysis after data gathering phase is complete.

Mansfield 2020: A Unified Vision
Sustainability Planning

Vision Point: Sustainability and Planning				
Current				
<i>Action Item</i>				
	<i>Sewer/Water - Establish and implement a comprehensive policy for sustainable water and sewer service that address Mansfield's short term and long term needs.</i>			
No.	Task	Objective	Assigned Staff/Other	Status
36	Four Corners Water and Sewer Project	Work with advisory committee and staff to develop proposed engineering and financing plan for Four Corners water and sewer project	L. Hultgren/Four Corners Sewer Advisory Committee	Engineering design of sewer and water pipes in progress. Grant applications filed with Federal legislators. Advisory committee in process of selecting engineering firm to complete water source study.
37	Windham WPCA	Resolve arbitration with Windham WPCA	L. Hultgren	Mansfield WPCA has approved new agreement to resolve dispute and to govern future relationship. Windham WPCA to act on proposed agreement in late September 2010.
<i>Action Item</i>				
	<i>Transportation - Create/implement sustainable transportation systems.</i>			
No.	Task	Objective	Assigned Staff/Other	Status
38	Storrs Center Intermodal Facility	Support and facilitate work of parking advisory committee and staff to develop parking management plan for Storrs Center	C. van Zelm/Parking Consultant/Advisory Committee	Steering committee developing proposed parking management plan for project.
39	Review, Refine, and Revise Land Use Policies and Regulations	Review, refine and revise land use policies and regulations to reflect environmental, sustainability and economic development policies.	G. Padick/IWA	Staff is currently working with PZC regulatory Review Committee to comprehensively update subdivision regulations and refine, certain zoning regulations. A fall 2010 public hearing is planned for initial revisions.
Future Action Items				
	<i>Promote public participation and efficiency in town government and the public education of town residents.</i>			
	<i>Research feasibility of sharing a sustainability coordinator with UCONN.</i>			

Mansfield 2020: A Unified Vision
Town-University Relations

Vision Point: Town/University Relations				
Current				
<i>Action Item</i>	<i>Community/Campus Relations - Improve relations between students and town residents.</i>			
No.	Task	Objective	Assigned Staff/Other	Status
40	Spring Weekend *NEW*	Facilitate Town-Univ Relations Committee review of Spring Weekend activities; work with State Police and other key stakeholders to implement additional public safety measures	J. Jackman/D. Dagon/J. Kodzis	Committee issued first after-action report for spring weekend 2009. Progress on 2010 report has been slowed with departure of key university point-person; target 11/9/10 for submission to committee. Mayor and Town Manager have appointed to UConn spring weekend task force.
-125- 41	Encourage students to participate in greater community.	Utilizing the work study program, increase the number of students working in Town government.	M. Capriola/M. Stanton	In its second year, the number of work study students working in Town government is between 10-13 for the fall semester; this is at no direct cost to the Town. This number does not include UCONN students working with the Town that are paid through Town funds.
Future Action Items				
	<i>Strengthen existing town/university partnerships.</i>			
	<i>Create and support opportunities for diversity in town.</i>			
	<i>Strengthen interaction between university and local agriculture/business.</i>			

**PAGE
BREAK**

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Sara-Ann Chaine, Audrey Conrad
Date: August 23, 2010
Re: Quarterly Status Report: April - June 2010

Below please find a status report regarding the current projects, initiatives and responsibilities of the Town Manager's Office. This list does not encompass every activity, but does provide a summary of the more important items. I welcome any questions or comments that the Town Council may have.

Major Projects and Initiatives/Areas of Focus

- 1) Assisted/Independent living project
 - *Quarterly objective* – obtain progress report from Masonicare, the Town's preferred developer
 - *Status* – Masonicare has renewed its option on a parcel of property in Mansfield through 2011
 - *Next quarter* – schedule project update for Town Council

- 2) Community/campus relations
 - *Quarterly objective* – continue to support work of Committee on Community Quality of Life (CQLC), Mansfield Community-Campus Partnership and Town-University Relations Committee. Complete work on Ordinance Regulating Off-street Residential Rental Parking and assist Council with PZC referral concerning revision to zoning regulations regarding single-family homes.
 - *Status* – Town Council adopted Ordinance Regulating Off-street Residential Rental Parking (subsequently sustained at special town meeting). PZC adopted revision to zoning regulations. Achieved objectives.
 - *Next quarter* – assist CQLC with its review of proposed nuisance house ordinance, drafting language to close various loopholes in the housing code and other ordinances and researching the viability of an assembly permit ordinance,

to regulate certain large gatherings. Assist MCCP and staff with development of pilot blight and litter reduction program in the Hunting Lodge Road area of Town. Assist Town-University Relations with preparation of after-action report on Spring Weekend 2010; prepare for return of students for fall 2010 semester.

3) Community water and wastewater issues

- *Quarterly objective* – along with Greg Padick, continue to participate as member of the UConn Water and Wastewater Policy Advisory Committee
- *Status* – attended committee meetings
- *Next quarter* – assist committee with connection request for Ponde Place development and other items of particular interest to the Town

4) Economic Development

- *Quarterly objective* – convene staff economic development team to establish a comprehensive economic development program focused on business retention and recruitment, job creation and promoting a positive business environment, in accordance with intelligent land use principles and other practices designed to promote sustainability; continue to assist WINCOG with implementation of regional economic development team
- *Status* – formed team comprised of planning and Mansfield Downtown Partnership staff; met with Sustainability Advisory Committee, representatives of Mansfield Business and Professional Association (MBPA) and key business leaders to solicit input on proposed program; participated as WINCOG representative to update regional community economic development strategy (CEDS)
- *Next quarter* – develop focused business visitation program; update economic and community development webpage and online resources; prepare fall presentation to Town Council

5) FY 2010/11 Operating Budget and Capital Improvement Program (CIP)

- *Quarterly objective* – assist Town Council with its review of manager's proposed budget and CIP; prepare Town Council's adopted budget for submission to the voters at Annual Town Meeting for Budget Consideration
- *Status* – Town Council adopted budget and CIP, which were approved by the voters at 05/11/10 town meeting

6) Four Corners water and sewer project

- *Quarterly objective* – assist Town Council with its review of proposed permitting and design study; seek approval at special town meeting to authorize \$330,000 in bond proceeds to fund project
- *Status* – Town Council approved study as part of FY 2010/11 capital improvement program (CIP); received requisite approval at special town meeting to issue bond proceeds to fund project
- *Next quarter* – initiate consultant selection process

7) Mansfield Community Center

- *Quarterly objective* – continue to oversee operations of the center
- *Status* – As of May 28, 2010, memberships total 1,950. (There are 4,207 members in total). Staff continues to engage in a number of initiatives to retain existing members and to market and promote the facility.
- *Next quarter* – complete renovations and maintenance as part of annual shut-down week; develop fee schedule for 11/10/10; prepare presentation and update for Town Council.

8) Mansfield 2020: A Unified Vision (strategic plan)

- *Quarterly objective* – continue to oversee and coordinate implementation of the plan
- *Status* – good progress on Town Government vision point (website and other)
- *Next quarter* – conduct strategic planning team meeting; prepare October/November update for Town Council

9) Mansfield Downtown Partnership and Storrs Center

- *Quarterly objective* – continue to negotiations for development agreement with master developer LeylandAlliance (d.b.a. Storrs Center Alliance); oversee implementation of public components of project (e.g. intermodal facility, Storrs Road improvements); assist parking steering committee with development of parking management plan for Storrs Center.
- *Status* – negotiations continue to progress; preparing request for qualifications to select designer of intermodal facility.
- *Next quarter* – continue negotiations with Leyland; continue selection process to hire designer of intermodal facility; develop draft parking management plan.

10) Police Services Study

- *Quarterly objective* – assist regionalism subcommittee and staff with review of consultant responses to request for qualifications
- *Status* – interviewed five firms and selected Management Partners, working in partnership with Police Executive Research Forum (PERF)
- *Next quarter* – negotiated scope of services with preferred firm; plan and conduct project kickoff meeting

11) Probate Court Consolidation

- *Quarterly objective* – draft inter-local agreement to govern municipal responsibilities to new consolidated probate court serving towns of Coventry, Mansfield, Tolland and Willington.
- *Status* – Town Attorney prepared draft; circulated to fellow CEO's and sitting probate judges for comment.
- *Next quarter* – finalize inter-local agreement and seek authorization from Town Council to execute.

12) Regionalism/shared services collaborative

- *Quarterly objective* – conduct meeting with Town Council subcommittee on regionalism and representatives from Town of Windham to determine if there is interest in regional initiatives and service sharing.
- *Status* – on 04/16/10, regionalism subcommittee met with Windham representatives. Determined that Mansfield and Windham staff should meet with area universities to seek assistance with researching viability of shared services collaborative.
- *Next quarter* – staff to conduct meetings with ESCU, WINCOG and UConn Master of Public Administration program.

13) School Renovation Project

- *Quarterly objective* – assist Mansfield Board of Education with its review of School Building Committee's proposed New Community PreK-4 Elementary School and Mansfield Middle School Project; assist Town Council with its review of MBOE recommendations
- *Status* – attended numerous MBOE workshops and participated in LWV presentation to community; assisted Town Council with its review of building committee and MBOE recommendations
- *Next quarter* – develop and coordinate workshop schedule to assist Town Council with its review of proposed project

14) Senior Services

- *Quarterly objective* – complete recruitment for Senior Services Social Worker; initiate recruitment for Senior Center Coordinator; prepare for implementation of volunteer transportation program
- *Status* – appointed Social Worker and interviewed candidates for Coordinator's position; prepared job description and initiated recruitment for part-time Transportation Coordinator
- *Next quarter* – complete hiring process for Senior Center Coordinator; fill Transportation Coordinator's position

15) Sustainability

- *Quarterly objective* – serve as member of Sustainability Advisory Committee and assist committee with its work
- *Status* – reviewed concepts of economic development program with committee; participated in committee's review of school building project
- *Next quarter* – assist committee with development of instrument to help guide siting of any new elementary schools

Capital Projects

1) ARRA projects (Birch Road bikeway and Mansfield City Road paving projects)

- *Quarterly objective* – initiate construction of Mansfield City Road overlay project; bid work for Birch Road bikeway project

- *Status* – executed the requisite construction agreements with the Connecticut Department of Transportation and bid both of these federally-funded projects; largely completed Mansfield City Road overlay
 - *Next quarter* – complete final work on overlay project; begin construction of Birch Road project
- 2) Mansfield Middle School Fuel Conversion project
- *Quarterly objective* – complete project alternatives (e.g. music wing), pursuant to a project budget amendment approved by Town Council
 - *Status* – completed project alternatives; substantial progress on punch list
 - *Next quarter* – complete punch list items

Employee Benefits, Human Resources and Labor Relations

- 1) Employee wellness program – Be Well continues to work with staff to develop an employee wellness rewards program; the program will be geared towards rewarding employees for engaging in healthy lifestyles. The program is anticipated to begin in September.
- 2) Employee benefits –Staff was able to obtain improved rates for its short and long term disability insurance and life insurance effective August 1, 2010. The update to the GASB 45 actuarial study is underway. Anthem has presented its renewal projections for plan year 2011; it is currently under review. Plans are underway for the annual employee health, wellness, and open enrollment fair which will be held in October 2010.
- 3) Labor negotiations –We have commenced negotiations with the two units represented by CSEA and are nearing completion towards reaching agreements. The Town anticipates entering negotiations with IAFF, the union that represents our career fire personnel, the first week of September.
- 4) Personnel rules & policies – A first draft of the personnel rules has been submitted to the Personnel Committee for review and discussion. In June and July we conducted training with staff on the anti-harassment policy, adopted June 1, 2010. We currently have **draft** updates to a number of our personnel policies including technology use, drug-free workplace, vehicle use, professional travel and professional attire.
- 5) Recruiting – The recruitment for Senior Center Coordinator concluded with the appointment of Cindy Dainton on July 19, 2010. The job description for the newly created Senior Services Transportation Coordinator position has been completed; we are currently in the process of accepting applications from people interested in the position. We have been in the process of assisting departments fill a number of non-regular part-time positions such as grant funded office assistant positions (Youth Services, Health District), lifeguards, Community Center receptionists, etc. We are also working to develop job descriptions and assignments for interested UCONN work study students for the upcoming academic year; we had great success with the program last year and looking forward to the upcoming year.

FISCAL YEAR 2009/10

Employees Hired (Regular Positions)

<u>Appointment Date</u>	<u>Position</u>	<u>Applications</u>	<u>Tested</u>	<u>Name</u>
7-1-09	Finance Director*		5	Cheryl Trahan
7-1-09	Controller-Treasurer*		6	Paula Jeffers
8-3-09	Weekend-Evening Supervisor* - PT	6	5	Sarah Doppstadt
8-19-09	Accountant		9	Keri Rowley
9-13-09	Firefighter/EMT* - PT	7	7	Brian Jones & Juan Sanchez
Jan/Feb '10	Firefighter/EMT* - FT	13	11	Will Cornell and Ted Morrisette
4-5-10	Social Worker - PT		6	Barbara Lavoie
6-20-10	Fire Captain – Career*	3	3	Will Cornell

Notes: *Internal hire or promotion

PT - part-time

FISCAL YEAR 2010/11

Employees Hired (Regular Positions)

<u>Appointment Date</u>	<u>Position</u>	<u>Applications</u>	<u>Tested</u>	<u>Name</u>
7-19-10	Senior Center Coordinator		5	Cindy Dainton
In Process	Senior Services Transportation Coordinator - PT			

Notes: *Internal hire or promotion

PT - part-time

Grant Administration

- 1) Small Cities – A number of projects that were funded through program amendments within the past year are complete or nearing completion:
- Emergency loan to a local property owner with a failing septic system. Project is complete.
 - Accessibility improvements to a family changing room at the Community Center. This project is substantially complete.
 - Repairs to the Senior Center roof. This project is complete.

For the 2010 round of small cities funding, staff has submitted application materials for a sidewalk/bikepath project along South Eagleville road. At this time, the Town has not received notification as to whether or not the project has been funded. Lastly, staff is working with a local homeowner on a potential housing rehabilitation project.

2) The following table is a summary of grant applications submitted for calendar year 2009:

Date on Council Agenda	Lead Department	Grant	Funding Agency	Status	Grant Award
1-12-09	Human Services	Social Service Block Grant	US Department of Health & Human Services	Awarded	\$3,540*
3-23-09	Parks & Recreation	Recreational Trails Program Grant	CT Department of Environmental Protection	Awarded	\$9,638
4-13-09	Town Clerk	Historic Documents Preservation Grant	CT State Library	Awarded	\$5,000
5-11-09	Fire & Emergency Services	Assistance to Firefighters Grant	US Department of Homeland Security	Not Awarded	
8-24-09	Parks & Recreation	Recreational Trails Program Grant	CT Department of Environmental Protection	Awarded	\$23,600
8-24-09	Police	CT Local JAG Recovery Grant	CT OPM (Recovery Act Pass-Through Funds)	Awarded	\$9,100
9-28-09	Emergency Management	Emergency Management Performance Grant	CT Department of Emergency Management and Homeland Security	In Process (\$11,300 is anticipated)	
10-13-09	Discovery Depot	Child & Adult Food Care Program	CT Department of Education	Awarded	\$35,000
10-26-09	Facilities Management	ARRA Energy Efficiency & Conservation Block Grant Program	CT Department of Transportation	Awarded	\$97,040
11-23-09	Discovery Depot	Child Daycare Services	CT Department of Social Services	Awarded	\$638,398
11-23-09	Police	DUI Enforcement Program	CT Department of Transportation, Division of Highway Safety	Awarded	\$24,750
Total Grant Funds Awarded YTD 2009:					\$846,066

*Revised amount, Yr. 1 of 2 Yr. grant reflected

3) The following table is a summary of grant applications submitted for calendar year 2010:

Date on Council Agenda	Lead Department	Grant	Funding Agency	Status	Grant Award
1-12-09	Human Services	Social Service Block Grant	US Department of Health & Human Services	Awarded	\$3,540*
2-8-10	Public Works	Federal Appropriations Requests		In Process	

	<i>Public Works/ Downtown Partnership</i>	<i>For the intermodal hub for Storrs Center</i>	<i>Federal Transit Administration</i>	<i>Awarded</i>	<i>\$4,940,000</i>
2-22-10	Human Services	Community Partnership Grant	Casey and Graustein Foundations	Awarded	\$50,000
3-22-10	Parks and Recreation	Last Green Valley Grant Program (Moss Sanctuary)	Last Green Valley	Awarded	\$13,150
4-12-10	Town Clerk's Office	Historic Documents Preservation Grant	Connecticut State Library	Awarded	\$3,000
5-24-10	Town Manager's Office	Small Cities Community Development (So. Eagleville bikepath / sidewalk project)	Connecticut Department of Economic and Community Development	In Process	
5-24-10	Fire and Emergency Services	Assistance to Firefighters Grant	Department of Homeland Security	Not Awarded	
7-12-10	Downtown Partnership and Public Works	Small Town Economic Assistance Program (STEAP)	State of Connecticut Office of Policy and Management	In Process	
Total Grant Funds Awarded YTD 2010:					\$5,006,690

*Revised amount, Yr. 2 of 2 Yr. grant reflected

Land Management and Open Space Acquisition

- 1) Ossen Property – at its March 22, 2010 meeting, the Town Council authorized the acquisition of this property to provide connections to area trails as well the Moss Sanctuary. The Town Attorney is in the process of closing on this property.

Legal

- 1) An Ordinance Regarding Off-Street Parking on Residential Rental Property – adopted, complete.
- 2) An Ordinance Regarding the Procedure for Administration and Fiduciary Oversight of Town Finances – adopted, complete.
- 3) Proposed Amendments to the Fee Schedule for Fire Prevention Services – Currently under review by the Ad hoc Committee on Ordinance Development and Review.
- 4) Proposed Amendments to the Solid Waste Regulations – adopted, complete.

Animal Control Activity Report

REPORT PERIOD 2009 / 2010

PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	This FY to date	Last FY to date
Complaints investigated:														
phone calls	225	192	175	186	123	149	127	104	107	172	174	247	1981	2038
road calls	35	17	27	13	14	15	14	15	21	19	20	19	229	241
dog calls	123	80	68	87	47	53	50	56	53	79	89	140	925	903
cat calls	62	80	64	73	55	60	50	26	35	60	44	58	667	762
wildlife calls	17	9	14	3	6	8	4	5	3	4	10	17	100	102
Notices to license issued	10	7	10	19	17	15	5	7	18	17	11	5	141	92
Warnings to license issued	59	84	58	0	0	80	8	57	0	0	0	0	346	522
General warnings issued	16	2	4	9	3	5	5	3	5	4	1	4	61	48
Infractions issued	2	0	2	2	1	1	0	0	5	2	1	0	16	10
Notices to neuter issued	0	0	0	1	0	1	2	1	1	2	1	0	9	19
Dog bite quarantines	1	0	2	1	1	0	0	0	0	1	2	0	8	15
Dog strict confinement	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Cat bite quarantines	0	0	0	0	0	0	0	0	1	0	0	0	1	3
Cat strict confinement	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Dogs on hand at start of month	5	5	6	4	5	2	2	1	1	1	4	2	38	44
Cats on hand at start of month	17	15	12	16	21	12	15	11	9	12	9	14	163	169
Impoundments	31	25	17	24	13	26	17	10	20	19	22	23	247	288
Dispositions:														
Owner redeemed	14	3	3	4	6	6	6	2	6	5	9	5	69	80
Sold as pets-dogs	8	2	2	1	1	1	2	1	1	2	3	2	26	28
Sold as pets-cats	9	16	6	10	12	14	12	5	7	9	5	10	115	146
Sold as pets-other	1	0	1	0	0	1	2	2	1	1	0	0	9	0
Total destroyed	1	6	3	3	6	1	0	2	2	2	2	2	30	28
Road kills taken for incineration	0	0	1	1	1	0	0	2	1	2	2	0	10	13
Euthanized as sick/unplaceable	1	6	2	2	5	1	0	0	1	0	0	2	20	15
Total dispositions	33	27	15	18	25	23	22	12	17	19	19	19	249	281
Dogs on hand at end of month	5	6	4	5	2	2	1	1	1	4	2	4	37	44
Cats on hand at end of month	15	12	16	21	12	15	11	9	12	9	14	16	162	175
Total fees collected	\$861	\$948	\$ 515	\$ 460	\$ 726	\$ 691	\$ 463	\$ 383	\$ 365	\$ 365	\$ 370	\$ 625	\$6,772	\$ 9,896

Scotland dogs FY 09/10 to date

7



Michael E. Nintean, CBO MCP, Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3324 TELEPHONE
(860) 429-3388 FACSIMILE

Quarterly Report, Building

April 1, 2010 – June 30, 2010

A) Activity:

- The department continued to issue permits for building activities. A total of 187 permits were issued in the fourth quarter. During the fourth quarter of last fiscal year 208 permits were issued. This indicates an 11% decrease in the number of permits issued compared to the same quarter last fiscal year. Issued permit fees this quarter totaled \$40,872.50 compared to \$85,528.50 for the same period last fiscal year, which indicates a 209% decrease. (Please see attached report for detailed information.)
- The department continued to inspect projects at various stages of construction. A total of 436 inspections were conducted during 403 site visits. This reflects a decrease of 14% for inspections and an increase of 32% for site visits from the same quarter last year. These numbers reflect the inspections of the Building Official and Assistant Building Officials. (Please see enclosed reports for detailed information.)
- The department currently has 340 open permits. This represents a 4% decrease from the same quarter last year.
- The department issued 130 certificates of approval and 19 certificates of occupancy for various types of completed projects. This reflects a 5% decrease from the same quarter last year for approvals and no change for occupancy certificates.
- We processed 75 follow-up letters for dormant open permits and as a result revoked 3 permits. This represents a 10% increase and a 233% decrease respectively compared to the same quarter last year. Most of the remainder of dormant permits were closed. The permits not closed or revoked have had additional time added until expiration pursuant to the Building code.
- All inspectors continued to attend educational training;
- Continued implementation of a "Microsoft Access" database;
- Prepared documents and notified public of State Educational Fee increase;
- Review documents relating to qualifications of designers for Downtown project;

B) Plans for Next Quarter

- Continue normal building department permitting and inspection activities;
- Continue to implement use of the "Access" database;
- Attend required training seminars;
- Work with committee reviewing qualifications of designers for the Storrs Center project;

C) Open Projects:

- There are 14 single-family homes currently under construction. This is a 17% increase from the same quarter last year. The condominiums at Freedom Green currently have 14 units under construction. This is a 7% decrease from the same quarter last year. We currently have 10 projects in the plan review stage. The construction of the Greek Theater on Dog Lane has been allowed to continue construction on a limited basis. Construction of Cardio Fitness has begun in the East Brook Mall.

D) Other Issues:

- The Department received \$172,350.50 for Building permits this is an increase of 3% from the previous year at which time \$167,774.50 was collected. We collected \$4,500.00 in penalty fees for the fiscal year which is an increase of 417% from the previous year.
- Permits were issued for a total of 21 dwelling units including 16 single family dwellings and 5 condominiums. During fiscal year 2008/2009 17 single family dwelling and no condominiums were constructed totaling 17 dwelling units. The total increase was 124% while the number of single family homes was up 124% and the number of condominiums was up by 5 units.



**TOWN OF MANSFIELD
BUILDING PERMITS ISSUED
4TH QUARTER - 09-10**

PERIOD: 4TH QUARTER - 09/10 (APR - JUN) TOTAL PERMITS ISSUED: 187 TOTAL FINES ISSUED: 1

OVERALL TOTALS FOR 1ST QUARTER

TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTAL FOR 4TH QUARTER		
	Apr	May	Jun	Totals	Apr	May	Jun	Apr	May	Jun	Apr	May	Jun	Value	Permit Fee	Ed Fee
RESIDENTIAL PERMITS:	47	68	56	171	\$ 295,013.00	\$ 1,631,048.00	\$ 625,892.00	\$ 4,072.50	\$ 20,562.50	\$ 8,225.00	\$ 68.42	\$ 317.02	\$ 141.68	\$ 2,551,953.00	\$ 32,860.00	\$ 527.12
COMMERCIAL PERMITS:	5	9	2	16	\$ 92,750.00	\$ 427,623.00	\$ 61,000.00	\$ 1,355.00	\$ 6,141.00	\$ 391.50	\$ 20.68	\$ 84.70	\$ 13.42	\$ 581,373.00	\$ 7,887.50	\$ 118.80
TOTALS:	52	77	58	187	\$ 387,763.00	\$ 2,058,671.00	\$ 686,892.00	\$ 5,427.50	\$ 26,703.50	\$ 8,616.50	\$ 89.10	\$ 401.72	\$ 155.10	\$ 3,133,326.00	\$ 40,747.50	\$ 645.92

TYPE	# OF FINES ISSUED				FINE AMOUNT ASSESSED			COMMENTS
	Apr	May	Jun	Totals	Apr	May	Jun	
RESIDENTIAL PERMITS:	0	0	1	1	\$ -	\$ -	\$ 250.00	
COMMERCIAL PERMITS:	0	0	0	0	\$ -	\$ -	\$ -	
TOTALS:	0	0	1	1	\$ -	\$ -	\$ 250.00	

RESIDENTIAL & COMMERCIAL BREAKDOWN

TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 4TH QUARTER		
	Apr	May	Jun	Totals	Apr	May	Jun	Apr	May	Jun	Apr	May	Jun	Value	Permit Fee	Ed Fee
Building	32	49	33	114	\$ 354,036.00	\$ 1,675,998.00	\$ 559,152.00	\$ 4,717.50	\$ 21,695.50	\$ 6,725.00	\$ 79.86	\$ 326.26	\$ 125.18	\$ 2,589,186.00	\$ 33,138.00	\$ 531.30
Electrical	11	8	11	30	\$ 13,400.00	\$ 11,900.00	\$ 11,395.00	\$ 325.00	\$ 206.00	\$ 262.50	\$ 3.74	\$ 3.08	\$ 3.08	\$ 37,492.24	\$ 793.50	\$ 9.90
HVAC	2	13	8	23	\$ 13,637.00	\$ 136,680.00	\$ 79,995.00	\$ 187.50	\$ 1,787.50	\$ 1,062.50	\$ 3.30	\$ 30.58	\$ 18.26	\$ 233,352.80	\$ 3,037.50	\$ 52.14
Plumbing	4	0	3	7	\$ 3,590.00	\$ -	\$ 32,500.00	\$ 100.00	\$ -	\$ 479.00	\$ 1.32	\$ -	\$ 7.26	\$ 36,670.32	\$ 579.00	\$ 8.58
Solid Fuel App	1	1	1	3	\$ 3,000.00	\$ 2,300.00	\$ 2,450.00	\$ 37.50	\$ 37.50	\$ 37.50	\$ 0.66	\$ 0.66	\$ 0.66	\$ 7,863.16	\$ 112.50	\$ 1.98
Pool	1	1	2	4	\$ 100.00	\$ 3,000.00	\$ 1,400.00	\$ 25.00	\$ 37.50	\$ 50.00	\$ 0.22	\$ 0.66	\$ 0.66	\$ 4,612.72	\$ 112.50	\$ 1.54
Demolition	0	1	0	1	\$ -	\$ 44,793.00	\$ -	\$ -	\$ 562.50	\$ -	\$ -	\$ -	\$ -	\$ 45,355.50	\$ 562.50	\$ -
Change of Use	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sign	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inspection Only	1	0	0	1	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ 35.00	\$ -
Solar PV	0	2	0	2	\$ -	\$ 83,000.00	\$ -	\$ -	\$ 1,037.50	\$ -	\$ -	\$ 18.26	\$ -	\$ 84,037.50	\$ 1,037.50	\$ 18.26
FOG	0	1	0	1	\$ -	\$ 99,000.00	\$ -	\$ -	\$ 1,435.50	\$ -	\$ -	\$ 21.78	\$ -	\$ 100,435.50	\$ 1,435.50	\$ 21.78
Other	0	1	0	1	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 29.00	\$ -	\$ -	\$ 0.44	\$ -	\$ 2,029.00	\$ 29.00	\$ 0.44
TOTAL PERMITS:	52	77	58	187	\$ 387,763.00	\$ 2,058,671.00	\$ 686,892.00	\$ 5,427.50	\$ 26,828.50	\$ 8,616.50	\$ 89.10	\$ 401.72	\$ 155.10	\$ 3,133,326.00	\$ 40,872.50	\$ 645.92



**TOWN OF MANSFIELD
BUILDING PERMITS ISSUED
4TH QUARTER - 09-10**

RESIDENTIAL PERMIT BREAKDOWN

TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 4TH QUARTER		
	Apr	May	Jun	Totals	Apr	May	Jun	Apr	May	Jun	Apr	May	Jun	Value	Permit Fee	Ed Fee
SFD	0	2	1	3	\$ -	\$ 793,796.00	\$ 270,450.00	\$ -	\$ 9,937.50	\$ 3,387.50	\$ -	\$ 174.90	\$ 59.62	\$ 13,325.00	\$ 13,325.00	\$ 234.52
Condominium	0	1	0	1	\$ -	\$ 208,713.00	\$ -	\$ -	\$ 2,612.50	\$ -	\$ -	\$ 45.98	\$ -	\$ 208,713.00	\$ 2,612.50	\$ -
Addition	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alteration	8	15	12	35	\$ 154,962.00	\$ 203,204.00	\$ 111,868.00	\$ 1,962.50	\$ 2,600.00	\$ 1,450.00	\$ 34.54	\$ 45.76	\$ 25.30	\$ 470,034.00	\$ 6,012.50	\$ 105.60
Roof	10	14	9	33	\$ 62,859.00	\$ 114,020.00	\$ 112,336.00	\$ 812.50	\$ 1,487.50	\$ 1,450.00	\$ 14.30	\$ 25.96	\$ 25.52	\$ 289,215.00	\$ 3,750.00	\$ 65.78
Deck	3	5	3	11	\$ 10,055.00	\$ 11,461.00	\$ 6,200.00	\$ 137.50	\$ 187.50	\$ 100.00	\$ 2.42	\$ 3.08	\$ 1.54	\$ 27,716.00	\$ 425.00	\$ 7.04
OWF	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shed	4	7	4	15	\$ 25,100.00	\$ 21,774.00	\$ 15,998.00	\$ 337.50	\$ 312.50	\$ 212.50	\$ 5.94	\$ 5.28	\$ 3.74	\$ 62,872.00	\$ 862.50	\$ 14.96
Solid Fuel App	1	1	1	3	\$ 3,000.00	\$ 2,300.00	\$ 2,450.00	\$ 37.50	\$ 37.50	\$ 37.50	\$ 0.66	\$ 0.66	\$ 0.66	\$ 7,750.00	\$ 112.50	\$ 1.98
Siding	2	1	1	4	\$ 3,260.00	\$ 15,000.00	\$ 4,000.00	\$ 62.50	\$ 187.50	\$ 50.00	\$ 0.88	\$ 3.30	\$ 0.88	\$ 22,260.00	\$ 300.00	\$ 5.06
Electrical	11	7	11	29	\$ 13,400.00	\$ 9,600.00	\$ 11,395.00	\$ 325.00	\$ 162.50	\$ 262.50	\$ 3.74	\$ 2.42	\$ 3.08	\$ 34,395.00	\$ 750.00	\$ 9.24
HVAC	2	10	8	20	\$ 13,637.00	\$ 110,180.00	\$ 79,995.00	\$ 187.50	\$ 1,400.00	\$ 1,062.50	\$ 3.30	\$ 24.64	\$ 18.26	\$ 203,812.00	\$ 2,650.00	\$ 46.20
Plumbing	3	0	2	5	\$ 2,940.00	\$ -	\$ 5,500.00	\$ 75.00	\$ -	\$ 87.50	\$ 1.10	\$ -	\$ 1.32	\$ 8,440.00	\$ 162.50	\$ 2.42
Pool	1	1	2	4	\$ 100.00	\$ 3,000.00	\$ 1,400.00	\$ 25.00	\$ 37.50	\$ 50.00	\$ 0.22	\$ 0.66	\$ 0.66	\$ 4,500.00	\$ 112.50	\$ 1.54
Demolition	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inspection	1	0	0	1	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ -
Solar PV	0	2	0	2	\$ -	\$ 83,000.00	\$ -	\$ -	\$ 1,037.50	\$ -	\$ -	\$ 18.26	\$ -	\$ 83,000.00	\$ 1,037.50	\$ 18.26
Manufactured Home	1	0	0	1	\$ 5,700.00	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 1.32	\$ -	\$ -	\$ 5,700.00	\$ 75.00	\$ 1.32
Garage	0	1	2	3	\$ -	\$ 45,000.00	\$ 4,300.00	\$ -	\$ 562.50	\$ 75.00	\$ -	\$ 9.90	\$ 1.10	\$ 49,300.00	\$ 637.50	\$ 11.00
Barndoor	0	1	0	1	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 125.00	\$ -	\$ -	\$ 2.20	\$ -	\$ 10,000.00	\$ 125.00	\$ 2.20
Foundation Only	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Residential:	47	68	56	171	\$ 295,013.00	\$ 1,631,048.00	\$ 625,892.00	\$ 4,072.50	\$ 20,562.50	\$ 8,225.00	\$ 68.42	\$ 317.02	\$ 141.68	\$ 1,501,032.00	\$ 32,860.00	\$ 524.92

COMMERCIAL

TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 4TH QUARTER		
	Apr	May	Jun	Totals	Apr	May	Jun	Apr	May	Jun	Apr	May	Jun	Value	Permit Fee	Ed Fee
New	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Addition	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alteration	3	1	0	4	\$ 18,000.00	\$ 250,000.00	\$ -	\$ 242.50	\$ 3,625.00	\$ -	\$ 3.96	\$ 55.00	\$ -	\$ 268,000.00	\$ 3,867.50	\$ 58.96
Roof	1	0	1	2	\$ 74,100.00	\$ -	\$ 34,000.00	\$ 1,087.50	\$ -	\$ -	\$ 16.50	\$ -	\$ 7.48	\$ 109,187.50	\$ 1,087.50	\$ 23.98
Deck	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OWF	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shed	0	1	0	1	\$ -	\$ 3,030.00	\$ -	\$ -	\$ 58.00	\$ -	\$ -	\$ 0.88	\$ -	\$ 3,088.00	\$ 58.00	\$ 0.88
Solid Fuel App	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Siding	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electrical	0	1	0	1	\$ -	\$ 2,300.00	\$ -	\$ -	\$ 43.50	\$ -	\$ -	\$ 0.66	\$ -	\$ 2,300.00	\$ 43.50	\$ 0.66
HVAC	0	3	0	3	\$ -	\$ 26,500.00	\$ -	\$ -	\$ 387.50	\$ -	\$ -	\$ 5.94	\$ -	\$ 26,887.50	\$ 387.50	\$ 5.94
Plumbing	1	0	1	2	\$ 650.00	\$ -	\$ 27,000.00	\$ 25.00	\$ -	\$ 391.50	\$ 0.22	\$ -	\$ 5.94	\$ 27,675.00	\$ 416.50	\$ 6.16
Sign	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	0	1	0	1	\$ -	\$ 44,793.00	\$ -	\$ -	\$ 562.50	\$ -	\$ -	\$ -	\$ -	\$ 45,355.50	\$ 562.50	\$ -
Other i.e. Fire	0	1	0	1	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 29.00	\$ -	\$ -	\$ 0.44	\$ -	\$ 2,029.00	\$ 29.00	\$ 0.44
Change Of Use	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar PV	0	1	0	1	\$ -	\$ 99,000.00	\$ -	\$ -	\$ 1,435.50	\$ -	\$ -	\$ 21.78	\$ -	\$ 100,435.50	\$ 1,435.50	\$ 21.78
FOG	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Commercial:	5	9	2	16	\$ 92,750.00	\$ 427,623.00	\$ 61,000.00	\$ 1,355.00	\$ 6,141.00	\$ 391.50	\$ 20.68	\$ 84.70	\$ 13.42	\$ 584,958.00	\$ 7,887.50	\$ 118.80

	TOTALS:	VALUE	TOTAL COLL	PERMIT FEES	ED FEES	COPIES ONLY	NOTARY	PENALTY		
	FISCAL YEAR COLLECTIONS TO DATE:	\$ 12,234,356.00	\$ 180,063.42	\$ 172,350.50	\$ 2,924.42	\$ 61.50	\$ 250.00	\$ 4,500.00		
June	\$ 737,643.00	\$ 9,574.04	\$ 9,157.50	\$ 166.54	\$ -	\$ -	\$ 250.00			
May	\$ 1,791,441.00	\$ 23,122.24	\$ 22,698.50	\$ 388.74	\$ -	\$ 35.00	\$ -			
April	\$ 617,093.00	\$ 9,247.26	\$ 9,106.50	\$ 140.76	\$ 8.00	\$ 15.00	\$ -			
March	\$ 1,636,435.00	\$ 21,062.06	\$ 20,164.50	\$ 362.56	\$ -	\$ 35.00	\$ 500.00			
February	\$ 557,320.00	\$ 7,918.96	\$ 7,495.50	\$ 124.96	\$ 8.50	\$ 40.00	\$ 250.00			
January	\$ 896,923.00	\$ 11,847.04	\$ 11,370.50	\$ 199.54	\$ 2.00	\$ 25.00	\$ 250.00			
December	\$ 760,215.00	\$ 10,305.58	\$ 9,861.00	\$ 168.08	\$ 21.50	\$ 5.00	\$ 250.00			
November	\$ 1,367,607.00	\$ 18,717.96	\$ 18,145.50	\$ 306.46	\$ 1.00	\$ 15.00	\$ 250.00			
October	\$ 1,549,325.00	\$ 20,083.24	\$ 19,458.00	\$ 344.74	\$ 5.50	\$ 25.00	\$ 250.00			
September	\$ 923,235.00	\$ 14,256.58	\$ 13,035.00	\$ 206.58	\$ -	\$ 15.00	\$ 1,000.00			
August	\$ 798,243.00	\$ 12,043.36	\$ 10,589.50	\$ 178.86	\$ -	\$ 25.00	\$ 1,250.00			
July	\$ 598,876.00	\$ 21,885.10	\$ 21,268.50	\$ 336.60	\$ 15.00	\$ 15.00	\$ 250.00			
09/10 FISCAL YEAR INFORMATION FOR \$\$ COLLECTED:	\$ 12,234,356.00	\$ 180,063.42	\$ 172,350.50	\$ 2,924.42	\$ 61.50	\$ 250.00	\$ 4,500.00			
08/09 FISCAL YEAR INFORMATION FOR \$\$ COLLECTED:	\$ 20,236,751.02	\$ 203,041.62	\$ 199,777.94	\$ 3,263.68	\$ 349.50	\$ 349.50	\$ 349.50			
		VALUE			PERMIT FEES COLLECTED			ED FEES COLLECTED		
TOTALS:		09/10	08/09	% +/-	09/10	08/09	% +/-	09/10	08/09	% +/-
FISCAL YEAR COLLECTIONS TO DATE:	\$ 12,198,556.00	\$ 13,858,062.50	88%	\$ 172,350.50	\$ 169,437.00	102%	\$ 2,923.80	\$ 2,467.62	118%	
June	\$ 737,643.00	\$ 1,725,469.00	43%	\$ 9,157.50	\$ 21,557.50	42%	\$ 166.54	\$ 313.38	53%	
May	\$ 1,791,441.00	\$ 633,902.00	283%	\$ 22,698.50	\$ 8,905.00	255%	\$ 388.74	\$ 107.64	361%	
April	\$ 616,093.00	\$ 1,949,971.00	32%	\$ 9,106.50	\$ 24,600.00	37%	\$ 140.14	\$ 353.52	40%	
March	\$ 1,636,435.00	\$ 1,147,362.00	143%	\$ 20,164.50	\$ 16,217.00	124%	\$ 362.56	\$ 207.90	174%	
February	\$ 557,320.00	\$ 327,796.00	170%	\$ 7,495.50	\$ 4,459.00	168%	\$ 124.96	\$ 60.48	207%	
January	\$ 896,923.00	\$ 118,627.00	756%	\$ 11,370.50	\$ 1,670.00	681%	\$ 199.54	\$ 22.50	887%	
December	\$ 725,415.00	\$ 620,087.00	117%	\$ 9,861.00	\$ 8,379.00	118%	\$ 168.08	\$ 107.82	156%	
November	\$ 1,367,607.00	\$ 998,665.00	137%	\$ 18,145.50	\$ 12,961.50	140%	\$ 306.46	\$ 176.76	173%	
October	\$ 1,549,325.00	\$ 2,255,062.00	69%	\$ 19,458.00	\$ 24,417.00	80%	\$ 344.74	\$ 369.54	93%	
September	\$ 923,235.00	\$ 1,056,590.00	87%	\$ 13,035.00	\$ 12,975.00	100%	\$ 206.58	\$ 195.12	106%	
August	\$ 798,243.00	\$ 1,067,145.00	75%	\$ 10,589.50	\$ 13,371.00	79%	\$ 178.86	\$ 196.74	91%	
July	\$ 598,876.00	\$ 1,957,386.50	31%	\$ 21,268.50	\$ 19,945.00	107%	\$ 336.60	\$ 356.22	94%	

REVENUE INFORMATION 09/10

FY COMPARATIVE INFORMATION FOR REVENUE & BREAKDOWN:

QUARTER: 4TH (April - June, 2010)



QUARTERLY REVENUE
BUILDING DEPARTMENT

MONTHLY COMPARATIVE INFORMATION FOR PERMITS ISSUED:	PERMITS ISSUED TO DATE:	Total Value of Permits issued	Total \$ Entered Permit Fees Only	Total \$ Entered Ed Fee Only	Total \$ Entered	Total Permits Issued	New SFD's	New Condo's
	June	\$ 686,892.00	\$ 8,616.50	\$ 155.10	\$ 8,771.60	58	1	0
	May	\$ 2,058,671.00	\$ 26,828.50	\$ 447.70	\$ 27,276.20	77	2	1
	April	\$ 387,763.00	\$ 5,427.50	\$ 89.10	\$ 5,516.60	52	0	0
	March	\$ 1,695,085.00	\$ 21,584.50	\$ 375.32	\$ 21,959.82	56	3	0
	February	\$ 534,220.00	\$ 7,343.50	\$ 119.90	\$ 7,463.40	42	1	0
	January	\$ 1,078,622.00	\$ 13,940.00	\$ 239.58	\$ 14,179.58	50	0	2
	December	\$ 727,856.00	\$ 9,644.50	\$ 161.92	\$ 9,806.42	61	1	0
	November	\$ 1,350,132.00	\$ 17,222.00	\$ 301.62	\$ 17,523.62	69	2	1
	October	\$ 1,530,945.00	\$ 19,522.00	\$ 341.00	\$ 19,863.00	61	2	2
September	\$ 723,765.00	\$ 11,672.00	\$ 162.36	\$ 11,834.36	54	2	0	
August	\$ 1,549,643.00	\$ 21,362.50	\$ 343.58	\$ 21,706.08	70	2	0	
July	\$ 941,013.82	\$ 12,612.50	\$ 200.74	\$ 12,813.24	54	0	2	
09/10 FISCAL YEAR INFORMATION FOR PERMITS ISSUED:		\$ 13,264,607.82	\$ 175,776.00	\$ 2,937.92	\$ 178,713.92	704	16	8
08/09 FISCAL YEAR INFORMATION FOR PERMITS ISSUED:		\$ 17,613,518.74	\$ 176,355.98	\$ 2,501.54	\$ 178,857.52	798	17	3
07/08 FISCAL YEAR INFORMATION FOR PERMITS ISSUED:		\$ 17,355,416.00	\$ 212,370.00	\$ 2,820.32	\$ 215,190.32	818	15	15



BUILDING DEPARTMENT

QUARTERLY INSPECTION REPORT

th Qtr: April - June FY: 09/10

Total Site Inspections: 295

	Last Qtr	This Qtr	Fiscal Year	Same Qtr Last Year
Structural Inspections:	168	168	894	217
Electrical Inspections:	118	118	561	147
Plumbing Inspections:	76	76	386	89
Heating Inspections:	65	65	310	95
Miscellaneous Inspections:	9	9	45	18
Total Inspections:	436	436	2196	964
Final Inspections:	123	123	592	146

Note: Totals with 3 Inspectors

SUBMITTED BY:

Michael E. Nintean

TOWN OF MANSFIELD
DEPARTMENT OF BUILDING AND HOUSING INSPECTION



Michael E. Nintean, CBO MCP, Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3324 TELEPHONE
(860) 429-3388 FACSIMILE

Quarterly Housing Report

April 1, 2010 – June 30, 2010

A) Activity:

- The certificate fees for this quarter totaled \$12,750.00 this figure represents an 88% decrease from the same quarter last year. (Please see attached report for detailed information.)
- Landlord registration fees collected totaled \$225 this represents a 56% decrease from the same quarter last year. The department received 5 change of address notices this quarter which represents a 500% increase. The new registries are usually the result of property sales or zone patrols. (Please see attached report for detailed information.)
- The department inspected units within the overlay zone. A total of 229 inspections were conducted during the quarter of which 116 were certificate inspections. This represents a 60% decrease for total inspections from the same quarter last year. We issued 85 certificates and 109 violation orders which represents a decrease of 88% and 6% from the same quarter last year. The violation orders resulted in 14 waivers pending correction being issued which is a 214% decrease compared to the same quarter last year. (Please see enclosed reports for detailed information.)
- The department tracked various sub-categories of activity for statistical analysis. The reports are attached for review. The department observed 229 individual code violations of which 109 were considered life safety issues and 120 were general code violations. This equates to a 148% decrease in total violations, a 160% decrease in life safety violations and a 138% decrease in general code violations respectively.
- The department responded to 21 complaints during this quarter. This represents a 133% decrease from the same quarter last year. The department referred 12 matters to other Town departments for possible enforcement action which equates to a 600% increase.
- Blight patrols are ongoing to enforce the Town's Litter ordinance and have been adjusted to address areas of greater concern. The department issued 10 courtesy door hangers, 1 warning and 2 \$90 citations as a result of these patrols. These numbers represent a 200% decrease in door hangers, a 400% decrease in warnings and no change in citations compared to the same quarter last fiscal year;

- The Implementation Schedule database is being monitored regularly and updated as needed;
- The Landlord registry is up to date and being maintained;
- Department has staffed the Community Quality of Life Committee
- Department has participated with the Mansfield Campus Community Partnership Committee
- Staff began preparing implementation of the Off Street Rental Parking Ordinance

B) Plans for Next Quarter:

- Continue using the "Microsoft Access" database to track all department activity;
- Periodically mail notices to landlords in advance of their required certificate inspections including information on the new parking ordinance;
- Maintain the list of exempt properties within the overlay zone and periodically verify the status of those properties;
- Continually review the code and program, maintain a list of possible concerns and present to Town Manager's office for review and changes as needed. This will be done in concert with the Committee on Quality of Life issues;
- Continue blight patrols;
- Continue to serve on the MCCP committee;
- Implement the "Parking Area Designation Ordinance"

C) Other Issues:

- The department collected \$77,250.00 in certificate fees and \$1,270.00 in landlord registration fees for the fiscal year. Last fiscal year we collected \$97,350 in certificate fees. This equates to an average \$87,300 annually. This variation is because of the cyclical nature of the 2 year inspection cycle and balances with the approximately 1160 units within the zone.
- A total of 11 litter ordinance violation fines were collected totaling \$945.00. (Please note the hearing officer reduced 1 fine from \$90 to \$45)



HOUSING INSPECTION CERTIFICATES ISSUED

4TH QUARTER - 09/10

QUARTER: 4th - April - June

TOTAL: 84

MONTH	INSPECTOR		TOTALS
	DEREK DEBUS	BRAD FREEMAN	
April	5	7	12
May	34	0	34
June	30	2	32
TOTALS:	64	9	84

COMMENTS:

** Total Includes 6 Conditional Certificates Issued (not cleared for final certificate)
See attached List.



HOUSING INSPECTION
WPC
4TH QUARTER - 09/10

QUARTER: 4th - April - June

TOTAL: 14

MONTH	CERTIFICATE Total Issued	BLIGHT Total Issued	COMPLAINTS Total Issued
April	3	0	0
May	3	0	0
June	8	0	0
TOTALS:	14	0	0

Comments:



HOUSING INSPECTION
REFERRALS
QUARTERLY REPORT - 09/10

4TH QTR: April - June

MONTH	CERTIFICATE	BLIGHT	COMPLAINTS
	Total Issued	Total Issued	Total Issued
April	0	0	0
May	0	0	1
June	0	0	11
TOTALS:	0	0	12

Comments:



HOUSING INSPECTION

DOOR HANGERS, WARNING
NOTICES, CITATIONS ISSUED

QUARTERLY REPORT - 09/10

QUARTER: 4th - April - June

MONTH	DOOR TAGS	WARNING NOTICES	CITATIONS
	Total Issued	Total Issued	Total Issued
April	9	1	2
May	0	0	0
June	1	0	0
TOTALS:	10	1	2

TOTAL FEES COLLECTED: \$180.00

COMMENTS:



William D. Hammon, Facilities Management Director

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CONNECTICUT 06268-2599
(860) 429-3326 TELEPHONE
(860) 429-3388 FACSIMILE

Quarterly Report

April 1, 2010 ~ June 30, 2010

A. Completed Activities:

1. New roof on Senior Center building.
2. Completed at Mansfield Community Center:
 - New partitions in locker rooms.
 - Co-gen at finally operating as expected.
 - Properly trained custodial staff on cleaning tasks.
 - Head custodian and maintenance staff trained as commercial pool certified operators.
 - New shower heads in locker rooms.
7. New A/C units installed and operating at Mansfield Daycare.
8. Major roof repair at Mansfield Daycare.
9. Re-wrote policy and procedures manual for custodial/maintenance staff.
10. Built projection room in Town Hall Council Chambers.
11. Completed April safety training of entire custodial/maintenance staff.
12. Completed approximately 150 work orders per month this quarter.
13. Work on meeting advertising signs taking more time than anticipated.
14. Still working on School Building Project numbers and what is next.
15. Roof at Fire Station #107 annex has been replaced.

B. Plans for this quarter – In process:

1. Re-lamping of Town Buildings is 75% complete.
2. New boiler installation at Maintenance Shop has started.
3. ABS has started programming for computer control of boilers in major town buildings.
4. ADA compliant changing room at Mansfield Community Center will start first week in August.
5. Shut down (summer clean) work at all schools has started. Shut down list at other town buildings is complete.
6. New sign for outside Town Hall is ordered and in process.
7. A different truck for the Facilities Management Dept. is being worked on to include a lift tail gate.
8. Approaching close out of Mansfield Middle School heating project.

continued...

Quarterly Report

- 2 -

9. Co-gen at Mansfield Middle School is operating at 75% power until we can determine demand.
10. Received quote to install glass protector for Collector of Revenue Office at Town Hall.
11. Installation for additional cooling and heating in Eastern Highlands Health Dept. offices at Town Hall.

William D. Hammon, Director
Facilities Management

INTER

OFFICE

MEMO

TOWN OF MANSFIELD, FINANCE DEPARTMENT

To: Matthew W. Hart, Town Manager
From: Cheryl A. Trahan, Director of Finance
Subject: Fourth Quarter Narrative Report (June 30, 2010)
Date: September 7, 2010

I. ACCOUNTING, FINANCIAL REPORTING & BUDGETING

1. Accomplishments

- a. Completed all quarterly payroll tax reports for the first quarter of calendar year 2010
- b. Prepared internal and external quarterly reports, including the Quarterly Financial reports for the Town and Region 19
- c. Completed quarterly financial reporting for the EHHD's Bioterrorism & multiple other health grants, for the Community Development Block Grant, and for MDP's STEAP/DECD grants, including payment requests
- d. Prepared an abbreviated budget and powerpoint for the Annual Town Meeting.
- e. Finalized the 2010/11 Adopted Budget.
- f. Established a lease purchase program for the 09/10 adopted capital budget items
- g. Completed salary estimates for the annual CIRMA workers' compensation audit.
- h. Prepared cash requirements and member town contributions for 2010/11 for Region 19.
- i. Processed June/July special payrolls for the Board of Education employees.
- j. Issued the 2009/10 closing schedule and begin numerous yearend adjusting journal entries.
- k. Began implementation of changes outlined in the responses to the audit management comments.

- l. Monitored and balanced the 2009/10 General Fund and CNR fund budgets in light of the Pequot/Mohegan grant reduction
 - m. Completed the conversion and went LIVE on the new Windows-based General Ledger, Accounts Payable and Purchasing modules. Began training for decentralized purchase order entry.
 - n. Continued to assist with financial impact projections for a potential school renovation project.
 - o. Continue to assist the Region 19 with the financial impact of a potential athletic field renovation project
 - p. Worked with Bond Counsel on the authorization process for the issuance of bonds for various capital improvement projects – 4-Corners Water/Sewer, Miscellaneous Equipment purchase, Bridge Repairs and Open Space.
2. Outstanding Problems:
None at this time
3. Plans for the next quarter:
- a. Issue all internal and external quarterly reports
 - b. Prepare all quarterly payroll tax reports
 - c. Prepare quarterly financial reports for EHHD Bioterrorism & multiple other health grants, for Community Development Block Grants, and for MDP's STEAP/DECD grants, including payment requests as necessary
 - d. Capitalize fixed assets and calculated depreciation for 2009/10.
 - e. Prepare Capital Projects funding adjustments and closeouts for the Town and Region
 - f. Prepare final adjusting and closing entries for 2009/10
 - g. Host the 2009/10 annual audit
 - h. Close Fiscal Year 2009/10 and prepare the Comprehensive Annual Financial Report for the Town, Region 19 and Eastern Highlands Health District.

- i. Prepare the ED001, ED141 and other annual reports to the State Dept of Education for the Mansfield and Region Boards of Education.
- j. Establish a purchasing card program for the Boards of Education
- k. Complete the training for user departments on purchase order entry thereby eliminating duplicate keying.
- l. Negotiate energy contracts for FY 2010/11.
- m. Prepare documents with our Financial Advisor to issue bonds in the Fall, 2010 to fund the authorized projects.
- n. Begin data conversion and training for the Admins Windows-based Payroll/Personnel modules.

II. Assessor's Office

1. 2009/2010 Fourth Quarter Accomplishments

- a. Completed the review and processing of all property transfers for the period covering April 1, 2010 through June 30, 2010. There were 88 documents reviewed with 50 sales and 38 transfers for no consideration. All changes pertinent to the assessment records have been integrated into the records for the October 1, 2009 Grand List file.
- b. Completed and submitted to the State of Connecticut the M-37 (State-owned properties) report and the M-13/ M-13a (taxable and non-taxable property) reports for the October 1, 2009 revalued Grand List.
- c. Completed the Elderly Home Owner submission for the State of Connecticut. There were 94 applications and 24 renewals. The Social Services Department assisted the Assessor's Office by taking the applications. The Assessor's Office processed the completed applications for submission to the State by July 1st. Additionally, there are a total of 6 homeowner's enrolled in our Local Homeowner's Freeze program and 5 homeowner's in our Local Homeowner's original program. This brings the total participants for both Local Homeowner's programs for the 2009 Grand List to 11.
- d. Field inspections continued for permit work with an emphasis placed on inspecting those properties that were issued a certificate of occupancy. As the inspections were completed, pro-rate letters were mailed to the property owner and a copy given to the tax collector for generating tax bills for the current billing cycle.

- e. The project of digitally photographing each residence and attaching the photos to the property record cards was completed during this quarter.

2. 2010/2011 First Quarter Plans

- a. We will continue to process all property transfers and legal changes to the records.
- b. Field inspections continuing for permit work and completed new construction for the October 1, 2010 Grand List.
- c. Personal Property Declarations forms will be mailed to all business owners and owners of unregistered motor vehicles by mid-September. Completed Declarations are due to the Assessor's Office by Monday, November 1st.
- d. The Board of Assessment Appeals' hearing for Motor Vehicle appeals is scheduled for Saturday, September 11th from 9:00 am to 12:00 pm in the Assessor's Office.
- e. Digital photographs (one per property) to be downloaded into the Town's GIS website by mid-September.

3. Problems

None to report.

III. REVENUE COLLECTORS OFFICE

1. Accomplishments:

Parking Tickets

- a. Kept current with Town ticket appeals, payments, correspondence and entry of new tickets.
- b. Processed 100 tickets issued and delivered to collectors office for 4th quarter.
- c. Sent 52 follow up letters for tickets not paid
- d. Collected and processed \$3,200 payments on 72 parking tickets in 4th quarter.
- e. Facilitated collection of 5 appeals on tickets in 4th quarter.
- f. Regular follow up on tickets has been fully implemented. All outstanding tickets get follow up letters 2 months after issuance.

Refuse/Miscellaneous/Sewer Bills

- g. Billed and collected refuse accounts for the April 2010 quarterly refuse bills.
- h. Continued collections on sewer accounts for the August 1, 2009 through January 31, 2010 usage period.
- i. Entered and balanced monthly revenues. Processed 60 billings for the 4th quarter for the Eastern Highland Health District, Rental Properties, Bulky Waste, Mid-Neroc, Copier Fees, Administrative Services, Small Cities Loans, Agriculture Education, Animal Control, Police Special and Special Education Tuition. Total of all billings for the 4th quarter were \$229,347.01. Total outstanding revenues as of June 30, 2010 are \$75,891.06.
- j. Billed and collected the self-pay retiree medical life insurance monthly.
- k. Sent delinquent reminder notices and shut off notices for delinquent refuse accounts. Shut offs executed on accounts still unpaid for last quarter.
- l. Released 3 refuse liens and recorded 3 new refuse liens in the 4th quarter.
- m. Release 1 sewer lien and filed 7 new sewer use liens.

Taxes

- n. Continued collections on all classes of taxes past due
- o. Sent lien notices on all past due Real Estate tax accounts in May.
- p. Collections on the 2008 Grand List through June 30th were \$23,519,555 or 98.4% of the budgeted collections. This office processed 996 payments in 4th quarter on all accounts, including prior years. Prior Years collections, including interest through June 30th totaled \$342,165 or 102% of budgeted collections for this category.
- q. Processed certificate of corrections, refunds and printed monthly balancing reports for these activities. A net total \$48,363 of taxes has been removed due to proof provided during fiscal year July 1, 2009 through June 30, 2010.
- r. Continued to work on returned pieces of mail received.
- s. Met with management on top 20 accounts and oldest 20 accounts. Tax sale planned for after July collections.
- t. Collected on a series of personal property business taxes sent to the State Marshal for collection.
- u. Released 51 tax liens on accounts paid off within the 4th quarter 2010.
- v. Filed 135 new tax liens for the 2008 Grand List.
- w. Sent 2009 tax bills with limited issues. The referendum was passed on 6/22/2010. We were able to successfully print all the bills in house and mail them by the end of the month. This takes an enormous amount of work to accomplish and with no room for errors. We did find one bank requested the incorrect bill numbers when they made their --"automated request" -- this did cause an issue, but it was quickly remedied.

General office

- x. Completed reconciliation to the General Ledger through June 30th, 2010.
- y. Maintained delinquent account follow up file system for easy correspondence tracking.

2. Outstanding Problems:

- a. None at this time.

3. Plans for the Next Quarter:

Parking Tickets

- a. Continue to follow up on all outstanding tickets issued.

Refuse/Miscellaneous/Sewer Bills

- b. Bill and collect single family refuse accounts for the July 2010 quarter. Process the multi family billings based on the number of cubic yard containers used.
- c. Enter and Balance monthly FY 10-11 revenues. Process miscellaneous billing requests when received.
- d. Process and collect the self-pay retiree medical and life insurance billings monthly.
- e. Send delinquent reminders, shut off and lien notices for unpaid refuse accounts.
- f. Process liens on unpaid refuse accounts and sewer accounts.

Taxes

- g. Wrap up 2008 Grand List for the auditors. File the annual information with the Town Clerk.
- h. Collect on 2009 Grand List.
- i. Process all payments, certificate of corrections, refunds and print daily and monthly balancing reports for these activities.
- j. Release liens as necessary for accounts collected in full.
- k. Continue collection action procedures on all classes of tax.
- l. Continue to assess delinquency status, bankruptcy status, familiarize special arrangements, and build relations with taxpayers and fellow tax collectors.
- m. Begin tax sale proceedings and finalize foreclosure court dates by August 31st.

General office

- a. Perform record retention duties on many classes of records.



Town of Mansfield Fire and Emergency Services

To: Matthew W. Hart, Town Manger
From: David J. Dagon, Fire Chief
Date: August 5, 2010
Subject: Quarterly Report – 4th Quarter '09 – '10

The Mansfield Fire Department is proud to acknowledge the honor bestowed on Howard Reynolds, Past Chief Eagleville Fire Department for being inducted into the Connecticut State Firefighters Association's Hall of Fame. Induction into the Hall of Fame recognizes the individual's contributions to advancing the fire service in the State of Connecticut.

Fire and Emergency Services Management

- Planning and preparation for department Spring Weekend operations dominated the beginning of this quarter. This year the public safety agencies established a unified command post to enhance operational interaction between agencies.
- Willard Cornell was promoted to the position of fire captain. Captain Cornell has been a volunteer, part time and full time firefighter for the department prior to his appointment as captain.
- Captain Lavitt continues work on the fire department's GIS (Geographic Information System) mapping project. The project will provide information on infrastructure such as water sources, utilities, landing zones, etc...
- The department continues to evaluate response districts, call volume, and resource deployment to determine if improvements in service delivery to the community and firefighter safety can be achieved.
- Work on the department's fiscal year '10 – '11 budget and Spring Weekend operational planning have dominated this quarter.

Fire and Life Safety Education

- The Fire prevention Committee continues to meet to enhance the department's delivery of Fire and Life Safety education to the community. Plans are being discussed to be present at the Festival on the Green this year with a program.

Fire and Emergency Services Operations

• Calls for Service – April 1 st – June 30 th	YTD (July 1 st – June 30 th)	
○ Fire	28	77
○ Fire Alarms	28	110
○ Hazardous Condition	19	73
○ Medical Incidents	352	1,337
○ Service Calls	50	144
○ Good Intent	29	76

Training

- On April 15th a Mock MVA was conducted. The event was organized by Amber Allard, an E. O. Smith student, as her senior project. The Mock MVA was designed to draw attention to the hazards of driving while texting. The simulation of a two vehicle accident with five accident victims was well planned and very realistic. Additionally, film crews from Channel 14 documented the event and will be producing a video that can be presented to inform students in future years to the dangers of distracted driving.
- EMS in-service training programs provided by WCMH (Windham Community Memorial Hospital) have been reworked. The sessions are now hosted by the MFD at Station 107. The change allows on-duty personnel to attend the training programs and invitations are offered to surrounding departments to attend as well.

FEMA Grant

- The department was notified that its application to the Assistance to Firefighters Grant for the 2009 grant cycle was not funded. The department has submitted a grant request for the 2010 grant cycle. The department is again requesting Tone and Voice Pagers that are used to alert firefighters to calls for service. The department is currently experiencing a shortage of these devices for all firefighters.

Equipment Testing/Maintenance

- SCBA (Self Contained Breathing Apparatus) Mask Fit Testing was initiated in March and completed in April. This testing is done annually to insure members that wear SCBA are able to obtain a proper face mask seal to prevent exposure to hazardous materials.

The Fire Department participated in the following Special Events

- Memorial Day Parade

Meetings/Training/Workshops attended:

- State Commission on Fire Prevention and Control
- Mansfield Firefighters Association meetings
- Mansfield Fire Department Officer meetings
- WCMH EMS in-services
- Tolland County Mutual Aid Fire Service
- Connecticut Fire Chiefs Association monthly meetings
- Connecticut Career Fire Chiefs Association monthly meeting
- Fire Marshal in-service training programs
- Spring Weekend planning
- AFG Grant Workshop



Town of Mansfield

To: Matt Hart, Town Manager

From: John Jackman, Deputy Chief/Fire Marshal, Director of Emergency Management,
Voice Communications Manager

Copy: David Dagon, Fire Chief
Cherie Trahan, Director of Finance

Date: Tuesday, July 27, 2010

Re: Quarterly Report: April 1, 2010 through June 30, 2010

I. Accomplishments.

1. Provided training for the "e-PCR" (Electronic Patient Care Report) reporting system and deployed the system for department wide use. In addition, the department's records management system upgraded.
2. During the current quarter, collected \$4,543.34 in revenue for Fire Prevention Plan Reviews as authorized by the Fire Preventions Services Fee Schedule. During the current fiscal year, Fire Prevention Services has generated \$28,103.34 in revenue.
3. Prepared agenda and packet for Emergency Management Advisory Council and held a meeting of the Advisory Council.
4. Attended several UConn Spring Weekend planning meetings.
5. Assisted with the implementation of the UConn Spring Weekend Management plan.
6. Attended the DEMHAS CT Emergency Management Symposium.
7. Worked with Carriage House management (Aspen Square), Town Manager, Resident Trooper's Office to prepare for Spring Weekend and related issues.
8. Prepared a proposed revision of the Fire Prevention Services Fee Ordinance, which was initially enacted by the Town Council with an effective date of June 28, 2009. The proposed revision includes fees for permits and approvals.
9. Provided assistance and staff to the MCCP off campus program.
10. In cooperation with Liquor Control and the State Police, conducted late evening occupancy and use inspections of selected liquor establishments for compliance with the Connecticut Fire Safety Code.
11. DEP presented an Open Burning Official Training Session for staff.

Fire Marshal/Emergency Management/Voice Communications
Quarterly Report: April 1, 2010 through June 30, 2010

12. Attended the Connecticut Emergency Management Symposium
13. In conjunction with the Connecticut Department of Public Safety conducted a public safety communications needs assessment for the Unified Command Post for UConn Spring Weekend. Determined that additional internal (municipal) command and control channels, as well as a need to expand the capacity of the existing interdisciplinary command and control (ITAC/ICALL) was necessary to ensure that staff had adequate and reliable means to coordinate response activities. Reviewed existing equipment, prepared an interagency communications plan to provide the necessary channels and capacity, secured equipment, and deployed the equipment for Spring Weekend.
14. Continued to assist with the implementation and evaluation of "School Crises Response Drills."
15. Continued to administer the FEMA SRL (Severe Repetitive Loss) grant to secure a \$160,000 SRFL mitigation grant for the owners of 109 Thornbush Road.
16. Worked with staff and the area apartment complex owners/agents/tenants to review and prepare for the spring semester and UConn Spring Weekend.
17. Continued to serve on the Department of Emergency Management and Homeland Security Region IV Emergency Planning Steering Committee.
18. Continued to support and trouble shoot the recently installed interoperable UHF radio system for the Public Works Department and general government equipment that was purchased with the 2006 and 2007 Homeland Security Grants.
19. Continued to provide assistance to the Eastern Highlands Health District with planning for the Pandemic Flu, Bio-Terrorism and Point of Distribution facilities.
20. Continued to support UConn's EMHE (Emergency Management Higher Education) Grant as a community partner.
21. Continued to provide a Field Training Program for newly certified Deputy Fire Marshals.
22. Continued to work with the State Fire Marshal's Fire Prevention Code Advisory Committee.
23. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
24. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.
25. Continued to serve as the Chair of the WINCOG Emergency Management Committee.
26. Attended several Safety and Wellness Committee meetings.
27. Attended several meetings with DEMHS (Department of Emergency Management and Homeland Security) in regard to the development of an all hazards Regional Emergency Operations Plan.
28. Continued to assist users with the Fire Service Management Software.

29. Staff attended the following in-service training programs: Electrical Code Requirements for Commercial and Residential Buildings; Fire Prevention Code—Details; Change of Occupancy Case Study—Factory to Residential; Fire Investigation—Back to Basics; and, Emergency Vehicle Operations.
30. Continued to serve as a member of, and provide staff support to the Campus/Community Partnership.
31. Provided staff support to the Town/Gown Committee
32. Continued to serve on an Emergency Procedures for municipal buildings subcommittee of the Health and Safety Committee.
33. Attended several Mansfield Fire Department Officers meetings, Mansfield Fire Association meetings, and Training programs.

II. Outstanding Problems.

1. It is expected that all the required annual inspections of existing buildings that are open to the public will be completed. However, buildings located at farms and other smaller storage occupancies have not been inspected.

III. Exception Report.

1. None.

IV. Plans for the Next Quarter.

1. Place a high priority on new construction inspections.
2. Prepare permit forms and records management system for the proposed revision of the Fire Prevention Fee Ordinance.
3. Continue to monitor the computerized Fire Department Records Management System

V. Staff Changes.

1. None.

VI. Statistical Reports.

1. Fire Marshal Reports (Will be forwarded at a later date).
2. Issued 44 Open Burning Permits.
3. Two new underground storage tanks were registered.

**TOWN OF MANSFIELD
DEPARTMENT OF HUMAN SERVICES**

To: Matthew Hart, Town Manager
From: Kevin Grunwald, Director
Re: Department of Human Services; Quarterly report- 4/01/10-6/30/10
Date: August 5, 2010

I. ADMINISTRATIVE AND ADULT SERVICES

- A. During this quarter the Director of Human Services was involved in the following activities:
- Continued to oversee transition issues related to staffing changes at the Mansfield Senior Center, including hiring of a Senior Center Coordinator.
 - Hosted a Town Hall Meeting on underage drinking, funded by a grant from the Substance Abuse and Mental Health Systems Administration.
 - Participated in a site visit for the Eastern Highlands Health District's ACHIEVE grant to prevent chronic disease.
 - Awarded a grant from the William Caspar Graustein Fund to support implementation of Mansfield's Plan for Young Children.
 - Continued to work with a sub-committee of the Mansfield Senior Center Association to implement a Volunteer Driver program.
 - Attended training on "Impediments to Fair Housing and the Small Cities CDBG Program."
 - Attended the William Caspar Graustein "Institute on Performance Measurement and Accountability."
 - Continued to represent the Town of Mansfield on the Safety Net Sub-Committee of Windham's Ten-Year Plan to End Homelessness.
 - Joined the Planning Group for the Northeast Area Non-Profit Collaborative (NANC) "Turn the Curve" initiative, focused on the issue of poverty.
 - Participated in visits to off-campus student residences prior to Spring Weekend as a member of the Mansfield Community-Campus Partnership.
 - Met with the Committee on Committees to discuss formation of a Human Services Advisory Committee.
 - Attended annual Municipal Agent training sponsored by the State of CT Department of Social Services.
 - Participated in planning sessions to start a local Triad chapter to focus on senior safety.

B. Other programs and services delivered through Adult/Administrative services included the following:

- Various forms of assistance were provided to 109 unduplicated clients, through 135 contacts.
- Financial assistance was provided to 8 individuals through 10 contacts, with 5 individuals receiving help through the Special Needs Fund.
- 7 families received help through our local Food Pantry through 13 separate contacts.
- 8 residents received tax assistance from the Elderly and Disabled Homeowner's Tax program through 11 contacts.
- 22 residents participated in the Elderly and Disabled Renter's rebate program.
- 17 families received assistance through the Holiday Program, supported by the Storrs Congregational Church.

II. SENIOR SERVICES

A. Senior Center:

- There were 3965 visits to the Senior Center by 373 unduplicated members.
- A total of 2104 meals were served at the Center to 153 individuals.

B. Highlights:

- 52 individuals participated in various Enrichment Programs including computer classes, art classes, quilting, bridge, and chorus.
- 63 seniors attended the Annual Senior Center Association banquet.
- 104 seniors participated in Community Education events, including the AARP Safe Driving Program.
- 5 seniors received legal assistance.
- 235 seniors participated in different social events including special lunches, bingo, jewelry class, and other games.
- 13 seniors received tax preparation assistance.
- 143 seniors participated in ongoing fitness and exercise programs including yoga, pilates, aerobics, Tai Chi and therapeutic exercise.

C. Social Work Services:

- The Senior Service Social Worker met with 34 unduplicated clients and provided the following types of assistance:
 - Information regarding the Medicare/Medicare Savings Program (MSP)/Connpace/Medicaid assistance (15).
 - Community Presentations to Jensen's on MSP/ConnPace (30); Glen Ridge: "Introduce self to community and explain services offered" (10); and Wrights' Village re: MSP (3).

- Provided assistance with locating home health services (11), homemaking services (3), in-home meals (2), and obtaining medical equipment (9).
- Facilitating support groups: Two Low Vision Groups. (Invited a guest speaker from the Lions' Low Vision Agency to last meeting).
- Coordinated volunteers to help seniors in the community clean their yards and provide assistance with dog walking.
- Transported one senior to medical visits.
- Advocated for one senior who is having issues with their landlord.
- Toured a subsidized living facility with one resident who lives in the community (resident requested this help).
- Provided information to Generations' Health Clinic and the State Department of Social Services regarding recreational opportunities at the Mansfield Senior Center.
- Worked with local animal control officer regarding concerns about the health of a client's dog.
- Assisted a resident with information regarding funeral arrangements for her sister and procedures for Power of Attorney and conservatorship.
- Referrals for legal assistance, marriage counseling, medical transportation, Willimantic Alzheimer's Support Group, local mental health agencies, and the Charter Oak insurance program.
- Visited a client twice in a local nursing home to assist with housing problems with her son.
- Received training (4 sessions) to co-facilitate "Live Well" classes.
- Invited to speak to a Social Work class at ECSU re: the Role of the Senior Social Worker.
- Assisted one client who received a shut off notice from CL&P.

D. Health and Wellness Activities

- Ongoing support groups are offered for Cancer and Low Vision, and were attended by 17 individuals.
- The VNA East provided services to 32 seniors through 37 visits to the nurse.
- Podiatry services were provided to 45 individuals.
- 67 seniors received blood pressure screenings, and 4 participated in hearing screenings.
- 17 seniors attended various presentations on health issues.
- 5 seniors received reflexology services.
- 18 seniors participated in health talks on celiac disease, diabetes and diet, exercise and diabetes, heart disease and thyroid issues.

III. YOUTH SERVICE BUREAU

A. Programs and Activities: Served approximately 295 families over the three month period. These families participated in programs as listed below. In addition a total of 61 students in 3 elementary schools participated in COPE, a clinical support group for children who have experienced loss, for a total of 432 sessions. Seventy-six youth and family members received psychiatric services with our psychiatrist.

Programs Offered:

- Individual, family and Group Therapy
- Mentoring Program
- Psychiatric Consultation
- Information, education and referral
- Crisis Intervention
- Parenting Education
- JUMP (7th and 8th grade Leadership program)
- Youth Work Employment Program
- Job Bank
- LEAP (4th grade transition program to middle school)
- Grandparents Raising Grandchildren Group
- Children's Grief Group
- Challenge Adventure Program
- Multi Family Therapy
- Holiday Giving
- Summer Camp
- Jorgensen Out Reach to Youth
- Peers Are Wonderful Support Leadership Conference

B. YSB Highlights:

- Give and Go Program: YSB worked with the University of Connecticut's office of Environmental Policy and Sustainability to distribute, food, clothes and furniture from UConn students when they move out. Collected items were distributed to needy families in Mansfield.
- JOY Program: YSB provided an opportunity for Mansfield families in need to attend performances at Jorgensen with the help of the Jorgensen Outreach to Youth Program. Sixty-four tickets were donated by the JOY program for families to attend two performances at Jorgenson. The participants were thrilled to receive the tickets and for many it was their first time on the UConn Campus.
- Juvenile Justice Community Breakfast: YSB attended a community meeting sponsored by our state representatives. The theme was that servicing our children in our own communities and avoiding unnecessary contact with the juvenile justice system saves taxpayers money and is more successful in preventing crime. ***It is believed that in part because of "zero-tolerance polices" and an over reliance on police to enforce school discipline behaviors children are much more likely to be***

arrested at school than they were a generation ago. This is putting youth into the system who do not belong there. Many are status offenders or youth who run away, are truant or are beyond their parents' control and are helped with counseling and other services to stay out of the Juvenile Justice System.

- o Girl's Group: YSB initiated a new group for girls who are living without their mothers. This group met weekly after school at the YSB office.
- o PAWS Regional Leadership Conference: Fourteen middle school students attended the conference along with 200 other middle school students from neighboring communities. The conference teaches students about handling stress, understand stereotyping, dealing with feelings of sadness and depression, and healthy vs. unhealthy relationships. Some of the workshops included guided imagery, social justice, and Tae Kwon Do.
- o Easter Food Basket: There were a number of YSB families that were supported by the Storrs Congregational Church this Easter. Through the generosity of others many of our families were able to have a healthy Easter.

Activities included the following:

- o Challenge: Completed their 34th year, 16 students attended the week long adventure including, rock climbing, canoeing, and hiking.
- o Volunteer Recognition event: The YSB staff hosted an end of the year barbeque for students who had worked in our programs all year. Ethel Mantzaris, Advisory Chair, did all of the grilling. It was a great event with nearly 100 percent participation from our students. Many of these students will be returning next year to continue their work.
- o Jump: YSB coordinated a 7th and 8th grade leadership group with MMS and Villari's Martial Arts studio in Storrs.
- o Grandparents' Group: This continues to be an active and growing group. They met with Judge Twerdy in May to discuss laws, regulations and rights of grandparents who are the sole guardians of their grandchildren. Children in these families are often at high risk for behavior problems in school and home.
- o Social Work Research and Scholarship Exhibition: YSB staff attended the UConn School of Social Work's first annual social work research and scholarship exhibition. The YSB is looking for students to assist us with our work on Results Based Accountability designs.
- o School of Social Work: The YSB had a successful first year internship placement program. We provided a placement site for 2 graduate social work students. The students provided clinical services to our families allowing us to expand our reach to more families.
- o Local Inter Agency Team: YSB and Officer Jerry Marchon from our advisory board have joined this initiative to work together with area agencies. This program serves the catchment area of the Willimantic Juvenile Court district serving 23 towns. It is designed to evaluate and

coordinate prevention, early intervention and treatment programs for youth in an effort to reduce court system involvement of youth.

- o NECASA Honoree: Congratulations to Ethel Mantzaris for her contribution to youth of Mansfield. We were delighted that she was chosen as Mansfield's recipient this year.

C. Mansfield Advocates for Children:

- Coordinated volunteers around the revision, production and distribution of the first Mansfield Family Resource Guide booklet.
- Worked with a volunteer to produce 'Family Fun in Mansfield'.
- Coordinated volunteer efforts to offer special events to celebrate the "Week of the Young Child" in April.
- Arranged for School Readiness families to attend "Jorgensen Outreach to Youth" program events.
- Met with Building, Maintenance, and Community Center Directors to discuss the state of local playgrounds and proposed improvements.
- Visited Colchester Elementary School as an example of the 'one school' concept.
- Addressed parents at Southeast School re: "Community Connectedness" at the first bus ride event.
- Co-hosted a public forum on the school building question with the League of Women Voters of Mansfield.

D. School Readiness Program

- Maintained ongoing use of 14 School Readiness spaces at 4 local NAEYC accredited centers.
- Continue to coordinate CAN meetings (this year at S.E. School).
- Attended the State Department of Education's quarterly liaison's meetings.

E. Discovery 2010 Grant—Mansfield's Plan for Young Children

- Coordinated efforts to continue developing MAC's Plan for Young Children.
- Met regularly with the Graustein liaison, MAC Co-Chairs, MAC Executive Council, and Team Leaders.
- Attended the RBA Performance and Accountability Institute.
- Continued to recruit members for the capacity building project.
- Coordinated efforts of each of the three Focus Team.



Department of Information Technology

To: Matthew Hart, Town Manger
From: Jaime Russell, Director of Information Technology
Date: August 1, 2010
Subject: 4th Quarter Report

The Department of Information Technology completed a successful fourth quarter.

- The Department completed the required replacement cycle for the telephone system at the Mansfield Senior Center and Mansfield Wellness Center buildings. Both buildings' phone systems were installed 10 years prior and were at the end of their useable lifecycle.

We integrated VOIP (voice-over-Internet-protocol) technology into the replacement process to limit ongoing telephone costs while still maintaining reliable and effective phone service. VOIP allows us to route non-911 calls via our existing internal fiber connection and thereby better control ongoing costs incurred by telephone service providers.

- In the fourth quarter we launched the new Town of Mansfield website. The initial stage in April was a "soft launch" to allow citizens, staff, committees, and elected officials to preview the new site. In May, we completed the transition by replacing the old site with the new one.

The new website has been positively received and improves our communications effort through an intuitive interface that makes it easy for citizens to obtain municipal information. This effort was accomplished through the input of citizens and staff at formal meetings and via informal gatherings of input. In particular, the citizen Communications Advisory Committee and the staff Website Committee provided significant assistance and input.

- The Information Technology Department and Facilities Management Department coordinated to begin planning for tying some of the primary HVAC systems into the computer network. This process enhances the Town's ability to maintain and monitor these systems to ensure reliable operation and cost effective use.
- We continued to partner with the Finance Department to implement the interface changes to the ADMINS financial database. The two Departments coordinated their efforts to ensure an effective process.

- The Information Technology Department continued to provide computer and telephone support to all Town and School departments. Requests included software and hardware troubleshooting, new installations, and direct support of users' questions and needs. The Department regularly posted updates and new items on the external town and school websites and our internal intranet site.

MANSFIELD PUBLIC LIBRARY
QUARTERLY REPORT: APRIL MAY JUNE 2010

I. Summary of Major Activities and/or Highlights

II. Review of Quarterly Operations

A. Administrative

Boards

- **Friends of the Mansfield Library:** bench will be purchased in memory of Jody Newmyer, as well as books; membership is up to 400; Judy Stoughton will be the guest storyteller for the annual dinner in October; June Book Sale preparations (5/5).
- **Library Advisory Board:** discussed library hours at a Town Council Budget Workshop 4/5
- **Productivity**
 - Wrote final memo on revised library hours and return of Toddler Time: rationale and documentation. Library hours as of September 7 will be Mondays & Wednesdays 10 – 5; Tuesdays & Thursdays 10 – 8; Fridays and Saturdays 9 – 5. The Toddler Time program will be held on Friday mornings, beginning September 10.
 - Expanded report compilation tasks for Library Assistant I and Library Associate.

Personnel

- Conducted 4 work performance reviews.
- Public Services Librarian Peggy Frank will continue to supervise Library Pages because the Shared Librarian is not in the public library enough hours during the school year to adequately supervise them.
- Conducted web usability study in April
- Conducted staff meetings with librarians (5/11), all staff (6/3).
 - LAN setup
 - Email etiquette
 - Web tools for public libraries: wikis, podcasts and blogs
- Library pages: completed three work performance reviews, and dismissed one person.

B. Circulation

- Use of downloadable audiobooks overall increased 3% this quarter compared to the same quarter in 2009. However, use of children's and teen downloadable audiobooks decreased 23% for the FY 2010.
- Based on a random sampling, the 'Internet computers' were used about 4,500 times during the fourth quarter, an increase of about 500 times compared to the third quarter of this year.

C. Collection

Adult Services

- Analyzed and conducted collection maintenance activities in Adult nonfiction 746.0073 – 746.7 consisting of ~ 400 titles (6/22 & 6/23)
- Ran 3 statistical reports to discard titles that have not circulated in over 3 years in Adult Nonfiction 028.55 – 158.4, & 306.09 – 363.738 to reduce overcrowding.
- Selected and ordered adult music CD's to update and replenish the collection.
- Continued to analyze and conduct collection maintenance activities for Adult fiction: only 1 stack of approximately 2,000 books has not been analyzed.

Children's Services

- Analyzed and conducted collection maintenance activities: juvenile fiction up to "R", juvenile audiobooks.
- Continued monthly thematic slat wall displays for fiction and nonfiction. Themes this quarter included historical fiction, friendship, adventure stories, crafts, sports & the Olympics, and brain teasers.
- Analyzed statistical reports of nonfiction circulation; 590's (animals) and 970's (History: North America) had the highest circulation, but they are also large collections. Some of the smaller sections with lower circulation statistics may be the areas to target for displays.
- Updated Infant and Toddler recommended books, both online and hard copy.
- Created and produced a new Storybook Favorites booklist about Bedtime. These booklists help parents find picture books on a particular subject; we have over 8,000 picture books and they are arranged by author's last name.

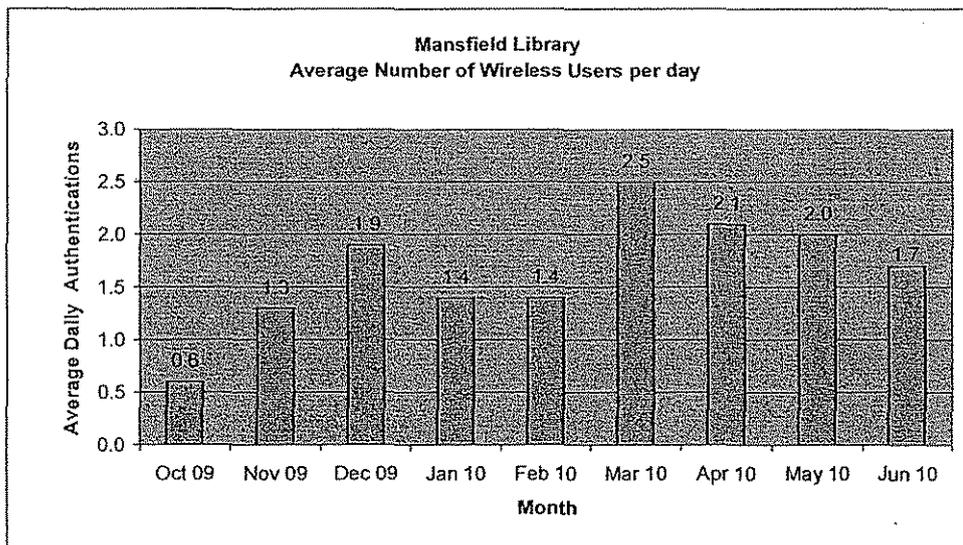
Teen Services

D. Cooperative Services and Activities

E. Information Services

- 54% of all questions answered required professional librarian assistance; 46% took less than 5 minutes to answer and are considered 'basic' reference transactions.

- Reference questions that can be answered using Mansfield Public Library's collection, Reader's Advisory questions, and using the Internet to answer questions have increased. Questions involving assistance with Inter-Library Loans, Database Use and Technical assistance have decreased.
- There were 31,205 hits to Mansfield Public Library's website and 11,899 visitors to the website of Mansfield Public Library. **Hits:** the number of times a page on our website was accessed; **visitors:** records the number of people that visited site, regardless of the number of pages within our website that were accessed or how many times the visitor went back to our homepage.
- Installed 14 new computers in library. Ages of computers replaced were: (1) 2001, (7) 2003, (3) 2004 and (3) 2006 machines.
- Worked with Bibliomation tech. support to create 4 new back-up tapes, replacing worn out tapes.
- Mango Languages, an online language instruction service, was introduced in mid April 2010. Seventeen people have utilized 71 learning sessions in Italian, Greek, Spanish (Latin), French, Russian, Mandarin Chinese and Japanese.
- Published in hard copy and on our website newsletters for April, May and the summer months. Articles included publicity and/or promotion:
 - **Programs** (special April vacation events for children, "Family Fun in Mansfield", story times, annual plant swap, Storyteller & Comedian Diane Postoian, A Connecticut Cottage Garden, summer reading programs and events).
 - **Services** (Mango online language learning system, laptops for circulation within the library, local artist exhibit).
 - **Annotations** for websites (travel, performing arts)
 - **Recommended books** (poetry for children, contemporary series for kids that follow in the Cleary tradition, book discussion group titles).
- The Mansfield Public Library has been offering wireless Internet since the middle of October 2009. The following chart represents the average number of users who successfully authenticate each day of the month. Since the statistics average the entire month, the days we are closed are also figured into the equation so the usage when we are open is actually higher.



- The top ten nonfiction subject areas based on circulation statistics are home economics (includes
- home economic topics included: cooking; home repair; sewing; and
- parenting, travel topics included: both armchair and travel planning, medical
- sciences included: both mental and physical health; exercise; drawing and
- gardening.

F. Programs

Adult Services

- Planned and presented three 'armchair travelogue' programs: Spain, Portugal and Ireland at

Juniper Hill and Spain, Annie Oakley and Ireland at Mansfield Rehab. Over 100 people attended these programs. Discussions completed the programs.

- Fifty-five people attended the Get Organized program, funded by the Friends of Mansfield Library.

Children's Services

	ATTENDANCE	PROGRAMS/VISITS	EXPENDITURES
3-5 years	1235	61	\$ -
6-12 years	827	54	\$ -
adult	332	13	\$ 400.00
all ages	67	2	\$ 330.00
Teen 13 - 19	17	2	\$ -
Total	2478	132	\$ 730.00

G. Staff Development/Participation in Professional Meetings

Meetings/Workshops:

- * Anti-Harassment Training (6/24 Frank & Tinnel, 7/1 Bailey, Beausoleil, Epling & Stoughton).
- * Beausoleil, McMullan & Schreiber: new financial system reports (5/24).
- * Bailey, Frank, Stoughton & Tinnel with Town IT re: protocol for accessing C drives of staff computers, wireless problems, recommendations for vendors as well as software to design and create HTML pages to continue updating the library's standards-based website (6/17).
- * Knoecklein and Schreiber: Bibliomation Circulation (4/27).

III. Outstanding Issues/Major Issues

- Use of subscription databases is declining in BookFlix, Ebsco and World Book; they are distinct and value added resources for Mansfield residents. Stronger marketing efforts as well as screencast tutorials need to be implemented.

**% of Change in Database Use: FY 2010
compared to FY 2009**

Wowbrary - emails sent	377%
Wowbrary-click thru to cat	174%
Ancestry.com - Searches	159%
Wowbrary - accounts added	53%
BookFlix Sessions	-12%
Ebsco Searches	-62%
iCONN Sessions	-62%
Worldbook Searches	-69%

IV. Plans for Next Quarter

- **Administrative**
 - * Continue to work with librarians to compile statistical reports and analyze data in Web Reporter and Excel.
 - * Complete four work performance reviews.
- **Adult Services and Programs:**
 - * Complete analysis of adult fiction collection, shift books as necessary, and add shelf labels for best selling authors and authors of 'classics' to promote accessibility and use.
- **Children's Services and Programs:**
 - * Begin picture book weeding
 - * Keep up with Book Bus requirements throughout the summer
 - * Respond to re-stocking demands as needed
 - * Update Concepts booklist and Storybook Favorites Seasons booklists (carryover from last quarter)
 - * Work on new fiction read-alike booklists and other fiction booklists (carryover from last quarter)
 - * Think about possible fall program highlighting holiday/cultural event
 - * Run successful Summer Reading Program
 - *
- **Teen Services and Programs**
 - * Investigate potential for teens to volunteer with Friends of the Mansfield Library
 - * Investigate ways to get teens to spend more time in the library; discuss potential school-year programs and attendance with Junior volunteers.
 - * Investigate technology initiatives to keep current with usage trends (i.e. mobile-friendly link on MPL website, Twitter feeds of particular interest to book lovers, Facebook page for the library)
 - * Continue to read blogs, review sites and popular teen author news to stay current in upcoming titles. Purchase series continuations, as well as new manga and graphics titles
 - * Continue preordering new titles and replacing popular items as needed.
 - * Monitor tween paperbacks for use and consider expanding collection.
 - * Develop and maintain 2 book displays in teen area
 - * Expand teen CD collection 8/30/10
 - * Weed teen collection by 8/30/10
 - * Weed Graphic novels by 8/30/10
 - * Update booklists by 8/30/10
 - * Run successful Summer Reading Program

IV. Statistical Work Measurements

	4th Qtr 2009-10	4th Qtr 2008-09	% Change	This FY	Last FY	% Change
Hours of Service	718	718	N/A	2,798	2,809	N/A
# of Programs Provided	132	85	55%	372	364	2%
Total Program Attendance	2,478	1,812	37%	8,199	9,532	-14%
Questions Answered	3,802	2,841	34%	14,288	13,573	5%
Collection Size: Total	87,440	90,390	-3%	87,440	90,390	-3%
Print	74,019	78,319	-5%	74,019	78,319	-5%
Audio	6,035	6,350	-5%	6,035	6,350	-5%
Visual	4,820	4,579	5%	4,820	4,579	5%
Misc	2,256	1,142	98%	2,256	1,142	98%
Number of Library Cardholders	10,717	9,839	9%	10,717	9,839	9%
People Counter	22,956	23,290	-1%	91,365	93,686	-2%
Volunteer Hours	219	201	9%	1,030	839	23%
Total Circulation	57,989	62,134	-7%	240,879	252,416	-5%
Items Circulated In-House	2,160	2,345	-8%	9,628	9,973	-3%
Loans to Non-Residents	12,021	12,202	-1%	51,656	51,533	0%
Inter-Library Loans	1,902	2,873	-34%	11,870	13,275	-11%
from other libraries	1,227	1,731	-29%	7,370	8,148	-10%
to other libraries	675	1,142	-41%	4,500	5,127	-12%



Mansfield
Community
Center

Town of Mansfield
Parks and Recreation
Department



Curt A. Vincente, Director

10 South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3015 Fax: (860) 429-9773
Email: Parks&Rec@MansfieldCT.org
Website: www.MansfieldCT.org

TO: Matthew W. Hart, Town Manager
FROM: Curt A. Vincente, Director of Parks & Recreation *CAV*
DATE: August 3, 2010
SUBJECT: Quarterly Report (April – June 2010)

ACCOMPLISHMENTS

Administration

MARKETING & MEMBERSHIP

1. Supervised marketing efforts and created, reviewed and approved all marketing production pieces. Implemented elements of the marketing plan.
2. Planned and advertised Summer family fun activities.
3. Oversaw development and design of the Summer 2010 program brochure.
4. Sent renewal correspondence at the beginning of each month to members whose memberships were due to expire, including auto renewal members.
5. Attended local events for promotional purposes, including, UConn's Employee Wellness Expo, UCPEA Fair, and UConn Foundation Health Fair.
6. Continued a monthly review of member attrition to accurately track how many members end their memberships each month and for what reasons.
7. Continued to implement the on-going member feedback program using the questions and responses as a way to build loyalty and involvement in the center.
8. Assisted with Community Center and department wide marketing; including seasonal brochure preparation and special events.
9. Implemented elements of the member retention plan.

10. Created Summer 50% discount promotion for 3-month memberships, which included print, radio, direct mail, and in-house advertising.
11. Developed, compiled and organized information for member newsletter, which was sent out via email. Message included invitation to become a "fan" of MCC on facebook.
12. Provided regular tours of the facility and continued to utilize tour tracking and follow-up systems.
13. Continued to offer promotion with incentive for 3 month members to purchase annual memberships. Tracked promotion each month and followed up with those who did not take advantage.
14. Continued birthday party package format and hosted 32 parties in April-June, the most ever for this quarter.
15. Created member referral program for June 1, 2010 implementation.
16. Generated monthly low usage reports and contacted those who have used the MCC 5 or fewer times since they purchased a membership.
17. Generated monthly membership reports at the beginning of each month with gain/loss percentages.
18. Continually updated member retention trend chart.
19. Generated monthly new membership reports, and contacted all new members within a month of joining to welcome them to the facility.
20. Maintained promotions notebook.
21. Continued to lead staff on development of a new Department web-site.
22. Facilitated business partnership program and prepared new list of local businesses for a targeted mailing, which was sent to area businesses, UConn and ECSU.
23. Signed new business partnerships with Mansfield Center for Nursing and Rehabilitation and AFSCME.
24. Updated and maintained membership management action plan.
25. Continued to monitor "Starting Strong Program" for encouraging fitness equipment orientations.
26. Planned annual Red Cross Blood Drive for July 1.

PERSONNEL & TRAINING

27. Conducted weekly staff meetings to review department communications, management issues, facility supervision and over-all operations.

28. Directly supervised one full time Aquatic Director, one full time Recreation Supervisor, two full time Receptionists, one full time Member Services Coordinator, six part-time Receptionists, one part-time Health and Fitness Specialist, three part-time Evening/Weekend Facility Supervisors, and one volunteer.
29. Completed and maintained work schedules, assignments, and performance reviews for part-time and full-time staff.
30. Addressed personnel issues, including counseling supervisors with employee development and discipline.
31. Completed general orientation and training for new part-time employees.
32. Processed time sheets for assigned staff and independent contracted services.
33. Recruited, hired and trained three new part-time Receptionists.
34. Conducted bi-weekly programming staff meetings.
35. Conducted monthly supervision meetings with professional staff.
36. Conducted monthly Reception staff meetings.
37. Indirectly supervised department-wide programs and staff.
38. Processed and maintained all employment paperwork and payroll for over 100 part-time employees.
39. Maintained and managed training records and instructed department wide employee training.
40. Oversaw advertisement, screening, interviewing, hiring and training procedures for department.
41. Completed general orientation and Bloodborne Pathogen training for full and part-time employees.
42. Coordinated Manager On Duty (MOD) scheduling and training.
43. Coordinated safety operations, including emergency action plan review.

FINANCIAL MANAGEMENT

44. Collected and deposited over \$404,500 worth of daily deposits (cash, checks, credit cards, gift certificates, EFT's, and payroll deductions).
45. Sold over 517 Community Center memberships in this quarter and maintained and managed 2,030 total memberships at the close of the quarter.

47. Managed and maintained petty cash account for the Community Center and Parks and Recreation Department staff.
48. Managed and maintained approximately 800 auto debit accounts through credit cards, checking and savings accounts and payroll deductions.
49. Managed and maintained approximately 140 fee waiver accounts.
50. Monitored facility attendance and tracked revenues and expenditures.
51. Managed and maintained approximately 100 payroll deduction memberships.
52. Managed and maintained billing for EOS, Natchaug, and group home student use of the facility.

MISCELLANEOUS

53. Organized and supervised special populations social group.
54. Planned, organized, and implemented a bicycle drive and delivered 123 bicycles to the Little Angels program for children in need.
55. Recruited, screened, hired, trained and supervised volunteer coaches.
56. Maintained communications with co-sponsored organizations and monitored compliance with co-sponsorship agreements.
57. Assisted with the annual Memorial Day parade ceremony.
58. Developed comprehensive list of tasks for annual maintenance shut down week and initiated meetings with Facilities Maintenance Department to coordinate work plan.
59. Reviewed daily building maintenance issues associated with the Community Center facility and communicated needs to the Facilities Maintenance Department.
60. Served as Manager on Duty for extend hours beyond normal work schedule.
61. Provided tours, registration information and responses to questions from potential community center members.
62. Served as a major link to customer service issues, including direct contacts with patrons, full-time and part-time staff.
63. Received, prioritized and responded to a significant amount of phone calls, emails and walk-in questions regarding numerous Parks and Recreation services. A high percentage of time was associated with the Community Center operation.
64. Registered and managed facility rentals for Community Center.

65. Met regularly with the Town Manager and Director of Finance to review Community Center operations.
66. Processed numerous membership cancellations, changes, transfers.
67. Served as host for two high school Safe Graduation parties.
68. Department staff coordinated and hosted a local Hershey Track and Field meet in cooperation with the Town of Windham.
69. Prepared and distributed committee packets for assigned Town committees.
70. Developed and maintained comprehensive gym schedule, including posting information on the Town's website.
71. Assisted League of Women Voters with "Know Your Towns Fair" planning.
72. Maintained, managed, and trained staff on computer software (RecTrac activity registration, facility reservations, point of sale, and membership management).
73. Developed, implemented, and supervised assigned programs and camps.
74. Assistant Director attended the following meetings:
 - weekly marketing meetings
 - weekly staff meetings
 - weekly Director/Assistant Director meetings
 - bi-monthly programming staff meetings
 - monthly Arts Advisory Committee meetings
75. Director attended the following meetings above and beyond normal operational meetings:
 - Connecticut Recreation & Parks Association – Hershey Track Committee
 - Know Your Towns Fair Planning Committee
 - Mansfield Advisory Committee for the Physically Disabled
 - Mansfield Business and Professional Association
 - Mansfield Downtown Partnership – Festival Planning
 - Mansfield Little League
 - Recreation Advisory Committee
 - Safe Graduation Committees
 - Town Council
 - Tri-Town Youth Football and Cheerleading Assoc.

Aquatics

1. Recruited, hired, and trained all aquatic spring semester and summer staff.
2. Completed any additional aquatic purchases and equipment orders for the Mansfield Community Center indoor pools and Bicentennial Pond.

3. Continued the new format for staff weekly update as a means of communicating issues, changes, or upcoming events.
4. Revised and reformatted the part-time staff schedule for spring/summer season to accommodate the staffing for both indoor and outdoor aquatic facilities.
5. Revised the pool weekly block schedules in a timely manner for distribution to our facility members and guests highlighting changes and updates.
6. Followed standards for American Red Cross Learn to Swim Program conducting 54 individual classes with a total of 424 enrolled participants in the program.
7. Full-time aquatic staff conducted monthly in-service trainings for aquatic staff in April and May including 500 yard swim fitness component.
8. Planned and finalized aquatic programming and classes for 2010 fall brochure.
9. Created and distributed program evaluations for all spring aquatic activities and classes to obtain feedback, monitor progress, and identify any need for program changes.
10. Continued with the implementation of spring aquatic programs (spring beginning in March) and began summer aquatic programs under the supervision of full-time aquatic director.
11. Revised and reprinted Aquatic Staff Manual with updates and changes for summer staff training.
12. Implemented summer staff pre-season training for all aquatic staff working at both the MCC and BCP. Training included approx. 15 hours of skill sessions, lecture and interactive activities and discussions.
13. Both part-time and full-time aquatic staff participated in all of the June safe graduation parties held at the MCC.
14. Re-certified approximately 25 aquatic staff members in American Red Cross Waterfront Lifeguard Training, First Aid, and CPR for the Professional Rescuer on June 8th, 12th, and 16th.
15. Aquatic Director participated in camp training holding an aquatic/waterfront specific session for all counselors.
16. Organized aquatic staff needs for camp swimming lessons, free swim, and canoeing with Recreation Coordinator.
17. Aquatic Director attended the following:
 - Weekly staff meetings
 - Bi-weekly aquatic staff meetings
 - Monthly programming/aquatics meetings with supervisor
 - CRPA Aquatic Section/Executive Board Meetings

Fitness

1. Continued to oversee general operations of the Fitness Center and all fitness programs and staff.
2. Fitness staff includes; 8 part-time fitness assistants, 25 part-time fitness instructors, 6 contracted Personal Trainers.
3. Scheduled Fitness Assistants, covering 112 hours per week in the fitness area.
4. Coordinated and supervised a total of 52 different fitness classes meeting 7 days throughout the week. Spring program session was 10 weeks long and included 527 participants.
5. Evaluated member interests, needs, and concerns in the Fitness Center and worked with staff to meet and/or exceed member expectations.
6. Made recommendations to Director of Parks and Recreation for Fitness Center equipment and service needs.
7. Began planning for Summer fitness programs, a two-session season.
8. Recruited, interviewed, hired, and evaluated new program instructors.
9. Processed payroll for staff and independent contractors.
10. Provided content for the quarterly member newsletter including promotional and informational material on fitness and programs.

Youth & Adult Recreation

1. Special Events Held
 - April 19-23—Vacation Camp Held—45 participants each day
 - April 10—Annual Kids' Flea Market—33 participants—250 shoppers
 - April 19-23—Vacation Soccer Camp—74 participants
 - May 8—Parents' Night out—20 participants
2. Oversaw the after school program with 25 children
3. Coordinated the following trips with the Ashford, Coventry, and Tolland Recreation Departments:
 - April 24—day 2 in an Advanced Alien Civilization Trip—19 Mansfield participants
 - May 8—Bronx Zoo—15 Mansfield participants
 - June 5—Noshing Tour of NYC—10 Mansfield participants
4. Conducted April vacation camp, April 29-23
5. Coordinated daily facility use of schools, senior center and other town buildings for use by department programs that are held outside the Community Center.
6. Supervised open Teen Center hours for middle school and high school students.

7. Developed a variety of summer programs and distributed the Summer Program Brochure.
8. Developed, planned, organized, and supervised a comprehensive programs for adults and children.
9. Hired entertainment for summer concert series.
10. Continued with the solicitation of local businesses for sponsorship of summer concerts.
11. Conducted interviews and hired summer camp staff.
12. Coordinated reservations for birthday parties in Community Room and Arts and Crafts Room.
13. Listed upcoming activities and events on Muni-vision.
14. Recruited and hired summer Teen Center supervisors.

Parks and Preserves

1. Attended and prepared minutes for Land Management Committee.
2. Attended and prepared minutes for the Open Space Acquisition Committee.
3. Prepared and was awarded a Last Green Valley Grant to make improvements to the Moss Sanctuary.
4. Prepared packets for and attended meetings of the Parks Advisory Committee.
5. Prepared packets for and attended meetings of the Agriculture Committee.
6. Assisted Agriculture Committee in providing input to PZC on zoning regulations that impact agriculture.
7. Began preparing a presentation for the Agriculture Committee to present to the Town Council
8. Prepared packets for and attended meetings of the Open Space Preservation Committee.
9. Coordinated Dorwart property grant reimbursement with DEP.
10. Coordinated CT Trails Days walks on Mansfield trails.
11. Coordinated and staffed Natural Areas Volunteer (NAV) work days in various parks.
12. Continued oversight of the Recreational Trails Grant for improvements to the Commonfields.
13. Coordinated Wildlife Habitat Improvement Programs (WHIP) for Mt Hope Park, Eagleville Preserve, Schoolhouse Brook Park and Old Spring Hill Field.

14. Coordinated Trail Improvements on the Torrey Property
15. Reviewed land management plans with assigned committees and updated land management schedules.
16. Managed Agricultural Leases on Town Properties.
17. Coordinated Community Garden Program.
18. Coordinated park management efforts with Public Works.
19. Coordinated athletic field rentals and scheduling.

OUTSTANDING PROBLEMS/UNFORSEEN EVENTS

Due to the economic climate and growing resident needs, approved fee waivers again exceeded the appropriation for this quarter by 36% and over-all for the fiscal year by 40%.

EXCEPTION REPORT

None

PLANS FOR NEXT MONTH/QUARTER

1. Oversee Community Center facility operations
2. Supervise and evaluate Summer programs.
3. Oversee comprehensive Day Camp program
4. Oversee operation of Bicentennial Pond
5. Develop Fall programs and produce program brochure.
6. Conduct Summer Concert series
7. Conduct aquatic and camp staff orientation and training
8. Coordinate on-going and upcoming Capital Improvement Projects
9. Assist with Annual "Know Your Town Fair"

STAFF CHANGES

Summer Staff Lists (see attachment)

STATISTICAL REPORT – (Spring Quarter – April, May, June 2010)

See additional attachments:

1. Summary Program Statistical Report
2. Community Center Membership Trends Graphs (2, line and bar)
3. Community Center Total Members Graph
4. Community Center Facility Usage Reports
5. Community Center Constant Contact Survey Results

**Mansfield Parks & Recreation
Part Time Staff List
Summer, 2010**

AQUATICS:

Doug Adil
Dan Berger
Anna Brennan
Nora Claus
Janella Cuyler
Nate Cuyler
Sarah Doppstadt
Nicole Davies
Kim DeMorias
Russell Dutta
Erin Gaucher
Cris Gomez
Leigh Harding
Craig Hodgins
Melissa Hodgins
Emma Hoyle
Sarah Hoyle
Carolyn Jenkins
Kirsten Johnson
Chris Kegler
Ben Kelly
Mike Leisten
Sabiha Madraswalla
Ben Nollet
Zac Nollet
Caitlin Palermino
Jack Petry
Jamie Phillips
James Pritchardthorpe
Philip Rei
Hailey Rosa
Ryan Schoeplein
Rick Simonsen
Katie Townsend

YOUTH & ADULT:

Arlene Albert
Sandy Burbage
Ed Cyzewski
Mike D'Alfonso
Carrie Dyer
Carol Flis
Jay Frain
Kelly Madenjjan

Martina Wharton
Mary Jo E. Zanolli

SPORT & SPECIALTY CAMPS

Heather Benoit
Nicole Cote
Zach D'Agata
Calvin Knecht
Min Lin
Alec Malecki
Dan Mindek
Liz Moynihan
Kirk Murad
Betsy Parker
Justin Pegnataro
Ron Pires
Matt Taiman
Sandi Tosi
Kelly Zimmermann

DAY CAMP:

Duncan Campbell
Emily Chalk
Linda Chamberlain
Johanna DeBari
Ellen Gage
Rob Gagnon
Louis Goffinet
Chris Gross
Jennifer Gross
Kelsey Gross
Tiffany Hall
Taylor Hennessey
Mallory Hepple
David Keplesky
Kevin Kochis
Nick Kochis
Emma Lane
Jed Lane
Brittany Lewis
Caitlyn Metsak
Emily Miranda
Brittany Peck
Lazarus Pittman
Aleesha Quintana

Derek Rockx
Hannah Sikand
Heather Sinclair
Morgan Siniscalco
Kate Socha
Zach Sundquist
Lindsay Trudeau
Chad Vincente
Amber Woodworth

TEEN CENTER

Jennifer Gross
Tiffany Hall
Jed Lane
Laz Pittman
Morgan Siniscalco
Lindsay Trudeau

CHILDCARE

Alison Adams
Ariel Blair
Kim Blair
Allison Dion
Rachael Gore
Aleesha Quintana
Rachel Ziko

RECEPTIONISTS:

Janet Avery
Kim Blair
Lauren Evanovich
Emily Gresh
Greg Leblanc
Althea Lozefski
Jan Stephens

FITNESS:

Assistants

Anna Brennan
Scott Campbell
Kyle Chmielecki
Tom Gosselin
Conor Hackett
Shane Kelly
Kevin Kochis
Lanham Marks-Hamilton
Tina Pena
Kate Powell
Krista Speed

Hailey Rosa

Instructors:

Nancy Adler
Carol Becker
Paul Bushey
Katie Buckley
Sharon Coriaty
Anne Crone
Anelmy Cruz-Corcino
Connie DeCoursey
Todd Friedland
Jodi Farno
Lizzie Hochdorfer
George Hoffman
Kelly Madenjian
Ron Manizza
Eileen Melody
Dorinda Miller
Karen O'Conner
Kathy O'Connor
Jen Polsky
Christian Scannell
Elyse Schiavi
Margherita Shaw
Pat Suprenant
Nanette Tummers
Patty Vinsonhaler

Personal Trainers:

Kyle Chmielecki
Julie Dutton
Jodi Farno
Ryan Herrick
Gerry Kleinman
Lynn Mardon
Jessica Tracy

CUSTODIANS:

Alan Ducharme
Fred Service

FACILITY SUPERVISORS

Sarah Doppstadt
Erin Gaucher
Greg LeBlanc

SPECIAL NEEDS COORDINATOR

Channel Hildebrand

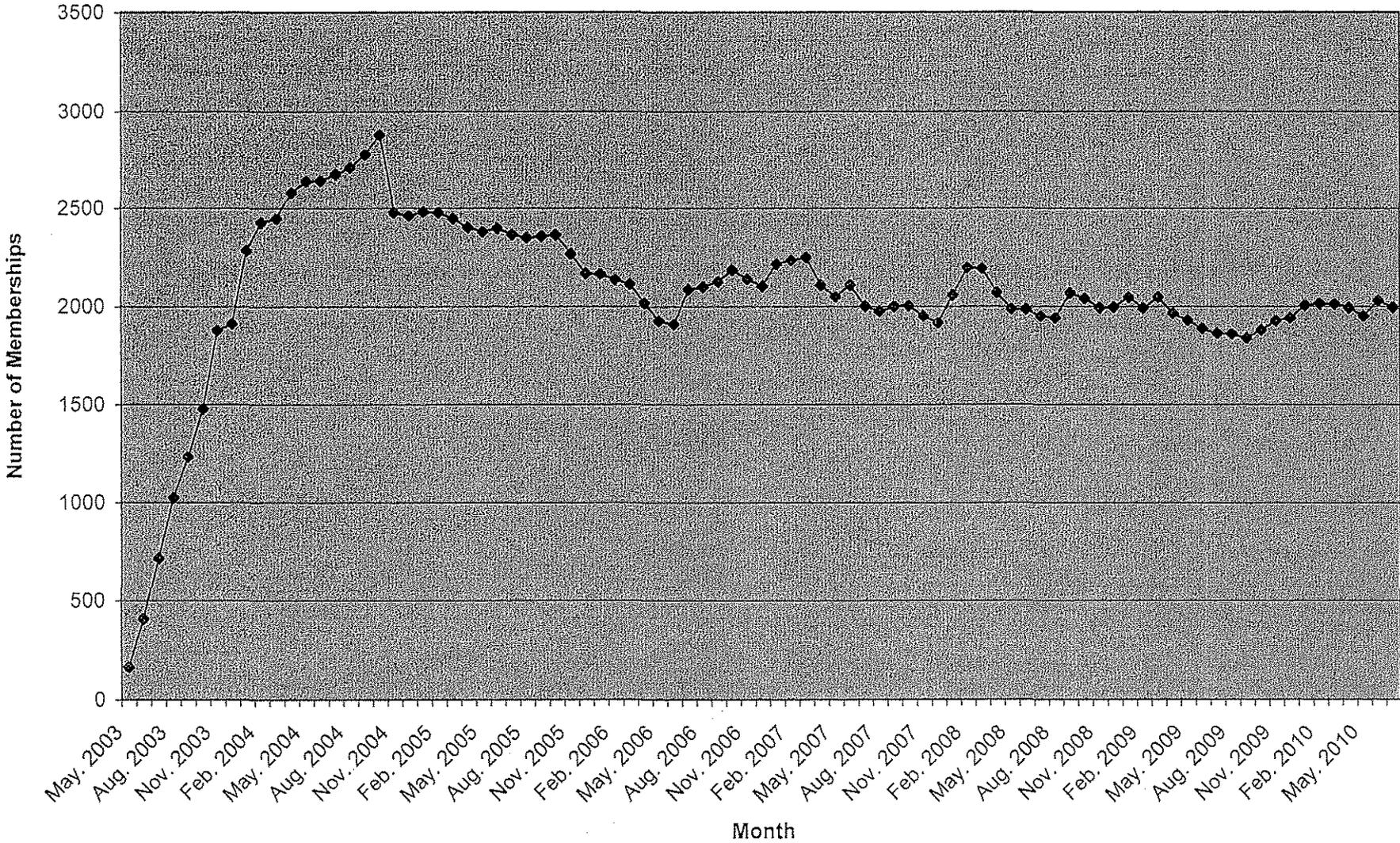
MANSFIELD PARKS and RECREATION DEPT.
Statistical Report
Spring Programs 2010
SUMMARY SHEET

PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Adult Programs	8,534.65	436.50	7,687.48	117%	100	12
Youth Programs - General	14,908.00	3,722.73	11,610.21	160%	243	48
Vacation Camps	20,228.00	3,568.90	18,620.48	128%	281	9
T-ball	2,530.50	0.00	1,162.50	218%	57	6
Swim Lessons Public	27,450.00	2,135.00	6,800.00	435%	424	54
Swim Lessons Private	5,200.00	0.00	1,860.00	280%	124	124
Fitness - General	26,410.50	2,102.57	17,757.56	161%	527	52
Drop-in (see note 4)	689.00	0.00	note 4		23	n/a
Fitness Flex (see note 5)	1,809.31	0.00	note 5		9	n/a
Pers.Training/Massage Ther.	17,429.00	0.00	11,328.82	154%	309	309
Child Care	3,710.30	0.00	9,333.14	40%	726	n/a
Trips	2,785.00	0.00	1,550.00	180%	40	3
Special Events	550.00	112.50	564.00	117%	53	2
TOTAL	132,234.26	12,078.20	88,274.19	163%	2,916	619
Notes:						
1) Program report only, includes direct program finances,						
does not include facility and indirect supervision overhead						
2) Community Center Child Care enrolled numbers are equivalent to hours purchased						
3) Community Center Membership Fee Waivers for this quarter - \$11,510.24						
4) Fitness drop-in expenses are included in general fitness						
5) Fitness Flex revenue from passes purchased during this period, but that may be used in other quarters						

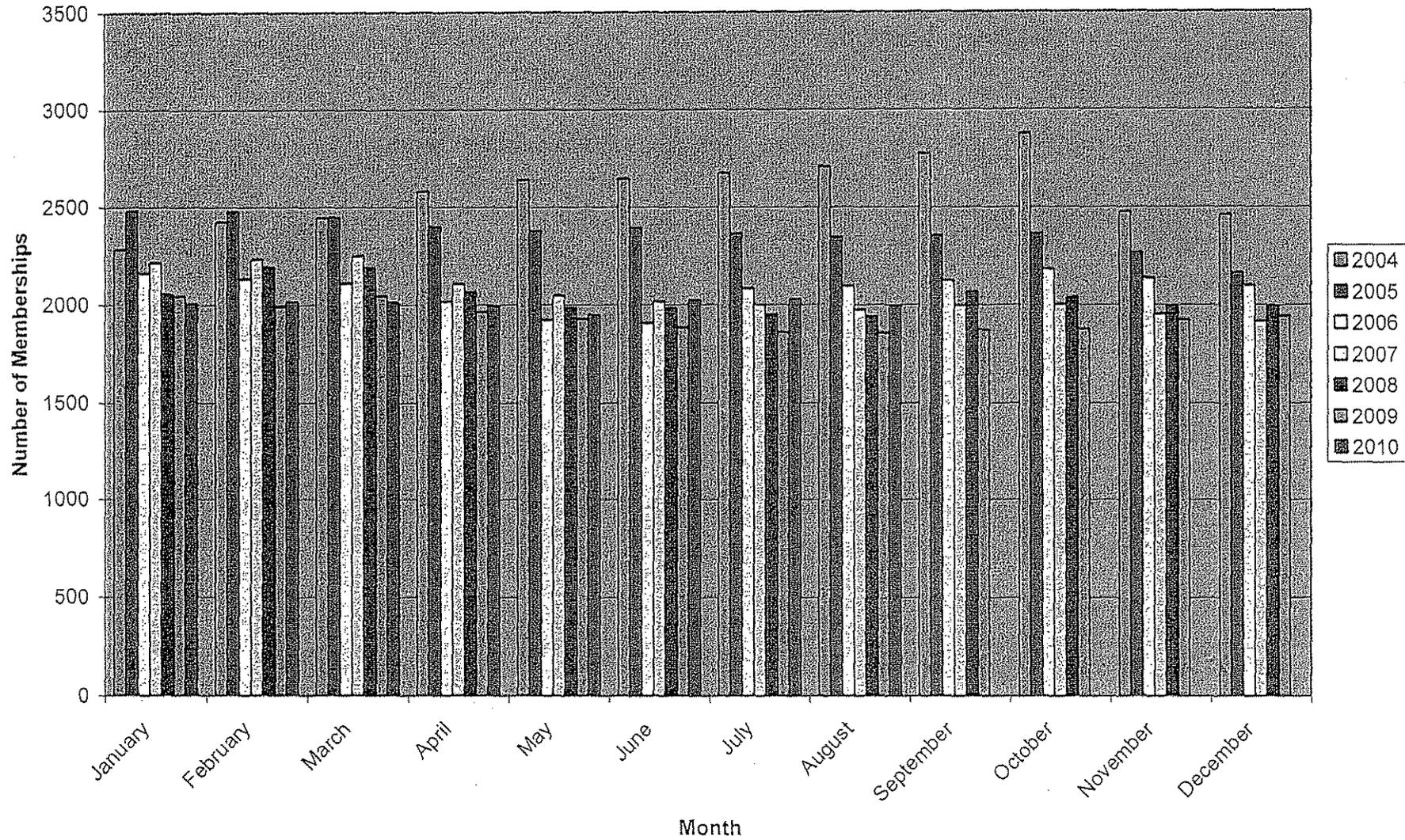
-187-

Mansfield Community Center Membership Trends May 2003-Current Total Memberships

-188-

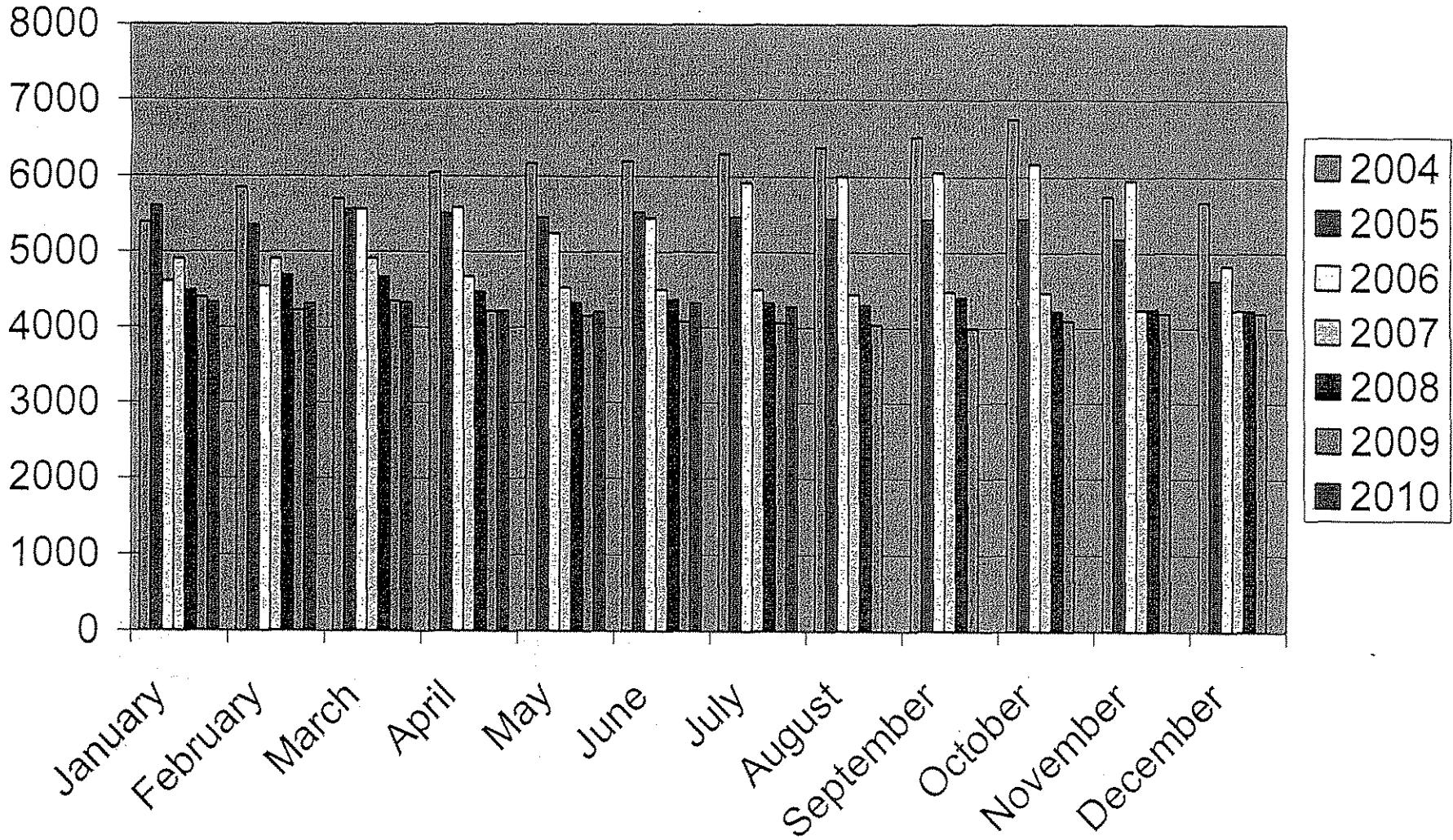


Mansfield Community Center Membership Trends May 2003-Current Total Memberships



Mansfield Community Center
Total Members

-190-



Mansfield Community Center

April 2010 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Thursday, April 01, 2010	524	36			27	25	612	
Friday, April 02, 2010	452				32	23	507	
Saturday, April 03, 2010	302	88	20		23	15	448	
Sunday, April 04, 2010	120				1	12	133	Open 9-5
Monday, April 05, 2010	591	124			12	30	757	
Tuesday, April 06, 2010	612	103	50		32	27	824	
Wednesday, April 07, 2010	510	117	20		25	30	702	
Thursday, April 08, 2010	487	120			8	17	632	
Friday, April 09, 2010	569	20		15	28	21	653	
Saturday, April 10, 2010	403	136			15	236	790	Kids' Flea Mkt. etc.
Sunday, April 11, 2010	311	12		87	7	19	436	
Monday, April 12, 2010	594	143	6		22	46	811	
Tuesday, April 13, 2010	594	132	39		16	46	827	
Wednesday, April 14, 2010	539	117			20	65	741	
Thursday, April 15, 2010	469	121			18	34	642	
Friday, April 16, 2010	505	32		60	30	16	643	
Saturday, April 17, 2010	447	113		41	37	22	660	
Sunday, April 18, 2010	334	12		20	29	20	415	22nd - MCC Swim Meet
Monday, April 19, 2010	596	164			36	60	856	Mans. School vacation
Tuesday, April 20, 2010	558	110	10		132	45	855	Mans. School vacation
Wednesday, April 21, 2010	522	125			30	43	720	Mans. School vacation
Thursday, April 22, 2010	494	111	15		16	168	804	Mans. School vacation
Friday, April 23, 2010	460	31			78	30	599	Mans. School vacation
Saturday, April 24, 2010	292	115	30	25	30	18	510	23rd - Family Fun Night
Sunday, April 25, 2010	379	12	15	30	14	18	468	
Monday, April 26, 2010	639	166	25		25	49	904	
Tuesday, April 27, 2010	607	118	15	12	8	25	785	
Wednesday, April 28, 2010	558	128	16		28	25	755	
Thursday, April 29, 2010	528	127	9		4	20	688	
Friday, April 30, 2010	475	31	6	50	10	44	616	
MONTHLY TOTAL	14,471	2,664	276	340	793	1,249	19,793	

Note: Sat., Apr. 26 Kid's Flea Market
 Earth Day Celeb., Parent's Night Out,
 Spring Weekend

Other Includes: child care, personal training, private swim lessons, drop-in programs, Mansfield Day, guest passes

May 2010 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Saturday, May 01, 2010	313	130	6	29	29	12	519	
Sunday, May 02, 2010	295	45		10	29	12	391	
Monday, May 03, 2010	666	181	10	6	17	29	909	
Tuesday, May 04, 2010	574	140	30		8	10	762	
Wednesday, May 05, 2010	470	116	10	8	10	12	626	
Thursday, May 06, 2010	486	155			10	8	659	
Friday, May 07, 2010	433	46		8	10	16	513	
Saturday, May 08, 2010	379	123	15		27	8	552	Parents' Night Out
Sunday, May 09, 2010	265	27			10	12	314	
Monday, May 10, 2010	618	180		8	34	17	857	
Tuesday, May 11, 2010	540	144	10		9	291	994	MCC Swim Meet
Wednesday, May 12, 2010	610	122	33	8	24	7	804	
Thursday, May 13, 2010	482	140	10		6	9	647	
Friday, May 14, 2010	537	46		8	35	12	638	Family Fun Night
Saturday, May 15, 2010	343	15	20		25	43	446	SN Social Group
Sunday, May 16, 2010	265	26		20	13	9	333	
Monday, May 17, 2010	543	99	22	8	9	15	696	
Tuesday, May 18, 2010	551	143	15		8	17	734	
Wednesday, May 19, 2010	611	63	51	8	14	25	772	Employee Health Fair
Thursday, May 20, 2010	462	121	19		5	9	616	19th - Free Mansfield Day
Friday, May 21, 2010	431	46			15	9	501	
Saturday, May 22, 2010	262	25		25	51	8	371	
Sunday, May 23, 2010	255	20	40	10	16	10	351	
Monday, May 24, 2010	563	96		8	19	16	702	
Tuesday, May 25, 2010	504	143	15		4	9	675	
Wednesday, May 26, 2010	501	44		8	12	15	580	
Thursday, May 27, 2010	460	143	10	8	1	9	631	
Friday, May 28, 2010	492	46			13	9	560	
Saturday, May 29, 2010	287	9			13	36	345	SN Social Group
Sunday, May 30, 2010	218	2			18	14	252	
Monday, May 31, 2010	226			8	6	6	246	Open 9-5
MONTHLY TOTAL	13,642	2,636	316	188	500	714	17,996	

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Mansfield Community Center

June 2010 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Tuesday, June 01, 2010	540	76	38		2	278	934	MCC Swim Meet
Wednesday, June 02, 2010	500	42	30	2	12	25	611	
Thursday, June 03, 2010	474	53		2	11	113	653	Swim Team Banquet
Friday, June 04, 2010	449	39			9	14	511	
Saturday, June 05, 2010	313	15	28	20	11	9	396	
Sunday, June 06, 2010	292	7			11	18	328	
Monday, June 07, 2010	520	73	10	2	14	27	646	
Tuesday, June 08, 2010	495	42	35		6	14	592	
Wednesday, June 09, 2010	512	42	20	4	16	24	618	
Thursday, June 10, 2010	502	53		39	6	14	614	
Friday, June 11, 2010	504	27			23	20	574	
Saturday, June 12, 2010	337	15	20		17	38	427	SN Social Group
Sunday, June 13, 2010	313	7			15	22	357	Free Mansfield Day
Monday, June 14, 2010	544	73	48		24	23	712	
Tuesday, June 15, 2010	486	39	16		15	16	572	
Wednesday, June 16, 2010	488	42	20		15	24	589	
Thursday, June 17, 2010	436	52	30		17	10	545	
Friday, June 18, 2010	423	24		25	12	182	666	EOS Safe Grad
Saturday, June 19, 2010	267	14		22	15	132	450	Coventry Safe Grad
Sunday, June 20, 2010	250	7			10	14	281	
Monday, June 21, 2010	550	167	20		20	29	786	Summer Classes Start
Tuesday, June 22, 2010	488	45	15		22	15	585	
Wednesday, June 23, 2010	598	182			24	38	842	
Thursday, June 24, 2010	498	70	50		14	34	666	
Friday, June 25, 2010	422	8		10	8	39	487	
Saturday, June 26, 2010	283	2		36	25	21	367	
Sunday, June 27, 2010	289	2		27	18	12	348	
Monday, June 28, 2010	620	182			27	43	872	
Tuesday, June 29, 2010	480	64			20	27	591	
Wednesday, June 30, 2010	521	173			16	13	723	
MONTHLY TOTAL	13,394	1,637	380	189	455	1,288	17,343	

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Mansfield Community Center

Family, Fitness & Fun

Constant Contact Survey Results

Survey Name: Family Friendly Survey

Response Status: Partial & Completed

Filter: None

Aug 04, 2010 2:17:57 PM

How long have you been a member of the Community Center?

Answer	0%	100%	Number of Response(s)	Response Ratio
Less than 6 months			57	13.8 %
6 months to less than 1 year			46	11.1 %
1 year to less than 3 years			93	22.5 %
3 years to less than 5 years			73	17.6 %
5 years or more			117	28.3 %
Other			27	6.5 %
No Response(s)			0	0.0 %
Totals			413	100%

How often do you visit the Community Center?

1 = Don't Use, 2 = Daily, 3 = Weekly, 4 = Monthly, 5 = Quarterly

Answer	1	2	3	4	5	Number of Response(s)	Rating Score*
Fitness Center						377	2.7
Pool						368	2.8
Walking/Jogging Track						337	2.8
Gymnasium						316	2.1
Teen Center						300	1.4

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

How did you first hear about the Community Center?

Answer	0%	100%	Number of Response(s)	Response Ratio
Driving By			63	15.2 %
Online			8	1.9 %
Mansfield Parks & Recreation Seasonal Program Brochure			80	19.3 %
Through a mailing			44	10.6 %
Through a friend			101	24.4 %
Through my employer			17	4.1 %
Other			98	23.7 %
No Response(s)			2	<1 %
Totals			413	100%

How would you rate your overall level of satisfaction with the Community Center?

Answer	0%	100%	Number of Response(s)	Response Ratio
Highly satisfied			254	61.5 %
Somewhat satisfied			127	30.7 %
Neutral			17	4.1 %
Somewhat dissatisfied			10	2.4 %
Highly dissatisfied			0	0.0 %
No Response(s)			5	1.2 %
Totals			413	100%

How do we rate in the following areas?

1 = Well Below Average, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Well Above Average

Answer	1	2	3	4	5	Number of Response(s)	Rating Score*
Customer Service						408	4.2
Fitness Equipment Variety						377	3.7
Family Friendly Facilities						373	4.1
Pool Use Availability						369	3.5
Diversity of Programs						381	3.9
Hours of Operation						399	4.2

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

Is there equipment, programs or other services that could use improvement?

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			222	53.7 %
No			156	37.7 %
No Response(s)			35	8.4 %
Totals			413	100%

How do we rate in comparison to other similar facilities in the area? (YMCA's, Town Community Centers)

Answer	0%	100%	Number of Response(s)	Response Ratio
Much higher			107	25.9 %
Somewhat higher			72	17.4 %
Same			19	4.6 %
Somewhat lower			8	1.9 %
Much lower			0	0.0 %
Don't know			199	48.1 %
Other			7	1.6 %
No Response(s)			1	<1 %
Totals			413	100%

How do we rate in comparison to primarily adult fitness facilities in the area?

Answer	0%	100%	Number of Response(s)	Response Ratio
Much higher			85	20.5 %
Somewhat higher			71	17.1 %
Same			31	7.5 %
Somewhat lower			19	4.6 %
Much lower			9	2.1 %
Don't know			188	45.5 %
Other			5	1.2 %
No Response(s)			5	1.2 %
Totals			413	100%

If you have a family membership, what types of family activities do you participate in currently?

Answer	0%	100%	Number of Response(s)	Response Ratio
Family Fun Nights			79	21.2 %
Family Gym Time			38	10.2 %
Swimming			132	35.5 %
Parent & Tot Open Gym			25	6.7 %
Family Teen Center Time			26	7.0 %
Community Room Games/Ping Pong			43	11.5 %
Do not have a family membership			173	46.6 %
Other			31	8.3 %
Totals			371	100%

How would you rate the importance/value of your membership for your individual or family health and social well-being?

1 = Not Important, 2 = Somewhat Important, 3 = Important, 4 = Very Important, 5 = Most Important

	1	2	3	4	5	Number of Response(s)	Rating Score*
						411	3.8

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

How well do you feel we follow through on our tag line of "Family, Fitness and Fun"?

1 = Very Poor, 2 = Fair, 3 = Okay, 4 = Good, 5 = Great

	1	2	3	4	5	Number of Response(s)	Rating Score*
						384	4.1

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

How likely are you to renew your membership?

Answer	0%	100%	Number of Response(s)	Response Ratio
Very likely			279	67.5 %
Somewhat likely			73	17.6 %
Neutral			30	7.2 %
Somewhat unlikely			14	3.3 %
Very unlikely			9	2.1 %
Other			6	1.4 %
No Response(s)			2	<1 %
Totals			413	100%

Have you ever recommended us to others?

Answer	0%	100%	Number of Response(s)	Response Ratio
No, never recommended			19	4.6 %
Have recommended once or twice			146	35.3 %
Have recommended several times			244	59.0 %
No Response(s)			4	<1 %
Totals			413	100%

Do you have any suggestions for improvement?

174 Response(s)

What is your gender?

Answer	0%	100%	Number of Response(s)	Response Ratio
Male			121	29.2 %
Female			279	67.5 %
Prefer not to answer			10	2.4 %
No Response(s)			3	<1 %
Totals			413	100%

What is your age?

Answer	0%	100%	Number of Response(s)	Response Ratio
Younger than 18			1	<1 %
18 - 24			8	1.9 %
25 - 34			43	10.4 %
35 - 44			90	21.7 %
45 - 54			104	25.1 %
55 - 64			95	23.0 %
65 or older			59	14.2 %
Prefer not to answer			4	<1 %
No Response(s)			9	2.1 %
Totals			413	100%

What town do you live in?

Answer	0%	100%	Number of Response(s)	Response Ratio
Mansfield/Storrs			236	57.1 %
Ashford			18	4.3 %
Wilmington			28	6.7 %
Tolland			17	4.1 %
Coventry			37	8.9 %
Windham			6	1.4 %
Willimantic			16	3.8 %
Other			52	12.5 %
No Response(s)			3	<1 %
Totals			413	100%

What type of membership do you have?

Answer	0%	100%	Number of Response(s)	Response Ratio
3-Month Individual			25	6.0 %
3-Month Adult/Child			6	1.4 %
3-Month Family			20	4.8 %
Annual Individual			144	34.8 %
Annual Adult/Child			35	8.4 %
Annual Family			167	40.4 %
Trial Membership			1	<1 %
Not Currently a Member			12	2.9 %
No Response(s)			3	<1 %
Totals			413	100%

Please provide us with your contact information so we can send you your Guest Pass for completing the survey.

Answers	Number of Response(s)
First Name	390
Last Name	384
Address 1	388
Address 2	19
City	388
State/Province (US/Canada)	387
Postal Code	386

QUARTERLY REPORT – DIRECTOR OF PLANNING

April 1 - June 30, 2010

Accomplishments

- Assisted the PZC with its review of pending applications and other land use issues. During this quarter, the Director of Planning helped the PZC review one (1) subdivision renewal, one (1) special permit application, three (3) Town Council Referrals, numerous Zoning and Subdivision Regulation revisions and ten (10) modification requests.
- During this quarter, the PZC approved a special permit for a permanent farm stand on Browns Road, three (3) gravel permit renewals and a modification for the Mansfield Hydro Project. In addition, the PZC authorized site work to begin on the 35 unit Whispering Glen multi-family development on Meadowbrook Lane.
- During this quarter the Director of Planning assisted the PZC with Public Hearings on potential zone and regulation revisions for an existing Industrial Park zone south of Pleasant Valley Road, revisions to the Town's Political Sign Regulations, revisions to the Zoning definitions of family and boarding house, revisions to prevent the use of invasive plant species and revisions to enhance the protection of aquifers and public drinking waters supplies.
- During this quarter, considerable time was spent working on Community Quality of Life Committee issues, including the drafting of an off-street parking ordinance, and the School Building Committee's investigation of potential sites for new school facilities. The Director of Planning also assisted with Mansfield's Open Space Acquisition and Management programs, the Town's ongoing Four Corners Sewer study, Storrs Center issues, EHHD's Action Communities for Health, Innovation and Environmental Change (ACHIEVE) Program, and the review of UConn drainage projects.

Outstanding Problems – No outstanding problems were encountered during this quarter.

Exceptions – No new budgetary exceptions arose during this period.

Plans for Next Quarter Include:

- Assisting the PZC, IWA, Town Council and Conservation Commission with their review of the pending applications, potential Zoning and Regulation revisions, and other land use projects.
- Assisting the Town Manager and other town officials with various ongoing town projects and consultant studies, particularly, student housing and parking issues; Storrs Center phasing, parking and infrastructure issues and various elements of Mansfield's Open Space Acquisition and Management program.
- Assisting Town officials with economic development and affordable housing issues and water supply and sewer system issues, including UConn's waste water reclamation project and the Town's Four Corners Sewer Advisory Committee study.
- Participating as a coordinating committee member, in the federally funded Action Communities for Health, Innovation and Environmental Change (ACHIEVE) program. This three year effort, sponsored by Eastern Highlands Health District, is designed to promote healthy lifestyles and eating habits, including linkages between land use planning and public health.

Staff Changes – None

Statistical Report – During this period, the Director of Planning attended 20 meetings with Town boards and committees.

Town of Mansfield
MEMO
September 7, 2010

To: Matt Hart, Town Manager
From: Lon Hultgren, Director of Public Works
Re: DPW Quarterly Report: April, May, June 2010



I. Accomplishments

a. Administrative

- i. Accepted bids for the Town's two federal stimulus projects – scheduled work for this summer.
- ii. Continued work to resolve the arbitration with Windham over the treatment plant upgrade – prepared all new agreement for Mansfield's use of the Windham wastewater treatment plant and Windham's maintenance of the southerly sewer lines in Mansfield.
- iii. Continued support of the MDP/Storrs Center development – shortlisted design firms for the parking garage and issued RFP; modified scope of work for Federal Transit Agency Grant to include a second phase that will design the transit pathways within the project; continued preliminary design work on the Storrs Road modifications and the enhancement (streetscape) projects; Attended project coordination and parking steering committee meetings.
- iv. Staffed Four-Corners advisory committee – issued requests for qualifications for the design of the sewage pump station and exploration, study and design of a water source.
- v. Assisted with staffing the Cemetery Committee, Solid Waste Advisory Committee and Sustainability Committee. Attended Windham Water Commission and Windham Water Pollution Control Authority meetings.
- vi. Received the first two water audits for water users connected to the Northern Mansfield water system (Day Care and Nursing Center).
- vii. Received new DEP general permit for the operation of the Town's transfer station
- viii. Coordinated composting efforts at Town schools; continued refuse/recycling enforcement efforts for non-complying properties; coordinated move-out efforts and end-of-year trash issues.
- ix. Drafted proposed changes to the Town's solid waste regulations dealing with enforcement for refuse and recycling compliance
- x. Assembled and issued the 2010 force-account work schedule.
- xi. Assisted the American Public Works Association with its preparations for the National APWA meeting in Boston in August of 2010.
- xii. Drafted a 2010 Town road surfacing program based on the available funding
- xiii. Coordinated repairs to the Lions fields irrigation system (pump and pump controller)

b. Operations

- i. Completed final landscaping work for the Hunting Lodge Road bikeway
- ii. Completed the spring sweeping of Town roads, parking lots and walkway/bikeways
- iii. Graded dirt roads
- iv. Concluded winter road maintenance efforts – picked up roadside sandboxes.
- v. Erected replacement bus shelter near the Mansfield Center General Store
- vi. Repaired mailboxes and other plow damage; repaired driveway aprons and curbs

proceeding was not costly, we are following the industry trend and removing arbitration from our future construction contracts.

- c. As most people are aware by now, the Town's \$4.9M grant request to construct the "transit pathways into" the Storrs Center development was funded by the Federal Transit Agency. While this is a much needed infusion of funds for the project's public infrastructure, like all federal grants it comes with significant "strings" – for example, since it is a transit grant, everything it funds must be related to transit in some fashion – i.e., there will still be some infrastructure costs that will not be eligible for funding by this grant.
- d.
- e.
- f. A final agreement/settlement in the Windham treatment plant upgrade dispute should be ready for approval in the next quarter.
- g.
- h. We continue to coordinate with UConn on everything from litter control to major capital projects. The realignment of the Mansfield Road/195 intersection is expected to take place this summer as will the extension of UConn's water line down Bolton Road across 195 to the Storrs Center development.
- i. Upon reviewing the activity report tracking manpower, equipment and materials for the quarter, it appears that some data has either not been entered or entered improperly into the new work tracking software system. We are working to determine where the errors are, and consequently have not attached this activity report. We will include both this quarter (Jan, Feb, Mar) and next quarter (Apr, May, June) in the next quarterly report.

III. Plans for Next Quarter

- a. Select consultants for 4 corners water source and pump station designs – get them started.
- b. Continue coordination/design work for the Storrs Center roadways and streetscape elements – get design teams for the parking garage and intermodal center hired and started
- c. Begin construction on the Birch Road bikeway ARRA project.
- d. Finalize sewer agreement amendment with the Town of Windham
- e. Open the 4th Lions Club soccer field for play
- f. Install salvaged bus shelter (from Windham Hospital) at the Senior Center
- g. Continue GIS utilization efforts amongst Town departments.
- h. Begin construction of Town's new salt shed
- i. Assist with the set-up and clean-up of the Festival on the Green

IV. Reports (attached)

- a. Service requests completed in quarter

Cc: M. Kiefer, Supt of PW
G. Meitzler, Asst Town Engr
T. Veillette, Project Engr
E. Ohlund, Clerk of the Works
S. Fitzgibbons, Engr Intern
V. Walton, Solid Waste Coord
L. Patenaude, PW Specialist

DPW Service Request Activity: April, May, June 2010			
(as reported by QAlert)			
Request Type	1 - Open	3 - Closed	Total
Drainage- water on/off Town road; culverts, basins	3	11	14
Roadside vegetation, roadside mowing	0	10	10
Trees, tree limbs, etc.	0	7	7
Signs, guideposts or guardrail problems	0	5	5
Road repair - patching, paving, etc.	1	2	3
Other Departments related request	0	2	2
Gravel road maintenance	0	2	2
Recycling or solid waste	0	1	1
Building & Housing	0	1	1
Sweeping, dumping, rubbish or dead animals on road	0	1	1
Snow plow damage, mailbox damage, other snow items	0	1	1
Totals for quarter:	4	43	47

QUARTERLY REPORT – TOWN CLERK'S OFFICE
April, May, June 2010

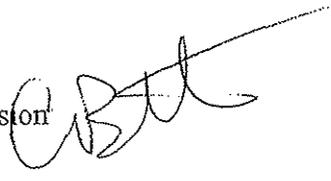
Summary of Major Activities

- Work has been completed on the 2009/2010 Historic Preservation Grant with the removal and organization of record material previously stored in the basement. Supervised work study interns from UConn who helped consolidate and organize open space records and reviewed and updated the files for small cities grants.
- Preparations began for the 2010/2011 Historic Preservation Grant which will organize and identify capital projects dating back to 1933. Procedures for identifying record material in the large amount of documents currently stored were developed with work commencing on the project in July 2010.
- Prepared legal notices for Historic District Commission public hearings, Democratic and Republican convention delegate selections, local party endorsements for Registrars of Voters, Democratic and Republican Primaries, the Annual Town Meeting for Budget Consideration and the Town Budget Referendum. Prepared and published public hearing notices for the Off Street Parking Ordinance, the Water Pollution Control Authority Hearing, the North Eagleville Road Sidewalk Project, the Dog Lane/Bundy Lane Ownership, the Four Corners Area Water and Sewer Project, and School Building Project.
- Assisted with the Town Meeting for Budget Consideration, the public hearing on the School Building Project and the public hearing on the Four Corners Area Water and Sewer System.
- Certified petitions for the Referendum on the Annual Town Budget and the Off Street Parking on Residential Rental Property Ordinance.
- Conducted Town Clerk absentee ballot and reporting responsibilities for the Town Budget Referendum.
- Prepared and distributed dog licenses notices. Processed 1089 dog licenses.
- Conveyance Taxes for this period was \$26,200.00. The number of instruments filed was 502. There were no foreclosures in this quarter.
- Sporting licenses sold were 193. Marriage licenses issued were 19. There were 27 births and 28 deaths recorded in Mansfield.
- Bus passes issued were 49.
- Processed or facilitated 25 Freedom of Information requests and assisted residents with the review of documents. In conjunction with the Assistant to the Town Manager and the Town Attorney, prepared for the hearing regarding four Freedom of Information complaints filed against the Town.
- Assistant Town Clerks continued the process of re-indexing all filed boundary and subdivision maps currently in the Town in anticipation of changing our current laminated map filing system to a disk based one.
- Town Clerk and Assistant Town Clerks staff the Committee on Committees, the Cemetery Committee, the Town Council, and the Zoning Board of Appeals and assist the Historic District Commission.
- Continued to make customer service our number one priority.

Plans for the Next Quarter

- Continue the review of 2005-2010 land record recordings for accuracy and consistency.
- Begin work on the 2010/2011 Historic Preservation Grant with the assistance of our consultant, Peter Bartucca.
- Prepare for the August Republican and Democratic Primaries. Prepare absentee ballots for the primaries.
- Review and certify petitions submitted by petitioning candidates for inclusion on the November ballot.

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: September 15, 2010



Re: *Monthly Report of Zoning Enforcement Activity*
For the month of August, 2010

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	15	9	15	24	25
Certificates of Compliance issued	13	15	8	28	17
Site inspections	24	61	26	85	73
Complaints received from the Public	2	4	3	6	9
Complaints requiring inspection	1	4	2	5	6
Potential/Actual violations found	1	2	2	3	5
Enforcement letters	4	18	7	22	18
Notices to issue ZBA forms	0	0	0	0	1
Notices of Zoning Violations issued	1	1	3	2	5
Zoning Citations issued	2	2	2	4	2

Zoning permits issued this month for single family homes = 0, multi-fm = 0
 2010/2011 fiscal year total: s-fm = 0, multi-fm = 0

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
REGULAR MEETING MINUTES
Housing Authority Office
August 11, 2010
8:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice President; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer was excused; Ms Christison-Lagay Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:10 a.m. by the Chairperson.

MINUTES

The Chairperson declared the acceptance of the minutes of the July 14, 2010 Regular Meeting without objection.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

We received a letter from Attorney Paul Levin giving us notice that he intends to sue the Housing Authority on behalf of Susan Gill who fell on January 30, 2010 and fractured her ankle. The letter and Notice of Occurrence/Claim were forwarded to Housing Authority's insurance company to respond.

REPORTS OF THE DIRECTOR

Bills

The bills were not available.

Financial Reports –A (General)

The Financial Reports were not available.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the July 2010 Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

Resident Advisory Committee

Mr. Eddy reported that he is currently reviewing the survey and that he and Mr. Simonsen will be meeting next Thursday to finalize it for distribution to the Board for its review and comment.

The Senior Committee at the Senior Center is promoting the construction of a bus shelter at the bus stop located at the Senior Center. Mr. Eddy asked if the Board would write a letter to the Town in support of the bus shelter. Mr. Long agreed to do so.

Mr. Eddy reported that some of the site lights are out at night and bulbs need to be replaced. Mr. Eddy will tag the lights which need bulbs.

Mr. Eddy reported new washers and dryers have been installed at the laundry and there has been a good response. Ms Fields also reported that

tenants had stopped by the office to say they were happy with the new appliances.

COMMITTEE REPORTS

Finance Committee

The Finance Committee met on July 22, 2010 to review the first draft of the 2011 Budgets for all three programs. Ms Fields presented the budgets to the Board with a proposed rent increases.

Ms Fields requested that the Board consider rent increases for both properties. The increase in base rent will fund the reserves and to create more rental income in the base rent category while reducing the excess rent category. This will create a more stable rental income stream for the future.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to consider significant rent increases for both properties. Motion approved unanimously. Ms Fields will set up a tenant meeting for each property, per CHFA guidelines, to obtain comments. The next Finance Meeting will be held on August 26, 2010 at 8:30 am at the Housing Authority. All board members are invited to attend.

UNFINISHED BUSINESS

Solar Panel Payment

The Solar Panel installation began on July 21, 2010. They should be completed by the end of the week. Orrie Vardar, at CHFA, has agreed to using monies currently in the APTS fund, but CHFA will not allow us to keep those fees for the next three years. CHFA will approve use of the reserve funds for the solar panel project.

ARRA/DECD Weatherization Program

Ms Fields received a letter on July 20, 2010 from Pamela Giannini, Director, Bureau of Aging, Community and Social Work Services stating that we are on the list of Housing Authorities to have the weatherization work completed. The Access Agency is the community action agency (CAA) assigned to work with us and will be providing us with follow-up information on the process. Ms Fields spoke with Cathy Cementina, with Access Agency, who stated that the first requirement is to qualify the tenants. If tenants qualified for energy assistance, they will qualify for this program.

Eviction - 4B

Ms Fields spoke with the tenant and she stated that she would be moving out by July 23, 2010 and didn't want an eviction on her record. Ms. Fields stopped the attorney from moving forward until July 23rd. The tenant turned in the keys to the unit on July 26, 2010 and signed a repayment agreement for monies owned to the Housing Authority. A new tenant moved into the unit on August 1, 2010.

UCONN - MPA Capstone Project

Deneen Hatmaker, Assistant Professor in the Department of Public Policy at UCONN, contacted Ms Fields asking if the Housing Authority would be interested in participating in a capstone project with students during the 2010-2011 school year. Ms Fields submitted a project for consideration and will participate in a panel to answer questions regarding the project on September 2,

2010. The project will consider the challenge of the Housing Authority to set rents high enough to meet the financial requirements of low/moderate income properties while simultaneously maintaining affordable rents.

New Maintenance Vehicle

Ms. Fields has not had an opportunity to gather information on the purchase of a new/used truck.

Method for Responding to Comments from the Public

Ms Fields will make changes to the current Public Participation Policy to incorporate a reference to a new policy, to be drafted by Ms Fields, setting forth Mr. Simonsen suggestion that we have a consistent method in which we respond to the "Comments from the Public" section of the agenda.

NEW BUSINESS

Meeting Changes

Mr. Simonsen suggested that this discussion be moved to the next monthly meeting due to Ms Hall being excused from this meeting.

OTHER BUSINESS

Holinko Estates Re-keying

Ms Fields informed the Board that all apartment units at Holinko Estates have been re-keyed. Neither property has a master key system.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:05 a.m.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairperson

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF AUGUST 9, 2010

Members Present: W. Ryan, C. Schaefer, D. Keane

Council Members Present: none

Staff Present: C. Trahan

Guests: James Morrow, Vicky Wetherell

Meeting called to order at 6:05pm.

1. Minutes from 07/26/10 meeting approved as presented
2. The Committee discussed the language for the referendum question regarding open space purchases and the inclusion of "improvements". Ms. Wetherall & Mr. Morrow joined the Finance Committee to offer their suggestions on behalf of the Open Space Preservation Committee. The finance committee agreed to recommend that "improvements" be replaced by "major maintenance projects". The inclusion of the phrase "or for other municipal purposes" was done many years ago to allow some flexibility for future Councils. Ms. Wetherell also suggested that perhaps it could be noted in the referendum text that bonds would not be issued until the funds were actually needed for an approved acquisition or project. Cherie will forward the draft changes to Bond Counsel for review.
3. Cherie reviewed the preliminary yearend results, noting that while revenues were under budget by \$195,000, expenditures were also under budget for both town and educational expenditures by \$216,000 thereby increasing fund balance by over \$20,000. Also of significance, with proposed transfers to the CNR Fund at yearend, we will be able to fund the entire reduction in the Pequot/Mohegan grant (over \$275,000) and end the fiscal year with a positive fund balance.
4. Due to the number of topics on the agenda for the August 23rd meeting, it is recommended that town meeting for authorizing the issuance of bonds be moved to September 13, 2010.
5. Future agenda items to include – revaluation consulting services; compensatory time analysis and the conveyance tax/foreclosure question raised by Carl.
6. Adjournment. The meeting adjourned at 6:35pm.

Motions:

Motion was made to accept the July 26, 2010 minutes by Denise Keane. Seconded by Carl Schaefer. Motion so passed.

Motion to adjourn.

Respectfully Submitted,
Cherie Trahan
Director of Finance

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**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, JULY 22, 2010

MINUTES

Present: Michael Allison, Phil Barry, Harry Birkenruth, Mark Hammond, Matt Hart and Frank Vasington

Staff: Cynthia van Zelm

1. Call to Order

Matt Hart called the meeting to order in Tom Callahan's absence at 3:05 pm.

2. Approval of Minutes from June 24, 2010

Phil Barry made a motion to approve the June 24, 2010 minutes. Harry Birkenruth seconded the motion. The motion was approved unanimously.

Mr. Barry made a motion to go into executive session to review and discuss commercial and financial information provided in confidence by Storrs Center Alliance – CGS 1-200 (6), 1-210(b)(5)(B).

Mr. Birkenruth seconded the motion.

The motion was approved unanimously.

3. Executive Session – Review and discussion of commercial and financial information provided in confidence by Storrs Center Alliance

Present: Committee members Mr. Allison, Mr. Barry, Mr. Birkenruth, Mr. Hammond, Mr. Hart and Mr. Vasington.

Also Present: Ms. van Zelm

4. Update on Four Corners Sewer and Water Advisory Committee

Ms. van Zelm said the Town Meeting on June 28 approved bonding of \$330,000 for the design of a sewage pump station for Four Corners and further work on water service to the area.

Mr. Hart said three water sources are being reviewed: on site water sources from Cedar Swamp area; a new well-field near the Willimantic River; and a pipeline from CT Water Company from Tolland to Mansfield.

Ms. van Zelm said that Mansfield Director of Public Works Lon Hultgren is working on a draft Request for Qualifications to go out for the above mentioned work with a response requested for August 6.

5. Other

Ms. van Zelm said she will have the end of the year financials from the Mansfield Department of Finance for the August meeting.

6. Adjourn

The meeting adjourned at 4:25 pm.

Minutes taken by Cynthia van Zelm

Mansfield Board of Education Meeting

June 10, 2010

Minutes

Attendees: Mark LaPlaca, Chair, Shamim Patwa, Vice-Chair, Chris Kueffner, Secretary, Martha Kelly, Min Lin, Holly Matthews, Katherine Paulhus, Carrie Silver-Bernstein, Randy Walikonis, Superintendent Fred Baruzzi, Board Clerk, Celeste Griffin

The meeting was called to order at 7:30pm by Mr. LaPlaca.

HEARING FOR VISITORS: Rochelle Marcus and Norma Posocco, grade eight teachers, presented the Mansfield Middle School Debate Team, Mehnaz Madraswalla, Alyssa Coulter, Emily Sweeney, Lucia Pratto, Aidan Richards, Thomas Gui, Erica Blum, Allison Koehler, Rebecca Kaufman, and Katie Javaruski. Gayle Hightower and Lisa Morrell presented Alexandra Provatas who recited a poem in Greek and Emily Sweeney who recited a poem in German. These students also recited their poems at the COLT Poetry Festival.

COMMUNICATIONS: The Board received a letter from Covenant Soup Kitchen thanking for donation in honor of Mansfield Public Schools staff during Staff Appreciation Week.

ADDITIONS TO THE PRESENT AGENDA: **MOTION** by Mrs. Kelly, seconded by Mrs. Paulhus to modify the Executive Session for discussion of confidential student matter. **VOTE:** Unanimous in favor.

COMMITTEE REPORTS: Teacher of Year Committee: Mrs. Kelly reported that Mary Lee Geary, kindergarten teacher at Goodwin, is Mansfield's 2011 Teacher of Year. Goodwin Bequest Committee: Mrs. Kelly reported that Lydia Russell published the first Mansfield Kids Community Action Newspaper (C-A-N). Personnel Committee: Ms. Patwa reported that the wage agreement between the UPSEU and Mansfield Board of Education through June 30, 2012 has been signed. Town Sustainability Committee: Ms. Matthews reported that the committee wants to be involved in the school building project as it develops.

REPORT OF THE SUPERINTENDENT:

- Summer Enrichment Program: Melissa Mitchell discussed an opportunity for Mansfield students to take part in Renzulli Learning this summer. **MOTION** by Mr. Kueffner, seconded by Mrs. Paulhus, to support Renzulli Learning program for grade 3-8 students during the 2010 summer. **VOTE:** Unanimous in favor.
- Books on the Bus/Library Media Services Update: Linda Robinson reported that once again the district will provide neighborhood access during the summer to a wide variety of public library materials, continued collaboration between our school and public libraries, awareness of summer reading programs, and encouraging continued summer reading. She reviewed the successes of the various library programs this year, including One School One Read, and the implementation of the Follet/Destiny circulation program.
- Language Arts/Reading and Mathematics Update - Karen Moylan, Mathematics Consultant and Judy Shay, Reading/Language Arts Consultant reviewed fall district assessment scores and their implications.
- Teacher Evaluation Report: Mr. Baruzzi presented the annual report on professional staff evaluations.
- District AYP Plan: Mr. Baruzzi discussed the district's 3 year improvement plan.
- RTTT Thank You Letter: Mr. Baruzzi presented the Commissioner of Education's thank you letter to district's participating in phase two of RTTT.
- Enhancing Student Achievement: One new project was reviewed and will be implemented at the schools in support of this activity. **MOTION** by Mr. Kueffner, seconded by Mrs. Paulhus to spend the balance of the 2009-2010 fund to purchase Library Media books and material. **VOTE:** Unanimous in favor
- Class Size/Enrollment: The principals reported no significant change in class size and enrollment.

NEW BUSINESS: None

CONSENT AGENDA: **MOTION** by Ms. Patwa, seconded Ms. Matthews that the following item for the Board of Education meeting of June 10, 2010 be approved or received for the record with one edit to the June 2, 2010 minutes: **VOTE:** Unanimous in favor.

That the Mansfield Public Schools Board of Education approves the minutes of the May 13, 2010 and June 2, 2010 Board meetings.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: None.

MOTION by Ms. Patwa, seconded Ms. Lin to move into Executive Session to discuss superintendent evaluation and a confidential student matter at 9:56pm. **VOTE:** Unanimous in favor.

Ms. Matthews left at 10:00pm.

Returned to Open Session at 12:01am.

MOTION by Mr. Kueffner, seconded Ms. Lin extend the contract for the Superintendent for one year and offer an increase of 3%. **VOTE:** Mr. Walikonis, Ms. Lin, Mr. Kueffner, Ms. Patwa, Mr. LaPlaca, Mrs. Paulhus, Ms. Silver-Bernstein in favor; Mrs. Kelly opposed. Motion passed.

MOTION by Mrs. Kelley, seconded by Ms. Silver-Bernstein that the singletons received 2% increase with no step movement. **VOTE:** Mrs. Kelly, Ms. Silver-Bernstein in favor; Mr. Walikonis, Ms. Lin, Mr. Kueffner, Ms. Patwa, Mr. LaPlaca, Mrs. Paulhus opposed. Motion failed.

MOTION by Ms. Patwa, seconded by Ms. Lin that the singletons receive an increase of 2% plus step movement. **VOTE:** Mr. Walikonis, Ms. Lin, Ms. Patwa, Mr. LaPlaca in favor; Mrs. Kelly, Mr. Kueffner, Ms. Silver-Bernstein, Mrs. Paulhus opposed. Motion failed.

MOTION by Mrs. Paulhus, seconded Mr. Kueffner that the singletons not already at the top step receive step movement but 0% increase and the singletons that are already at the top receive a 2% wage increase. **VOTE:** Mr. Kueffner and Mrs. Paulhus in favor; Mr. Walikonis, Ms. Lin, Mrs. Kelly, Ms. Patwa, Mr. LaPlaca, Ms. Silver-Bernstein opposed. Motion failed.

MOTION by Mr. LaPlaca, seconded by Mr. Walikonis, 2% increase for all singletons, step movement beginning January 1, 2011 if applicable. **VOTE:** Unanimous in favor.

MOTION by Mr. Walikonis, seconded by Mrs. Paulhus to adjourn at 12:20am. **VOTE:** Unanimous in favor.

Respectfully submitted,

Celeste Griffin, Board Clerk

TOWN OF MANSFIELD
Solid Waste Advisory Committee
Minutes of the Meeting
June 10, 2010

Present: Ames, Coughlin, Roberts, Smith, Milius, Walton (staff), Hultgren (staff), Diane Mitchell (guest)

The meeting was called to order by acting chair, Dennis Roberts, at 7:36 p.m.

The minutes of the May 6, 2010 meeting were accepted.

Walton distributed the executive summary of the Connecticut State-wide Solid Waste Composition & Characterization Study. Walton also reported that Connecticut's electronics waste regulations have been approved by the State's Regulations Review Committee. The Connecticut electronics recycling law is likely to go into effect in October.

Hultgren presented proposed trash policy changes for single-family homes as part of a Town-wide effort to reduce blighted properties. Committee members agreed with staff's recommendations for the following proposed changes to the Town's solid waste collection program. All household trash and recyclables should be collected, even if the trash is over the service level, not recycled or recyclables are poorly sorted, but the Town should have the authority to increase the service level for a "non-conforming" household. For each quarter that a household is not adhering to the recycling and service level policies, the service level would increase to the next higher service level. Households that have 2 or more occurrences in a month or 3 in a quarter would be considered "non-conforming." A new service level would be created for "non-conforming" maxi service. The service level could be restored upon request after 1 quarter of conformity. Conformity and non-conformity would be verified by staff. Walton estimated that there are between 50 to 100 non-conforming households. This number will be confirmed. (*Note: 73 single-family households have had repeated issues with poor recycling or inability to stay within the service level*). Unlimited spring trash week should be moved to the week after UConn's commencement. The committee suggested adding a fall unlimited trash week to address the extra trash during student move-ins. Mitchell stated that during unlimited trash weeks, an extra 1 to 2 tons of trash is collected. The trash collector picks up 6 to 7.5 tons per truck on a typical day. Milius expressed an interest in surveying rental houses. A draft of the ordinance changes will be brought to Town Council this summer. Hultgren mentioned that two items that were tabled because of the economy will be brought to the Town Council in the fall - increasing the can size from 35 gallons to 45 gallons and eliminating bag equivalents for the can services.

Hultgren stated that staff is discussing litter control strategies for the Hunting Lodge and North Eagleville corridor that includes placing trash cans along the Hunting Lodge Road walkway and hiring student to pick up litter one or two times per week.

Walton reported that this spring's UConn Give and Go collection diverted 7 tons of usable items to 20 different charities, a 63% increase from last year's first collection.

The July 1, 2010 meeting will be cancelled. The next meeting is scheduled for September 2, 2010. The meeting was adjourned at 8:55 pm.

Respectfully Submitted,

Virginia Walton
Recycling/Refuse Coordinator

Cc: Lon R. Hultgren, Director of Public Works, Members, file, Town Manager, Town Clerk

TOWN/UNIVERSITY RELATIONS COMMITTEE
Tuesday, August 10, 2010
Mansfield Community Center, Community Room
Minutes

Present: M. Beal, B. Clouette, M. Hart, J. Hintz, R. Hudd, E. Paterson, C. Paulhus, J. Saddlemire, R. Schurin, W. Simpson

Staff: M. Capriola, J. Jackman, G. Padick

Windham Neal Beets (Town Manager), Matt Vertefeuille (Director of Code Enforcement),
Guests: Lt. Evans & Sgt. Reed (Willimantic Police Department), Shirley Mustard and Richard Grillo
(Town/Gown members).

- 1) Meeting called to order at 4:00pm.
- 2) The meeting minutes of June 8, 2010 were moved by Mr. Simpson, seconded by Mr. Hart and approved as presented. Paulhus and Schurin abstained, with other members present voting in favor of the minutes as presented.
- 3) Discussion with Windham Town/Gown Committee
Members of the Windham and Mansfield Town/University Relations Committees discussed their challenges and successes in dealing with problematic off-campus student behaviors.
- 4) Updates
 - a) Spring Weekend. The Committee discussed updates and next steps in preparing the Spring Weekend 2010 report. UCONN has extended an invitation to the Town to have a Mansfield representative serve on the University's Spring Weekend Task Force.
 - b) Mansfield Community Campus Partnership (MCCP). MCCP is meeting this Thursday, August 12th.
 - c) Proposed Off-Street Parking Ordinance. Tabled to a future meeting.
- 5) Other
None.
- 6) Communications
 - a) UCONN Emergency Alert System. Mr. Schurin commented that UCONN Information Technology staff, Police staff, and others are working on the matter referenced in the communication.
 - b) G. Weiderman re: Agronomy Farm. This communication/item will be discussed at the next Town-University Relations Committee meeting scheduled for September 14th.
- 7) Public Comment
Neil Facchinetti, 6 Storrs Heights Road. Mr. Facchinetti stated his desire for the Storrs Heights neighborhood to work directly with the University appointed liaison for the Agronomy Farm project in advance of the next Town-Gown meeting.
- 9) Mr. Clouette made a motion, seconded by Mr. Hintz to adjourn the meeting. The meeting adjourned at 5:28pm.

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

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Monday, August 9, 2010
Beck Municipal Building, Conference Room B
Minutes**

Members Present: Deputy Mayor Gregg Haddad (Chair), Chris Paulhus, Peter Kochenburger

Other Council Members Present: Meredith Lindsey, Denise Keane

Staff Present: Maria Capriola, Assistant to Town Manager

The meeting was called to order at 6:33 p.m.

1. APPROVAL OF MINUTES

The meeting minutes of 7/26/10 were moved by Mr. Paulhus and adopted unanimously without objections by members present at the time of the vote (Haddad, Paulhus).

2. TOWN MANAGER PERFORMANCE EVALUATION PROCESS AND TIMELINE

The Committee moved this agenda item from #3 to item #2. Through consensus, the Committee established a timeline and decided to utilize the process and instrument from last year.

3. RULES OF PROCEDURE

Rule 9, Council Committee Appointments. The Committee reviewed and discussed the Town Attorney's opinion regarding whether or not Sections 302B and 306 of the Charter and Rule 9c conflict with one another. The Committee will ask the Town Attorney to further clarify whether or not the Rules of Procedure can be construed as "law." The Committee agreed to table this item and continue discussion at a future meeting.

4. PERSONNEL RULES

The Committee continued its review and discussion of draft revisions to the Personnel Rules. Chapter seven was reviewed and discussed. The Committee will continue its review and discussion at a future meeting.

The meeting adjourned at 7:25 p.m.

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

ARTS ADVISORY COMMITTEE
Meeting of Tuesday, 06 July 2010
Mansfield Community Center (MCC) Conference Room

MINUTES

1. The meeting was called to order at 7:07p by Tom Bruhn. *AAC members present:* Tom Bruhn, Scott Lehmann, Blanche Serban. *AAC members absent:* Jay Ames, Kim Bova. *Others present:* Jay O'Keefe (staff).

2. The minutes of the 01 June 2010 meeting were approved as written.

3. **Sculpture park?** Blanche liked the idea of having a sculpture park somewhere in town. Tom noted that upkeep can be a problem. Is there enough room in the proposed Storrs Center development for a small installation? Perhaps Kim can update the Committee on the status of this project and whether a renewed pitch for an arts presence, possibly including such a park, should be made.

4. **Committee vacancies.** The Committee now has two vacancies. Jay O'K has encouraged a dance instructor to consider serving; she may attend a meeting to check the Committee out. Members were encouraged to think of individuals who might be interested in joining.

5. **MCC exhibits.**

- a. No new applications have been received. Tom suggested inviting Suzy Staubach to exhibit ceramics, perhaps in the winter 2011 quarter. He will try to remember to do so.
- b. Does Jay A. know when Ms. Raucci wishes to exhibit her watercolors?
- c. Jay O'K suggested having a notebook or guest book at the MCC desk for **comments on the exhibits**. The Committee will invite exhibiting artists to supply a notebook for comments, which they could take away at the end of the show.

Exhibit Period	Entry cases		Sitting room		Hallway	
	Double-sided	Shelves	Upper (5)	Lower (3)	Long (5)	Short (2)
01 Jun – 14 Aug	<i>Ballard Institute</i> (puppets)		<i>Nancy Bergeron</i> (paintings)			
15 Aug – 14 Oct	<i>Festival on the Green</i> (advertising, art show winners)		<i>MCC cleaning & painting 8/22-8/28</i>			
15 Oct – 14 Jan	<i>Michael Allison</i> (colored wooden bowls)		<i>Rene Raucci</i> 9/1-4/15? (watercolors)	<i>DCF Heart Exhibit 10/1 – 12/31</i> (photos of children needing adoption)		
15 Jan – 14 Apr				<i>Martin Calverly</i> (New England photos)		
15 Apr – 31 May	<i>Mansfield School Art?</i>					
01 Jun – 15 Aug			<i>Rene Raucci?</i> (watercolors)			

6. **Know Your Towns Fair.** There appears to be interest in again having a table at this year's Know Your Towns Fair at the MCC on Saturday, 11 September, from 10:00a – 1:00p. We should try to do better than last year in assembling fliers and other material from local arts groups for display and distribution. Scott will update the Local Arts Directory he prepared last year and contact those organizations by e-mail about supplying such material. Displaying several works of art could also make our table more attractive.

7. **Adjourned** at 7:30p. Next meeting: 7:00p, Tuesday, 03 August 2010.

Scott Lehmann, Secretary, 07 July 2010; approved 14 September 2010.

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20 August 2010

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

Dear Matt:

I wish to commend two of the town's employees. The two men who cleared the grass and weeds between my property and Mansfield Road last week, did an outstanding, professional job. In my 20 years of paying Mansfield property taxes, the area has never been trimmed so effectively by the town. The stone wall has now been revealed, and it enhances the roadway.

Please thank the two men for me. If Mansfield awards cash for exemplary work, please consider my recommendation that they should receive such an award.

Best wishes,



Anthony W. Kotula
135 Maple Road
Storrs, CT 06268
Phone: (860) 429-2964

cc: Lon Hultgren

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TOWN OF MANSFIELD
Communications Advisory Committee



Patrick McGlamery, Chair

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE RD
MANSFIELD, CT 06268-2599
CAC@mansfieldct.org

September 21, 2010

Dear Town Council Members;

The Town Council recently asked the Communications Advisory Committee “to provide input on how best to facilitate residents in communicating with the Town.”

At our meeting on May 17 the Committee engaged in an extensive discussion of this broad charge. What follows is a brief summary of our thoughts and some very preliminary recommendations. In some cases what we suggest lies entirely within the purview of the Town’s professional administrators. In a few other areas, the responsibility rests primarily with the Town Council.

Essentially, communications by residents tend to fall in five general areas:

1. Requests for information about specific tasks. (“What hours is the Transfer Station open?” “Where do I go to vote?” “How do I get a license for my dog?”)

For the most part the Town’s recently upgraded web site provides answers. For those who call or visit Town Hall, employees should be able to respond to these inquiries or direct callers to the appropriate office.

2. Communications about specific problems. (“There’s a pothole on my street.” “The streetlights aren’t working.” “My street still hasn’t been plowed.”)

The Town’s new website offers several opportunities to make requests on-line—under the “Citizen Communications” section and, specifically, the “Online Services,” “How Do I?” and “Departments and Services” links. The “Citizen Service Request System” portion of the website is clearly aimed at such issues. Our only suggestion here is that the “Citizen Communications” header be amplified to make clear that this is where residents should go to voice complaints and requests for specific services. That might already be clear to most on-line visitors, but adding a few words of redundancy couldn’t hurt. We also urge that in all cases there be provision for a response to the resident to assure that the contact has been received.

In addition, Town employees should be able (as they no doubt already are) to direct telephone callers or in-person visitors to the appropriate office, and if the office is not open at the time there should be a mechanism for the caller or visitor to note his or her request, leave contact information, and receive a response in a timely manner.

Beyond this, the Town should have a system to allow residents to check on the status of their request on-line. The University has such a system for facility issues, and perhaps this could serve as a model. The resident should be able to determine: a) that the request has been received; b) that the request has been forwarded to the appropriate personnel; c) the name of the person specifically responsible for assuring that the request (if legitimate) is being addressed; and d) a status update. The Town's Public Works and IT Departments currently use a system, known as a "ticketing system" to track issues. This concept and perhaps software, might be extended for use by other departments

3. Communications regarding Town operations. ("The Town needs to do a better job of maintaining secondary roads." "The Town needs to upgrade the area around Mansfield Hollow.")

Some of these communications fall in the category of "complaint" but others are more accurately described as "suggestions." The "Citizen Service Request System" may meet the general need here, but if there is a greater need to promote communications—including anonymous communications--the Town, via the website, should maintain an on-line "Suggestion Box"—as well as a conventional suggestion box in the Town Hall and possibly at other major facilities (e.g., the Recreational Center). Residents can communicate by name, with a response mechanism similar to that outlined in #2 above, or, if they choose, anonymously.

4. Policy regarding communications.

Residents often seek to communicate on matters of policy (including but by no means limited to budget) through the public participation period at Town Council meetings. Such communications are the essence of democracy and need to be facilitated in a manner that a) assures that residents have the opportunity to have their concerns heard; b) allows the Council to conduct its business in an efficient manner; and c) assures that our public meetings are characterized by an atmosphere of consideration and respect.

We suggest three steps that might help advance these goals:

a) Provide a written statement of procedures, available to all who seek to address the Council. The Council already has such procedures (including time limits); they should be made clear to all residents. They should be enforced uniformly. This can be dealt with as simply as having a clear, easy-to-read sign at the speaker's position at Council meetings.

b) Residents should be encouraged, but not required, to bring concerns about administrative and procedural matters first to Town administrators or to Council members prior to the Council meeting. It may be that some questions can be researched and answered more expeditiously in that way, thus allowing more time for citizen input on genuine policy matters.

c) The "Citizen Communications" section of the Town website might be modified to include a specific section labeled "Policy and Budget Concerns and Recommendations."

5. *Freedom of Information requests.*

Connecticut statutes set forth the responsibilities of the Town regarding response to FOI requests. The Town has clear policies in this area, outlined in several documents. The relevant forms and information regarding charges are not, however, easily accessible from the Town website. The Council may want to consider whether it would be a good idea to have a specific "Freedom of Information" link clearly posted on the website that outlines processes for submitting request and policies on charges, and links to the request form.

We believe in particular that charges for photocopying should continue to be explicit, reasonable, and assessed impartially. Moreover, as you know, not every request for information is an FOI request. The Town should routinely provide at no cost documents disseminated at no charge in general forums (e.g., budget documents provided at Town Meeting).

We hope this is helpful to you. If you would like our Committee to investigate any of these issues further and provide more detailed recommendations, please let us know.

Sincerely,

A handwritten signature in black ink, appearing to read "P. McGlamery", with a stylized flourish at the end.

Patrick McGlamery

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MEMO

TO: Fred Baruzzi, Mansfield Superintendent of Schools
 Matt Hart, Mansfield Town Manager
 ✓ Greg Padick, Mansfield Director of Planning and Zoning

v.w. for Leigh Duffy

FROM: Leigh Duffy, Chair of Mansfield Sustainability Committee

RE: Sustainability Considerations for School Siting

DATE: August 25, 2010

The sustainability committee has assembled a matrix to be used as a guide for siting any future school building projects. This matrix addresses only the *siting* issues of the school with regard to sustainability. There will be many additional sustainable *design* considerations once the site has been established. Most of the design considerations will be addressed by designing according to the LEED Green Building Rating System.

Site Features for Sustainability (Note: these features should be considered for renovating, replacing, and relocating)	Potential Specific Applications in Mansfield
Site is in a community centered location and has connectivity to community amenities and public spaces.	
<ul style="list-style-type: none"> • Within walking distance of existing or planned amenities, such as retail development, other schools, community center, library, recreational fields, university, parks, open space, "heart" of the community. 	Close to future Storrs Center, Farrell Fields, Mansfield Community Center, UConn. Or close to Four Corners. Or close to Mansfield Library and Mansfield Center.
<ul style="list-style-type: none"> • Close to existing or proposed higher density neighborhoods and/or areas planned for additional residential development. 	See Mansfield zoning regs/map and Plan of Conservation and Development for higher density residential areas.
<ul style="list-style-type: none"> • Potential to share infrastructure with adjacent sites (e.g., recreation fields, library, parking, parks, swimming pool). 	EO Smith and Farrell fields, future infrastructure for Storrs Center.
<ul style="list-style-type: none"> • Potential for "co-location" - a facility on this site could meet multiple needs and be shared for complementary uses during non-school hours (e.g., senior citizens). 	
<ul style="list-style-type: none"> • School use of site achieves or complements multiple goals for the community. 	School integrates into vision and/or design for Storrs Center, additional senior housing, Mansfield Plan of Conservation

	and Development. Helps fulfill Mansfield 2020 vision and goals.
<ul style="list-style-type: none"> School use of site would add value to surrounding land uses. (Also consider impact on property values of moving existing school out of neighborhood.) 	
<ul style="list-style-type: none"> Potential for future renovations of site for education and non-educational uses (building will continue to serve the community if no longer used as a school in the future). 	Close to areas planned for commercial and community uses (e.g., Storrs Center, Four Corners).
Site is walk/bike/transit accessible	
<ul style="list-style-type: none"> Accessible by walkers and bikers and has existing or potential for bike/pedestrian infrastructure. 	
<ul style="list-style-type: none"> Close to areas with greatest existing or planned concentration of neighborhoods with families, minimizing busing distance and costs. 	See Mansfield zoning regs/map and Plan of Conservation and Development for higher density residential areas.
<ul style="list-style-type: none"> Close to existing or planned public transit for school and non-school users. 	
Site is environmentally suitable for development:	
<ul style="list-style-type: none"> Avoids "greenfields" (previously undeveloped lands). If a greenfield is chosen, mitigate the loss through protection of other land with comparable qualities. 	
<ul style="list-style-type: none"> Can be developed without impacting wetlands and waterbodies, floodplains, or habitat for threatened and endangered species. 	
<ul style="list-style-type: none"> Served or serviceable by existing water and waste water infrastructure. 	
<ul style="list-style-type: none"> Minimal impact on traffic patterns, congestion, and air quality and public safety issues related to traffic. 	
<ul style="list-style-type: none"> Potential to minimize lot size and development footprint (LEED Neighborhood Development calls for 5 acre maximum for elementary schools). 	
<ul style="list-style-type: none"> Redevelop existing buildings or site within an already 	

developed area that is community-centered.	
<ul style="list-style-type: none"> • Potential to optimize building orientation to take advantage of passive heating and cooling, natural ventilation, daylighting (i.e., elongate the building along east-west axis). 	
<ul style="list-style-type: none"> • Natural site attributes provide opportunities for outdoor learning (e.g., forested areas, streams, etc). 	
<ul style="list-style-type: none"> • Requires minimal site regrading. No steep slopes. 	
<ul style="list-style-type: none"> • Excellent environmental quality (no water or soil contamination). 	
<ul style="list-style-type: none"> • Has potential for school garden to support local food production. 	
Other considerations:	
<ul style="list-style-type: none"> • Budget for ongoing repair and maintenance to maintain usefulness and efficiency of facilities and avoid cost analysis in the future that results in "new is cheaper." 	

Useful Sources

National Trust for Historic Preservation -- Community-Centered Schools Initiative, *Helping Johnny Walk to School: Policy Recommendations for Removing Barriers to Community-Centered Schools*

<http://www.preservationnation.org/issues/historic-schools/helping-johnny-walk-to-school/helping-johnny-walk-to-school.pdf>. See MN, NM, NH, CO, MD case studies on legislative and policy changes to

eliminate minimum acreage requirements and bias again renovating existing schools in school construction funding decisions.

<http://www.preservationnation.org/issues/historic-schools/>

EPA school siting information http://cfpub.epa.gov/schools/top_sub.cfm?t_id=45&s_id=64

EPA *Schools for Successful Communities: An Element of Smart Growth*

http://www.epa.gov/smartgrowth/pdf/SmartGrowth_schools_Pub.pdf

See case studies at end.

Cost comparisons checklist to analyze renovating or building new school

http://www.epa.gov/smartgrowth/pdf/SmartGrowth_schools_Pub.pdf (see page 19)

EPA Travel and Environmental Implications of Schools Siting,

http://www.epa.gov/smartgrowth/school_travel.htm

This 2003 EPA study was the first to empirically examine the relationship between school location, the infrastructure and environment around schools, transportation choices for trips to school, and impact of those choices on air pollution. It found that: school proximity matters (students with shorter distances are more likely to walk or bike), the built environment influences travel choices (students are more likely to bike in bike-friendly neighborhoods with sidewalks and bike lanes), school location impacts air emissions (centrally located schools that are walkable/bikable reduce air pollution).

US Green Building Council LEED for Neighborhood Development Rating System

<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=148>

National Best Practices Manual for Building High Performance Schools

<http://www.p2pays.org/ref/20/19494.pdf>

California Division of the State Architect's Sustainable Schools Resource,

<http://www.sustainableschools.dgs.ca.gov/SustainableSchools/sustainabledesign/siting/siting.html>

INTEROFFICE MEMORANDUM

TO: TRANSPORTATION ADVISORY COMMITTEE
FROM: KEVIN GRUNWALD
SUBJECT: UPDATE: SENIOR VOLUNTEER DRIVER PROGRAM
DATE: 9/22/2010
CC: MATT HART, TOWN MANAGER

Program Status to Date:

- Committee consisting of staff and representatives of the Mansfield Senior Center Association and the Commission on Aging continue to meet on a regular basis to develop program parameters.
- Program Outline and draft policies developed (see attachment).
- Program publicized in the town-wide issue of Senior Sparks.
- Job description developed and interviews completed for the position of Volunteer Transportation Coordinator.
- Arrangements made to conduct background checks on volunteer drivers.
- Volunteer driver database developed and interviews scheduled for potential drivers.

PROGRAM OUTLINE

Mansfield Volunteer Transportation Program

Program Objectives and Scope:

- Program Purpose: Meet unmet transportation needs of Mansfield's seniors and supplement existing senior transportation services (Dial-A-Ride, the fixed route bus service and services offered through the Municipal Grant). All efforts will be made to avoid duplication of services.
- Areas and People to Be Served: All residents of Mansfield age 60 and older. The location of rides will be determined by the availability and willingness of volunteers to travel outside of the immediate region. Transportation will be limited to rides offered within the State of Connecticut.
- Priority: Rides will be offered based on the following priorities:
1) Local medical appointments; (2) rides for individual needs not currently met by existing services; and (3) group trips for up to 3 riders to medical practices, shopping malls, and other requested destinations. Group trips will be encouraged whenever possible.
- Sources of Funds for the Program: The position of Transportation Coordinator is funded by the Town's operating budget. The matching municipal grant may provide an additional source of funding. Riders will be asked to make voluntary contributions to the program.
- Organizational Structure: This is a service of the Mansfield Senior Center/Department of Human Services. The Coordinator will report to the Senior Center Coordinator.

Eligibility Standards:

- Resident of Mansfield, age 60 and older.
- Unable to use Dial-A-Ride or the municipal grant service due to various obstacles or limitations (not physically able to stay on the van for extended periods of time, appointments outside of Dial-A-Rides normal operating hours, etc.).
- Must be able to enter and exit a passenger vehicle without assistance from the driver.

Outreach and Marketing:

- Marketing plan to be developed as part of the overall program action plan.
- Coordinator will be responsible for ongoing marketing of the program, with assistance from the Senior Center Association, the Senior Center Coordinator and the Human Services Department.

Referral to Program:

- Self-referral to the Program Coordinator, who will determine eligibility.
- Referrals may be made from other organizations, family members and service providers.

Program Service:

- Rides will be offered in the local area to eligible residents to medical appointments, shopping and other appointments.
- Volunteer drivers will use their own vehicles; supplemented by available Town vehicles. Drivers must possess a valid Public Service license to operate the Town's van.
- Program records will be maintained by the Transportation Coordinator.
- The program will be evaluated internally by staff, with input from the Commission on Aging, the Senior Center Association and the Transportation Advisory Committee.

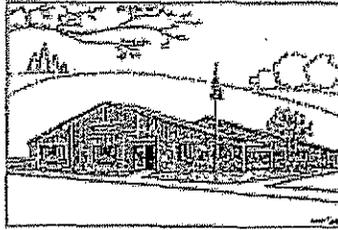
Volunteer Program:

- Volunteers are asked to commit to be available to drive one day per month, and can specify the areas that they are comfortable driving to.
- Drivers must sign a liability waiver, and must be willing to submit to a criminal background check and have a valid CT state driver's license. They will also be asked to provide proof of medical insurance.
- Any vehicle being used for this program must be inspected to ensure that all safety equipment (seatbelts, etc.) are in working order.
- Drivers will be recruited and screened by the Transportation Coordinator.
- The Coordinator will periodically evaluate the volunteer driver pool to ensure that they are meeting program standards.

Customer Service:

- A manual will be created to identify appropriate customer service standards and training to support this.

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MANSFIELD SENIOR CENTER ASSOCIATION, INC.

September 7, 2010

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

Dear Matt:

We would like to invite you to be our guest for our annual Veterans' Day Celebration to be held on Wednesday, November 10th. Betsy Paterson, Mayor of Mansfield; Kevin Grunwald, Human Services Director; and all Town Council members will also be invited.

Festivities will begin at 11:30 AM with the posting of the colors, and the meal will be served at approximately 12:00 PM. Any comments you would like to present to the audience would be most welcome.

Please contact Linda Wohllebe, ext. 6505, by Monday, November 1st, if you will be joining us, as we hope you will.

Sincerely,

Thomas Rogers, President
Mansfield Senior Center
Association

TR/lcw

303 MAPLE ROAD, STORRS, CONNECTICUT 06268

Telephone: (860) 429-0262

Fax: (860) 429-3208

-235-

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CCM's
ELECTION  **CAMPAIGN**
CONNECTICUT CONFERENCE OF MUNICIPALITIES THE VOICE OF LOCAL GOVERNMENT

August 31, 2010

TO: CCM-Member Mayors, First Selectmen, Town/City Managers

FROM: Jim Finley, Executive Director and CEO
Gian-Carl Casa, Director of Public Policy and Advocacy

RE: **Second CCM Candidate Bulletin**

Please find enclosed *Municipal Revenue Diversification and the Real Estate Conveyance Tax*, the second CCM *Candidate Bulletin* for 2010.

This series of bulletins discusses a wide range of public policy issues of concern to towns and cities. We're sending them to candidates, our membership, the media and others throughout the election campaign.

Please use these bulletins to help drive home the municipal message with candidates. The election stakes are high for local government and property taxpayers.

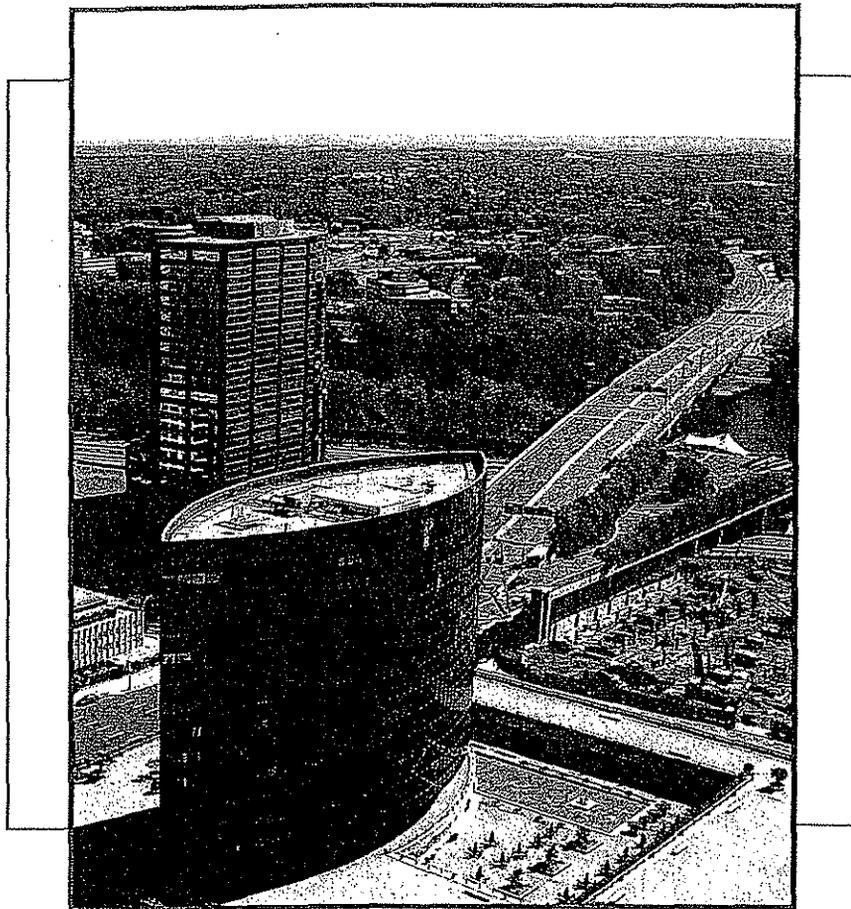
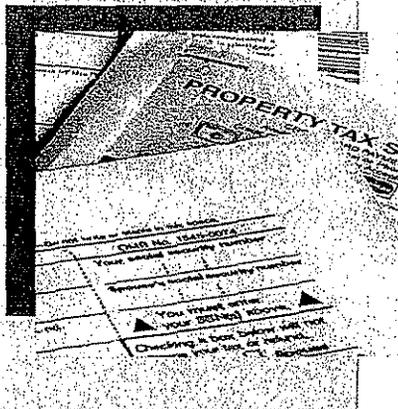
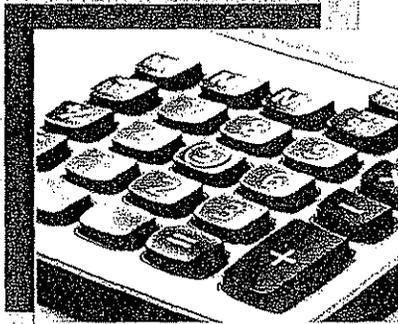
As always, CCM staff is here to help you. If you have any questions concerning this Bulletin, or would like more information on other state-local issues, please contact us (jfinley@ccm-ct.org), (gcasa@ccm-ct.org) or George Raphael (graphael@ccm-ct.org).

Enclosure

CC: CCM-Member Council Chairs, Board of Finance Chairs

CCM CANDIDATE BULLETIN

MUNICIPAL REVENUE DIVERSIFICATION AND THE REAL ESTATE CONVEYANCE TAX



THE VOICE OF LOCAL GOVERNMENT

August 2010

CCM Candidate Bulletin

MUNICIPAL REVENUE DIVERSIFICATION AND THE REAL ESTATE CONVEYANCE TAX

August 2010



©August 2010 Connecticut Conference of Municipalities
900 Chapel Street, 9th Floor, New Haven, Connecticut 06510-2807
Phone: (203) 498-3000 • Fax: (203) 562-6314
E-mail: ccm@ccm-ct.org • Web site: www.ccm-ct.org

INTRODUCTION

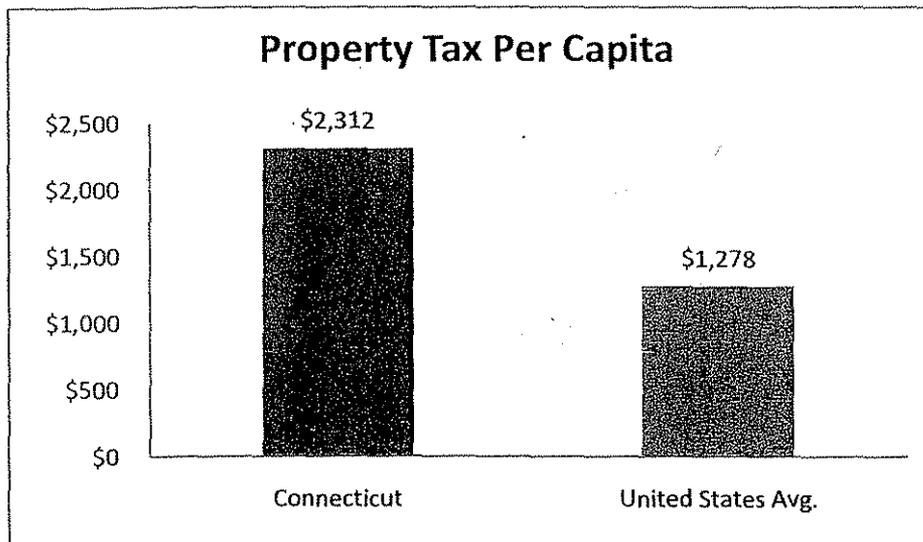
Connecticut statutes dictate that towns and cities are dependent on one tax – the property tax – for the majority of their revenue. It has become clear to almost everyone, however, that this regressive tax is inadequate for funding local government services in the 21st Century.

What worked in 1810 doesn't work in 2010.

PROPERTY TAX DEPENDENCE

The property tax is the single largest tax on residents and businesses in our state. It accounts for 39 percent of all state and local taxes paid. The property tax is income blind. It is due and payable whether a resident has a job or not, or whether a business turns a profit or not.

The per capita property tax burden in Connecticut is \$2,312, an amount that is almost twice the national average of \$1,278, and 2nd highest in the nation. Connecticut ranks 8th in property taxes as a percentage of personal income (\$41.57 per \$1,000 of income, compared with the national average of \$32.41 per \$1,000 of income).



Source: US Census Bureau, 2007 Census of Government Finance; Tax Foundation

Statewide, 68 percent of municipal revenue comes from property taxes. Most of the rest, 23 percent, comes from state aid. Some Connecticut municipalities are almost totally dependent on property taxes to fund local government. Eight towns depend on property taxes for at least 90 percent of all their revenue. Another 54 municipalities rely on property taxes for at least 80 percent of their revenue.¹

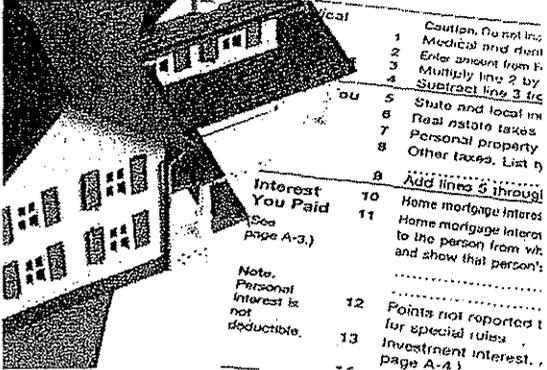
¹ OPM, Municipal Fiscal Indicators, 2004-2008.

REVENUE ISSUES

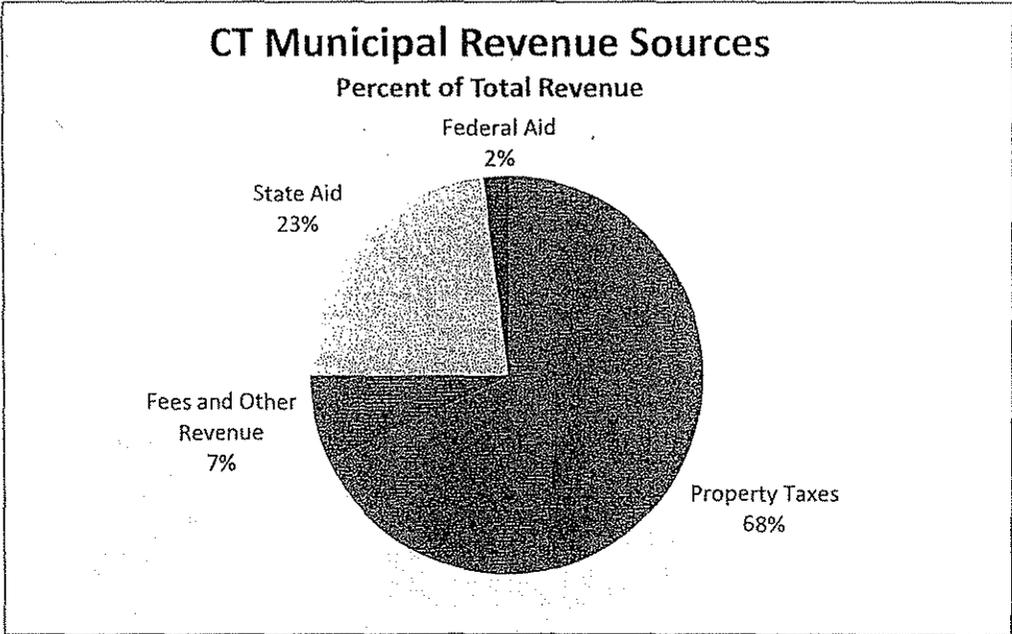
Connecticut is more dependent on property taxes to fund local government than any other state in the nation. It also is the 2nd most dependent on property taxes to fund K-12 public education.² That means that the educational opportunity a child has is directly tied to the property tax wealth of the community in which he or she lives.

The Property Tax

- Connecticut's biggest state-local tax
- Connecticut is more dependent on it than any other state
- Biggest tax on Connecticut businesses
- 68 % of all municipal revenue



The property tax in Connecticut is the largest single tax on residents and businesses in our state. In FY2009, Connecticut businesses paid over \$600 million in corporate income taxes, but over \$900 million in property taxes.



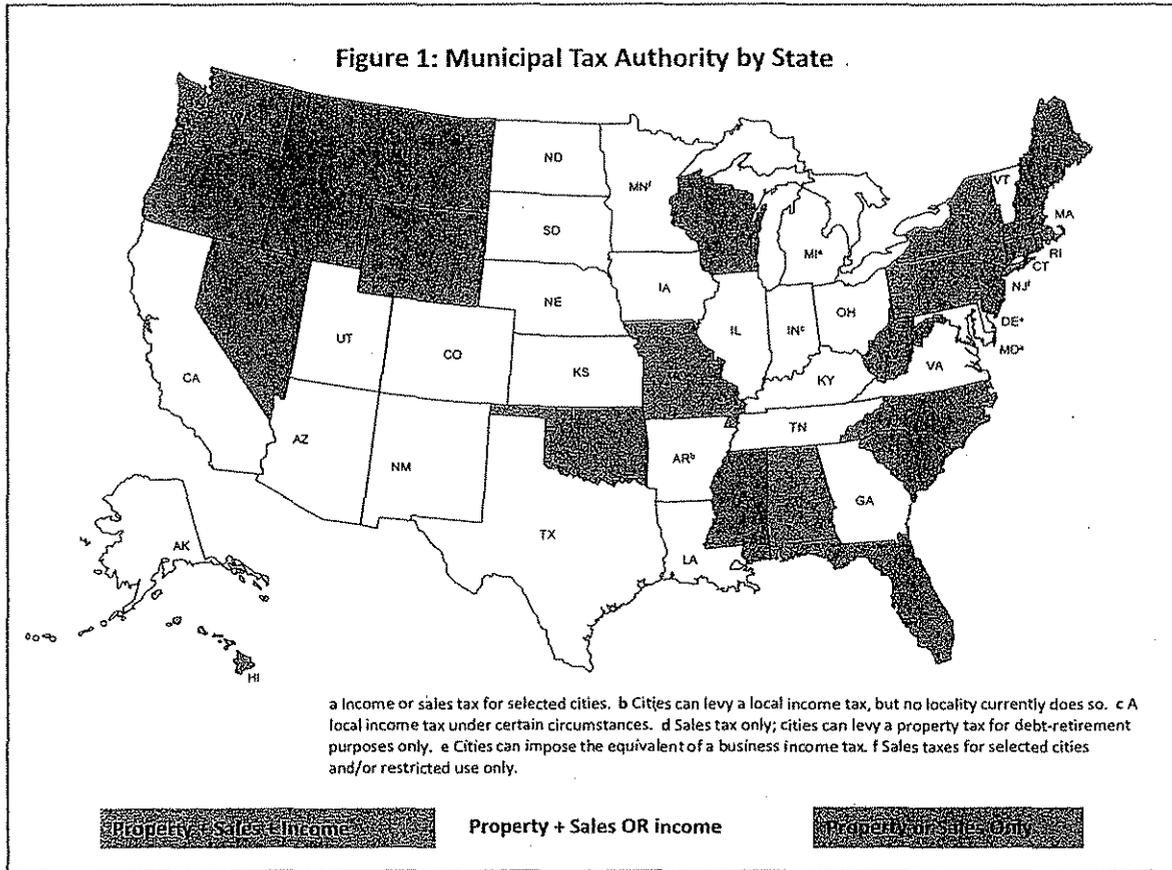
Connecticut is one of only 15 states that allow municipalities just the property tax.

- 23 states allow at least some municipalities to levy both property and sales taxes.

² US Census Bureau, Public Elementary-Secondary Education Finances, 2007.

- 6 states allow at least some municipalities to levy both property and income taxes.
- 5 states allow at least some municipalities to levy all three - property, sales, and income taxes.³

Many states also have county governments that levy taxes and provide services, in addition to those at state and municipal levels.



Source: National League of Cities, *Cities and State Fiscal Structure*, 2008



³ National League of Cities, *Cities and State Fiscal Structure*, 2008. In some states, sales and income taxes are options open only to certain municipalities. We include those states in this total. Also, Connecticut is listed as one of the 15 with only the property tax although some revenue is derived from the real estate conveyance tax.

THE MUNICIPAL REAL ESTATE CONVEYANCE TAX

Other than the property tax, the only tax municipalities in Connecticut can levy is the municipal real estate conveyance tax. The State also collects a real estate conveyance tax, and both the State portion and the local portion have been in place for years. Only recently has the local portion of the tax become controversial, while little attention is paid to the State portion.

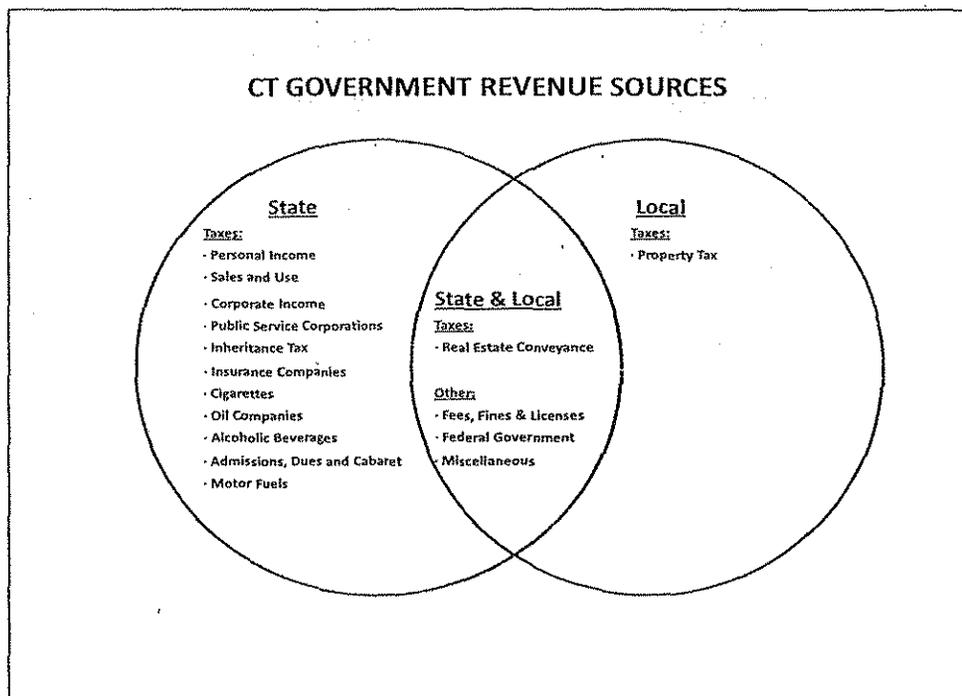
The State levies a 0.50 percent tax on the sales of the following real property:

- Residential dwellings valued at \$800,000 or less
- Other residential property
- Unimproved land

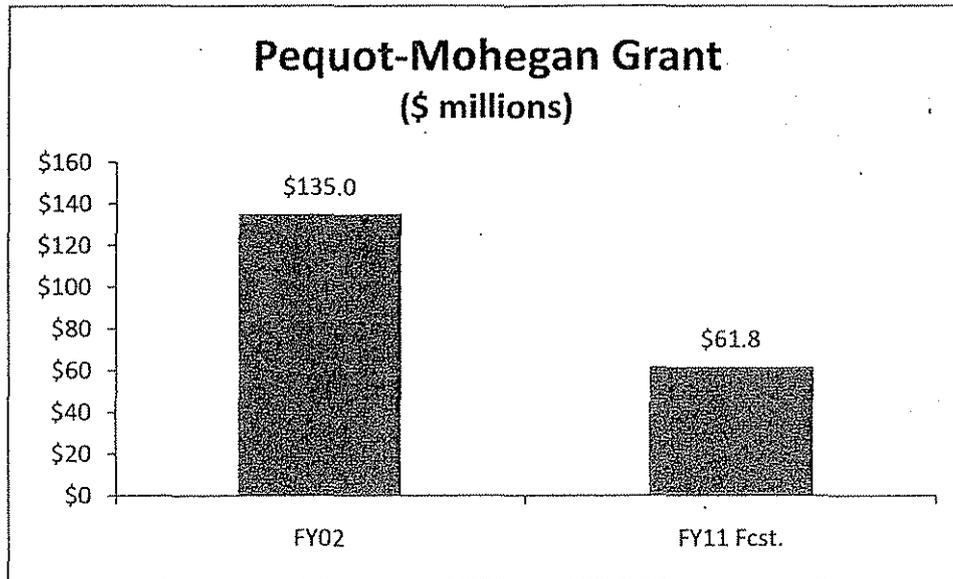
It collects a 1.00 percent rate on the following:

- Nonresidential property, other than unimproved land
- The portion of the value of a residential dwelling in excess of \$800,000

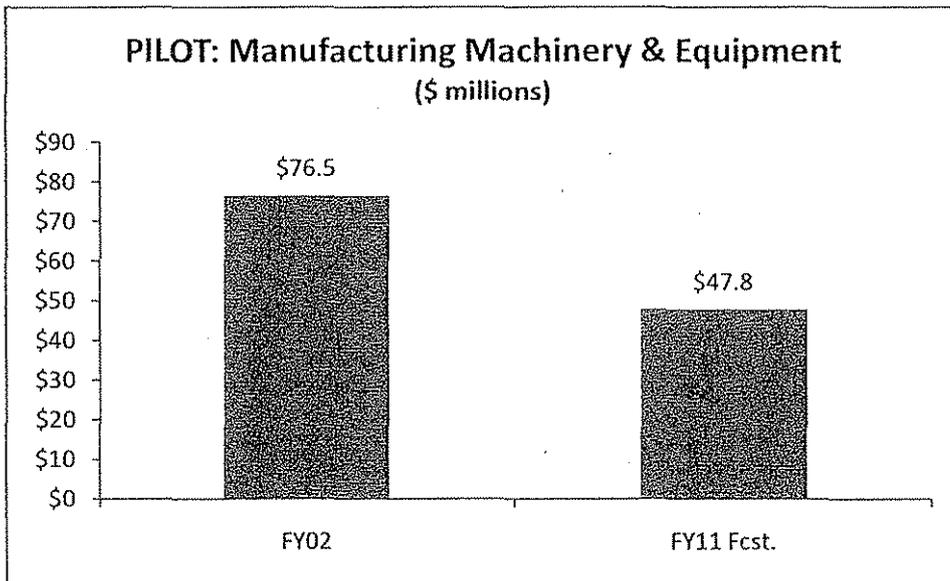
The municipal rate is 0.25 percent for sales of real property in all towns and cities. Eighteen municipalities can add an additional 0.25 percent, for a total rate of 0.50 percent. They are Bloomfield, Bridgeport, Bristol, East Hartford, Groton, Hamden, Hartford, Meriden, Middletown, New Britain, New Haven, New London, Norwalk, Norwich, Southington, Stamford, Waterbury, and Windham.



In 2003, the General Assembly and the Governor increased the local portion of the real estate conveyance tax from 0.11 percent to 0.25 percent in all municipalities, with the optional 0.25 percent addition for certain communities with particular economic hardships. The increased rates were established to help buffer the impact on municipalities of a series of midyear state aid cuts enacted during FY2003.



Source: Adopted State Budgets



Source: Adopted State Budgets

The initial legislation provided the increased rates for two years, and the General Assembly has extended the rates four times since then. The most recent action occurred in the 2010 June Special Session, when the rates were extended to June 30, 2011. The present rates should be made permanent.

The increases in the rates of the real estate conveyance tax were enacted to protect property taxpayers, residents, and businesses from the impact of flat-funding or cutbacks in state aid, and that protection is still needed. Funding for several municipal aid programs has never been restored to their pre-2003 levels.

Grant Program	FY2002	FY2011
Town Aid Road	\$35 million	\$30 million
Pequot-Mohegan Grant	\$135 million	\$61.8 million
PILOT: State-Owned Property	41% reimbursement	35% reimbursement
PILOT: Colleges and Hospitals	73% reimbursement	55% reimbursement

When you take into account the almost \$100 million in municipal aid cuts already enacted this biennium, and the State supplanting \$543 million in state-funded municipal aid with one-time federal funding, the State has reduced its support of municipal aid by \$639 million in the biennium. Prospects for increased aid for the next few years are not good. The State faces a structural deficit of almost \$4 billion for FY2012. The reality is that towns and cities will have to fight tooth and nail just to maintain existing funding levels.

Opponents of the present rates of the municipal real estate conveyance tax say that ending them would mean as much as \$25 million dollars in the pockets of residents. That is not necessarily true, especially in light of state aid cuts. If local governments lose this critically needed revenue, property taxes will surely have to rise, and cuts in local services will hurt the quality of life that maintains home values in Connecticut. There will be even more pressure on the General Assembly to provide increased aid to Hometown Connecticut.

CAN MUNICIPAL REVENUE DIVERSIFICATION WORK IN CONNECTICUT?

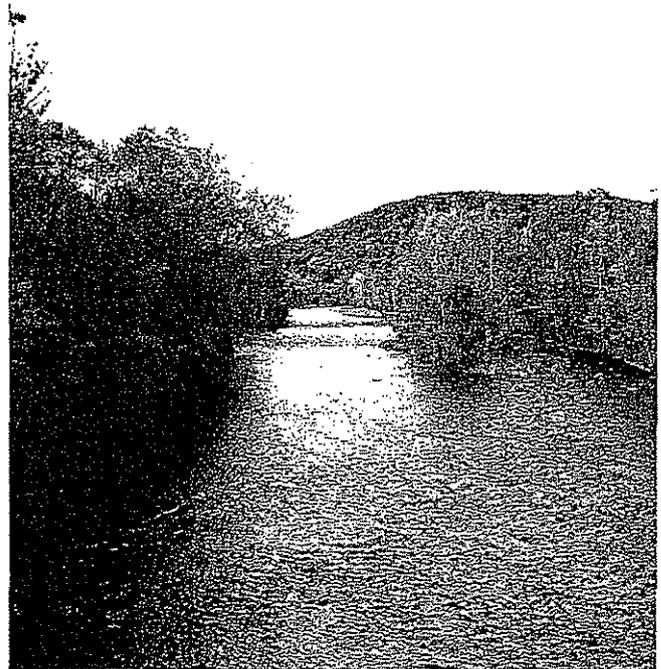
Connecticut has some unique characteristics that affect how revenue is generated and public services are provided. What works in other states may not work here. We're a small state fragmented into 169 municipal pieces. We don't have county governments or unincorporated areas that require few services.

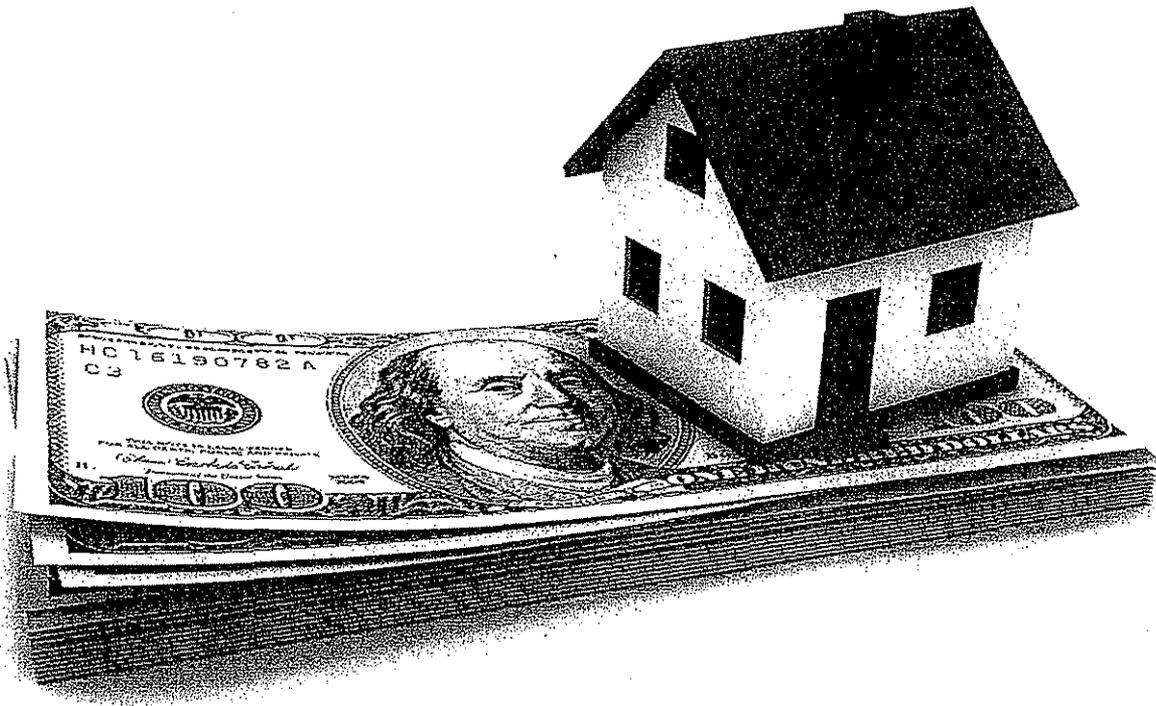
One concern about granting municipalities the power to levy additional taxes is that municipalities that are poorer and have higher property tax rates will most likely be the ones that choose to levy them. In a small state like ours, this might make poorer, high-tax communities even less competitive when it comes to attracting business investment and residents. That would be counterproductive, but with inadequate state funding of municipal aid, new revenue solutions are needed.

There are four primary ways to diversify municipal revenues:

1. **Allow local-option taxes.**

Distressed municipalities could be allowed to levy certain types of local-option taxes as a way to take pressure off property taxes. For example, locally levied sales taxes, entertainment taxes and hotel occupancy taxes can be considered in municipalities where those industries are strong. New local-option taxes can also be levied on entities that do business in distressed municipalities, but which are not as "mobile" as other businesses. For example, franchise-fee taxes on telecommunications and public-service companies are common in other states, but although these businesses utilize municipal rights of way, Connecticut municipalities get only property taxes from them.⁴





2. Allow municipalities to assess alternative taxes on a regional basis.

If alternative sources of local revenue were an option open to regions it would allow local elected officials, working with their neighbors, to levy the taxes that would fit best with their particular region. It would combine the advantages of local-revenue enhancement while tailoring it to regional needs and avoiding negative competition between urban centers and suburbs.

For example, a local-option sales tax might drive retail activity to the suburbs and away from cities, but an optional sales tax applied on a regional basis would not have the same effect. If a retailer wants access to the market of a given region, the tax would apply no matter where it locates.

Of course, regional consensus is often difficult to reach, hence the allure of local-option authority as previously discussed.

CCM recommends that the State encourage the transition of all regional planning organizations (RPOs) into regional councils of government (COGs). Presently, there are three kinds of regional entities: councils of government; councils of elected officials; and regional planning agencies.

COGs comprise elected officials, people who are accountable to the voters of their communities for their decisions. Any other type of regional entity would be inappropriate for greater fiscal authority. The State should enact an expedited process to encourage the transition of all regional organizations to COGs.⁵ At the very least, decisions concerning taxation or regional revenue should be made only by the CEOs of the region.

Granting local-option taxing authority to COGs would diversify the municipal revenue base. It would also be a major step towards increasing regional cooperation and thus improve overall governmental efficiency.

⁵ In two regions there are "councils of elected officials" that function similarly to councils of governments and would not need to convert. There may need to be minor changes in the statutes, however.

3. Make new local taxes applicable statewide.

One very straightforward approach would be for the State to add new sources of municipal revenue on a statewide basis. In this way, all municipalities would be able to relieve pressures on the property tax, while avoiding any competitive harm that would arise if only certain municipalities applied the tax.

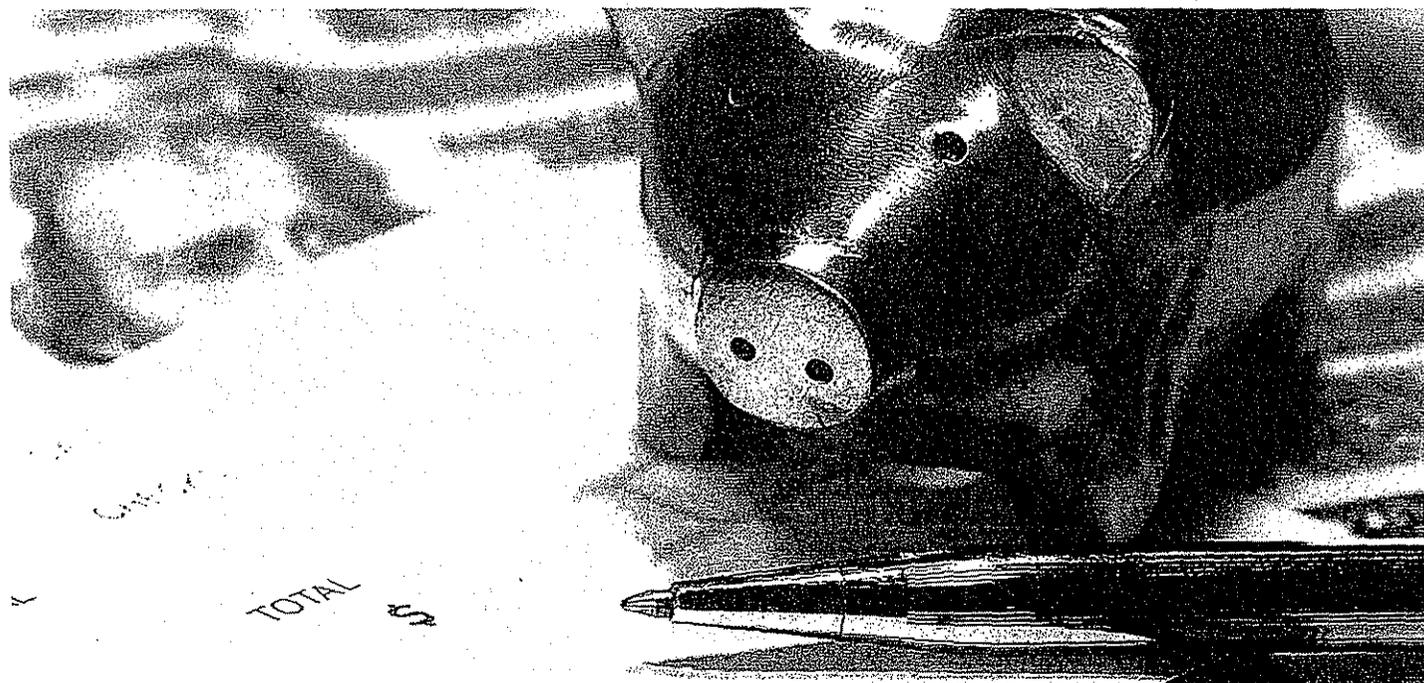
For example, the State could authorize all municipalities to collect a local tax on lodging. The money would be kept by any municipality with a hotel, motel, etc. One attractive aspect of a hotel tax is that it exports most of the tax to out-of-state visitors, rather than place the revenue burden on locals.

There is precedent for applying local taxes on a statewide basis. The State already dictates that property taxes are the primary source of municipal revenue, and it applies the base municipal real estate conveyance tax across all 169 municipalities.

4. Share state revenues with municipalities or regions.

A fourth way to diversify local revenue would be for the State to share portions of state revenue streams with municipalities. For example, the State could share a portion of the sales tax with the municipalities or region in which the tax is collected. This would avoid the political concerns associated with levying new taxes, although it would affect state revenue. The State could specify that municipalities receive all, or a portion of, any increases in state sales tax revenue above the levels anticipated in the present state budget. This way, the State would not lose revenue, but towns and cities would stand to gain. For example, if the State raises the sales tax from 6% to 7%, it would raise \$600 million in new revenue. The State could share up to half of this new revenue with municipalities.

In 2010, the state House of Representatives passed HB 5483, which would have increased the state's hotel tax from 12 to 15 percent, with the increase distributed one-third to the host municipality and two-thirds to the regions. It would have provided approximately \$9.4 million in non-property tax revenue to municipalities and regions for FY2010 and an estimated \$18.8 million in FY2011.

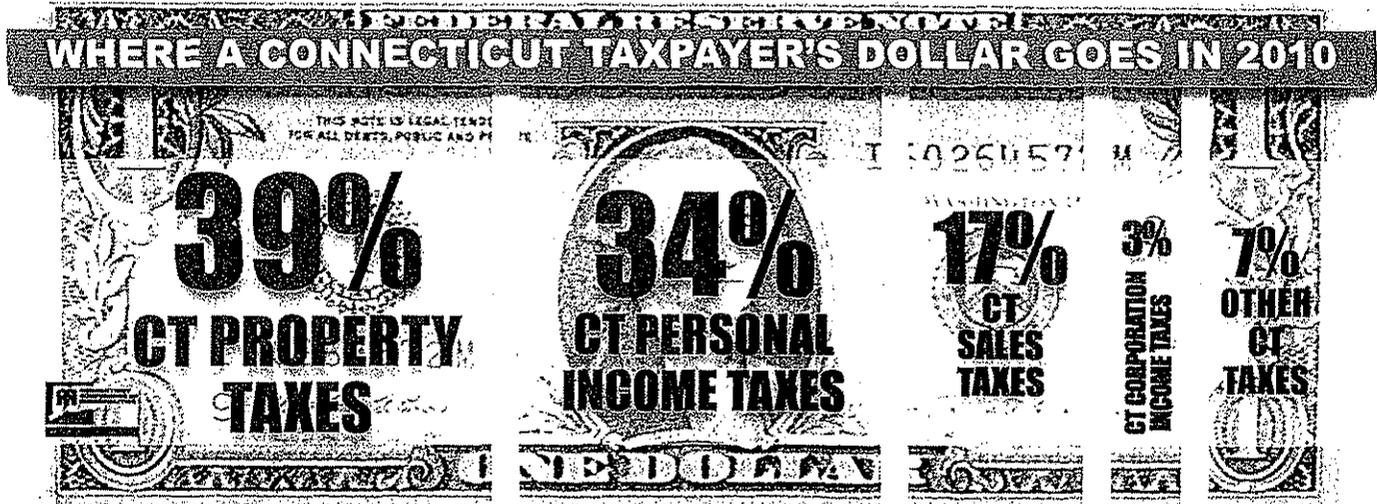


SUMMARY

Overreliance on the property tax coupled with a reluctance among state leaders to protect and adequately fund state aid to towns and cities, particularly non-education aid, has forced a new look at diversifying municipal revenue sources. Most other states have done so. Connecticut is one of the few states locked into such an antiquated, local-tax system. While there are aspects of municipal revenue diversification that are of particular concern to our small state, there are new approaches that should be on the table as we seek a way out of the property tax chokehold.

Municipal aid from the State is in decline. The State has not enacted significant relief from unfunded mandates on towns and cities. That leaves local revenues, mostly the property tax, as the only option to pay for local public services. The dependence on the property tax is unsustainable, and Hometown Connecticut is in desperate need of more options.

The current state budget crisis and reliance on one-time federal revenues to fund municipal aid programs is a public policy time-bomb.





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 and 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 (headquarters) and in Hartford.

900 Chapel Street, 9th Floor
New Haven, Connecticut 06510-2807

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Fax: (203) 562-6314

E-mail: ccm@ccm-ct.org

Web Site: www.ccm-ct.org

Do The Math
www.dothemathct.org
Connecticut Conference of Municipalities

INCREASE in state aid to your Hometown = **INCREASE** in your property taxes



**CONNECTICUT
INTERLOCAL
RISK
MANAGEMENT
AGENCY**

900 Chapel Street, 9th Floor
New Haven, Connecticut 06510-2807
Telephone: 203-946-3700 | Fax: 203-773-6971
www.cirma.org

Aug 19, 2010

Item #13

Ms. Maria Capriola
Assistant to the Town Manager
Town of Mansfield
Beck Municipal Building
4 South Eagleville Rd.
Mansfield, CT 06268

Dear Ms. Capriola,

As the 2010-11 policy year gets underway, we wanted to take this opportunity to thank you for the commitment, time and energy necessary to maximize the accomplishments made by the collective efforts of the Operations and Underwriting Committee over the past year. Whether you are a long-time member or have just joined us, your expertise and experience are truly valued. During the 2009-10 policy year, this Committee provided significant input and succinct direction regarding many issues of importance to our membership; they include:

- CIRMA Dividend Program
- Analysis of LPA members
- CERT Team coverage analysis
- Programs for members without police departments
- Cyber risk analysis
- Crime coverage analysis
- Medical advisors analysis

During the 2010-11 policy year we will continue to investigate ways to enhance CIRMA's converges and services to better address the needs of our members. This is one of the many ways CIRMA distinguishes itself from the commercial marketplace.

As always, if you have other topics or issues you would like to bring to the Committee, or if you know a colleague who would like to join us, I would look forward to hearing from you.

Sincerely,

Steve Bixler
Vice President of Underwriting,
Marketing and Member Relations
and CIRMA Underwriting Staff

Marion Chamberlain

Fiona Dewberry

Carol Fitzsimons

Jacqueline Lazowski

Ellen Parker

Terry Perry

Colleen White

CC: Mr. Matthew Hart, Town Manager



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

Item #14

Office of Environmental Policy

September 21, 2010

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

Re: USDA proposed Animal Health Research Facility

General Public:

UConn requests your review of the attached USDA's Final Draft Environmental Assessment report for the proposed Agricultural Research Service (ARS) Animal Health Research Center (AHRC) at UConn's Depot Campus. The Final Draft addresses comments received during our May 18, 2010 public information session. Public advertisements announcing the report's availability have been published in both the Willimantic Chronicle and the Hartford Courant.

Hardcopies of this report have been provided for public viewing at the Mansfield Town Hall and the Mansfield Public library. You can also view it online at: <http://www.envpolicy.uconn.edu/Draft%20Final%20USDA-UConn%20EA%208-13-10.pdf>. The comment period is open for 30 days.

You can send your comments to:

Paul Ferri
UConn – Office of Environmental Policy
31 LeDoyt Road, Unit 3055
Storrs, CT 06269

Sincerely,

Paul Ferri
UConn – Office of Environmental Policy
860-486-9295
paul.ferri@uconn.edu

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31 LeDoyt Road Unit 3055
Storrs, Connecticut 06269-3055

Telephone: (860) 486-5446
Facsimile: (860) 486-5477
web: www.ecohusky.uconn.edu

* PORTIONS OF THIS REPORT ARE ATTACHED. Full Report Available at www.enrpolicy.uconn.edu/eic.html

DRAFT
FINAL

USDA



**Environmental
Assessment (EIA)**

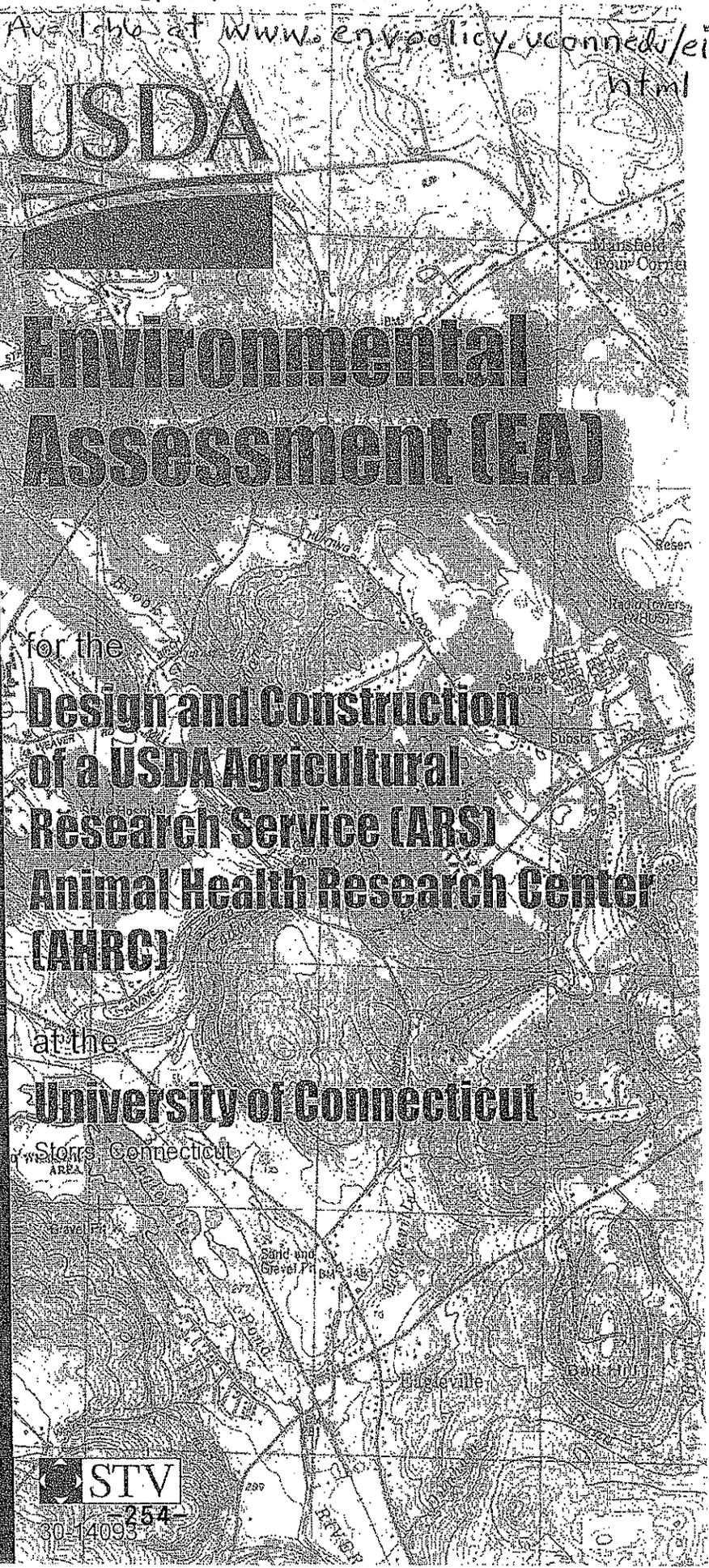
for the
**Design and Construction
of a USDA Agricultural
Research Service (ARS)
Animal Health Research Center
(AHRC)**

at the
University of Connecticut

August 2010



30-14093



DRAFT FINAL

ENVIRONMENTAL ASSESSMENT (EA)

for the

DESIGN AND CONSTRUCTION OF A USDA AGRICULTURAL RESEARCH SERVICE (ARS) ANIMAL HEALTH RESEARCH CENTER (AHRC)

at the

UNIVERSITY OF CONNECTICUT STORRS, CONNECTICUT

August 2010



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COVER SHEET

Proposed Actions: Design and construction of a USDA Agricultural Research Service (ARS) Animal Health Research Center (AHRC) at the University of Connecticut, Storrs, Connecticut

Type of Statement: NEPA Environmental Assessment (EA)

Lead Agency: U.S. Department of Agriculture

Consulting Agencies: State of Connecticut:
Connecticut Department of Environmental Protection
Connecticut Office of Policy and Management
University of Connecticut

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Abstract:

The United States Department of Agriculture (USDA) is proposing to design and construct a new Agricultural Research Service (ARS) Animal Health Research Center (AHRC) at the University of Connecticut (UConn) Depot Campus (ARS-AHRC: Preferred Alternative). The land would be leased by the USDA from UConn. The primary objectives of the proposed facility would be to study host-pathogen interactions of endemic diseases affecting livestock in the United States and to discover highly effective vaccines to control and eliminate these diseases. The proposed facility would provide the ability to work with pathogens and vaccines at bio-safety level 2 (BSL-2). Since the proposed function will focus on vaccines, the animal component is critical to the overall mission. Research of animal vaccines will be the core competency; e.g. immune responses, determinants of disease susceptibility, animal challenges, parameters to measure if an animal is protected, and the testing of vaccines that can enhance the immune response. Locating the new research facility at UConn would provide the following benefits:

- There is a history of USDA's ARS performing collaborative research at UConn.
- Additional collaborative scientific research between UConn and ARS would provide critical mass to speed the development of urgently needed vaccines.
- There is also a distinct advantage given UConn's proximity to other USDA research facilities within the Northeast U.S.
- The proposed project would increase the number of undergraduates, graduate students and postdoctoral trainees working on projects related to animal health.
- The proposed project would build upon pre-existing ARS-UConn collaborative activities.

The mission of the ARS-AHRC at UConn would be to deliver scientific information that would advance the discovery of highly effective vaccines and other countermeasures specifically designed for the control and eradication of infectious diseases that threaten animal agriculture and public health. Some of the tangible goals of locating and maintaining the proposed facility on the Depot Campus of UConn include:

- Reducing costs of animal studies that do not require high containment facilities;
- Increasing the number of scientists working in animal health research;
- Implementing vaccine discovery programs that would support animal health studies in other centers;
- Conducting bio-therapeutic studies;
- Conducting internationally recognized research;
- Discovering vaccines of national priority;

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- Providing direct access between personnel at other USDA research facilities and UConn academic and research departments, including Pathobiology and Veterinary Science, Animal Science, Molecular and Cell Biology, and the School of Pharmacy, and
- Providing access to the Department of Immunology, the Department of Genetics and Developmental Medicine, and the Department of Molecular, Microbial and Structural Biology at UConn's Health Center in Farmington, CT.

The proposed scientific program to be employed at the new facility would include the following:

- Immunology (mechanisms of immune evasion & protective immunity);
- Host functional genomics;
- Animal model development (pathogenesis and challenge models);
- Biological discovery support function;
- Diagnostic discovery (to differentiate infected from vaccinated animals); and
- Clinical research.

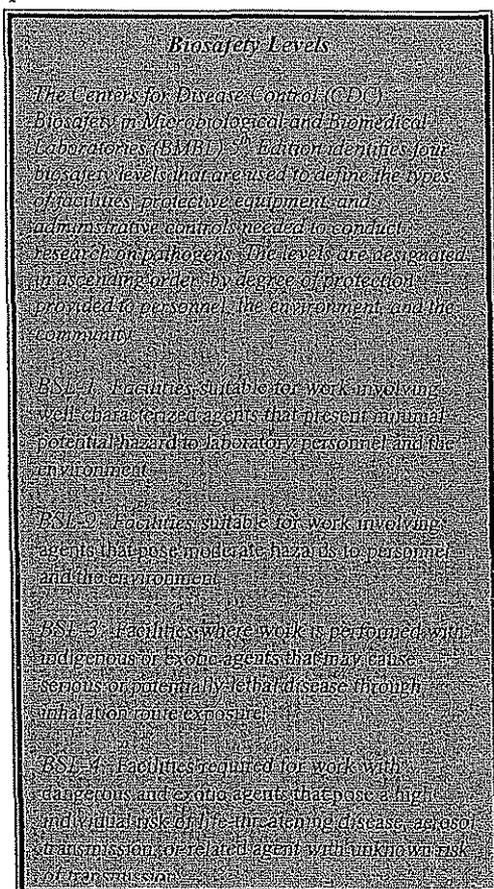
Implementation of the Preferred Alternative and other project alternatives would result in impacts to soils, topography, geology, woodlands, and terrestrial wildlife. All of these impacts are anticipated to be minor. It does not appear that there would be direct impacts to jurisdictional wetlands and/or associated waterways within the Preferred Alternative location, which, if noted, would require mitigation. None of the aforementioned impacts are characterized as significant.

The USDA is proposing to build this project entirely within the confines of UConn's Depot Campus. This EA evaluates potential environmental impacts associated with the No Action Alternative (Alternative 1), the Preferred Alternative, and two additional Alternative Sites.

SECTION 1 PURPOSE OF AND NEED FOR ACTION

1.1 INTRODUCTION

The U.S. Department of Agriculture (USDA) Agricultural Research Service (ARS) proposes to construct a Bio-Safety Level-2 (BSL) Animal Health Research Center (AHRC, together ARS-AHRC) facility on lands currently owned by the University of Connecticut (UConn). This environmental assessment (EA) analyzes the potential impacts associated with the construction and operation of the ARS-AHRC.



The purpose of this EA is to identify and evaluate the environmental aspects of implementing the proposed project in accordance with the National Environmental Policy Act (NEPA) of 1969. NEPA requires that federal agencies consider environmental consequences in their decision-making process. The President's Council on Environmental Quality (CEQ) issued regulations to implement NEPA that include provisions for both the content and procedural aspects of the required environmental analysis. These federal regulations establish both the administrative process and substantive scope of the environmental impact evaluation that is designed to ensure deciding authorities have a proper understanding of the potential environmental consequences of a contemplated course of action.

This EA has been prepared in accordance with NEPA, Section 102(2)(C) and the *CEQ Regulations for Implementing the Procedural Provisions of NEPA*; 40 Code of Federal Regulation (CFR), Parts 1500 through 1508. The objective of this EA is to determine and report the magnitude of the environmental impacts of the Proposed Action. If no

potentially significant impacts are identified from the Proposed Action, a Finding of No Significant Impact (FONSI) can be issued and the Proposed Action may proceed. If significant impacts are deemed probable (in accordance with Council on Environmental Quality criteria (40 CFR 1508.27)), even after mitigation measures or specific conditions are incorporated into the design, a Notice of Intent (NOI) to prepare a NEPA Environmental Impact Statement (EIS) is required, followed by the completion of the EIS itself.

1.2 PURPOSE OF AND NEED FOR ACTION

The USDA proposes to design, construct, and operate an Animal Health Research Center (AHRC) at UConn's Depot Campus (see Figure 1-1: Project Location Map). Construction and operation of the AHRC (i.e., Proposed Action) would be intended to deliver scientific information that would advance the discovery of highly efficacious vaccines and other countermeasures specifically designed for the control and eradication of infectious diseases that threaten animal agriculture and public health.

The objective of this EA is to ensure consideration of the environmental aspects of the proposed actions in the Federal decision-making processes; determine whether or not the proposed actions have the potential for creating significant impacts on the human and/or natural environment; and to make environmental information available to the public before decisions are made and actions taken.

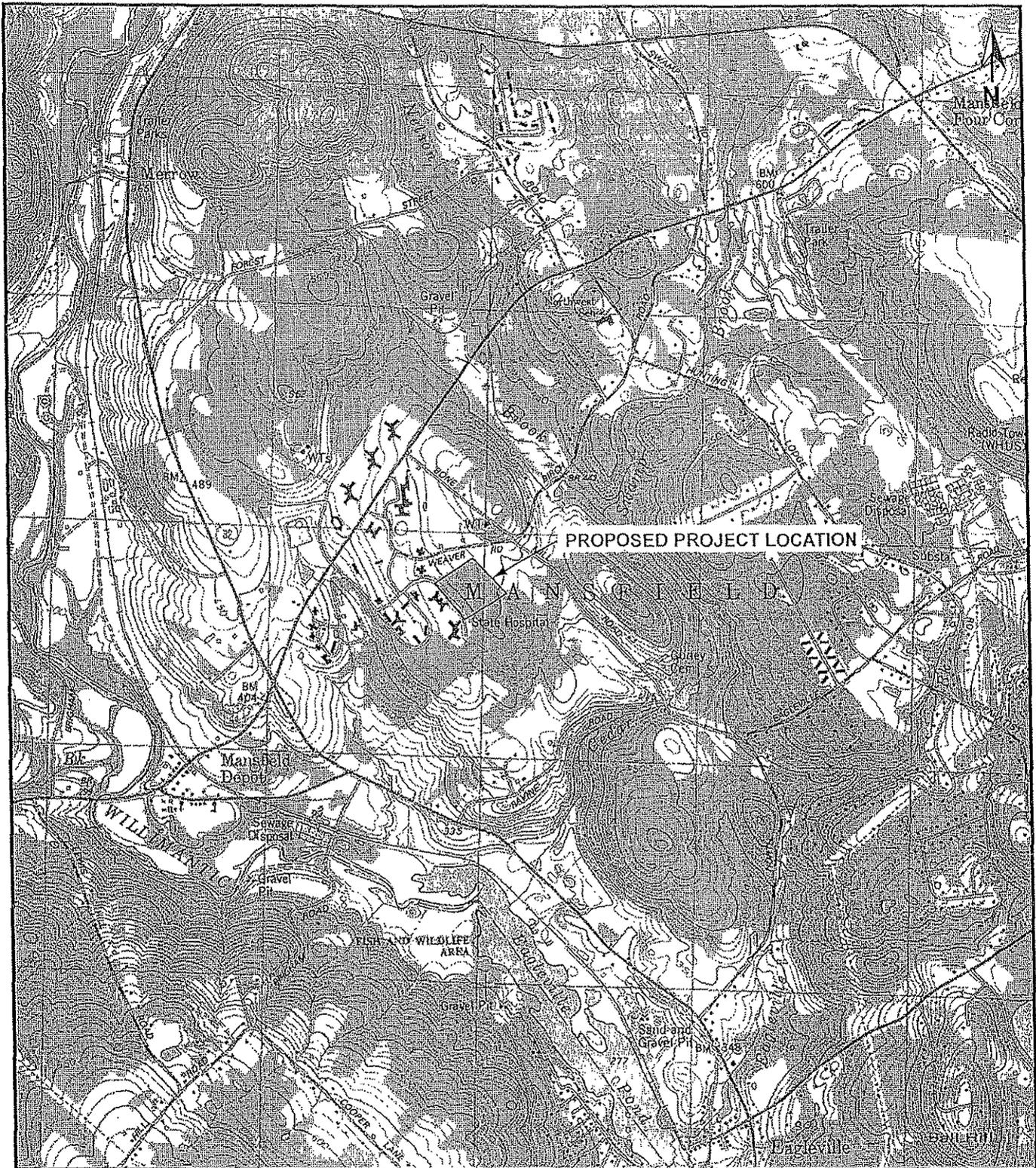
1.3 THE DECISION

The decision to be made is whether to implement the Proposed Action (Preferred), modify the Proposed Action, or select from other Alternative Actions, within which the No Action Alternative is included.

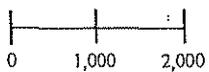
1.4 SCOPING AND POTENTIALLY SIGNIFICANT ISSUES

Scoping covers the range and detail of issues covered in this EA document. Agency scoping was conducted as part of the original NEPA process to ensure that identification of issues of concern (i.e., potentially significant impacts) occurred as early in the assessment process as possible. Further, scoping enabled the project objectives to concentrate on "real problems," rather than spend time and effort on addressing and studying issues that are of little or no concern. The following activities were conducted to define and refine the scope of this EA:

- Evaluated existing/current site conditions and natural resources and the human environment within and adjacent to the proposed project area and alternative sites.
- Arranged and conducted a Public Information Session during which members of the general public were briefed on the proposed project and then given the opportunity to ask questions about any aspect of the project.
- Coordinated with UConn personnel knowledgeable of site conditions, existing planning documents (e.g. available master plans), University codes and standards, etc.
- Corresponded with local, state, and federal regulatory agencies (ongoing) to obtain information pertaining to critical resources (e.g., threatened and endangered species) and environmental permits and approvals required for land development activities within the proposed project area.



SCALE: 1" = 2,000'



REFERENCE: United States Department of Interior Geological Survey
Coventry, Conn (1983)

FIGURE 1-1
PROJECT LOCATION MAP - PREFERRED ALTERNATIVE
USDA-APHIS ARS ANIMAL HEALTH RESEARCH CENTER
UNIVERSITY OF CONNECTICUT

In accordance with CEQ regulations (specifically sections 1500.4 and 1501.7), this EA includes detailed discussions of only those issues deemed to be potentially significant. Issues pertinent to this EA are summarized and incorporated by reference. Project scoping resulted in the identification of the following potentially critical issues, each of which is addressed in greater detail within the body of this document.

Construction Impacts

Impacts that result from construction of the new facilities would be similar to those from any small to medium-sized construction project. Construction would produce temporary local increases in noise and dust levels. Gaseous emissions from construction equipment would be similar to those of routine construction jobs. Construction activities would use standard earthmoving machinery and carpentry, mechanical, and electrical equipment. There would be no unusual worker hazards associated with construction of the facilities associated with the AHRC. No threatened or endangered species would be affected, and no wetlands are located within the Proposed (Preferred) project area. The Proposed project area is not located within a floodplain; however, streams and potential wetlands are found within the two alternative site locations.

Project Communications and Coordination

The USDA proposes to construct and operate the AHRC within the Depot Campus of UConn. UConn maintains close ties and communications with the local community (e.g., residents, municipal officials, special interest groups, business people, etc.). Extensive coordination between USDA, UConn personnel, the local community, and future site contractors will be essential toward maintaining project continuity and avoiding conflicts with ongoing operations within the partially occupied Depot Campus, as well as other areas within the UConn campus (e.g., roads, parking areas, etc.). Frequent communications between affected parties will be conducted during the project planning activities and prior to and during construction activities to reduce the potential for disruption of off- and on-site vehicular circulation, mitigate noise impacts, reduce air emissions, and ensure adherence with site development and building permit and approval requirements.

Natural Resources

Natural features and resources across the proposed project area, adjacent areas, and alternative project areas include primary- and secondary-growth woodlands, open fields, steep slopes, overland drainage features, and indigenous wildlife. Reviews of secondary source information and site visits revealed that there are no threatened or endangered species, wetlands, or prime farmland soils within the Proposed project area. Reviews did, however, indicate the potential presence of threatened and endangered species with one of the alternative sites. Tree clearing from the Proposed location would not result in segmentation of woodlands, thereby maximizing the amount of remaining contiguous woodlands habitat and reducing adverse impacts to wildlife that may utilize it as a wildlife corridor. Direct and indirect impacts associated with construction activities and facility operations within the Proposed project area as well as the alternative sites will likely affect some of these resources.

Water Demand

Any new facilities built within the North, East and Depot Campuses will be held to a high standard of water conservation through the use of high-efficiency fixtures and other features consistent with UConn's *2004 Sustainable Design Guidelines* and *2007 Sustainable Design & Construction Policy*.

The Willimantic River Wellfield in northwest Mansfield and the Fenton River Wellfield in northeast Mansfield represent the sources for a drinking water supply system that UConn maintains within the Storrs campus. Water from the Willimantic Wellfield supplies water to the Depot Campus and the Main Campus, while the Fenton River Wellfield supplies water to the Main Campus. The average daily demand on the water system for the two campuses is 1.36 million gallons per day (Mgpd) with a peak demand of 2.2 Mgpd. Current registered water diversions include 2.3077 Mgpd from the Willimantic River Wellfield and 0.844 Mgpd from the Fenton River Wellfield, for an aggregate of 3.1517 Mgpd. However, despite these registered diversions, the available supply from the Willimantic Wellfield is limited by the configuration of the well field – the production wells are in close proximity to each other which results in a cumulative drawdown that limits the amount of water that can be pumped. In addition, two of the wells have pump capacities that are less than their individual registered diversions. However, these pump limitations are advantageous, since running at these wells at their full diversion rate would exacerbate the drawdown and further limit the overall capacity of the well field. Consequently, the withdrawal rate is maximized at 1400 gpm (2.016 Mgpd), compared to the registered diversion of 2.3077 Mgpd, as was stated in the 2007 Water/Wastewater Master Plan (*DRAFT Report of the Willimantic River Study, An Analysis of the Impact of the University of Connecticut Water Supply Wells on the Fisheries Habitat of the Willimantic River* (not yet published)).

Water quality of the Willimantic and Fenton River Wellfields currently meets all state and federal standards for public drinking water supplies. The system has been operated since 2006 by New England Water Utility Services, Inc. (FEIS: North Hillside Road Extension; May 2009).

Peak daily demand for the new AHRC is anticipated to be less than 2,000 gpd, including domestic use, laboratory use and wastewater demand. This projected water demand/water usage for the new AHRC should not result in significant adverse impacts to the current hydrologic regime or aquatic habitat within the Willimantic River.

Site Lighting

The outdoor lighting system at the AHRC will consist of metal pole mounted, metal halide fixtures for the parking lot. Walkways around the AHRC will include a post-top style pedestrian light fixture with a partial cut-off shield that directs light downward to reduce nighttime light pollution. Pole height, light spacing, and lamp wattage will be determined, based upon the specific application, during design of the AHRC. Design criteria for exterior lighting will include minimizing unnecessary light spillage. The design goal will be to provide measures to mitigate impacts of lighting while still providing the level of lighting necessary for pedestrian and motor vehicle safety. The University's Sustainable Design Guidelines articulate clear goals related to the environmental impact of exterior lighting. The guidelines state that projects should provide site lighting that is sensitive to light pollution of the night sky and minimize impacts on nocturnal environments. There are two strategies for achieving this goal:

- Meeting the light levels and uniformity ratios recommended by the Illuminating Engineering Society of North America (IESNA) Recommended Practice Manual: Lighting for Exterior Environments.
- Designing exterior light fixtures with shielding to prevent light spillage to the night sky.

While vehicle light use will be required when traveling on Campus roads after dusk and before dawn, given the type of use for the AHRC, the majority of trips are anticipated to occur during daytime hours. Nighttime traffic will not provide a constant source of illumination and is anticipated to be a relatively minor light source compared to roadway lighting.

Waste Management

Some hazardous and non-hazardous materials will be used within the new facility (e.g., solvents, cleaning solutions, other chemicals, etc.). Solid and liquid hazardous and non-hazardous waste will be generated during daily activities within the proposed AHRC. The USDA will work closely with UConn to establish procedures for compliance with all applicable local, state, and federal laws and regulations for collecting, storing, processing (possible chemical pre-treatment) and disposing of solid and liquid wastes at the AHRC. It is understood that UConn's EH&S will manage all wastes generated at the AHRC under a separate Research Service Agreement. The management and disposal of solid and liquid animal waste materials will require considerable planning and unique design considerations. Animal waste materials will be generated in the Ag Barn, animal holding areas, Necropsy, and laboratories inside the BSL-2. Additionally, animals that are humanely euthanized in the animal holding rooms will require special handling and disposal.

Sustainable Initiatives

The USDA would strive to adhere to UConn's 2008 *Sustainable Office Guidelines*, which promote sustainable practices at work among staff and faculty throughout the University. Several University offices are currently participating in the program. The *UConn Sustainable Office Guidelines* are available on the University's EcoHusky web page (www.ecohusky.uconn.edu/). The guidelines promote waste reduction, recycling and reuse opportunities; energy efficiency and energy reduction; paper and office supply purchasing opportunities; water conservation; and transportation initiatives (e.g. fuel-efficient vehicles, reduced travel, and alternative modes of transportation).

Daily and periodic janitorial cleaning is commonplace at every UConn campus due to the large mass of traffic from the University community. As a result, the University is a large consumer of cleaning products and purchases and uses only green cleaning products that have received the green seal of approval. Public Act No. 07-100 and Public Act No. 08-186 include the following language:

Effective as of October 2007, persons shall use only certified Environmentally Preferable Products (EPP) cleaning products—"Green Seal Certified" or "EcoLogo"—inside state owned and leased facilities. EPP products for State Agency use are approved by the Connecticut Department of Administrative Services (DAS), in consultation with the DEP.

While the DAS currently has contracts with vendors to provide EPP Green Seal Certified or EcoLogo cleaning products as well as disinfectants, disinfecting cleaners, sanitizers, and antimicrobial products sanitizers, UConn instead utilizes its own purchasing department to purchase its cleaning products. To make these purchases, UConn is required to consult Green Seals Products' Institutional and Industrial Cleaning list and EcoLogo's Cleaning and Janitorial Products list.

Public Act 08-186 further requires that when procuring EPP cleaning products, disinfectants, disinfecting cleaners, sanitizers, and antimicrobial products sanitizers, a State agency must take the following steps:

- Items should be purchased for their intended use.
- Follow all manufacturers' instructions when using these products.
- Consult the DAS contracted vendors of EPP cleaning products for information and training on the use of these products (training is highly recommended when using new EPP products).
- Although all products that are certified by Green Seal or EcoLogo have met Green Seal or EcoLogo's environmental standards, not all products are necessarily safe to use in all office environments due to individual sensitivities. Careful review of product Material Safety Data Sheets, usage recommendations, and manufacturer's usage instructions before purchase is always recommended.
- EPP products shall be ordered following standard purchasing procedure for items available on state contract.

The Green Cleaning laws are self-enforcing; the regulations do not require State agencies to officially report their purchases to the DAS or any other State agency. It is advisable, however, to maintain a list of purchases for reference purposes.

UConn will be responsible for cleaning and maintaining the AHRC buildings, either directly or through a third party contract. Therefore, the State's requirements for the purchase and use of green cleaning products will be strictly enforced within the AHRC facility.

1.5 PERMIT AND APPROVAL REQUIREMENTS

One aspect of the development of this EA that helps focus the discussion of impacts and stimulates the involvement of regulatory agencies is the identification of potential environmental permits and approvals applicable to the Proposed Action. Four permitted activities are identified for this proposed project. They include:

- Wetland/Waterway Permits and Water Resource Activities
- Stormwater Management
- Water Discharges
- Air Quality

Each permit/approval is summarized in the following sections and the agency under which each authorization is obtained is identified. In addition, each of the following sections includes a compliance statement that ensures that the project will be constructed and operated in accordance with each of the identified permits and approvals.

1.5.1 Wetland/Waterway Permits & Water Resource Activities

CT DEP's Inland Water Resource Division (IWRD) administers the Inland Wetland and Watercourses program. State agency activities conducting regulated activities must obtain an Inland Wetlands and Watercourses program permit. State agencies obtain permits from IWRD

and not through the local municipality. Any wetlands that are adversely impacted by construction of project components must be restored or mitigated.

The proposed AHRC project (Preferred Alternative) would potentially involve the construction of new sanitary sewer lines through a wetland and stream corridor adjacent to the proposed site in order to tie in with existing sanitary lines. This activity would necessitate the procurement of a *General Permit for Placement of Utilities and Drainage within Inland Wetlands and Stream Channel Encroachment Lines*. This general permit authorizes: placement, repair, or replacement of cables, conduits and pipelines placement, repair, or replacement of a cable, conduit or pipeline that is located on a bridge or located underground provided: 1) the ground surface elevation and hydrology of any wetland, watercourse or floodplain altered or disturbed by such placement is restored to the elevation and condition that existed prior to such placement; 2) proper cover is provided for underground work; and 3) cables, conduits or pipelines are placed above the low chord of a bridge or are relocated to be above the low chord of a bridge. A request for authorization is required to be submitted *and* approved in writing by the Commissioner (as defined by Section 22.a-2(b) of the General Statutes) in order for an activity to be authorized by this general permit.

Additionally, it is anticipated that the proposed project would be required to submit for a *Flood Management Certification* through CT DEP's Bureau of Water Protection and Land Reuse's Inland Water Resources Division. This certification is required for any activity within or affecting a floodplain or that impacts natural or man-made storm drainage facilities. The construction of the new AHRC would add impervious surfaces to the Depot Campus site. The increased impervious surfaces have the potential to increase peak run-off rates. The design will include low-impact-design features such as pervious pavement and bio-infiltration which would mimic pre-existing natural conditions.

1.5.2 Stormwater Management

The 2004 *Connecticut Stormwater Quality Manual* provides guidance on the measures necessary to protect the waters of the State of Connecticut from the adverse impacts of post-construction stormwater runoff. This manual focuses on site planning, source control, and stormwater treatment practices and is intended for use as a planning tool and design guidance document by the regulated and regulatory communities involved in stormwater quality management. The proposed USDA project will be constructed and operated in full compliance with this manual.

In addition, in December 2007, Congress enacted the Energy Independence and Security Act (EISA) of 2007. Under Section 438 of the Act, federal agencies have new requirements to reduce stormwater runoff from federal development and redevelopment projects to protect water resources. Federal agencies can comply using a variety of stormwater management practices, including "green infrastructure" or "low impact development" practices (e.g., reducing impervious surfaces, using vegetative practices, porous pavements, cisterns and green roofs). The provision reads as follows:

"Storm water runoff requirements for federal development projects. The sponsor of any development or redevelopment project involving a Federal facility with a footprint that exceeds 5,000 square feet shall use site planning, design, construction, and maintenance strategies for the property to maintain or restore, to the maximum extent technically feasible, the predevelopment hydrology of the property with regard to the temperature, rate, volume, and duration of flow."

While the planning, design, and construction of the stormwater runoff devices can vary for each State, the intent of Section 438 of the EISA 2007 remains consistent in that it requires federal agencies to develop and redevelop applicable facilities in a manner that maintains or restores stormwater runoff to the maximum extent technically feasible.

A CT DEP *General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities* general permit applies to all discharges of stormwater and dewatering wastewater from construction activities which result in the disturbance of one or more total acres of land area on a site regardless of project phasing. State projects must register and comply with Section 6 of this general permit. The proposed USDA project will be constructed and operated in full compliance with this general permit. For the proposed AHRC project, a *General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities* application with a soil erosion and sedimentation control plan (E&S Plan) would be submitted to CT DEP.

The 2002 *Connecticut Guidelines for Soil Erosion and Sediment Control* (CT DEP Bulletin 34) is intended to provide information to government agencies and the public on soil erosion and sediment control. These guidelines fulfill the requirements of Connecticut's Soil Erosion and Sediment Control Act (§§ 22a-325 through 22a-329 of the Connecticut General Statutes). Additionally, as the technical standard, they are required to be complied with in many municipal planning and zoning regulations and in many permits issued by CT DEP associated with land development.

1.5.3 Wastewater Discharges

Any person or municipality that discharges water, substances, or materials into the waters of the state (including all surface and ground waters, and sanitary and storm sewers) is required to obtain a permit prior to commencing the discharge. Proposed sanitary sewer discharges from AHRC would first be reviewed by UConn's Water and Wastewater Advisory Committee and, if approved, regulated directly by the University. Non-domestic wastewater, however, would be permitted and regulated by CT DEP either by General Permit or an individual State Pollutant Discharge Elimination System (SPDES) permit. Prior to the start of construction, final project design technical requirements for water and sewer connections would be reviewed and approved by UConn's Director of Facilities Operations.

A *Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater* general permit applies to wastewater resulting from any of the following processes or activities: air compressor condensate; air compressor blowdown; building maintenance wastewater; contact cooling and heating wastewater; cutting and grinding wastewater; fire sprinkler system test water; non-destruct testing rinse water; and undesignated MISC wastewater. The general permit authorizes discharges to a publicly owned treatment works (POTW) only, either directly via a sanitary sewer or to a holding tank that meets the requirements of the general permit. The water would then be transported from the holding tank to a POTW.

All commercial connections are subject to periodic evaluation of their waste streams for pH, temperature, BOD loadings, hazardous waste content and other criteria pursuant to the University's CT DEP permit. Pretreatment of waste may be needed when the waste exceeds the University's permitted acceptance criteria.

1.5.4 Air Quality

The CT DEP New Source Review permit program, administered by the Engineering and Enforcement Division of the Bureau of Air Management, regulates emissions released to the air from new and modified stationary sources. Examples of such sources include, but are not limited to: boilers; stationary internal combustion engines such as diesels and turbines; incinerators; rock crushing operations; chemical reactors and mixers; paint spray booths; metal degreasers; metal plating and surface treatment operations; printing operations; volatile liquid storage tanks; and many other manufacturing or processing operations.

Prior to beginning the actual construction of any stationary source or modification of any source (to which RCSA Section 22a-174-3a(a)(1) applies), the USDA would be required to:

- apply for and obtain an individual permit; or
- operate the source in accordance with the provisions of RCSA Section 22a-174-3b or -3c.

In making a decision to grant an air permit, CT DEP must determine, at a minimum, that: 1) the proposed activity will incorporate the appropriate control technology and/or operational limitations; 2) the emissions will be in compliance with the state's hazardous air pollutant regulations; and, 3) the proposed activity will not cause any significant deterioration in the air quality.



FIGURE 2-1
AERIAL MAP - PREFERRED ALTERNATIVE
USDA-APHIS ARS ANIMAL HEALTH RESEARCH CENTER
UNIVERSITY OF CONNECTICUT

REFERENCE: ACME Mapping Online

TABLE 2-1
 ENVIRONMENTAL CONSEQUENCES OF ALTERNATIVES

Category/Impact	Alternative (None/None)	Proposed Alternative (Preferred Alternative)	Alternative Site - North Hillside Road	Alternative Site - Horsebarn Hill
Physical Resources (Geology, Topography, Soils)	No impacts to geology, topography, and soils would occur.	Disturbance of soils and topography during earthmoving activities. Balanced cut and fill. Approximately 4 to 5 acres of disturbance for buildings, parking, and utilities. Off-site migration of site soils would be controlled through properly implemented E&S measures.	Disturbance of soils and topography during earthmoving activities. Balanced cut and fill. Off-site migration of site soils would be controlled through properly implemented E&S measures. Minor impacts to site topography expected.	Disturbance of soils and topography during earthmoving activities. Balanced cut and fill. Off-site migration of site soils would be controlled through properly implemented E&S measures.
Water Resources (Surface Water, Wetlands, Floodplains, Groundwater)	No impacts to water resources would occur.	Compliance with CT DEP sediment and erosion control measures during construction. Installation of sewer line is anticipated to be by directional bore beneath unnamed stream and wetland. Permitted activity. No impacts to area groundwater are expected.	Compliance with CT DEP sediment and erosion control measures during construction activities. Presence and locations of streams and wetlands for this alternative are unknown. Proper protection of water resources would be employed.	Compliance with CT DEP sediment and erosion control measures during construction activities. Presence and locations of streams and wetlands for this alternative are unknown. Proper protection of water resources would be employed.
Biological Resources (Vegetation, Wildlife/Aquatic Resource, T&E Species)	No adverse biological impacts would occur.	This alternative would result in approximately 4 to 5 acres of mature tree stand removal. No significant impacts to wildlife (including threatened and endangered species) or aquatic resources are anticipated.	The Southern bog lemming and the Eastern hognose snake may be found within the North Hillside Road Alternative site. Coordination with CT DEP would be conducted prior to construction activities. Impacts to T&E species are possible; however it is likely that any impacts would not be significant. No other significant impacts to wildlife or vegetation are expected at this location.	Historic records indicate the presence of the Eastern hog nose snake in the vicinity of Horsebarn Hill. Implementation of the project in this area may impact this species; however, no significant impacts to wildlife, vegetation or aquatic resources are expected.
Cultural Resources	No cultural resources impacts would occur.	No above-ground or subsurface cultural resources would be affected by construction of the preferred alternative.	No cultural resource impacts are anticipated with this alternative.	A portion of the Horsebarn Hill Road site is within a Historic District. Therefore, there would be impacts to cultural resources.
Noise	No noise impacts would occur.	It is expected that temporary and minor noise impacts would occur from the use of heavy equipment during construction. No additional noise impacts would occur once the facility is completed.	It is expected that temporary and minor noise impacts would occur from the use of heavy equipment during construction. No additional noise impacts would occur once facility is completed.	It is expected that temporary and minor noise impacts would occur from the use of heavy equipment during construction. No additional noise impacts would occur once the facility is completed.
Access/Traffic	No impacts to vehicular access or traffic would occur.	Would result in minor impacts to traffic on Route 44, Weaver Road, and Ahern Lane during construction activities. Following construction, there would be only minor traffic impacts from additional staff accessing the site.	Traffic impacts to the University would be greater than those anticipated for the Preferred Alternative because the construction would occur off of a main campus road.	Traffic impacts to the University would be greater than those anticipated for the Preferred Alternative because the construction would occur off of a main campus road. Also, the BSL-2 and Ag Barn would be separated, resulting in additional traffic and fuel consumption with this alternative.
Utilities	No impacts to utilities would occur.	A review of adjacent utilities indicates there may be upgrades required for this alternative.	A review of onsite rights of way and existing secondary sources indicates that existing utilities are capable of expansion with very minor impacts. Some relocation of underground utilities would be necessary resulting in minor impacts.	A review of onsite rights of way and existing secondary sources indicates that existing utilities are capable of expansion with very minor impacts. Some relocation of underground utilities would be necessary resulting in minor impacts.
Socioeconomic Resources	No impacts to socioeconomic resources would occur.	Based upon the small number of new employees to work in the new facility, no impacts, adverse or beneficial, are anticipated under this scenario.	Based upon the small number of new employees to work in the new facility, no adverse impacts are anticipated under this scenario. The services and supplies purchased by these employees under this scenario would produce an economic benefit to the surrounding community.	Based upon the small number of new employees to work in the new facility, no adverse impacts are anticipated under this scenario. The services and supplies purchased by these employees under this scenario would produce an economic benefit to the surrounding community.
Solid and Hazardous Materials/Waste	No impacts	Operation of the AHRC would result in the generation of a variety of waste materials - animal waste, carcasses, human waste, hazardous waste. All waste materials would be managed and disposed in accordance with all appropriate and applicable local, state, and federal regulations. No significant impacts expected.	Operation of the AHRC would result in the generation of a variety of waste materials - animal waste, carcasses, human waste, hazardous waste. All waste materials would be managed and disposed in accordance with all appropriate and applicable local, state, and federal regulations. No significant impacts expected.	Operation of the AHRC would result in the generation of a variety of waste materials - animal waste, carcasses, human waste, hazardous waste. All waste materials would be managed and disposed in accordance with all appropriate and applicable local, state, and federal regulations. No significant impacts expected.
Air Quality	Air quality would not be impacted.	Construction activities will result in very minor VOC and NO _x emissions - below <i>de minimis</i> levels. Impacts to local air quality would be insignificant during facility operations.	Construction activities will result in very minor VOC and NO _x emissions - below <i>de minimis</i> levels. Impacts to air quality would be insignificant.	Construction activities will result in very minor VOC and NO _x emissions - below <i>de minimis</i> levels. Impacts to air quality would be insignificant.

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Item #15

Northeast CT Economic Alliance

An Economic Development Corporation

ECSU Beckert Hall 83 Windham Street Willimantic, CT 06226 Voice: 860.465.5141 FAX: 860.465.5143
www.nealliance.com

September 14, 2010

Matthew W. Hart
Town Manager
4 South Eagleville Road
Storrs, Connecticut 06268

Dear ~~Mr. Hart~~, *Matt*

Thank you for taking the time to join us last Wednesday evening. Peter Casarella, the board of directors, and I appreciated your presence and your support of our new loan program. We are looking forward to working with you and the businesses in your community. We will be contacting the individual towns within the next month. But, if there is something you need or a business you want us to contact immediately, please call the office at your earliest convenience. I look forward to working with you and the town.

Sincerely,

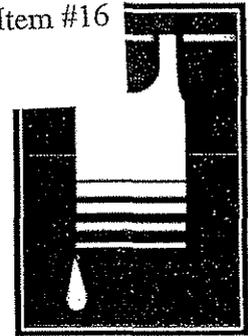
Roberta J. Dwyer
Executive Director
Northeast CT Economic Alliance, Inc

PAGE
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Hang Out With Us

On 10/10/10

Item #16



Give your clothes dryer a rest for a day, and hang out your laundry to dry on *Sunday, October 10, 2010*.

Why hang out laundry to dry?

- **SAVE \$\$\$:** 6% of the average US household's electric bill is spent drying clothes
- **CONSERVE ENERGY:** If every Mansfield household hangs out just one load of laundry, it will save enough energy to power 27 houses for a month
- **WIN GREAT STUFF:** Participants get FREE *Starbuck's* Coffee and *Friendly's* Ice Cream, and are entered into a raffle for half-price dinner for two at *Jao Praya Thai Restaurant* and an outdoor umbrella clothesline donated by *O.L. Willard's*
- **BE PART OF A GLOBAL MOVEMENT:** On 10/10/10, Mansfield joins 2,800 groups in 150 countries for *350.org's* Global Work Party to reduce energy consumption

How can I get involved?

Hang Out With Us on Sunday, October 10th: promise to hang out a load of laundry on Sunday October 10th (or the next sunny day, if it rains!). Your completed form below enters you in our dinner and clothesline raffles.

Contribute to the Community Clothesline on October 9th:

Bring a garment to hang on the community clothesline at the Storrs Farmers Market on Saturday, October 9th. Participants will receive vouchers for free *Starbuck's* Coffee and *Friendly's* Ice Cream. Or look for one of the community clotheslines around town. All clothing collected will be donated to our local charity, WAIM (WAIM's current wish list: bed/bath linens and warmer clothes for the fall and winter).

Mansfield Supply
1527 Storrs Road
Storrs, CT 06268

**15% OFF ALL CLOTHESLINE MATERIALS
OFFER GOOD THROUGH 10/10/10**

*Don't have a clothesline?
Use this coupon to get started.*

Let us know that you will be hanging out with us on October 10th. Either e-mail us at waltonvd@mansfieldct.org or send in the bottom portion of this flyer to Virginia Walton, Town of Mansfield, 4 South Eagleville Rd, Storrs, CT 06268. This promise enters you into our dinner and clothesline raffles.

I promise to hang out my laundry to dry on (or on a bright sunny day around) October 10, 2010.

Name: _____ E-mail: _____

Address: _____ Phone: _____

Some creative solutions if you don't have a clothesline:

Outdoors:

- Hang your laundry on a fence.
- Hang your laundry on a railing.
- Run a line between porch supports.
- For \$50, purchase a portable, collapsible umbrella clothesline. This can be used outdoors or indoors, depending on the weather.

Indoors:

- Create a collapsible line: see <http://www.apartmenttherapy.com/chicago/tips/the-5-indoor-clothesline-and-why-we-cant-live-without-it-080550> for details.
- Use the bathroom shower rod.
- Get a portable accordion clothes rack.

Did you know:

- Sunlight bleaches and disinfects.
- According to Project Laundry List, 8% of households line-dry their laundry during 5 months of the year.
- If every Mansfield household hung out just one load of laundry, it would save enough energy to provide hot water for 4 households for one year.
- If every Mansfield household hung out just one load of laundry, it would save enough energy to drive an electric car 4,800 miles.
- If all Americans who currently do not use a clothesline started to use one for ten months of the year, we could avoid 12 million metric tons of carbon dioxide from entering the atmosphere, annually.
- If every American household hung out just one load of laundry, it would provide electricity to 33,400 US homes for 1 year.
- If every American household hung out just one load of laundry, it would power 6,800 electric cars for 1 year.
- Less than 4% of Italian households own a dryer.



Neighbor
to Neighbor

Energy Challenge

Join Mayor Paterson
and your neighbors by
pledging to join the

Neighbor to Neighbor Energy Challenge!

Mansfield is part of an innovative community energy savings program that will help you lower your home energy use, save money, and help your community.

The **Neighbor to Neighbor Energy Challenge**, made possible by a grant from the U.S. Department of Energy, makes energy savings a community affair! Each of 14 participating towns will work with local volunteers to encourage more than 10% of their households to cut use of conventional energy by at least 20%. These goals are achievable by reducing energy waste and boosting the use of clean, renewable energy.

Make the pledge!

Complete the form below. We'll contact you when the program launches later this year.

I want to save money and help my community by joining the Neighbor to Neighbor Energy Challenge.

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

Check here if you'd like information on becoming a volunteer or program ambassador.

MANSFIELD



Neighbor
to Neighbor

Energy Challenge

Join Mayor Paterson
and your neighbors by
pledging to join the

Neighbor to Neighbor Energy Challenge!

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NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

Check here if you'd like information on becoming a volunteer or program ambassador.

MANSFIELD



The Student Conservation Association

CONSERVATION BEGINS HERE

Expense-paid Internships

Connecticut Neighbor to Neighbor Energy Challenge

For over 50 years, the Student Conservation Association (SCA) has been a nationwide force committed to preserving cultural and natural resources. The *Neighbor to Neighbor Energy Challenge* is a groundbreaking project that brings together nine nonprofit, public, private and academic organizations and fourteen Connecticut communities. With the help of SCA interns, they'll develop strategies for decreasing energy consumption and increasing sources of renewable energy.



A team of ten interns will interact directly with community members as well as municipal and business leaders.

Successful SCA interns will be energetic, flexible and optimistic. They'll plan outreach, education and action programming that will take place through public events, one-on-one work with residents, and by utilizing social media.

Interns will need their own transportation to reach the program office and target towns. While office space will be accessible, much of the interns' time will be spent in the communities: Bethany, Cheshire, East Haddam, East Hampton, Glastonbury, Lebanon, Mansfield, Portland, Ridgefield, Weston, Westport, Wethersfield, Wilton and Windham.

These Internships are made possible through funding from the US Department of Energy.

Benefits

- Health Insurance
- \$400/week Living Allowance (Housing is not provided.)
- \$5350 AmeriCorps Education Award option
- Hands-on Experience in a Professional Setting

**Internships begin October 12, 2010,
and are 10 months long.**

*Search for "CT Clean Energy" on
the SCA website to learn more.*

Apply Online Today!

*Sign Up for a website account and
complete an application at*

THE SCA.ORG/INTERNSHIPS

Editor:

9/9

I write this letter to the taxpayers of Mansfield, Ashford and Willington regarding the proposed athletic improvements to the E.O. Smith High School track.

Although this project was soundly defeated last year, the school board is attempting to resurrect it come Sept. 28. Please come out and vote to defeat this foolish expenditure of taxpayer money.

You have been told how the track is condemned but not how it got this way in the first place. You have been told how it will only cost you a few dollars in the first years of bonding but this is only an attempt to win your support.

The predominant cost of this project is to provide a synthetic surface for the football field. You are not told of the ancillary costs to do this.

In addition to the initial cost, maintenance must be performed on the carpet. The life expectancy of the synthetic surface is 10 years, which means it will have to be replaced at a cost of \$500,000 before the original project is paid for.

The additional cost of equipment to use the surface are not included. Special shoes will be necessary for all participants. Is this to be borne by the taxpayers?

With interest on the bond and these additional ancillary costs, this project could exceed \$4.5 million. When is enough going to be enough?

The taxpayers are already looked at as a giant piggy bank from which our educational system can pluck funds anytime they choose. I would rather my taxes be spent on educational supplies, art classes or music classes to educate all students rather than on the few participants who choose to play sports.

Please vote 'no' and stop this unending spending of taxpayer dollars.

**Ric Hossack
Storrs**

**PAGE
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Several issues on agenda ^{q/p}

By MIKE SAVINO
Chronicle Staff Writer

MANSFIELD — Town officials are seeking approval to release funding in the 2010-11 budget for various capital improvement projects and upgrades.

The town council will hold a town meeting Monday at 7 p.m. at the Audrey P. Beck Municipal Office Building, followed by the council's regular meeting at 7:30 p.m.

Residents will be asked to authorize the town to seek bonding for three projects, which were part of the 2010-11 budget, including:

- The appropriation of \$93,000 to acquire a new town vehicle and upgrade some existing equipment. The expense includes the refurbishment and chassis changeover for two Ford F-350 trucks, at an estimated cost of \$30,000.

It also includes funding for an upgrade to hydraulic rescue equipment, with an estimated cost of \$18,000, and the purchase of a new pickup truck, at a cost of \$45,000.

- The appropriation of \$40,000 for improvements to the Mansfield Community Center and to other town facilities as determined by the town manager.

The project would include purchasing and installing ventilation units in the locker rooms at the community center, with an estimated cost of \$20,000.

As much as \$20,000 would also be used for improvements to town parks, including new playground equipment and work at picnic areas, fields, trails and other facilities.

- The appropriation of \$130,000 for improvements to various transportation facilities in town, as determined by the town manager.

The funding would include as much as \$50,000 for road drainage maintenance, \$20,000 for maintenance on larger bridges and \$60,000 for improvements to bus stops, walkways and bike paths.

Mayor Elizabeth "Betsy" Pateron said the town's charter requires approval for such capital expenditures, even though they were included in the budget.

She also said the three projects are larger expenditures that are part of the town's capital improvement plan and are not typical annual expenses.

"It's stuff that's not totally routine and expensive," she said.

PAGE
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Board supports open space plans

By MIKE SAVINO
Chronicle Staff Writer

MANSFIELD — The planning and zoning commission Tuesday supported two items the town council will be sending to referendum in November.

The vote, held in conjunction with the Nov. 2 elections, will be seeking bonding for \$1.04 million for the town's open space and farmland preservation fund and approval of \$2.735 million in bonding for the replacement of two bridges.

Town Planning Director Greg Paddock said the two items were referred to the PZC to make sure both fit with the town's plan of

conservation and development.

In a mailer sent to residents at the end of August, the town said its open space acquisition fund has helped the town preserve land based on guidance from the conservation plan.

The town has acquired 31 properties, totaling 1,017.33 acres, since 1990 by using the fund, and the acquisitions have helped protect public water supplies and preserve farmland, historic sites and native habitats, the town said.

The mailer also states the town has spent \$2.8 million and received \$461,000 for open space since 1992, and has also worked with preservation groups like

Joshua's Trust, Connecticut Forest and Park Association and the Last Green Valley National Heritage Corridor.

The town currently has \$98,000 in the fund, which is used to purchase development rights for properties, as well as pay for appraisals and other costs.

The town is seeking to add \$1.04 million to the open space fund through bonding, but said in the mailer that it will only seek the money when it intends to acquire a specific property.

The mailer also said the town has received 80-percent federal reimbursement grants to replace both the Stone Mill Road and

Laurel Lane bridges.

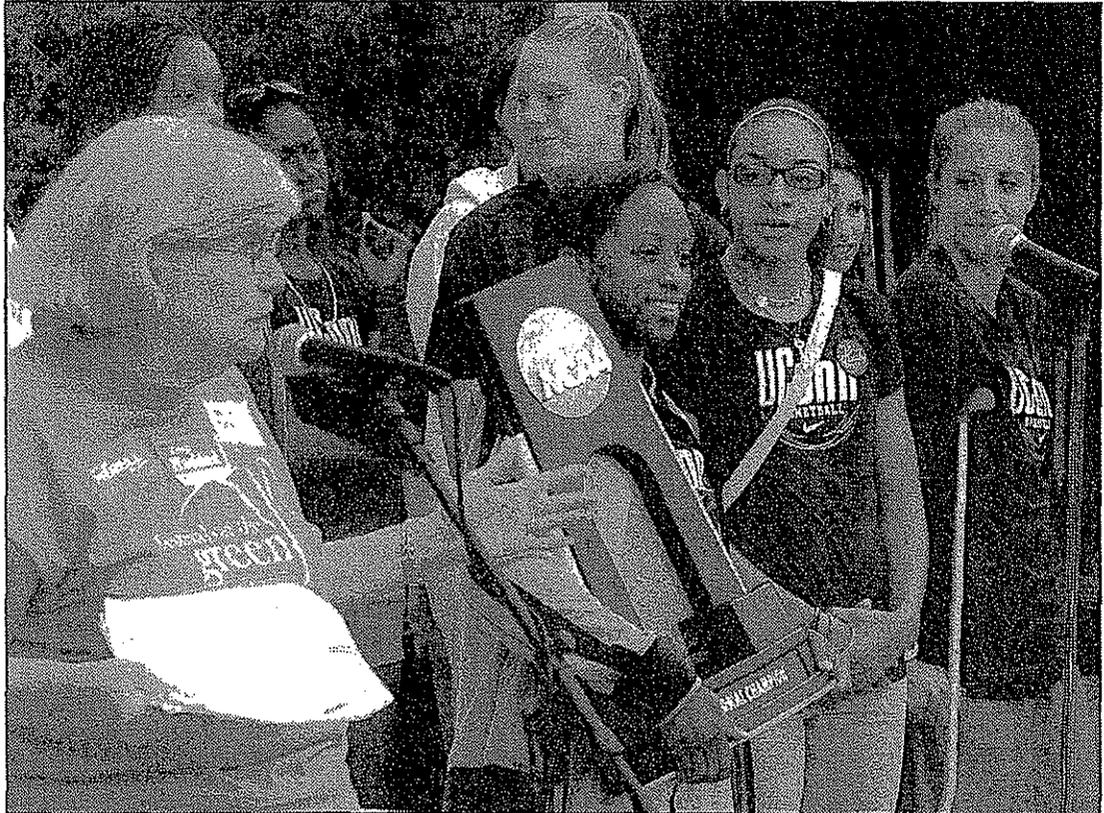
The two projects would cost a combined \$2.735 million, but the town would only be responsible for \$378,000 after the reimbursements.

The Stone Mill Road bridge crossed the Fenton River adjacent to the Gurleyville Grist Mill, and the new bridge would consist of two concrete arches designed to compliment the mill.

The Laurel Lane bridge, meanwhile, would be slightly upstream from where the current bridge is located, and the new bridge would be made of steel and concrete. The existing bridge would be removed.

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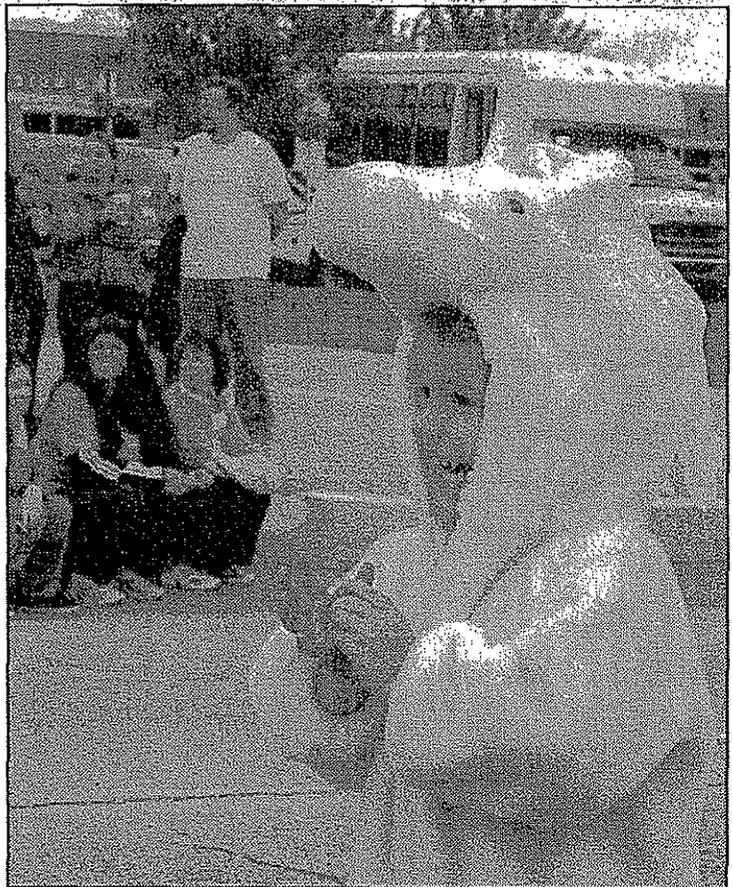
9/13



Marie Brennan photos

Mansfield celebrated

ABOVE: Mansfield Mayor Elizabeth 'Betsy' Paterson, left, honors the University of Connecticut Women's basketball team Sunday as part of the Celebrate Mansfield parade and the Know Your Town fair in downtown Storrs over the weekend. Holding the NCAA championship trophy is UConn women's basketball player Lorin Dixon. Injured player Caroline Doty is at the far right. The lady Huskies were the grand marshals of the parade, an annual event that celebrates the town and the university located within its borders. RIGHT: Kaia Peterson, 3, donning her favorite unicorn costume, was very excited about seeing the parade Sunday. The Mansfield girl was with the parade with her family.



PAGE
BREAK

Big parties become big problem near UC Fall bashes raise concerns

By MIKE SAVINO
Chronicle Staff Writer

9/14

STORRS — Spring Weekend has long been the major focus of efforts to limit partying at the University of Connecticut.

But local and state emergency personnel are now raising concerns about some of the early fall weekends when thousands of students have gathered for parties.

As always, the apartments off Hunting Lodge Road are squarely in the cross-hairs.

Some Mansfield town councilmen and residents, meanwhile, raised concerns Monday about the jurisdictional limits of UConn police and said the town should try to encourage a new arrangement with state police.

The council heard during its meeting Monday that large numbers of partygoers have been gathering at various off-campus locations for parties during each of the first three weekends of the fall semester.

Town Manager Matt Hart said local officials and state police have noticed an increase in large gatherings of students during the beginning of the fall semester and said the problem can last through Halloween.

"The fall semester has become problematic," he said, adding the weather has been "quite conducive for these types of gatherings."

He also provided a report from state police Lt. Buddy Conroy to the council summarizing police activity during the

(Fall parties, Page 4)

Fall parties near UConn raise concerns

(Continued from Page 1)

first two weekends since students moved back onto campus.

Students moved back to the Storrs area during the Aug. 27-29 weekend and Conroy said there have been large crowds on the weekends since, including Labor Day weekend.

"There seems to always be large gatherings," he said, referring primarily to the Carriage House apartment complex on Hunting Lodge Road.

Conroy said he had not yet had the chance to review and summarize the activity from this past weekend.

While the crowds did not rival those of Spring Weekend, typically the weekend before the last week of classes at UConn, Conroy said state police still had to deal with thousands of people at Carriage House, including:

- An estimated crowd of 1,500 to 2,000 people Aug. 27, with a total of 16 liquor violation tickets issued.
- An estimated crowd of 5,000 to 6,000 people Aug. 28, with a total of 28 liquor violation tickets issued and one UConn stu-

dent arrested for narcotics-related charges.

During the first weekend, Conroy said police also had trouble controlling access to the complex because a fence typically erected in years past was not in place.

He added an onsite manager was not at the complex for the first two nights and Carriage House residents did not have any special identification, making it difficult to separate residents from non-residents.

- An estimated crowd of 2,000 to 3,000 students Sept. 2, with a total of 13 liquor violation tickets issued and one UConn student — and Carriage House resident — arrested for breach of peace and interfering with an officer.

- An estimated crowd of 3,000 people on Sept. 3, with a total of 24 liquor violation tickets issued.

- An estimated crowd of 6,000 people on Sept. 4, with a total of 10 liquor violation tickets issued.

Conroy said the crowds Aug. 28 and Sept. 4, both occurring on Saturdays, were the "largest non-Spring Weekend gathering(s) I have seen in several years."

- An estimated crowd of 2,000

people Sept. 5. Mansfield's resident troopers handled the gathering without any incidents.

Conroy said the crowds were relatively "well behaved," although he noted in his report state police were not able to address all potential violations because of "manpower issues."

He also said there were reports of fights throughout the weekends.

Conroy said police are "not just there to arrest people" and they also help with medical calls and offer advice, including encouraging students to travel in groups.

Mansfield Fire Chief David Dagon said town emergency crews responded to 12 medical calls where someone needed transport to a hospital for incidents including assaults, burns and various injuries resulting in intoxication.

"We are seeing a consistent call volume increase on certain nights," he said, adding the figure was also for the first two weekends and did not include incidents where people received treatment, but refused transport.

A few residents said they also had difficulty getting home due to pedestrian traffic, but claimed

UConn police said the locations were in the jurisdiction of Troop C in Tolland.

Councilmen agreed, raising their own concerns that UConn police cannot address activity generated by UConn students because activity is located just beyond UConn property.

Councilman Peter Kochenburger said the issue is not about jurisdiction, because UConn police do have the authority to take action in Mansfield, and the problem is more the result of an "arrangement" with Troop C.

He said the town should try to encourage a new arrangement and Hart said the town is about to begin a police study that will examine those concerns.

Hart said some possible results of the study could include the town creating special districts for UConn police, creating its own department or trying to form a regional department.

Hart also said UConn police have been "very willing to assist state police."

UConn Police Maj. Ron Blicher could not be reached for comment this morning.

Letter to the editor

Editor: 9/14

On Tuesday, Sept. 28, residents of Mansfield, Ashford and Willington vote on a referendum for improvements to the E.O. Smith High School athletic track, field and tennis courts.

Last week, the Mansfield Democratic Town Committee voted unanimously to support this project and urge residents to vote yes.

The District 19 Board of Education has significantly reduced this project from the initial proposal of two years ago, cutting almost \$2 million from its original plan.

The renovations proposed are now the basics: A new track and field, resurfacing the tennis courts and a new scoreboard if the bid is low enough.

Any impact on taxes for the average home will be in the neighborhood of \$25 per year.

We feel this thoughtful reduction in the scope of the project is one reason to support it. Here are a few more:

- E.O. Smith has not hosted home track and field meets for years. After significant injuries, use of the track for anything but walking was suspended. It is, quite simply, dangerous. The district spends thousands of dollars each year renting facilities and transporting student athletes to practices.

- A new synthetic multi-purpose field along with the new track will expand the number of days/months students can go outdoors for physical education and bring the high school's facilities on par with the other schools in their conference and geographic area

- The tennis courts have been patched many times and desperately need resurfacing for physical education classes and community use.

- Due to the economy, construction costs are at all-time lows. Postponing this necessary project will only result in higher costs in the future.

Voting is from 6 a.m. to 8 p.m. on Sept. 28 and absentee ballots are available at the three town halls.

Mark LaPlaca
Chairman
Mansfield DTC

**PAGE
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Mansfield, Windham iron out sewer deal

(Continued from Page 1)

In essence, the new deal outlines what Mansfield is responsible for financially and creates a formula that ensures Mansfield will not pay costs associated with treating grease, a key sticking point to a controversy in 2007.

Also as part of the agreement, Mansfield will pay \$667,000 over the next 20 years for ongoing system improvements, in addition to a separate \$126,000 payment for upgrades, payable over the next eight years beginning in 2012.

The dollar figures are still based on the 1972 deal and the new agreement reaffirms the fiscal terms.

Hultgren said the payments cover upgrades to sewage treat-

ment, while Hart said the town can cover those costs with existing user fees.

Hultgren told the council the new agreement is "much more detailed than" the one established in 1972, an agreement that resulted in a dispute between the two towns in 2007.

The dispute emerged after Mansfield officials discovered the facility had the added capability to process grease and other specialized wastes, earning millions in fees for Windham.

Mansfield officials, at the time, claimed they deserved a share in the revenues, but arbiters ruled in favor of Windham by saying the grease receiver was not a joint facility and Mansfield was not entitled to revenues.

Hultgren said the 1972 agreement was vague and town officials from Mansfield and Windham had to tell the arbiter their interpretation of the document.

He said the interpretations were very different, and someone could "make a good sitcom" out of the varying interpretations.

"We were going along thinking we were part owner of the plan and thinking we were entitled to the revenue," Hultgren said.

But the arbiter disagreed and Hultgren said the new agreement helps to make the distinction, as well as create a new formula, to determine Mansfield's share of the cost.

He said Mansfield wanted to ensure it was only paying its share of sewage treatment and would

not be responsible for Windham's costs when treating grease, which he called a different process.

The two sides ultimately agreed on a formula that will separate costs for treating both grease and sewage so Windham can assess costs associated with waste from Mansfield.

In his summary of the agreement, Mansfield Town Manager Matt Hart said the agreement also includes "strong language regarding Windham's ability to make changes in the plant."

Windham now has to do more to inform Mansfield of any modifications, while the chairman of Mansfield's WPCA, or a designee, is invited to attend Windham's WPCA meetings and participate in discussions.

Mansfield, Windham iron out sewer deal

By MIKE SAVINO 9/14
Chronicle Staff Writer

MANSFIELD — The town council approved a new sewer contract with Windham Monday in hopes of avoiding conflicts like the one that had to be settled by an arbitrator last year.

The council, which also has the authority to act at Mansfield's water pollution control authority, approved the contract to replace an existing agreement with Windham that was originally signed in 1972.

Windham's Water Pollution Control Authority still needs to approve the contract, and Mansfield Public Works Director Lon Hultgren said he expects that to happen at the next Windham WPCA meeting.

Windham WPCA Chairman Rene Goss could not be reached for comment this morning.

(Mansfield, Windham, Page 4)

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Wednesday, September 15, 2010 3

Mansfield OK's three items at meeting

By MIKE SAVINO
Chronicle Staff Writer

MANSFIELD — Residents approved three capital expenses during a town meeting Monday, although a few residents raised some objections.

All three items were originally included in the 2010-11 budget, but the town council was still required to get approval from residents at the town meeting to release the funds.

A crowd of residents packed the council chambers and passed the following items by voice vote:

- The appropriation of \$93,000 to acquire a new town vehicle and upgrade some existing equipment.

The expense includes the refurbishment and chassis changeover for two Ford F-350 trucks, at an estimated cost of \$30,000.

It also includes funding for an upgrade to hydraulic rescue equipment, with an estimated cost of \$18,000, and the purchase of a new pickup truck, at a cost of \$45,000.

There was a motion to reduce the total appropriation to \$87,000, followed by a friendly amendment to bring it to \$83,000 after town officials said they might not need the full \$45,000 for a new truck.

There were some concerns about cutting the available funding before the town had a final price, and residents easily defeated the amendment with a hand vote.

- The appropriation of \$40,000 for improvements to the Mansfield Community Center and to other town facilities as determined by the town manager.

The project would include purchasing and installing ventilation units in the locker rooms at the community center, with an estimated cost of \$20,000. As much as \$20,000 would also be used for improvements to town parks, including new playground equipment and work at picnic areas, fields, trails and other facilities.

- The appropriation of \$130,000 for improvements to various transportation facilities in town, as determined by the town manager.

A handful of residents said they were worried such projects, which would include the town seeking bonding for the money, will continue to put the town in debt.

"We better watch out or we're going to be crushed by debt load," said resident David Freudmann, who noted voters will need to vote on other projects, including new athletic facilities proposed at E.O. Smith High School.

But all three motions passed easily through voice votes and other residents who spoke said they appreciated the town council's efforts to improve the town.

Resident Brian Anderson said he has been "very impressed with the way the town's run" since moving to Mansfield, adding he recently moved from a town that "drastically cut its budget."

William Jordan, meanwhile, said the town does an "outstanding job" maintaining its roads.

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PZC OK's referendum proposals

By MIKE SAVINO ^{9/16}
Chronicle Staff Writer

MANSFIELD — The planning and zoning commission has supported two items the town council will be sending to referendum in November.

The vote, held in conjunction with the Nov. 2 elections, will be on seeking bonding for \$1.04 million for the town's open space and farmland preservation fund and approval of \$2.735 million in bonding for the replacement of two bridges.

Town Planning Director Gregory Padick said the two items were referred to the PZC to make sure both moves fit with the town's plan of conservation and development. PZC members made their support known last week.

In a mailer sent to residents at the end of August, the town said its open space acquisition fund has helped the town preserve land based on guidance from the conservation plan.

The town has acquired 31 properties — totaling 1,017.33 acres — since 1990 by using the fund and the acquisitions have helped protect public water supplies and preserve farmland, historic sites and native habitats, the town said.

The mailer states the town has spent \$2.8 million and received \$461,000 for open space since 1992.

The town currently has \$98,000 in the fund, which is used to purchase development rights for properties, as well as pay for appraisals and other costs.

The town is seeking to add \$1.04 million to the open space fund through bonding, but said in the mailer it will only use the money when it intends to acquire a specific property.

The mailer also said the town has received 80-percent federal reimbursement grants to replace both the Stone Mill Road and Laurel Lane bridges.

The two projects would cost a combined \$2.735 million, but the town would only be responsible for \$378,000 after the reimbursements.

The Stone Mill Road bridge crossed the Fenton River adjacent to the Gurleyville Grist Mill and the new bridge would consist of two concrete arches designed to complement the mill.

The Laurel Lane bridge, meanwhile, would be slightly upstream from where the current bridge is located, and the new bridge would be made of steel and concrete.

The existing bridge would be removed.

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Editor: 9/17

To residents who may have questions about the proposed referendum on Sept. 28, I should like to offer these reminders:

The need for new athletic facilities at E.O. Smith is great. The current track is unsafe due to cracks and "dangerous depressions" in the running surface.

The sports field has uneven surfaces and heavily stressed turf.

The tennis courts have outlived their projected life.

All the facilities "compare unfavorably" with all other schools in the E.O. Smith conference and geographic area. In other words, ours are the worst.

As a result of careful pruning by the Region 19 board, the current projected cost of the

project is estimated at \$2,107,000, about 45 percent less than the earlier cost. Each of the contributing towns will pay its share based on enrollment and the costs will vary by year.

For example, Mansfield's share in 2013-14 will be \$63,908, in 2014-16 it will be \$115,277 and in 2015-16, \$113,954, with a tax impact on the median family of \$11, \$19 and \$19, respectively.

These repairs are long overdue, and will allow physical education classes, intramural sports and competitive teams to once again play and learn at home.

I believe we owe it to those children. They should have the same opportunities our children had.

Joan Buck
Storrs

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New firm to help develop Storrs downtown housing

By MIKE SAVINO 9/17
Chronicle Staff Writer

STORRS — The master developer for the Storrs Center Project has selected a firm to help develop and manage the residential space included in the first two phases.

LeylandAlliance Inc., the project's master developer, announced Thursday it has entered into an agreement with Education Trust Realty, Inc.

The roughly \$220 million proposed Storrs Center project is a

mix of residential developments, retail shops and commercial buildings to be built along Storrs Road from Dog Lane to South Eagleville Road.

LeylandAlliance, based in Tuxedo, N.Y., will own and manage the retail and commercial space in the first two phases, with construction scheduled to be completed in 2012 and 2013 respectively.

Education Trust Realty, based in
(New firm, Page 4)

New firm to develop downtown housing

(Continued from Page 1)

Memphis, Tenn., will develop, own and manage the apartment spaces in the first two phases.

The company's web site said the firm specializes in housing near universities through mixed-used and public/private partnerships like Storrs Center.

"The selection of Education Trust Realty is truly a significant step in the development of Storrs Center," said Philip Lodewick, president of the Mansfield Downtown Partnership Inc.

The Mansfield Downtown Partnership is a non-profit public organization that includes officials from Mansfield, the University of Connecticut and the surrounding community.

Lodewick also said Education Trust Realty is a "well-respected" company that has "deep roots in university town housing."

Education Trust Realty — and its subsidiary Allen & O'Hara — do not yet have any developments in Connecticut, but the firm does manage one complex in New York and five in Pennsylvania, all near college campuses.

The first two phases will included 290 studio, one-, two- and three-bedroom apartments.

Education Trust Realty said each apartment will have a private laundry, elevators, Internet access and other features.

"We hope to meet the needs of Mansfield residents who are seeking a more pedestrian-oriented lifestyle convenient to Mansfield's new downtown as well as the University of Connecticut," said Thomas Trubiana, executive vice president and chief investment officer for Education Trust Realty.

Monica Quigley, vice president of marketing and sales for LeylandAlliance, said the developer also intends to have condominiums and townhouses in later phases, but those plans are only preliminary at this point.

Downtown Partnership Executive Director Cynthia van Zelm said LeylandAlliance planned from the beginning to bring in other developers to work as partners.

She said the agreement shows all parties "continue to make progress."

Town officials also commented on the deal.

"It is exciting to see how much has been accomplished and how close we now are to this reality," said Mansfield Mayor Elizabeth "Betsy" Paterson.

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Editor: 9/20

I urge everyone in Mansfield, Ashford and Willington to vote "yes" on Sept. 28 in favor

of renovating the track at E.O. Smith High School.

This project is essential to the well-being of all students because it will be used for physical education classes as well as for sports teams. And it is essential for the safety and achievement of all runners.

Many capable students, especially from distant locations, are now prevented from participating in track and cross country sports because the present situation leads to late afternoons on buses, late suppers with their families, extra driving for parents and the prevention of schoolmates being able to watch and cheer for their accomplishments.

Don't opponents care about the ridiculous waste of money and time spent on school buses to travel to Tolland or Willimantic for practices, or always to other towns for cross country and track meets?

Don't opponents care about the waste of an ideal location, right behind the high school, where all students could get the healthy exercise that is so important to growing young people in this sedentary society?

Don't opponents realize that the longer we wait to do this, the more expensive it will be?

Furthermore, it will be available for all townspeople to use during off hours or summers or weekends.

Yes, my grandchildren are E.O. Smith runners, so I have good reason to know how necessary this track repair is.

And their father and uncles ran cross country and track for E.O. Smith 30 and 40 years ago — and they are still running regularly today.

This is a sport that can support healthy living at all ages, one of the safest and most valuable form of athletics that there is.

Please don't be penny-wise and pound-foolish. Everybody's children need this track repair. Vote "yes" on Sept. 28.

Ruth B. Moynihan
Storrs

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Low priority for area ethics board

By MIKE SAVINO
Chronicle Staff Writer

9/21

MANSFIELD — While councilmen agreed last week that a regional ethics board is worth studying, they said they did not want the possibility to hold up a draft revision to the town's current code of ethics.

Most of the councilmen also said during their meeting that they were at least initially opposed to the idea of a regional ethics board, although many were also willing to study the possibility before completely dismissing it.

Councilman Denise Keane requested the item be added to a future agenda during the council's Aug. 9 meeting, saying she wanted to discuss the pros and cons.

Town Manager Matt Hart provided a report from the Connecticut Conference of Municipalities that stated no towns in Connecticut participated in a regional ethics board as of July.

But the CCM said the Litchfield Hills

Council of Governments is talking with some towns in Litchfield County about the possibility.

CCM's report noted a representative from LHCOG said a regional ethics board would have less chance for bias or conflict of interest, and would also create a larger volunteer pool.

Keane said Monday she thought a regional ethics board has "a lot of merit" and she wanted to "float it out there."

But Councilmen Gregory Haddad, Peter Kochenburger, Bill Ryan and Carl Schaefer all said they preferred to have a local ethics board.

"I think this is a solution in search of a problem," Haddad said, noting no towns in Connecticut have made the change.

The council unanimously approved a vote of confidence in the current ethics board in August after a few residents raised repeated concerns.

Kochenburger, meanwhile, said he did not

want Mansfield board members to have to deal with political or ethical issues that arise in neighboring towns.

Still, councilmen agreed to further examine the idea and asked Hart to get more information about why towns in Litchfield county are looking into the idea.

Schaefer said he wanted to see how a regional ethics board would operate, while Councilman Antonia Moran said she wanted to know why some people would be opposed.

Councilmen also said they did not want discussions to slow down a draft revision to the town's current code of ethics, which Haddad said is being reviewed by the town's attorney.

Haddad, chairman of the council's personnel committee, said the goal of the draft is to provide clarity to the existing code.

Ryan agreed and said the council has already spent a lot of time working on the revisions, while Moran said looking at a regional board would be a "very long-range" project.

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PZC OKs rezoning plan on Pleasant Valley Road

By MIKE SAVINO 9/21
Chronicle Staff Writer

MANSFIELD — The planning and zoning commission agreed to rezone a large section of land along Pleasant Valley Road Monday in an effort to preserve farmland.

But an attorney for resident Bruce Hussey, who owns most of the land subject to the rezoning, said she will likely appeal the decision, although they had not made a final decision Monday night.

The PZC's unanimous decision rezones land along Pleasant Valley Road, which all had been zoned as an industrial park, into three new zones.

PZC members Roswell Hall and Joann Goodwin were not present Monday, and alternates Fred Loxsom and Kenneth Rawn voted in their place.

Hussey had filed a protest petition in 2008 while the PZC was discussing ways to preserve state-recognized prime farm-

land, a move that required a two-thirds majority for approval.

Kari Olsen, Hussey's attorney, said after Monday's vote that the rezoning will affect only Hussey, whom Mansfield Planning Director Gregory Padick said owns the "vast majority" of the roughly 175 acres impacted.

The PZC's decision Monday divided the area into three separate sections, including:

- A Pleasant Valley residence/agriculture zone — or PVRA — located east of a flood hazard area containing Conantville Brook and south of Pleasant Valley Road.

The residential/agriculture zone extends a similar zone created along Mansfield City Road two years ago, and allows the PZC to require a developer to designate for preservation as much as 50 percent of land deemed "prime agriculture" land.

(Mansfield commission, Page 4)

Mansfield commission OKs rezoning plan

(Continued from Page 1)

Padick said.

Padick also said the PZC would handle each proposal on a "site-by-site, development-by-development basis."

- A Pleasant Valley commercial/agriculture zone — or PVCA — located west of the flood hazard containing Conantville Road and east of Mansfield Avenue. It will also be south of Pleasant Valley Road.

The commercial/agriculture zone will allow research and some industrial or repair services, communication facilities, automotive garages, offices, commercial recreation, veterinary hospitals, kennels and agricultural uses.

It also requires some of the same preservation requirements as the PVRA zone.

- Another parcel of land located west of Mansfield Avenue will also be zoned rural agriculture,

although it was not added to the Pleasant Valley zone.

Any developments in both the PVRA and PVCA must be at least 25 acres, but Padick said such lots can include a combination of buildings allowed by the zoning.

He said the minimum lot requirement was intended to be a series of 1- and 2-acre developments that could result in small open space areas that are not "large enough to make this work."

He also said the intent of the

rezoning is to encourage "clustering" in an area of town that can provide sewer and water service for "appropriate higher-density" uses like multi-family housing and some commercial uses.

"This provides a balance of opportunities for the property owner," he said.

Hussey and Olsen, however, have said the new zoning will limit the amount of economically viable options for his property.

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Know your town

Weekend events to celebrate Mansfield

By MIKE SAVINO
Chronicle Staff Writer

9/19

MANSFIELD — The two-time national champion University of Connecticut women's basketball team will help residents celebrate their town by serving as grand marshals in the Celebrate Mansfield Parade Sunday.

Events for "Celebrate Mansfield Weekend" begin Friday and continue all the way through Sunday's day-long festival.

"We have a lot of really fun things planned for all ages," said Kathleen Paterson, special projects coordinator for Mansfield Downtown Partnership Inc.

She said the weekend includes a new event with a guided walking tour at the Albert E. Moss Sanctuary Forest, Wildflower and Wildlife Sanctuary.

The tour, free to the public, is presented by the town's parks and recreation department and will begin at 2 p.m. at the Mansfield Community Center.

Paterson said the Moss Sanctuary, located near the community center, is a "unique resource" because it is located in an area that is otherwise fairly developed.

The Downtown Partnership organizes the festival on the green and some of the other events, which include:

- Vintage Mansfield: Wine Tasting, Friday, 5 to 7 p.m., Altnaveigh Inn and Restaurant, Route 195. This is the only event that requires a ticket, with a fee of \$35 per person.
- Annual "Know Your Towns Fair," Saturday, 10 a.m. to 1 p.m., Mansfield Community Center.
- Free Mansfield Day, Saturday, 11 a.m. to 2 p.m., Mansfield Community Center.
- Explore the Albert E. Moss Sanctuary Forest, Wildflower, and Wildlife Sanctuary, Saturday, 2 p.m., Mansfield Community Center.
- Music at the Market, Saturday, 3 p.m., Audrey P.

Beck Municipal Building parking lot.

- Picnicpalooza!, Saturday, 5 to 7 p.m., E. O. Smith High School.

- Celebrate Mansfield Parade, Sunday, noon, Route 195.

- Festival on the Green, Sunday, noon to 5 p.m., Storrs Center commercial plazas.

The UConn women's basketball team will serve as the grand marshal for the parade and Mansfield Mayor Elizabeth "Betsy" Paterson said the town is pleased with their guests.

"We are excited to have an opportunity for the town to honor the UConn women's basketball team in this way," said Paterson, who is also chairman of the festival's planning committee.

Kathleen Paterson said Saturday's Know Your Town Fair will be the 24th time the Mansfield League of Women Voters has organized the event.

She also said this year's Picnicpalooza! will feature Flamingo, a 15-piece, all-female swing band that plays big band music.

Entertainment at Sunday's Festival on the Green, will include the UConn Marching Band, Kidsville Kuckoo Revue, Yillari's Martial Arts of Storrs Center, Mansfield Academy of Dance, Scared Scriptless and Husky Bhangra.

The headline act at the festival will be David Foster and the Shaboo All Stars, with special guests James Montgomery and Christine Ohlman.

The UConn Marching Band will also lead the Celebrate Mansfield Parade, which features local businesses, sports teams, animals, puppets from the Ballard Institute and Museum of Puppetry and others.

She also said Route 195 will be closed from 11:45 a.m. to 12:30 p.m. from Route 275 to Dog Lane for the parade and a portion of Dog Lane will also be closed during that time.

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courant.com/community/mansfield/hc-ct-caboose-moved-0916-20100

Courant.com

Battered Caboose Has New Home

From Mansfield To East Windsor Museum

By JESSE LEAVENWORTH, leavenworth@courant.com

4:43 PM EDT, September 15, 2010

EAST WINDSOR

A battered caboose that marked a Mansfield crossroads for years was moved Wednesday to the Connecticut Trolley Museum.

— A battered caboose that marked a Mansfield crossroads for years was moved Wednesday to the Connecticut Trolley Museum.

The museum bought the caboose from the Canadian National Railway for \$500 and spent \$7,200 to move it from Mansfield Depot to East Windsor, museum board member Xian Clere said.

A flatbed tractor-trailer hauling the 25-ton caboose pulled into the museum lot off Route 140 late in the morning, the cupola snapping small tree branches arched over the driveway entrance. A crane set the red rail car down on a sheltered track beside the main building.

The vintage caboose is a prize for the museum because so few are left.

"You can't exactly go out and buy a new one of these," Clere said.

Built early in the last century, the caboose served on the Bangor and Aroostook Railroad in Maine. Outfitted with a desk, stove, bunks, storage compartments and a perch in the cupola, the end car — which railroad crews called a "hack" "clown wagon" and a dozen other derisive names — was the conductor's office and lookout perch, crew sleeping quarters and even a kitchen.

Sidelined along with most of its kind by the 1970s, this particular 42-foot-long caboose was brought to Connecticut, where it became a dining section in the Mansfield Depot Restaurant. A fire in 2003 destroyed the restaurant, but spared the caboose, which sat for the next seven years with forks, knives and wine glasses still set on the tables. Vandals smashed some windows and the wood siding needs repair.

The museum plans to raise money to recoup moving costs and begin restoration in the spring, Clere said.

advertisement



The wood-paneled, carpeted interior includes a built-in bench along one side and space for tables and other seating. The museum will use the caboose to host birthday parties and other special events, Clere said.

Mansfield Depot residents will miss the caboose, said Burnie Thompson, a proprietor of the Thompson Store just across the street from the track where the caboose sat for years. However, Thompson said, "I think it's going to a better home — better than sitting there and rotting the way it was."

The museum — <http://ct-trolley.org/ctm> — is collecting donations for the caboose restoration. To donate, call 860-627-6540.

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courant.com/business/hc-storrs-center-0917-20100916,0,2952498.story

Courant.com

Storrs Center May Finally Break Ground Next Spring

By KENNETH R. GOSSELIN, kgosselin@courant.com

6:54 PM EDT, September 16, 2010

After years of planning, Storrs Center — a \$220 million commercial and residential development next to the University of Connecticut — might finally break ground in the spring.

Thursday, master developer LeylandAlliance LLC of New York announced an agreement with Education Realty Trust Inc., based in Memphis, Tenn., to construct the first two phases of the project, estimated to cost \$60 million.

The agreement is key to the development because the trust, which focuses on collegiate housing, will develop, own and manage 290 upscale apartments planned for the first two phases. The first phase is expected to be ready in 2012 and the second phase the following year.

LeylandAlliance will own and manage 70,000 square feet of street-level commercial space planned for the first two phases. Among those who have signed letters of intent to occupy the space are Moe's Southwestern Grill, Vanilla Bean Café, Cosimo's Italian Restaurants, Select Physical Therapy, Wings Over Storrs, Storrs Automotive and Insomnia Cookies.

A spokeswoman for LeylandAlliance said Thursday that the developers have obtained all the necessary approvals.

The concept of having such a development in Storrs has been floated for decades, but began to take shape nine years ago when the town, the university, businesses and community members formed the Mansfield Downtown Partnership to guide the project through the planning and permitting process.

The vision for the development is for a college town center that will attract a broad cross-section of apartment dwellers and is within easy walking distance of the university.

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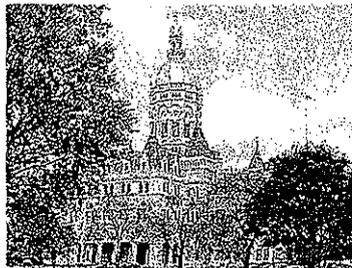
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Gov. Rell appoints Mansfield woman to advocacy board

by: Submitted Press Release Tuesday, September 21st, 2010

Item #35



Gov. M. Jodi Rell has appointed Joyce M. Peters of Mansfield as a member of the Board of Protection and Advocacy for Persons with Disabilities.

The board advises the state's Office of Protection and Advocacy for Persons with Disabilities (www.ct.gov/OPAPD) on issues and policies affecting persons with disabilities.

"Joyce has dedicated her life to helping people with challenges to achieve their full potential," said Gov. Rell. "She is widely recognized for her commitment to improving lives and opportunities. She will be a highly effective member of this board."

Peters served as the Vice President of Programs and Services for the Greater Hartford Association for Retarded Citizens Incorporated (www.harc-ct.org) for more than 40 years.

A member of the Church Community for Supported Living and the Windham Area Interfaith Ministry (WAIM), she earned her undergraduate degree from the University of Connecticut.

If you are interested in serving on a state board or commission, go to www.ct.gov/governorrell and click Online Forms.

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