



*Note: The Town Council will hold a ceremonial presentation at 7:20pm to swear in Fire Captain Willard Cornell as Deputy Fire Marshal*

**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
MONDAY, January 10, 2011  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.**

**AGENDA**

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CALL TO ORDER	
ROLL CALL	
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20. Chronicle "PZC OKs Storrs Center agreement in split vote" – 1-4-11 ..... 187  
21. Hartford Courant "UConn Facing Lawsuit" – 1-1-11 ..... 189

**FUTURE AGENDAS**

**EXECUTIVE SESSION**

- 22. Sale or purchase of real property, in accordance with CGS §1-200(6)(D)
- 23. Personnel, in accordance with CGS §1-200(6)(A)

**ADJOURNMENT**

SPECIAL MEETING – MANSFIELD TOWN COUNCIL  
DECEMBER 29, 2010  
DRAFT

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

I. ROLL CALL

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

Mr. Haddad moved and Mr. Paulhus seconded to recess as the Town Council and enter into Executive Session to discuss Personnel in accordance with CGS§§ 1-200(6) 1-214(b)(5)(b).  
The motion passed unanimously.

II. EXECUTIVE SESSION

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

Present: Haddad, Keane, Kochenburger, Lindsey, Moran, Paterson, Paulhus, Ryan, Schaefer  
Also Present: Town Manager Matt Hart

III. ADJOURNMENT

The Town Council reconvened in regular session. Mr. Paulhus moved and Mr. Ryan seconded to adjourn the meeting at 7:15 p.m.

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

PAGE  
BREAK

REGULAR MEETING – MANSFIELD TOWN COUNCIL  
December 29, 2010

DRAFT

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

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Ms. Moran moved and Mr. Paulhus seconded to approve the minutes of the December 9, 2010 Special meeting as presented. The motion passed unanimously. Mr. Haddad moved and Mr. Paulhus seconded to approve the minutes of the December 13, 2010 meeting. The motion passed with all in favor except Mr. Schaefer who abstained.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Betty Wassmundt, Old Turnpike Road, expressed her support for renovations to the downtown area as long as it makes economic sense. She feels this project does not.

(Statement attached)

Ric Hossack, Middle Turnpike, feels the agreement will be a burden to the taxpayers. Mr. Hossack questioned a contracted additional garage, the tax abatements and whether or not Councilors who sit on the Downtown Partnership Board should vote on the agreement. (Statement attached).

David Freudmann, Eastwood Road, expressed his objection to the project especially the parking garage. (Statement attached.)

Jane Fried, Olsen Drive, agreed that the Town needs an economic plan but is not sure the current proposal will accomplish the goal.

IV. REPORT OF TOWN MANAGER

Report attached

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mr. Ryan reported the School Building Committee is again looking at the Goodwin site to see if a larger school would be possible.

Mr. Kochenburger requested the school options be called by more descriptive names and noted that Senator Don Williams recently stated that one of his priorities will be to revise the school building funding to support rehabilitation of existing buildings.

Ms. Keane requested answers to questions raised by the public regarding possible conflict of interest for those Council members who serve on the Downtown Partnership Board and information regarding an additional contracted parking garage near the Bishop Center. Town Manager Matt Hart suggested the

December 29, 2010

questions would be answered during the discussion of the development agreement.

Mayor Paterson complimented the Public Works Department for their efforts during the last snow storm.

## VI. OLD BUSINESS

1. Development Agreement – Phases 1A and 1B – Town of Mansfield, Storrs Center Alliance, LLC and Education Realty Trust, Inc  
Town Manager Matt Hart, Town Attorney Dennis O'Brien, Director of Public Works Lon Hultgren and Howard Kaufman of Leyland Alliance and SCA were available to answer questions on the proposed modifications to the development agreement. The issues discussed included:

- Attorney O'Brien referred members to a previously written legal opinion in which he found no conflict of interest with Council members who serve on the Board of the Downtown Partnership voting on the agreement. Councilors will receive a copy of the opinion.
- The modifications concerning on site management, lease terms, commitments to enforce leases and questions regarding the Town Square, suggested by members at the last meeting, have been incorporated into the agreement and have the support of both EDR and SCA. A policy regulating the use of the Town Square will need to be developed. The agreement, once approved, will also be filed on the land records. A possible discrepancy in the wording of Articles 15 and 18, will be reviewed by the attorneys.
- Mr. Kaufman explained the history of the earlier plans to possibly build a garage above the Bishop Center parking lot. Since those initial plans the situation has changed and SCA no longer has a right to build a garage but has contracted with UConn to build additional parking areas in exchange for the use of part of the Bishop Center lot. This lot will be private but the parking fees will be structured to reflect the fees in the rest of the project.
- Town Manager Matt Hart discussed the Storrs Center Fiscal Impact Analysis which provides a brief narrative from department heads explaining the methodology used to calculate their projected costs.
- Town Manager Matt Hart distributed a risk management assessment which shows the mitigating steps included in the agreement for each of the identified risks. (Matrix attached)
- Director of Public Works Lon Hultgren discussed the conditions included in the STC permit letter all of which he described as routine requirements. Mr. Hultgren also stated that the money for construction of the new roads and the maintenance has been included in the planning.
- Downtown Partnership Executive Director Cynthia van Zelm has made a number of calls to public officials soliciting opinions regarding the EDR facilities in their towns. All of those contacted have given favorable reviews of the company. The Town Manager will make additional contacts.
- Staff has met with members of local builder trade unions regarding a possible PLA (Project Labor Agreement) and are looking at the viability of

December 29, 2010

including such an agreement in the plans for the public portions of the project. The Town Manager will report back to the Council. Mr. Kaufman reported that SCA has reviewed some of the literature on PLA's and has had some informal discussions with local trade people. They are leaning toward including some provisions for consideration of local workers in their bid documents.

- o Council members agreed the next step will be the scheduling of a meeting on January 4, 2011 for consideration of resolutions regarding the agreement. These resolutions will be to authorize the Town Manager to sign the agreement and make minor changes. By consensus the Council agreed that the maps provided in the Exhibits regarding the abatement area are sufficient.

## VII. NEW BUSINESS

### 2. Town Easement for Storrs Road Improvements Projects

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

Resolved, that Matthew W. Hart, Town Manager, be, and hereby is authorized to, sign the easement entitled EASEMENT (Storrs Center – Town of Mansfield), which easement will convey for highway purposes approximately 9,088 square feet of land along the east side of Storrs Road in the vicinity of the Audrey P. Beck Building together with a right to install a sedimentation control system and a right to grade.

Mr. Ryan requested the motion be changed to read, "...along the west side of Storrs Road..." Accepted as a friendly amendment the motion passed unanimously.

### 3. Laurel Lane Bridge Project, First Supplement Agreement

Mr. Ryan moved and Ms. Keane seconded to approve the following resolution: Resolved, that Matthew W. Hart, Town Manager, be, and hereby is authorized to sign the agreement entitled First Supplemental Agreement between the State of Connecticut and the Town of Mansfield for the Development of Contract Plans, Specifications and Estimates Required in conjunction with the Replacement of the Laurel Lane Bridge (Bridge No. 05366) over the Mt Hope River Utilizing Federal Funds.

Motion passed unanimously.

### 4. Human Services Advisory Committee

Ms. Moran, Chair of the Committee on Committees offered the following resolution as recommended:

Resolved, effective December 27, 2010, to approve the following charge to the Human Services Advisory Committee:

PROPOSED HUMAN SERVICES' ADVISORY COMMITTEE  
Recommended by the Committee on Committees 12/20/2010

**PURPOSE/CHARGE:** Serve as an advisory committee to the Department of Human Services in support of the department's mission to enhance the well-being and to help meet the basic human needs of all residents of Mansfield. Basic needs include, but are not limited to, income, housing, food security, and health/behavioral health. The Committee advises the Director in matters of policy, program development, and external funding requests. The Committee also advocates for the human service needs of the Mansfield community through collaboration with other advisory groups and by identifying and informing Town government regarding emerging needs.

**COMPOSITION/MEMBERSHIP:** The Committee will be composed of nine (9) members: one representative each from the Youth Service Advisory Board, Mansfield Advocates for Children, the Commission on Aging, the Advisory Committee for the Needs of Persons with Disabilities, the Senior Center Association, Mansfield Housing Authority, a Mansfield resident affiliated with WAIM, and two "at large" members.

**ROLES AND RESPONSIBILITIES:**

- Discusses trends in human services and "cross-over" issues, and assumes an advisory role regarding issues critical to the delivery of human services in the Town of Mansfield.
- Provides input into departmental and advisory committee goals and objectives.
- Serves as an advocate regarding the human service needs of the residents of Mansfield.
- Participates in periodic strategic planning initiatives focused on improving the overall scope and delivery of Human Services in the Town of Mansfield.
- Reviews and recommends non-profit agency funding requests.

**MEETINGS:** The Committee will meet monthly. Two years after inception, the Committee on Committees will review the effectiveness and composition of the Advisory Committee; the Committee on Committees will report its findings to the Town Council and offer any recommended changes for improvement.

Ms. Moran noted the recommendation was not unanimous. The majority of the Committee felt the reestablishment of the Advisory Committee would serve to pull the varied interests of the different human services group together, but the minority opinion was that it will only serve to further slow up the process.

The motion to reestablish the Committee passed with all in favor except Mr. Ryan who voted against the motion.

5. Registrar and Deputy Registrar Compensation

Mr. Paulhus moved and Mr. Schaefer seconded, effective January 1, 2011, to set the pay rate for the Registrars at \$21.14 per hour, and the pay rate for Deputy Registrars at \$15.86 per hour.

Motion passed unanimously.

6. FY 2010/11 Budget Review Calendar

December 29, 2010

Council members discussed the proposed budget review calendar and asked staff to revise the dates to avoid most Thursdays and Wednesdays and to explore the possibility of occasional early morning meetings.

#### VIII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments

#### IX. REPORTS OF COUNCIL COMMITTEES

Mr. Ryan, Chair of the Finance Committee, suggested the Council as a whole review the fee waiver structure for the Town. This will be a future agenda item.

Ms. Moran, Chair of the Committee on Committees, reported the Committee has been working on the terms of appointments for members of the Board of Ethics and has formed a recommendation which they would like to present to the Council at the January 10, 2011 meeting. The members of the Board of Ethics have been apprised of the discussion.

#### X. PETITIONS, REQUEST AND COMMUNICATIONS

7. G. Padick re: Proposed Revisions to the Mansfield Subdivision Regulations – January 18, 2011 Public Hearing

8. Citizen's Budget Guide – 2011 Edition

9. Connecticut Water re: Jensen's Rolling Hills Community – Mr. Schaefer asked if the new system addresses the issues in the DEP order. Staff will review.

10. Yankee Gas re: Notice of Intent to File Amended Rate Schedules by Yankee Gas Services Company

11. OPM Regional Workshops on State Conservation and Development Policies Plan

12. Chronicle "Mansfield senior ride program seeks help" – 12/9/10

13. Chronicle "Letter to the Editor" – 12/9/10

14. Chronicle "Many voice support for Storrs Center" – 12/10/10

15. Chronicle "Letter to the Editor" – 12/14/10

16. Chronicle "Council asks for change in Storrs Center pact" – 12/14/10

17. Chronicle "School project costs concern councilmen" – 12/15/10

18. Chronicle "Letter to the Editor" – 12/16/10

19. Chronicle "Letter to the Editor" – 12/17/10

20. Chronicle "Economy downsizes Storrs Center plan" – 12/17/10

21. Chronicle "Letter to the Editor" – 12/18/10

22. Chronicle "Letters to the Editor" – 12/21/10

#### XI. FUTURE AGENDAS

The two items previously identified, fee waivers and terms of appointment to the Ethics Board will be scheduled for a future meeting.

#### XII. ADJOURNMENT

Mr. Paulhus moved and Mr. Ryan seconded to adjourn the meeting. Motion passed unanimously.

December 29, 2010

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

December 29, 2010

# Memo

To: Town Council  
From: Matt Hart, Town Manager *MH*  
CC: Town Employees  
Date: December 29, 2010  
Re: Town Manager's Report

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

## Departmental/Division News

- *Adrienne Storm Report*
  - *Emergency Management* - On Sunday afternoon the Office of Emergency Management participated in a conference call with the Governor and DEMHS staff to review the potential impacts of the storm and to ensure power restoration and sheltering (if needed) would be a planned and coordinated effort. Staff verified the town's shelter status and operation plans in the event that shelters would be needed. In addition, staff worked with the Town Manager to coordinate a potential delayed opening of municipal buildings. While the amount of snow (6 – 8 inches) that was received was less than the 10 – 20 inches that had been predicted, the wind did cause some power outages (Monday morning was the period of maximum customer outages 26). Staff received reports from CL&P and worked with CL&P to ensure that all known service outages had been restored as early as possible. CL&P reported that they had been able to restore power to all Mansfield customers by Monday evening.
  - *Fire & Emergency Services* - On Sunday, December 26<sup>th</sup> the first major winter storm of the season occurred. In anticipation of this weather event the fire department staffed the second ambulance at Station 307 from 6:30 p.m. on Sunday to approximately 6:30 p.m. on Monday. In addition, the department staffed Stations 107 and 207 with one additional firefighter at each station from 6:30 p.m. on Sunday to approximately 3:30 p.m. on Monday. During the 24 hour period identified the department responded to twelve (12) calls for service; call types were as follows: Emergency Medical Service 5; Motor Vehicle Accident 1; Power Lines Down 2; Tree Fell on House (no injuries) 1; Mutual Aid (given) 3.
  - *Public Works* - The Town DPW was on the road from noon on Sunday through 3 PM on Monday tending to this last storm. All available personnel were deployed. (Three trucks were called in again at midnight on Monday to plow off drifts.) While snowfall totals were less than predicted, drifting due to the high winds was a problem in the usual places on Mansfield roads (Browns Road, Mansfield City Road, Bassetts Bridge Road, Stearns Road, East Road, etc.) and in parking lots. Portions of the Beech Mountain subdivision were closed due to downed wires. Most of the equipment ran well, with one truck repaired out on the road (in some pretty tough conditions) by Mechanic Shawn Jennerwein.
- *Facilities Management*
  - *New Photovoltaic Systems Installed* - The Town of Mansfield recently expanded its use of on-site renewable energy. As of December 20, 2010, four more municipal buildings were added to the count of operating photovoltaic systems on Mansfield's rooftops. The first 83 kilowatt (kW) solar system was placed on the Mansfield Community Center's roof in 2008 supplying about a third of the Center's electrical needs. E.O. Smith High School was the second building to be awarded a free 3 kilowatt photovoltaic system through the Connecticut Clean Energy Fund. The Mansfield Library, Mansfield Senior Center, Fire Station #107 (on Route 32) and Fire Station #307 (on Route 195 by the Altnaveigh Restaurant) are the recipients of the newest solar installations. The Town has contracted with the company, DCS Energy. Thanks to state and federal grants, DCS Energy has been able to offer the solar systems to the Town for free. Additionally, the electrical power generated from the panels will also be free. The Library has a 4.5 kW system, the Senior Center has an 8 kW system, Fire Station

#107 has a 4.5 kW system and Fire Station #307 has a 6 kW system. To gauge the size of these systems, a "typical" household would need a 7 kW system to power all its electrical needs. Although these are small photovoltaic systems, we estimate that they will supply each building with about a third of its electrical energy and reduce our electric bills by a total of \$600 per month. For more information about the solar systems, contact Bill Hammon, Director of Facilities Management at 860-429-3326.

- *Human Services*
  - *Holiday Giving Program* - The Department of Human Services completed a very successful holiday giving program last week, after experiencing a significant increase in demand despite a decrease in the total number of sponsors. Through the generosity of a large number of donors, including Town Hall employees, all requests for holiday assistance were met either with food, gifts, cash, or a combination of the three. Sixty-six families received food baskets from the Storrs Congregational Church, supplemented by a number of organizations, businesses, and private donors. 74 families received gifts from different groups, organizations, Town Hall employees and private citizens and 43 families received a monetary gift from the Mansfield Holiday Fund. This year the Department assisted the Mansfield Holiday Fund with the donor mailing and program administration, and more than \$12,000 was collected from more than 150 families and individuals. All of these efforts resulted in helping families experience a happy holiday season during a time of significant need, and we are grateful to all who contributed to this endeavor!
- *Parks and Recreation*
  - The ice rink is now open to the public. The rink is available free of charge to anyone who wishes to use it. Users do not need to be members of the Community Center. The open hours are the same as the community center hours: 5:30 a.m.-10 p.m. on Mon. through Sat. and 8 a.m.-9 p.m. on Sundays.
  - The Parks and Recreation Department had its second Giving Week Dec. 20-26. (the building was closed on Dec. 25). The first one was during Thanksgiving week. 15 Fitness and Recreation instructors donated 44 hours of their time during the two Giving Weeks; during the program classes were free of charge to the general public (not just members) with a voluntary donation to the Mansfield food pantry.
  - During the two weeks following Christmas (Dec. 27-Jan. 9), members and day pass users can take advantage of free fitness classes. These are mini-sessions that were started do to the popular demand of the participants who didn't want to stop exercising just because it was holiday time. The mini-sessions are free of charge to members. Non-members pay the daily fee. Schedules are available at the Community Center.

### Major Projects and Initiatives

- *Assisted/Independent Living Project* – On January 12<sup>th</sup>, staff and I will meet with representatives from Masonicare and UConn to discuss Masonicare's water and wastewater needs for its Mansfield project. The Council also has the project scheduled for discussion at one of its January 2011 meetings.
- *Police Services Study* – the steering committee will meet next week to debrief the information-gathering phase of the project, including the focus groups and on-line survey, and to discuss next steps with the study.
- *Regionalism Committee* – Neal Beets from Windham and I are meeting with department heads and key staff to discuss opportunities for regional initiatives and service sharing. We met recently with public works staff and have a meeting scheduled with parks and recreation in January. I have also been participating in WINCOG work sessions on service sharing. I will schedule a meeting of the Regionalism Committee so that I can brief the members on these recent activities.
- *School Building Project* – I attended last week's meeting of the School Building Committee where we discussed the Council's directives. As a next step, the school administrators will meet to discuss potential means to lower the overall project cost for Option E (two new elementary schools and various renovations to Mansfield Middle School) and will report back to the building committee later in January.

### Member Organizations

- *Storrs Farmers Market* - The Storrs Winter Farmers Market is now open! Now in its third year, the Winter Market is open on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays from now through April from 3:00 – 5:00 pm in the Buchanan Auditorium at the Mansfield Public Library. The Winter Market features a wide variety of CT Grown items, including fresh vegetables; cold-storage produce (e.g. apples, squash); beef, lamb, and pork; goats milk cheeses; fresh-baked breads, pies, and cookies; and much more. For more information or to sign up for weekly emails from the Market, please contact [StorrsFarmersMarket@gmail.com](mailto:StorrsFarmersMarket@gmail.com).

### Special Events

- *Winter Fun Day* - The Mansfield Downtown Partnership, Mansfield Community Center, and Town of Mansfield invite area residents to the 5<sup>th</sup> Annual Winter Fun Day! Winter Fun Day will be Saturday, February 12 from 11:00 am to 2:00 pm at the Mansfield Community Center. Many great, family-friendly activities are planned, including ice skating (weather permitting), horse drawn wagon rides, ice sculptures, and crafts. For more information, please contact the Partnership office (860.429.2740 or [mdp@mansfieldct.org](mailto:mdp@mansfieldct.org)). [Inclement weather date is Saturday, February 19.]

### Upcoming Meetings\*

- Police Study Steering Committee, January 3, 2011, 2:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Inland Wetlands Agency/Planning and Zoning Commission, January 3, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Special Town Council Meeting, January 4, 2011, 6:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Agriculture Committee, January 4, 2011, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, January 5, 2011, 5:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Ethics Board, January 6, 2011, 4:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Community Quality of Life Committee, January 6, 2011, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Housing Code Board of Appeals, January 10, 2011, 5:30PM, Conference Room C, Audrey P. Beck Municipal Building
- Town Council, January 10, 2011, 7:30PM, 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.*

Mansfield, Connecticut                      Town Council Meeting                      Dec. 27, 2010  
Public comment by David Freudmann, 22 Eastwood Rd.,                      29  
                    Storrs, CT 06268,                      860-429-0763  
Topic: Storrs Center Project, Authorization Vote Imminent

The Town Council is poised to vote, perhaps on Jan. 4, 2011, on approval of a contract with the developers of Storrs Center. A key feature of this public-private partnership is the town's commitment to own and maintain a parking garage. In the absence of the promised detailed Parking Management Plan from the Parking Steering Committee for Storrs Center, you obviously have no idea what the operating costs to the town will be. Therefore, any Council member who votes for this is, in my view, violating his or her obligation to be a prudent guardian of the town's finances.

The negatives of the Storrs Center project are manifest to all but the obtuse. The project is devoid of any economic justification. Otherwise a real developer would have offered to buy the property and develop it on his own - including parking - and without getting permitting-fee waivers and tax abatements. Public-private partnerships occur when the local government wants development in a location the free enterprise system is not interested in. The public loses every time: witness Windham Mills, Fort Trumbull in New London and the site of the former Colt Firearms factory in Hartford. The idea of public ownership of a parking garage is inane. If there were even a chance that a garage would be profitable, then a proprietor would want to build, equip and operate one himself.

The University of Connecticut owns that downtown. It has long sought its reconfiguration as a boutique recruitment tool for faculty, students and staff, and it wants Mansfield to arrange it. Over the past eleven years, this Town Council has been deftly manipulated by UConn, and proven itself both gullible and malleable.

If you approve this contract, you will reduce the town to the status of indentured servitude to Leyland Alliance and Education Realty Trust, or their successors. Mansfield will be in thrall to them for at least fifty years, as the town will be legally required to manage and maintain a money pit of a parking garage and related operations of controlled parking in the parking district, at whatever cost. This is a debacle in the making.

Over the past decade you have squandered \$2 million of town funds on the Storrs Center project, mostly on lawyers, consultants and a municipal development agency - the Mansfield Downtown Partnership. You now have two choices. You can vote yes and approve the contract, throw good money after bad, and commit the town to owning a parking garage that will spill red ink over the town's budgets for at least fifty years. Or, you can vote no, stop the bleeding, withdraw from the Storrs Center project, disband the Mansfield Downtown Partnership, and remind UConn that it can do whatever it wants with its property.

The choice is yours.

DF

29 December 2010

Good evening. After reading the proposed Development Agreement, I have some comments and questions to which I would like answers.

Why is the town signing this agreement and not the Downtown Partnership which already has agreements with SCA?

Given the contractual obligations of SCA with the university to build an additional multi-level garage in the Bishop Center lot, what is the true economic viability of the parking garage provided with phase 1A?

. With the tax abatements given to the developer, almost \$5 million, and the additional personnel the town will undoubtedly add, police, fire, housing inspectors, public works, a "parking czar", and various other support personnel, the taxpayers will take it on the chin and in the wallet. The revenues in the near future will be non-existent from this project and will result in another burden to the taxpayers.

I would conclude that this agreement is NOT good for the taxpayers of Mansfield

Finally I would ask those councilors who sit on the Downtown Partnership board of directors to abstain from voting on this agreement to avoid any appearance of conflict of interest. As a taxpayer I would have problems determining whether your vote was in the interest of the taxpayers of Mansfield or to further the objectives of the Downtown Partnership.

Thank you  
Ric Hossack  
Storrs

December 29, 2010

To: Mansfield Town Council  
From: Betty Wassmundt, Storrs

**RE: Pending Agreement Town of Mansfield (Town) and Storrs Center Alliance (SCA)**

3 First, I FOI'd Uconn/SCA contracts and learn that:

1. There is a second multi-level parking garage SCA is committed to build on the Bishop Center parking lot. Why were people not told this. Do you know it? What is the impact on the operation of the town garage?
2. That SCA is purchasing more property from Uconn than is needed for the Project as originally presented. Why and what is planned for these parcels? Note: the Project is presented differently now. Do you know that?

1 ~~Next~~, I'm in favor of a Downtown renovation; I don't even mind huge apartment complexes and a parking garage. I don't even care if that's all that's ever built so long as it makes economic sense for the people of this town. With the terms of this Agreement, it does not.

2 The Council, you, by Charter, is charged with preservation of the general welfare of the town and its inhabitants. This Agreement impacts the economic welfare of the people. You should not rush to sign it next week just to honor one council member.

It's impossible to delineate all the problems with this Agreement in 5 minutes so here are a few:

1. SCA has no commitment to this town beyond this Agreement, phases 1-A & 1-B; their commitment is to The Partnership, a separate, distinct corporation. The commitment there is minimal. SCA can cut out after this is done.
2. The economics work for SCA but not the town.
3. The Town Green has all but disappeared and is exclusively for the economic use of SCA, not the town yet the town is responsible for it
4. EDR is not an appropriate partner to do general apartment housing. Example: You tell me to build you a chinese restaurant. I say: I have the perfect builder. He very successfully builds and owns pizza houses but don't worry, I told him you want a Chinese restaurant.
5. With this Agreement, all the risk is on the town. SCA is well protected; the town's financial liability is open ended.
6. None of the data town staff/consultants shows any real financial gain to this town and with this Agreement you may never see tax money.
7. This Agreement is loaded with "feel good" statements which have no legal standing such as: "I'll discuss it with you, etc." Take them out and look at what's left.

You have no obligation to SCA; don't proceed with signing this Agreement next week. The Charter commits you to protecting the welfare of the people of this town.

I ask you, again, to hold one or more interactive public session so that people who have been away for holidays and people who have read this Agreement can discuss their concerns with you. Show the people that you, the Council, are accountable for accepting or rejecting this Agreement. This is too important economically not to. Show people that you have read and understand this Agreement.

Town of Mansfield  
 Storrs Center Project  
 Development Agreement - Phase 1A/1B  
 December 29, 2010  
 Risk Management Matrix

Article	Title	Risk	Management/Mitigation Measures
3	Intermodal/Parking Facility	Cost over-run	Value engineering process to adjust project scope to reduce costs to meet budget 10% budget contingency SCA to fund over-run in exchange for future tax abatement
		Cost over-run to build alternate design	Developer parties have right to fund any budget deficiency to allow construction of alternate design
		Town does not receive grant funds	Force majeure event relieving Town of obligations
4	Storrs Rd & Dog Lane Improvements	Cost over-run	Value engineering process to adjust project scope to reduce costs to meet budget 10% budget contingency SCA to fund over-run in exchange for future tax abatement
		Town does not receive grant funds	Force majeure event relieving Town of obligations
5	Transit Pathway Improvements	Cost over-run	Value engineering process to adjust project scope to reduce costs to meet budget 10% budget contingency SCA to fund over-run in exchange for future tax abatement
		Town does not receive grant funds	Force majeure event relieving Town of obligations
6	Environmental	Environmental contamination	SCA to investigate and clean-up any environmental contamination on land to be conveyed to Town Town reserves right to reject conveyance of property and to work with developer parties to seek alternatives SCA shall indemnify and defend the Town if SCA fails to meet its obligations under this article
7	Gov't Approvals	Role of permitting authorities	Execution of development agreement is not intended to supplant or influence role of Town's permitting authorities (e.g. PZC, IWA)
		STC certificate, performance bond obligation	If necessary, will be funded via project budget using grant proceeds

Town of Mansfield  
Storrs Center Project  
Development Agreement - Phase 1A/1B  
December 29, 2010  
Risk Management Matrix

Article	Title	Risk	Management/Mitigation Measures
8	Developer Party Improvements	Developer does not build to pro forma	Developer required to construct to minimum build-out
		Cap on certain permit fees for future phases	Cap is designed for full cost recovery of direct inspection services and set at \$12/\$1000 of construction; Town has right to adjust fees every 3 years based upon CPI, subject to max increase of 10%.
		EDR management of residential component	EDR required to provide on-site mgm't, market to general public, lease by entire dwelling unit, provide 12-month leases and comply with mgm't practices customary for operation of 1st-class apartment project
		Maintenance of private improvements	All parties required to maintain improvements in a 1st class manner
9	Parking	Deficit on operations budget	Long-term lease agreement with EDR
			SCA to assume management of parking for an initial 7-yr period. SCA shall collect all proceeds and assume liability for any operational deficit.
		Building casualty not covered by required insurance	If casualty not covered by specified insurance, Town has right to terminate lease and developer parties have right to acquire property and balance of reserve fund for \$1 "as is with all faults."
		Garage not completed on schedule; interim parking required	Parking lot for 212 spaces for 1A could cost \$300,000-\$400,000. However, due to schedule construction of interim parking lot unlikely. Town would work with Developer and adjacent property owners to identify interim parking, including remote parking with shuttle option. EDR to pay lesser of lease obligations or actual cost to provide interim parking.
		Capital maintenance costs exceed balance of repair & replacement reserve	Staff would recommend establishment of parking authority with ability to issues its own debt, using parking revenue to pay partial/full cost of debt. Other options could include lease with parking operator or leaseback with financing entity.
		Capital maintenance costs in 2nd half of term	Beginning in 51st year, Town to continue to maintain garage in good order and condition but liability limited to funds available in reserve. If Town determines garage needs to be rebuilt Town may terminate lease and developer parties have right to acquire property and balance of reserve fund for \$1 "as is with all faults."
		Conflicting parking rates	Town shall set the parking rates for parking under its control, subject to SCA's reasonable approval. SCA shall set the parking rates for parking under its control, subject to the Town's reasonable approval.
10	Relocation	Eligible relocation costs exceed budget	Costs shared 50/50 with SCA. Town to fund its share using CNR contributions and/or revenue derived from project.

Town of Mansfield  
 Storrs Center Project  
 Development Agreement - Phase 1A/1B  
 December 29, 2010  
 Risk Management Matrix

Article	Title	Risk	Management/Mitigation Measures
11	Town Square	Conflicting uses of Town Square	Town has ability, without SCA approval, to host weekly farmer's market, as well as art shows, craft fairs, antique markets and similar uses, according to schedule to be developed by Partnership after receiving input from SCA and Town  Commercial purposes incidental to not-for-profit use allowed Provisions of license agreement between Town and SCA ("Town Square License Agreement") shall not interfere with public's First Amendment Rights
12	Public Streets, Etc	Construction coordination	Parties have responsibility to coordinate activities and to allow reasonable access
15	Dispute Resolution	Disputes between parties	Agreement provides for comprehensive dispute resolution process consisting of negotiation, mediation and arbitration, including specified rules for arbitration
16	Representations & Warranties	Developer party not duly authorized, insolvent, lacks control of real property, etc.	Agreement requires comprehensive set of representations and warranties
17	Transfers & Assignments	Developer party transfers in interest	Agreement provides comprehensive set of requirements re transfers of interest and mortgages. Developer party may not transfer real property prior to substantial completion of improvements. Town's tax levies shall be superior to any mortgage.
18	Defaults & Remedies	Developer party default	Agreement provides Town with certain remedies in instance of Developer party default, including actual damages, rights under performance bond and dispute resolution process as well as other legal action
19	Special Conditions	Town initiates construction on garage; developer improvements delayed  Developer parties unable to proceed to construction phase	Developer must satisfy various conditions (e.g. construction of 1A, binding construction loan commitments) before the Town initiates construction on the garage  If one of the developer parties has not commenced construction on certain elements within 24 months, Town has right to submit request to arbitration seeking termination of Agreement
21	Restricted Uses & Transfers	Prohibited uses  Developer party transfer to tax exempt entity	Adult-oriented establishments prohibited  Developer restricted from transferring private improvements to tax-exempt entities for a period of 20 years, without the consent of Town

Town of Mansfield  
 Storrs Center Project  
 Development Agreement - Phase 1A/1B  
 December 29, 2010  
 Risk Management Matrix

Article	Title	Risk	Management/Mitigation Measures
22	Insurance & Indemnification	Developer's insurance obligations	Agreement requires all parties to carry certain levels of insurance and to indemnify one another in certain circumstances
24	Miscellaneous	Developer's obligations to guarantee obligations under Agreement, parking lease and related agreements	Agreement provides detailed form of guarantee (see scheduled 24.12)



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant to Town Manager; Sergeant James Kodzis,  
Resident Trooper Supervisor  
**Date:** January 10, 2011  
**Re:** Community-Campus Relations

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**Subject Matter/Background**

At Monday's meeting, I will provide a status report regarding off-campus activity and other items concerning community-campus relations. Councilors Moran and Keane, and I can also provide an update regarding the work of the Committee on Community Quality of Life.

**Attachments**

1) Memo from SGT J. Kozis dated 01/06/2011



## TOWN OF MANSFIELD

*Police / Resident Troopers Office  
4 South Eagleville Road  
Mansfield, CT 06250  
(860) 429-6024 Telephone  
(860) 429-4090 Facsimile*

### MEMORANDUM

**DATE:** 1/6/2011  
**TO:** Matt Hart –Mansfield Town Manager  
**FROM:** Sgt. James Kodzis #219  
**RE:** A Review of UCONN “fall weekends” 2010

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**Crowd sizes are estimates only by public safety personnel in the field and statistical information provided in this synopsis should be considered as approximate.**

#### **Friday, 08/27/2010.**

Carriage House Apts.- Estimated crowd of 1,500 – 2,000

Crowd was well behaved for the most part; a couple of incidents of can/bottle throwing at CSP.

16 liquor violation tickets issued.

Carriage House Apts. did not have an onsite manager on duty. This made determining who lived in which apt problematic at the end of night when the “push” was being done. A lot of the apt renters did not have Carriage House IDs issued to them yet nor did they have parking stickers for their vehicles.

The fence was not erected as in past years. This created a problem of controlling access to the complex when the road was shut down for the push. Partygoers were able to gain access by going in behind the Apts. along the wood line.

#### **Saturday, 08/28/2010.**

Carriage House Apts.- Estimated crowd of 5,000 – 6,000 (largest in recent years)

Crowd was well behaved for the most part; a couple of incidents of can/bottle throwing at CSP.

28 liquor violation tickets issued

1 criminal arrest for narcotics- UCONN student

Carriage House Apts. did not have an onsite manager on duty. This made determining who lived in which apt problematic at the end of night when the “push” was being done. A lot of the apartment renters did not have Carriage House IDs issued to them yet nor did they have parking stickers for their vehicles.

The fence was not in place as in past years. This created a problem of controlling access to the complex when the road was shut down for the push. Partygoers were able to gain access to the complex by going in behind the Apts. along the wood line.

**Thursday, 09/2/10.**

Carriage House Apts.- Estimated crowd of 2,000 – 3,000

Carriage House provided a night manager and put up the fence. They provided a tenant list as well as parking permits and most resident permits.

13 liquor violation tickets issued.

Two Troopers on site.

The evening was very busy for a holiday weekend and it appeared as though the students did not go home. There were parking issues on Carriage House Dr. which were addressed by the Troopers. Simultaneously there was a medical issue (intoxicated student) which was also in the complex and handled by the CSP personnel (they ensured that the victim's airway was unobstructed until medics arrived). Throughout the evening there were three medical calls at the complex and two were transported to the hospital for treatment (intox). Numerous parking citations were issued and a tow truck was called to remove a vehicle partially blocking the roadway. Carriage House Dr. was closed to vehicular traffic due to the heavy volume of pedestrian traffic. There was numerous alcohol violations observed however due to manpower issues we were unable to effectively address many of these violations. There were only a handful of citations issued as personnel were forced to prioritize responsibilities.

It was decided, based upon the size and intoxication level of the crowd (reports of fights, vandalisms, noise complaints, etc.), to have evening shift respond prior to breaking up the large gathering within the complex.

During the "push" there was one individual later verified as a UCONN student/Carriage House resident who was standing on the roadway. He was asked to leave several times and refused stating that he lives here. He was arrested for BOP and interfering after he became aggressive and belligerent when attempts were made to escort him from the roadway.

The immediate area was successfully cleared by approx. 0130 hours. A presence was maintained on Hunting Lodge Rd and our areas of responsibilities in Mansfield (Sgt. Peperonis) until approx. 0145 hours.

Carriage House management observed the apartments involved and explained that follow up action would be taken against the tenants for lease violations. All arrests will be referred to the UCONN off campus student services office for student code violations as well.

**Friday, 09/03/10.**

Carriage House Apts.- Estimated crowd of 3,000

24 liquor violation tickets issued.

Carriage House Apts. did have an onsite manager on duty.

Large house parties building on Hunting Lodge Rd.

**Saturday, 09/04/10.**

Carriage House Apts.- Estimated crowd of 6,000. (Largest non- Spring Weekend gathering I have seen in several years)

10 liquor violation tickets issued

Carriage House had two night managers on site.

Three (3) Troopers on site.

Carriage House Dr was closed to vehicular traffic due to the heavy volume of pedestrian traffic.

At approx 2330 hrs it was decided, based upon the size and intoxication level and behavior of the crowd (reports of fights) to have evening shift respond prior to breaking up the large gatherings within the complex. The "push" took almost 40 minutes to complete. The crowd was confrontational and belligerent. They were reluctant to leave, follow verbal directives, and very slow to move. At one point during the "push" some students began to yell they were being assaulted by police in an attempt to excite the crowd. A presence was maintained on Hunting Lodge Rd and our areas of responsibilities in Mansfield

**Sunday, 09/05/10.**

Carriage House Apts.- Estimated crowd of 2,000

No night managers

No additional Troopers.

On duty Mansfield Resident Troopers handled this gathering w/o incident.

**Thursday, 09/09/10**

Carriage House Apts.- Estimated crowd of 2,000 – 3,000

Two night managers

Two Troopers

All clear 0145 hrs.

4 town noise violations issued on Birch RD.

**Friday, 09/10/10**

Carriage House Apts.- Estimated crowd of 2,000 – 3,000

Two night managers

Two Troopers

Eve shift to Carriage House

Large house party at the "Mushroom House" on Rte. 195 (estimated crowd 1,000)

Reported hit and run on North Eagleville Rd. (UCONN PD jurisdiction)

Large gathering at businesses on North Eagleville Rd. after push

**Saturday, 09/11/10**

Carriage House Apts.- Estimated crowd of 2,000 – 3,000 (highly intoxicated)

Two night managers

Three Troopers

It was decided, based upon the size and intoxication level of the crowd (reports of fights, vandalisms, noise complaints, etc), to have evening shift respond prior to breaking up the large gathering within the complex.

Partygoer was assaulted Carriage House by unknown party. Victim received 6 staples to head wound.

Large gathering at businesses on North Eagleville Rd after push An assault occurred in the area of building 7 which resulted in one UCONN student being transported to the hospital. He has since been released. Case under investigation.

Over the course of the weekend 30 alcohol and other town ordinance citations were issued by police personnel.

**Thursday, 09/16/10**

Night manager on duty

2 Troopers

Bars very active

Light to moderate rain

Very little foot traffic

No calls for service in complex

No violations observed

Crowd size N/A

No enforcement action taken

**Friday, 09/17/10**

Managers on site

2 Troopers

10 alcohol violations

It was decided, based upon the size and intoxication level of the crowd (reports of fights, vandalisms, noise complaints, etc), to have evening shift respond prior to breaking up the large gathering within the complex.

Carriage House Apts.- Estimated crowd of 3,000-3,500

All clear, no calls pending 0130hrs

One arrest for possession of marijuana.

**Saturday, 09/18/10**

No manager on site

3 Troopers

Carriage House Apts.- Estimated crowd of 2,000 – 3,000

Busy in town. A large party at Hunting Lodge Apts. Manager contacted and enroute from Hartford. Estimated crowd of 1,000. Several large and loud parties at residences on North Eagleville Rd. It was decided, based upon the size and intoxication level of the crowd (reports of fights, vandalisms, noise complaints, etc), to have evening shift respond prior to breaking up the large gathering within the complex.

**Thursday, 09/23/10**

Managers on site  
2 Troopers  
Carriage House Apts.- Estimated crowd of size under 1,000  
Bars were active  
Very little foot traffic  
No calls for service at Carriage House Apts.  
Crowd size N/A  
No enforcement action taken

**Friday, 9/24/10**

Managers on site  
2 Troopers  
2 alcohol violations  
Carriage House Apts.- Estimated crowd of 3,000-3,500  
All clear no calls pending 0200 hrs

**Saturday, 9/25/10**

Managers on site  
3 Troopers  
Estimated crowd of 3,000-3500 at Carriage House Apt  
**Estimated crowd of 6,000+ in around campus.**  
**(Largest non-Spring Weekend crowd to date.)**  
Numerous house parties (building floats for Homecoming parade)  
Assisted Fire Dept in putting out two bonfires (Apt building & private residence)  
3 alcohol violations  
Several large parties at residences on N. Eagleville Rd.  
It was decided, based upon the size and intoxication level of the crowd (reports of fights, vandalisms, noise complaints, etc), to have evening shift respond prior to breaking up the large gathering within the complex.  
All clear, no calls pending 0200 hrs

**09/30/10, Thursday-**

Crowds- N/A  
2 night mangers on duty  
2 Troopers  
Weather heavy rain and winds

**10/01/10, Friday-**

Carriage House Apts.- Crowd- 2500 plus  
2 night manager on duty  
2 Troopers  
2 Troop "K" Troopers assisted  
1 OPA Trooper on duty at Hunting Lodge Apartment  
11 town violation tickets issued  
2 DWI arrests  
1 Dumpster fire at Club House Apts.  
1 Medical call at Carriage House (intoxicated person)

**10/02/10, Saturday**

Crowd- 4,000 plus  
2 night managers on duty  
2 Troopers  
2 Troop "K" Troopers assisted  
1 Trooper on duty at Hunting Lodge Apartments  
11 town violation tickets issued  
Club House Apts. - live band "concert". Manager contacted and advised of band concert. Manager request that the "concert be shut down and crowd be cleared from the complex. It was decided, based upon the size and intoxication level of the crowd (reports of fights, vandalisms, noise complaints, etc), to have evening shift respond prior to breaking up the large gathering within the complex.  
Numerous reports of small "altercations" at Carriage House Apts. and on foot paths on Hunting Lodge Rd. The participants were highly intoxicated and belligerent. One in custody arrest at Carriage House (Criminal Trespass and interfering with police)  
Numerous house parties on Hunting Lodge RD, Rte. 195 and North Eagleville Rd.  
Crowds were highly intoxicated and aggressive. The UCONN Football Team won its Homecoming game earlier in the day and this win appeared to have fueled the revelry more than usual.

I am scheduling the normal 2, 2, and 3 for this Thursday thru Saturday at the Carriage House Apts. I will also have additional patrols (2 on Friday and 2 on Saturday) to augment the regular scheduled Resident Troopers.

**10/7/10, Thursday-**

**PERSONNEL:**

Resident Troopers (eves and / or mids) 2  
Troopers assigned to Carriage House 2  
Supplemental Mansfield patrol Troopers N/A  
Troop Evening shift hold over N/A  
Troop Midnight shift assistance N/A  
Other personnel N/A

**CROWD**

(Carriage House) N/A  
(Other) N/A

**TOWN VIOLATIONS ISSUED: N/A**

**ARRESTS: N/A**

**MEDICAL ASSISTS: N/A**

**CALLS FOR SERVICE 1900-0300:**

(TROOP) 61  
(MANSFIELD) 21

**10/8/10, Friday-**

**PERSONNEL:**

Resident Troopers (eves and / or mids) 2  
Troopers assigned to Carriage House 2  
Supplemental Mansfield patrols 2  
Troop Evening shift hold over N/A  
Troop Midnight shift assistance 4  
Other personnel (Lt, Sgt, other apartment OPA, other troops, traffic etc.) 1 (Sgt)

**CROWD (Carriage House)**

Personnel assisted management with controlling access to complex (closed to non residents and/or uninvited guests)  
(Other) @4-5,000 (Club House Apts., Hunting Lodge Apts., house parties Hunting Lodge Rd and North Eagleville Rd.

**TOWN VIOLATIONS ISSUED: 2 (noise) house party**

**ARRESTS: 2** infraction (creating public disturbance), 1 in custody arrest (interfering w/Police) House party Hunting Lodge Rd.

**MEDICAL ASSISTS: 1** (Hunting Lodge Rd.) assault victim transported to Windham Hospital.

**CALLS FOR SERVICE 1900-0300:**

(TROOP) 54  
(MANSFIELD) 14

**10/09/10, Saturday-**

**PERSONNEL:**

**Resident Troopers (eves and / or mids) 1**

Troopers assigned to Carriage House 3

Supplemental Mansfield patrols 2

Troop Evening shift hold over 5

Troop Midnight shift assistance 3

Other personnel (Lt, Sgt, other apartment OPA, other troops, traffic etc.) 1 (Sgt)

**CROWD**

(Carriage House) @3,000

(Other) @1,000

**TOWN VIOLATIONS ISSUED:** 8 (town alcohol citations)

**ARRESTS:** 1 in custody (interfering w/ Police) Carriage House

**MEDICAL ASSISTS:** 1 (Carriage House) transported to Windham Hospital.

**CALLS FOR SERVICE 1900-0300:**

(TROOP) 59

(MANSFIELD) 13

**Thursday October 14**

**Personnel**

4 Resident Troopers- regular shift (eves/mids)

2 Troopers assigned to Carriage House

**Crowd**

Bars were crowded

little pedestrian traffic due to inclement weather (rain).

**Enforcement Action** N/A

**CALLS FOR SERVICE 1900-0300:**

(TROOP) 48

(MANSFIELD) 6

**Friday October 15**

**Personnel**

2 Resident Troopers- regular shift (eves/mids)

2 Troopers assigned to Carriage House

2 Mansfield Supplemental Patrols

1 Other (Sgt)

**Crowd**

Bars were crowded. Minimal pedestrian traffic due to inclement weather (cold / drizzle) -

Enforcement Action N/A -car/pedestrian accident N. Eagleville Rd tied up resources at

@0130hours for remainder of shift. (Non life threatening injuries)

**CALLS FOR SERVICE 1900-0300:**

(TROOP) 39

(MANSFIELD) 8

**Saturday October 16**

**Personnel**

2 Mansfield Resident Troopers- regular shift (eves/mids)  
3 Troopers assigned to Carriage House  
2 Mansfield supplemental patrols  
1 other (Sgt)  
3 Troopers (Troop C midnight shift)

**Crowd**

Carriage House 1,500  
Hunting Lodge 700  
House parties Hunting Lodge Rd 300  
House Parties N Eagleville Rd 300  
Moderate pedestrian Traffic

**Enforcement Action**

10 parking tickets (2 vehicles towed)  
14 town citations issued (alcohol)  
-Responded to noise complaint @2100 hours on Hunting Lodge Rd. Upon arrival no violations heard or observed. No action taken.

**CALLS FOR SERVICE 1900-0300:**

(TROOP) 77  
(MANSFIELD) 40

**Thursday October 21**

**Personnel**

3 Mansfield Resident Troopers- regular shift (eves/mids)  
2 Troopers assigned to Carriage House

**Crowd**

Carriage House N/A  
Hunting Lodge Little foot traffic

**Enforcement Action**

3 State citations issued  
**CALLS FOR SERVICE 1900-0300:**  
(TROOP) 29  
(MANSFIELD) 11

**Friday October 22**

**Personnel**

3 Mansfield Resident Troopers- regular shift (eves/mids)  
2 Troopers assigned to Carriage House  
2 Mansfield supplemental patrols  
1 other (Sgt)  
1 Troop C midnight shift patrol

**Crowd**

Carriage House @500  
Hunting Lodge Light foot traffic  
House parties @500

**Enforcement Action**

19 State citations issued  
**CALLS FOR SERVICE 1900-0300:**  
(TROOP) 77  
(MANSFIELD) 32

**Saturday October 23**

**Personnel**

3 Mansfield Resident Troopers- regular shift (eves/mids)  
3 Troopers assigned to Carriage House  
2 Mansfield supplemental patrols  
1 other (Sgt)

**Crowd**

Carriage House 500  
Hunting Lodge Rd Moderate foot traffic  
House parties @1,000  
House Parties N Eagleville Rd @1,000

**Enforcement Action**

14 State citations issued  
8 Town citations issued  
**CALLS FOR SERVICE 1900-0300:**  
(TROOP) 63  
(MANSFIELD) 24

**Thursday October 28**

**Personnel**

2 Mansfield Resident Troopers - regular shift (eves/mids)  
2 Troopers assigned to Carriage House

**Crowd**

Carriage House 200  
Hunting Lodge Light foot traffic  
House parties Hunting Lodge Rd @200  
House Parties N Eagleville Rd @200

**Enforcement Action**

5 citations issued  
**CALLS FOR SERVICE 1900-0300: (TROOP) 68; (MANSFIELD) 12**

**Friday October 29**

**Personnel**

3 Mansfield Resident Troopers- regular shift (eves/mids)  
2 Troopers assigned to Carriage House  
2 Mansfield supplemental patrols  
1 other (Sgt)

**Crowd**

Carriage House 2,500  
Hunting Lodge Moderate foot traffic  
House parties Hunting Lodge Rd @1,000  
House Parties N Eagleville Rd @1,000

**Enforcement Action**

7 State citations issued  
8 Town citations issued  
**CALLS FOR SERVICE 1900-0300:**  
(TROOP) 57  
(MANSFIELD) 18

**Saturday October 30**

**Personnel**

2 Mansfield Resident Troopers- regular shift (eves/mids)  
3 Troopers assigned to Carriage House  
2 Mansfield supplemental patrols  
2 other (Sgt / Lt)  
5 Troop C midnight shift patrols  
4 Troopers (Troops K and D)

**Crowd**

Carriage House @8-10,000  
Hunting Lodge Extremely heavy foot traffic  
House parties Hunting Lodge Rd. @2,000  
House Parties N Eagleville Rd. @2,000

**Enforcement Action**

State citations issued 6  
**CALLS FOR SERVICE 1900-0300:**  
(TROOP) 66  
(MANSFIELD) 23

**Sunday October 31**

**Personnel**

3 Mansfield Resident Troopers- regular shift (eves/mids)

2 Troopers assigned to Carriage House

2 Mansfield supplemental patrols

2 other (Sgt/Lt)

**Crowd**

Carriage House 200

Hunting Lodge Light foot traffic

House parties Hunting Lodge Rd @500

House Parties N Eagleville Rd @500

**Enforcement Action**

3 State citations issued

1 Town citations issued

**CALLS FOR SERVICE 1900-0300:**

(TROOP) 52

(MANSFIELD) 12

Respectfully,

*Sergeant James Kodzis #219*

*Connecticut State Police*

*Mansfield Resident Trooper's Office*

*4 South Eagleville Road*

*Storrs/Mansfield, CT 06268*

*(860) 429-6024*

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt*  
**CC:** Maria Capriola, Assistant to the Town Manager; Cherie Trahan, Director of Finance  
**Date:** January 10, 2011  
**Re:** FY 2011/12 Budget Review Calendar

---

**Subject Matter/Background**

For your reference, I have attached a copy of the Fiscal Year 2011/12 Budget Review Calendar.

We were able to move the following two Thursday night meetings to Tuesday evenings:

- Thursday, April 7, 2011 moved to Tuesday, April 12, 2011
- Thursday, April 21, 2011 moved to Tuesday, April 19, 2011

These are the only Tuesday evenings available to essential staff members, who need to be available to cover Board of Education meetings. The following Thursday evening meetings currently remain as scheduled:

- March 24, 2011 – Council Budget Workshop
- March 31, 2011 – Public Information Session
- April 14, 2011 – Council Budget Workshop with the Board of Education in advance of Regular Board of Education meeting
- April 28, 2011 – Public Information Session

I realize that the revised schedule may pose conflicts for some Council members. However, I do not believe that it would be wise to hold a public information session during the morning, as it would be difficult for the public to attend. We will do our best to tape all of the budget workshops and public information meetings.

Please review the calendar and let me know by consensus if this meets the Council's approval.

**Attachments**

- 1) FY 2011/12 Budget Review Calendar

**BUDGET REVIEW CALENDAR  
FOR BUDGET YEAR 2010-11**

<u>DATE</u>	<u>TIME</u>	<u>ITEM</u>
Mar. 23	Wen 7:00 PM	Budget Presented to Town Council - Council Chambers - Beck Building - Introduction to the Budget & Review of Process
Mar. 24	Thu 7:00 PM	Council Budget Workshop - Council Chambers - Beck Building - Major Cost Drivers - Policy changes & initiatives (Issue Papers) - Discussion questions
Mar. 30	Wed 6:30 PM	Council Budget Workshop - Council Chambers - Beck Building - Board of Education budget - General Fund Revenue Review - Programmatic Review (review narratives) = General Government/Town Wide (Including Contrib. To Area Agencies) = Public Safety = Community Services = Community Development = Public Works
Mar. 31	Thu 7:00 PM	Public Information Session #1 on Mgr's budget - Council Chambers - Beck Building
Apr. 4	Mon 6:30 PM	Council Budget Workshop - Question & Answer Session - Buchanan Auditorium - Mansfield Public Library - Operating Transfers to Other Funds = Parks & Recreation Fund = Debt Service Fund = Downtown Partnership - Internal Service Funds - Health Insurance, Worker's Compensation & Management Services = Health Insurance Fund = Worker's Compensation Fund = Management Services Fund - Other Agencies/Funds = Day Care Fund = Eastern Highlands Health District = Cemetery Fund/Long Term Investment Pool
Apr. 11	Mon 7:30 PM	Public Hearing on Budget Council Chambers - Audrey P. Beck Municipal Building
Apr. 12	Tue 6:30 PM	Council Budget Workshop - Council Chambers - Beck Building - Capital Improvement Program - Capital Nonrecurring Fund - Solid Waste Fund and Town Aid Road Fund - Sewer Funds
Apr. 14	Thu 6:30 PM	Council Budget Workshop Board of Education discussion with Board (before Board's regular meeting) Council Chambers - Beck Building
Apr. 18- 22		School Break
Apr. 19	Tue 6:30 PM	Adoption of Budget and Recommended Appropriations Community Room - Mansfield Community Center
Apr. 20	Wen 6:30 PM	Adoption of Budget and Recommended (if necessary) Appropriations Council Chambers - Beck Building
Apr. 28	Thu 7:00 PM	Public Information Session #2 Council Chambers - Beck Building
May 3	Tue 6AM - 8PM	Region #19 Budget Referendum Held in the towns of Ashford, Mansfield and Willington
May 10	Tue 7:00 PM	Annual Town Meeting Mansfield Middle School Auditorium



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt*  
**CC:** Maria Capriola, Assistant to the Town Manager;  
**Date:** January 10, 2011  
**Re:** Terms of Appointment for Ethics Board Members

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**Subject Matter/Background**

The members of the Committee on Committees met on December 20, 2010 and continued their discussions regarding the terms of appointments to the Board of Ethics. The Committee began by noting that the ordinance creating the Board of Ethics required that for the **initial** term one member would serve a one-year term, two would serve two-year terms and the remaining two would serve for terms of three years. After each of these five terms ended, all terms would be for three years, and those filling interim vacancies would serve until the end of the three-year term of the replaced member, or until replaced or reappointed thereafter per Mansfield Code section A-7(H).

Next, to reflect the intent of the Town Council when it adopted the original Ethics ordinance in June 1995, the Committee developed a timeline which projects original Board member appointment dates going forward. The resulting time line is attached hereto.

If acceptable to the Council, the Committee will structure all subsequent appointments to the Ethics Board based on the following information - if a member resigns mid-term, the applicant will be appointed to fill the remainder of that term only and any additional terms will be for a three-year period per the ordinance. Each term will expire on June 30<sup>th</sup> of the given year. Meanwhile, as noted above, Town of Mansfield Code § A192-7(H) provides that members continue to serve until they are reappointed or replaced.

**Recommendation**

If the Council is in agreement with the changes proposed by the Committee on Committees and reviewed by the Town Attorney, the approval of the following resolution would be in order:

*RESOLVED, effective January 10, 2011, to approve the recommendations of the Committee on Committee regarding the terms of appointments to the Board of Ethics, as outlined in this memo and the attached timeline.*

**Attachments**

1) Timeline for the Board of Ethics from 1996 Forward

TIMELINE FOR BOARD OF ETHICS FROM 1996 FORWARD																		
	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Ferraro - 1year initial	x	x			x			x			x			x				
Lamb/Nesselroth - 3 year initial	x			x			x			x			x			x		
Plank/Smith - 2 year initial	x		x			x			x			x			x			x
Stevens - 3 year initial	x			x			x			x			x			x		
McCabe/Sikoski - 2 year initial	x		x			x			x			x			x			
Notes: The first name listed first served in 1996, when the Ethics Board first convened. The second name is the current holder of that position. The x's are the appropriate reappointment dates, establishing 3 year terms after initially unequal terms of office.																		



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt*  
**CC:** Maria Capriola, Assistant to Town Manager; Cherie Trahan, Director of Finance  
**Date:** January 10, 2011  
**Re:** Budget/Salary Transfers for FY 2010/11

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**Subject Matter/Background**

Attached please find the recommended budget/salary transfers for FY 2010/11, as well as an explanatory memorandum from the Director of Finance.

**Recommendation**

Staff will be available to take any questions that the Town Council may have, and recommends that the Council approve the budget/salary transfers as presented.

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

*Move, effective January 10, 2010, to approve the Budget/Salary Transfers for FY 2010/11, as presented by the Director of Finance in her correspondence dated December 14, 2010.*

**Attachments**

- 1) C. Trahan Re: Budget Transfers for FY 2010/2011
- 2) Town of Mansfield, Budget Transfers

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**INTEROFFICE MEMORANDUM**

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**TO:** MANSFIELD TOWN COUNCIL  
**FROM:** CHERIE TRAHAN  
**SUBJECT:** BUDGET TRANSFERS 2010/2011  
**DATE:** 12/14/10

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Budget transfers for the fiscal year 2010/2011 are listed below. A brief description of the requested transfers over \$1,000 is detailed below. Funds are budgeted in Contingency for these items leaving a balance of \$71,070 in Contingency. The net affect of these changes is an increase of \$12,730.

- Municipal – Increase \$1,220 – Due to approved annual increase for Non-Union employees.
- Personnel – Increase \$7,060 – Due to approved annual increase for Non-Union employees.
- Town Clerk – Increase \$1,060 – Due to approved annual increase for Non-Union employees.
- Finance Administration – Increase \$1,690 – Due to approved annual increase for Non-Union employees.
- Accounting & Disbursements – Decrease \$31,360 – This net decrease is a result of the resignation of the Controller/Treasurer, reclassification of departmental staff, a vacancy due to the retirement of one Finance Clerk position, and the decrease of grant funding for accountant's position.
- Revenue Collections – Increase \$4,700 – Due to the increase in hours for temporary help to cover the hours that are no longer filled by a Finance Clerk due to a retirement in the Finance Department (Accounting & Disbursements).
- Information Technology – Increase \$1,800 – Reclassification of annual software expense for Facilities Management. Offsetting reduction can be found in Facilities Management.
- Police Services – Decrease \$12,800 – Due to the retirement of one part-time police officer.
- Fire Marshal – Increase \$1,670 – Due to approved annual increase for Non-Union employees.

- Fire & Emergency Services – Increase \$7,600 – Due to approved annual increase for Non-Union employees. Also due to the promotion of a fire fighter to Captain.
- Public Works Administration – Increase \$20,070 – Reorganization of Town Hall administrative staff, offsetting reduction can be found in Planning Administration (\$17,580). Balance due to approved annual increase for Non-Union employees.
- Public Works Supervision & Operations – Increase \$1,860 – Due to approved annual increase for Non-Union employees.
- Road Services – Increase \$11,540 – Due to contract negotiations.
- Grounds Maintenance – Increase \$5,380 – Due to contract negotiations.
- Equipment Maintenance – Increase \$3,660 – Due to contract negotiations.
- Engineering – Decrease \$7,500 – Due to reduction of hours of the Engineering intern.
- Building Inspection – Increase \$2,040 – Due to approved annual increase for Non-Union employees.
- Facilities Management – Increase \$3,390 – Net increase due to contract negotiations, Due to approved annual increase for Non-Union employees and the reclassification of annual software expenses.
- Human Services – Increase \$2,130 – Due to approved annual increase for Non-Union employees.
- Senior Services – Decrease \$4,470 – This is a net savings from hiring of the Senior Services Coordinator at a lower step than budgeted, the additional hours worked by Kitchen Aide not budgeted for, and the approved annual increase for Non-Union employees.
- Library Administration – Increase \$5,150 – Due to approved annual increase for Non-Union employees.
- Planning Administration – Decrease \$16,190 – Net reduction from the reorganization of Town Hall administrative staff and the approved annual increase for Non-Union employees.

TOWN OF MANSFIELD  
BUDGET TRANSFERS  
FY 2010/2011

ACCOUNT NUMBER	DEPT	OBJECT	APPROP	ESTIMATED	INCREASE	(DECREASE)	ADJUSTED APPROP
111 12100 51601 06	Municipal	Regular	182,420	183,636	1,220	0	183,640
111 12200 51601 06	Personnel	Regular	37,730	38,590	860	0	38,590
111 12200 51602 06	Personnel	Part time (B)	24,820	31,020	6,200	0	31,020
111 14200 51604 06	Registrars	Elected Officials	51,810	51,810	0	0	51,810
111 14200 51605 06	Registrars	Part time	1,300	1,300	0	0	1,300
111 15100 51201 06	Town Clerk	Regular - CSEA	96,930	96,930	0	0	96,930
111 15100 51601 06	Town Clerk	Regular	71,080	72,680	1,600	0	72,680
111 16100 51601 06	Finance Adm	Regular	47,030	48,720	1,690	0	48,720
111 16200 51201 06	Acctg & Disb.	Regular - CSEA	118,450	90,850	0	(27,600)	90,850
111 16200 51601 06	Acctg & Disb.	Regular	117,690	107,060	0	(10,630)	107,060
111 16200 51603 06	Acctg & Disb.	Temporary	0	6,870	6,870	0	6,870
111 16300 51201 06	Revenue Coll	Regular - CSEA	97,780	97,770	0	(10)	97,770
111 16300 51205 06	Revenue Coll	OT - Straight time	1,000	1,000	0	0	1,000
111 16300 51603 06	Revenue Coll	Temporary	2,000	10,190	8,190	0	10,190
111 16300 51605 06	Revenue Coll	Part-time NB	3,420	0	0	(3,420)	0
111 16402 51201 06	Assessment	Regular - CSEA	177,330	177,330	0	0	177,330
111 16402 51204 06	Assessment	OT - 1 1/2 CSEA	2,000	2,000	0	0	2,000
111 16402 51205 06	Assessment	OT - Straight time	4,000	4,000	0	0	4,000
111 16402 51605 06	Assessment	Part-time NB	3,000	3,000	0	0	3,000
111 16600 53119 06	Information Technolo	LAN/WAN	10,000	11,800	1,800	0	11,800
111 21200 51201 06	Police Serv	Regular - CSEA	44,390	44,390	0	0	44,390
111 21200 51302 06	Police Serv	Part time - NB	63,260	50,460	0	(12,800)	50,460
111 21200 51305 06	Police Serv	Reimb. OT	25,000	25,000	0	0	25,000
111 21300 51201 13	Animal Cntrl	Regular - CSEA	53,020	53,020	0	0	53,020
111 21300 51202 13	Animal Cntrl	Part time - CSEA - B	23,360	24,000	640	0	24,000
111 21300 51204 13	Animal Cntrl	OT - 1 1/2 CSEA	1,290	1,290	0	0	1,290
111 21300 51605 13	Animal Cntrl	Part time NB	1,850	1,850	0	0	1,850
111 22101 51201 06	Fire Marshall	Regular - CSEA	10,880	10,880	0	0	10,880
111 22101 51508 06	Fire Marshall	Volunteer Incentive Prg.	4,500	4,500	0	0	4,500
111 22101 51601 06	Fire Marshall	Regular	50,230	51,360	1,130	0	51,360
111 22101 51605 06	Fire Marshall	Part time - NB	24,320	24,860	540	0	24,860
111 22155 51203 06	Fire & Emer Svc	Part time NB CSEA	23,040	24,420	1,380	0	24,420
111 22155 51508 06	Fire & Emer Svc	Volunteer Incentive Prg.	40,000	40,000	0	0	40,000
111 22155 51601 06	Fire & Emer Svc	Regular	99,530	101,770	2,240	0	101,770
111 22160 51501 16	Fire & Emer Svc	Regular	746,140	750,120	3,980	0	750,120
111 22160 51503 16	Fire & Emer Svc	Part time	195,000	195,000	0	0	195,000
111 22160 51504 16	Fire & Emer Svc	Training	10,000	10,000	0	0	10,000
111 22160 51505 16	Fire & Emer Svc	OT - 1 1/2	125,000	125,000	0	0	125,000
111 23100 51016 06	Emer Mgmt	SRL Grant Deduction	(4,320)	(4,320)	0	0	(4,320)
111 23100 51201 06	Emer Mgmt	Regular CSEA	10,880	10,880	0	0	10,880
111 23100 51601 06	Emer Mgmt	Regular	33,490	34,240	750	0	34,240
111 23100 51605 06	Emer Mgmt	Part-time NB	6,920	7,074	150	0	7,070

**TOWN OF MANSFIELD  
BUDGET TRANSFERS  
FY 2010/2011**

ACCOUNT NUMBER	DEPT	OBJECT	APPROP	ESTIMATED	INCREASE	(DECREASE)	ADJUSTED APPROP
111 30100 51201 06 PW Admn.		Regular - CSEA	18,110	35,690	17,580	0	35,690
111 30100 51405 06 PW Admn.		Town Aid Deduction	(56,200)	(56,200)	0	0	(56,200)
111 30100 51601 06 PW Admn.		Regular	115,440	117,930	2,490	0	117,930
111 30200 51601 07 PW Oper.		Regular	82,400	84,260	1,860	0	84,260
111 30300 51401 07 Road Serv.		Regular	523,250	534,790	11,540	0	534,790
111 30300 51402 07 Road Serv.		OT - 1 1/2	57,000	57,000	0	0	57,000
111 30300 51603 07 Road Serv.		Temporary	15,400	15,400	0	0	15,400
111 30400 51401 07 Grounds Maint		Regular	259,990	265,370	5,380	0	265,370
111 30400 51402 07 Grounds Maint		OT - 1 1/2	11,480	11,480	0	0	11,480
111 30400 51603 07 Grounds Maint		Temporary	26,800	26,800	0	0	26,800
111 30600 51401 07 Equip. Maint		Regular	165,220	168,880	3,660	0	168,880
111 30600 51402 07 Equip. Maint		OT - 1 1/2	12,000	12,000	0	0	12,000
111 30700 51201 06 Engineering		Regular - CSEA	151,020	151,020	0	0	151,020
111 30700 51605 06 Engineering		Part time NB	20,000	12,500	0	(7,500)	12,500
111 30800 51201 06 Building Insp		Regular - CSEA	26,480	26,480	0	0	26,480
111 30800 51601 06 Building Insp		Regular	90,320	92,360	2,040	0	92,360
111 30800 51602 06 Building Insp		Part time (B)	22,630	23,300	670	0	23,300
111 30810 51201 06 Housing Code Insp		Regular - CSEA	85,840	85,840	0	0	85,840
111 30810 51205 06 Housing Code Insp		OT - Straight time	200	200	0	0	200
111 30810 51602 06 Housing Code Insp		Part time (B)	7,540	7,770	230	0	7,770
111 30900 51103 06 Facilities Managemet		Maint. Personnel	170,590	173,640	3,050	0	173,640
111 30900 51113 06 Facilities Managemet		Substitutes	1,200	1,200	0	0	1,200
111 30900 51120 06 Facilities Managemet		OT Straight Time	2,300	2,300	0	0	2,300
111 30900 51121 06 Facilities Managemet		OT Double Time	1,000	1,000	0	0	1,000
111 30900 51122 06 Facilities Managemet		OT - 1 1/2	14,000	14,000	0	0	14,000
111 30900 51201 06 Facilities Managemet		Regular CSEA	17,420	17,410	0	(10)	17,410
111 30900 51601 06 Facilities Managemet		Regular	95,240	97,380	2,140	0	97,380
111 30900 55423 06 Facilities Managemet		System Support	1,800	0	0	(1,800)	0
111 42100 51201 06 Human Services		Regular - CSEA	95,020	95,020	0	0	95,020
111 42100 51601 06 Human Services		Regular	94,850	96,980	2,130	0	96,980
111 42210 51027 06 Youth Serv		YS Grant	(16,340)	(16,340)	0	0	(16,340)
111 42210 51201 06 Youth Serv		Regular - CSEA	137,690	137,690	0	0	137,690
111 42210 51602 06 Youth Serv		Part-time (B)	20,000	20,000	0	0	20,000
111 42300 51029 12 Senior Serv		TVCCA Grant Deduction	(2,580)	(2,580)	0	0	(2,580)
111 42300 51201 12 Senior Serv		Regular - CSEA	120,280	115,260	0	(5,020)	115,260
111 42300 51602 12 Senior Serv		Part time (B)	49,300	50,710	1,410	0	50,710
111 42300 51605 12 Senior Serv		Part time	8,200	7,340	0	(860)	7,340
111 43100 51201 08 Library Adm		Regular - CSEA	120,510	120,510	0	0	120,510
111 43100 51202 08 Library Adm		Part time-B-CSEA	46,390	46,390	0	0	46,390
111 43100 51601 08 Library Adm		Regular	248,900	254,050	5,150	0	254,050
111 43100 51605 08 Library Adm		Part time	56,790	56,790	0	0	56,790
111 51100 51201 06 Planning Adm		Regular - CSEA	124,420	106,840	0	(17,580)	106,840
111 51100 51601 06 Planning Adm		Regular	99,860	101,250	1,390	0	101,250
111 73000 56312 06 Contingency			83,800	71,070		(12,730)	71,070
			<u>\$ 5,863,130</u>	<u>\$ 5,863,130</u>	<u>\$ 99,960</u>	<u>\$ (99,960)</u>	<u>\$ 5,863,130</u>

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**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; Curt Vincente, Director of Parks and Recreation  
**Date:** January 10, 2011  
**Re:** Fee Waiver Program

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**Subject Matter/Background**

The past several years, we have seen a significant increase in the number of fee waiver applications and cost. The majority of our fee waivers are for parks and recreation activities, and community center memberships and activities. Our practice over the last couple of years has been to fund the fee waivers to the extent of the budget, and, in the following year, fund any balance remaining. For fiscal year 2009/10 actual fee waivers totaled \$122,018, which is \$35,018 more than the budget of \$87,000. For the current fiscal year we have budgeted \$100,850. While we increased this budget by 16 percent, we anticipate we will again be short of budget by approximately \$20,000-25,000.

On December 16, 2010, Curt Vincente and Cherie Trahan discussed this issue with the Finance Committee. The policy question here is whether the Council would like to continue to fund the fee waivers as defined in the Fee Waiver Ordinance or initiate a review of the ordinance.

**Financial Impact**

An additional \$35,018 appropriation will be necessary to fund the 2009/10 deficit funding this year. We will make every attempt to fund this from savings in other areas and will include a transfer request seeking your approval, as part of the yearend transfers for 2010/11. The proposed fiscal year budget for 2011/12 should be approximately \$150,000, broken down as \$125,000 for 2011/12 fee waivers and \$25,000 for the deficit funding for 2010/11. This would be a 48.7 percent increase over the current year budget.

**Recommendation**

The Finance Committee discussed this item on December 16, 2010 and agreed that the fee waiver program is a very important service provided by the Town and warrants a full Council discussion.

**Attachments**

- 1) Fee Waiver Ordinance
- 2) Fee Waiver Yearly Comparison Chart



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[ARTICLE III. Fee Waivers](#)

- [§ 122-3. Title.](#)
- [§ 122-4. Intent.](#)
- [§ 122-5. Eligibility criteria.](#)
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- [§ 122-8. Review of waivers; changes to information.](#)
- [§ 122-9. Confidential information.](#)
- [§ 122-10. Applicability.](#)

**ARTICLE III. Fee Waivers**

**[Adopted 2-10-1997, effective 3-8-1997** Editor's Note: This ordinance also superseded former Article III, Fee Waivers, adopted 1-28-1991, effective 2-26-1991 **]**

**§ 122-3. Title.**

This article shall be known and may be cited as the "Town of Mansfield Fee Waivers Ordinance."

**§ 122-4. Intent.**

It is the Town's intention to encourage participation and to provide services to all residents of the Town regardless of their financial status.

**§ 122-5. Eligibility criteria.**

**[Amended 10-14-2003, effective 11-10-2003]**

A. This subsection shall apply to all of the services subject to this article and set forth in § 122-10, with the exception of the after-school program listed in § 122-10A below. Applicable fees not reimbursed by a third party will be reduced by 90% for residents of the Town of Mansfield who present sufficient evidence that they are enrolled in the Medicaid (Title XIX) program, or that their current adjusted gross family or household income does not exceed 130% of the federally determined level of poverty. Fifty percent of fees will be waived for residents whose current adjusted gross family or household income does not exceed 185% of the federally determined level of poverty. Unreimbursed medical expenses exceeding 3% of adjusted gross income will be deducted in determining gross income for the purpose of this program. The eligibility criteria set forth in this subsection may be changed by resolution of the Town Council.

B. For the ambulance fees listed in § 122-10I below only, applicants who qualify for a fee reduction of 90% per the immediately preceding subsection of this article shall instead receive a fee reduction of 100%. The fee reduction rates set forth in this subsection may be changed by resolution of the Town Council.

**§ 122-6. Requests.**

Requests must be made on a Town of Mansfield application form.

**§ 122-7. Verification of information.**

The information on the application may be verified by Town officials at any time during the year.

**§ 122-8. Review of waivers; changes to information.**

Waivers need to be reinstated on a yearly basis unless circumstances warrant a more frequent review. Any

changes in family size or household income must be reported.

**§ 122-9. Confidential information.**

The information provided will be treated confidentially and will be used only for eligibility determinations and verification of data.

**§ 122-10. Applicability.**

The following services are subject to this article:

- A. Recreation programs (excluding bus trips and more than two summer camp sessions per child).
- B. Planning and zoning fees.
- C. Inland wetland fees.
- D. Zoning Board of Appeals fees.
- E. (Reserved) Editor's Note: Former Subsection E, Subsurface sewage disposal and water supply wells, was repealed 8-8-2005, effective 9-3-2005.
- F. (Reserved) Editor's Note: Former Subsection F, Junk car disposal, was repealed 8-8-2005, effective 9-3-2005.
- G. Solid waste disposal.
- H. Recycling fees.
- I. Ambulance fees.
- J. Community Center memberships and programs.

**[Added 10-14-2003, effective 11-10-2003]**

- K. Parks and Recreation after-school program.

**[Added 12-8-2003, effective 1-3-2004]**

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TOWN OF MANSFIELD  
PARKS and RECREATION DEPARTMENT  
FEE WAIVER YEARLY COMPARISONS

	FY 09/10	FY 08/09	FY 07/08	FY 06/07	FY 05-06	FY 04/05	FY 03/04	FY 02/03	FY 01/02	FY 00/01	FY 99/00	FY 98/99	FY 97/98	FY 96/97	FY 95/96	FY 94/95	FY 93/94	FY 92/93
<b>SUMMER</b>																		
CC Swim Lessons	2,319.00	3,959.60	3,289.00	6,124.20	4,379.70	655.00												
CC Fitness	441.40	in swim	in swim	in swim	in swim	in swim												
CC Memberships	11,771.00	9,714.00	9,650.00	7,717.40	4,087.12	1,405.39												
Day Camp	31,891.10	23,208.40	20,140.00	20,437.30	21,877.90	22,127.40	20,829.65	25,355.00	19,617.00	26,097.00	31,003.40	22,663.46	27,124.50	26,300.00	16,972.50	16,716.00	12,247.50	6,940.00
Specialty Camps	2,212.50	in camp	in camp	in camp	in camp	in camp	in camp	in camp										
Aquatics								1,368.00	706.00	606.50	959.00	1,038.00	858.00	2,559.00	3,426.00	1,422.00	1,275.00	527.00
Youth Programs	1,066.20	606.60	300.00	85.50	89.30	420.00	2,569.28	585.00	382.50	581.00	1,289.50	872.50	909.00	390.00	740.00	315.00	565.00	105.00
Adult Programs	350.10	542.70	119.00	274.00	85.50	548.80	549.55	1,093.00	300.00	336.50	512.50	539.00	848.00	484.00	530.00	225.00	35.00	120.00
Pond Passes	0.00	0.00	18.00	18.00	0.00	71.00	0.00	90.00	50.00	102.50	187.50	187.50	135.00	205.00	0.00	180.00	165.00	80.00
Special Events	0.00	9.00	0.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00
	50,051.30	38,040.30	33,516.00	34,656.40	30,519.52	25,227.59	24,000.48	28,491.00	21,055.50	27,723.50	33,951.90	25,300.46	29,874.50	29,938.00	21,693.50	18,858.00	14,287.50	7,772.00
<b>FALL</b>																		
CC Swim Lessons	2,812.80	3,142.40	2,507.50	4,763.90	6,259.19	5,259.89	1,887.80											
CC Fitness	1,634.40	in swim	in swim	in swim	in swim	in swim	in swim											
CC Memberships	11,774.00	3,112.15	5,950.00	2,900.50	5,810.50	6,585.07	starts in 04/05											
Camps	528.90	in youth	in youth	in youth	in youth	in youth	in youth	in youth										
Youth Programs	5,711.50	10,678.14	8,289.05	5,666.70	384.20	2,537.40	2,961.50	3,483.50	3,902.50	2,772.00	2,400.50	1,605.50	1,287.00	2,228.00	1,647.50	1,739.00	872.50	386.00
Adult Programs	182.70	424.80	505.50	211.50	36.00	141.00	434.00	1,350.00	1,122.50	587.00	1,048.00	255.50	306.00	916.00	330.00	67.50	35.00	30.00
Aquatics								420.00	432.00	504.00	640.00	593.50	490.00	665.00	540.00	330.00	330.00	176.00
Special Events	81.00	67.50	94.50	108.50	92.20	11.30	25.20	16.00	14.00	0.00	427.00	0.00	68.00	26.00	0.00	0.00	0.00	0.00
	22,725.40	17,424.99	17,346.55	13,851.10	12,582.09	14,534.66	5,308.50	5,269.50	5,471.00	3,863.00	4,515.50	2,454.50	2,151.00	3,837.00	2,517.50	2,136.50	1,237.50	592.00
<b>WINTER</b>																		
CC Swim Lessons	2,007.50	3,593.75	3,418.51	5,063.00	6,222.73	5,261.39	1,444.60											
CC Fitness	1,540.53	in swim	in swim	in swim	in swim	in swim	in swim											
CC Memberships	11,367.42	11,410.00	11,540.99	9,392.13	13,995.00	12,628.13	starts in 04/05											
Camps	3,037.20	in youth	in youth	in youth	in youth	in youth	in youth	in youth										
Youth Programs	4,850.97	9,852.15	8,239.40	5,250.35	2,312.50	3,706.02	3,593.40	7,653.50	4,808.10	3,112.50	2,418.50	3,458.50	4,198.25	2,076.00	3,146.00	2,259.50	1,338.50	650.00
Adult Programs	1,329.20	607.50	392.70	46.20	134.00	90.00	240.30	594.00	55.00	138.00	738.00	811.00	1,328.00	727.00	285.00	0.00	0.00	75.00
Aquatics								408.00	496.00	147.00	625.00	319.00	489.50	630.00	350.00	330.00	270.00	250.00
Special Events	162.50	68.40	56.70	54.40	53.10	116.10	11.50	0.00	8.00	0.00	6.00	0.00	10.00	13.00	0.00	0.00	0.00	0.00
Youth Basketball	1,357.50	in youth	in youth	in youth	in youth	in youth	in youth	1,024.00	580.00	305.00	425.00	482.50	567.50	422.50	335.00	150.00	0.00	0.00
	25,652.82	25,531.80	23,648.30	19,806.08	22,717.33	21,801.64	6,313.80	9,235.50	5,672.10	3,822.50	4,270.00	4,976.00	6,448.25	3,781.00	3,931.00	2,589.50	1,608.50	1,150.00
<b>SPRING</b>																		
CC Swim Lessons	2,135.00	3,766.27	2,070.74	3,582.60	5,541.90	5,950.32	1,958.00											
CC Fitness	2,102.57	in swim	in swim	in swim	in swim	in swim	in swim											
CC Memberships	11,510.00	8,945.36	9,305.10	4,846.50	8,445.00	5,932.50	starts in 04/05											
Camps	3,568.90	in youth	in youth	in youth	in youth	in youth	in youth	in youth										
Youth Programs	3,722.73	8,564.40	6,453.30	5,364.00	3,921.10	3,312.10	2,675.25	1,470.50	5,265.50	3,516.50	3,440.50	2,043.00	3,459.00	1,941.50	3,167.50	1,641.00	1,650.00	1,157.00
Adult Programs	436.50	574.20	324.60	92.00	370.90	730.45	169.00	29.00	682.00	916.00	637.00	398.25	738.00	829.00	365.00	410.00	105.00	50.00
Aquatics									0.00	0.00	0.00	350.00	576.00	480.00	270.00	300.00	360.00	0.00
Special Events	112.50	0.00	45.00	5.00	63.30	159.90	65.40	0.00	49.00	13.00	60.00	9.00	20.00	0.00	0.00	0.00	0.00	0.00
Youth Baseball/Soff.	in youth	in youth	in youth	in youth	in youth	in youth	in youth	175.50	335.00	370.00	200.00	650.00	682.50	580.00	662.50	525.00	655.00	370.00
	23,588.20	19,850.23	18,198.74	13,890.10	18,342.20	16,085.27	5,043.16	1,834.50	6,366.50	4,645.50	4,787.50	3,482.75	5,373.00	3,913.00	4,327.50	3,006.00	2,485.00	1,522.00
<b>TOTAL</b>	<b>122,017.72</b>	<b>100,847.32</b>	<b>92,709.59</b>	<b>82,003.68</b>	<b>84,161.14</b>	<b>77,849.16</b>	<b>40,685.93</b>	<b>44,830.50</b>	<b>38,565.10</b>	<b>40,054.50</b>	<b>47,524.90</b>	<b>38,213.71</b>	<b>43,846.75</b>	<b>41,468.00</b>	<b>32,469.50</b>	<b>26,590.00</b>	<b>19,618.50</b>	<b>11,036.00</b>

Town of Mansfield  
 Fee Waivers  
 111-42100-56306-06

Fiscal Year	Budget	% Incr	Actual Waiver	Difference	Paid
2004/05	50,000		77,649	27,649	50,000
2005/06	50,000		84,161	34,161	50,000
2006/07	75,000	50.0%	82,004	7,004	75,000
2007/08 ***	78,250	4.3%	92,710	14,460	78,250
2008/09	85,260	9.0%	100,910	15,650	99,720
2009/10	87,000	2.0%	122,018	35,018	102,650
2010/11 Est	100,850	15.9%	125,000	24,150	135,868
2011/12 Est	125,000	23.9%	125,000	-	149,150

\*\*\* Began funding the difference in the following year.

PAGE  
BREAK

# Memo

To: Town Council  
From: Matt Hart, Town Manager  
CC: Maria Capriola, Sara-Ann Chaine, Audrey Conrad  
Date: December 13, 2010  
Re: Quarterly Status Report: July – September 2010

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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
  - Provided update to Council on October 25, 2010. Masonicare has renewed option on Maple Road and is conducting due diligence (e.g. water yield testing) at site. Will provide another update to Council in late January 2011.
  
- 2) Community/campus relations
  - Assisted Community Quality of Life Committee (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
  - In collaboration with Mansfield Community-Campus Partnership (MCCP), staff has implemented pilot blight and litter reduction program in the Hunting Lodge Road neighborhood, including litter pick-up and changing the day of trash service. Refuse and recycling containers to be installed in the spring along Hunting Lodge Road; continue CQLC ordinance review efforts
  - Prepared for return of students for fall 2010 semester and monitored public safety response to off-campus parties
  - Served on UConn Spring weekend Task Force in conjunction with Mayor Paterson; Town-University Relations Committee to complete after-action report for Spring Weekend 2010

- 3) Community water and wastewater issues
  - Continued to serve as member of UConn's Water and Wastewater Advisory Committee
- 4) Economic Development
  - Worked with staff to develop focused business visitation program and to update economic and community development webpage and online resources
  - Staff working to add Mansfield commercial properties to Connecticut Economic Resource Center (CERC) SiteFinder database/website
- 5) Operating Budget and Capital Improvement Program (CIP)
  - Department heads preparing budget requests, revenue projections, and program narratives for FY 2011/12 budget. Budget analysis to be conducted by budget team
  - Initiated capital budgeting process for FY 2011/12 and 5-year capital improvement plan
  - Issued *Citizen's Guide to the Budget* as a direct mail piece to all residential addresses in Town
  - Will submit Proposed FY 2011/12 Budget and CIP to Council in late March 2011
- 6) Four Corners water and sewer project
  - Hired firm of Environmental Partners to complete water resource study
  - Environmental Partners to review draft report with Four Corners Advisory Committee in January 2011
- 7) Mansfield Community Center
  - Staff completed renovations and maintenance as part of annual shut-down week
  - In September, staff provided Council with an update and received approval for modest changes to fee schedule
  - Using Community Development Block Grant (CDBG) funds, completed second fully accessible family changing room at Community Center
- 8) Mansfield 2020: A Unified Vision (strategic plan)
  - Conducted strategic planning team meeting and provided update to Council at its September 27, 2010 meeting; making good progress on all vision points
  - Will conduct strategic planning team meeting and provide update to Council in Winter-Spring 2011 to help prepare Council for review of Proposed FY 2011/12 Budget and CIP
- 9) Mansfield Downtown Partnership and Storrs Center
  - Selected designer for parking garage and intermodal facility and transit pathway
  - Continued work to prepare Storrs Center parking management plan

- On December 1, 2010, presented proposed development agreement for Phases 1A/1B of Storrs Center project to Council in public session; assisted Council with its review of proposed agreement and negotiating changes requested by Council leading to Council's authorization to execute development agreement and related tax fixing assessment agreements
- Completed negotiations on parking lease agreement with EDR and parking management agreement with Storrs Center Alliance, as required by development agreement

#### 10) Police Services Study

- Negotiated scope of services with Management Partners, working in partnership with Police Executive Research Forum (PERF); conducted project kickoff meeting with steering committee
- Consulting team has conducted interviews and focus groups and administered on-line survey, and is presently collecting and analyzing quantitative and qualitative data
- Next quarter consulting team will present initial findings to Steering Committee and then to Council

#### 11) Probate Court Consolidation

- Finalized inter-local agreement and received authorization from Town Council to execute; court has moved to Tolland location

#### 12) Regionalism/shared services collaborative

- Staff conducted meetings with ECSU and WINCOG, and selected UConn Master of Public Administration program to retain a group of UCONN MPA students to research potential opportunities for sharing services between the Mansfield and Windham libraries
- Participating in ongoing WINCOG efforts to examine service-sharing opportunities, including code enforcement, engineering and economic development

#### 13) School Renovation Project

- Developed and coordinated workshop schedule to assist Town Council with its review of proposed project options
- Working as member of School Building Committee to evaluate ways to reduce cost of Option E (two new elementary schools and selected renovations to Mansfield Middle School) and to prepare schematic of Goodwin School site; will report back to Council in January/February 2011

#### 14) Senior Services

- Completed hiring process for Senior Center Coordinator and Transportation Coordinator positions
- Implemented volunteer transportation program for seniors

## 15) Sustainability

- Assisted committee with development of instrument to help guide siting of any new elementary schools
- Evaluating ways to provide additional staff support to coordinate Town's sustainability efforts

## Capital Projects

- 1) ARRA projects (Birch Road bikeway and Mansfield City Road paving projects)
  - Completed work on Mansfield City Road overlay project
  - Construction of Birch Road bikeway well underway and grading and base course is complete. Final prep and paving remain to be followed by landscaping and finish work. Project is currently in "winter shutdown" and will resume in the early spring 2011
- 2) Mansfield Middle School Fuel Conversion project
  - Completed punch list items; project complete

## Employee Benefits, Human Resources and Labor Relations

- 1) Employee wellness program
  - Employee wellness rewards program was launched in fall 2010; the pilot/test year will run through May 2011. The program is geared towards rewarding employees for engaging in healthy lifestyles. Although companies in the private sector are engaging in such programs, Mansfield is one of the first – if not the first – municipality in the state to implement such a program
  - Annual employee health and wellness fair was held in October and was a success
- 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
  - Update to Government Accounting Standards Board (GASB) 45 actuarial study is underway
  - Staff in process of executing a favorable health insurance renewal with Anthem for January 1, 2011; claims experience for Plan Year 2010 is expected to be less than a 2% increase from the prior year
  - Staff in process of implementing new health insurance plan designs for nonunion, public works, and outside agencies (WINCOG, WRTD, Housing Authority, MDP, Discovery Depot) staff for January 1, 2011. Due to favorable claims experience and plan design changes, the cost of the PPO plan for the aforementioned staffing groups is decreasing
  - Annual open enrollment for health insurance benefits and flexible spending accounts is underway; annual notification of eligibility to participate in the 457 plan and Medicare Part D have been sent to employees and retirees
  - Implemented wage increases for staff as approved by Council

- 3) Labor negotiations
  - Public Works successor collective bargaining agreement has been ratified by Council and executed between the parties; implemented wage increases and other compensation changes pursuant to agreement
  - Town nearing completion on negotiations with the professional/technical unit; it is expected that a full tentative agreement will be brought before the Council in January 2011
  - Town in negotiations with IAFF/UPFFA, the union that represents our career fire personnel
  
- 4) Personnel rules & policies
  - Staff has submitted a first draft of revisions to personnel rules to the Personnel Committee for review and discussion
  - Staff has developed draft updates to a number of our personnel policies including technology use, drug-free workplace, vehicle use, professional travel and professional attire
  
- 5) Recruiting
  - Completed recruitment for Senior Center Transportation Coordinator position and hired Gianna Stebbins on October 4, 2010
  - Promoted Keri Rowley to the position of Accounting Manager-Treasurer effective November 15, 2010. Keri's promotion has created an accountant position vacancy. A recruitment is currently underway and first round interviews were completed December 20<sup>th</sup>
  - Conduct recruitment for a full-time firefighter/EMT vacancy
  - Successfully placed a dozen UCONN work study students with various Town departments for the current academic year; a mix of undergraduate and graduate students are working on average between 5-10 hours each week. Students are working with the Town Manager's Office, Town Clerk's Office, Public Works, Parks and Recreation, Finance, Information Technology and the Assessor's Office; the Town does not incur direct expenses for work study students' pay
  
- 6) Miscellaneous
  - Staff diligently worked this fall on a windows based upgrade to our human resources and payroll modules of ADMINIS

**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
10-4-10	Senior Services Transportation Coordinator - PT		4	Gianna Stebbins
11-15-10	Accounting Manager-Treasurer*		1	Keri Rowley
In Process	Accountant			

Notes: \*Internal hire or promotion  
PT - part-time

**Grant Administration**

1) Small Cities

- Regrettably, the Town was not awarded funding for the sidewalk/bikepath project along South Eagleville Road. Staff has made a request to publicly inspect documents with the scores received for the grant application, as well as scores received by other municipal applications
- Utilizing program income funds, staff working with two local homeowners on housing rehabilitation projects (one of which is an emergency situation)

2) Table below provides a summary of grant applications submitted for calendar year 2010:

<b>Date on Council Agenda</b>	<b>Lead Department</b>	<b>Grant</b>	<b>Funding Agency</b>	<b>Status</b>	<b>Grant Award</b>
1-12-09	Human Services	Social Service Block Grant	US Department of Health & Human Services	Awarded	\$3,540*
2-8-10	Public Works <i>Public Works/ Downtown Partnership</i>	Federal Appropriations Requests <i>For the intermodal hub for Storrs Center</i>	<i>Federal Transit Administration</i>	In Process  <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	Not Awarded	--

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	Not Awarded	--
8-9-10	Town Manager's Office	Transportation Investment Generating Economic Recovery (TIGER II) -- Rail Service	US Department of Transportation	In Process	
9-27-10	Mansfield Discovery Depot	Child Daycare Services	CT Department of Social Services	In Process	
11-8-10	Police	DUI Enforcement Program	CT Department of Transportation, Division of Highway Safety	Awarded	\$22,425
<b>Total Grant Funds Awarded YTD 2010:</b>					<b>\$5,029,115</b>

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

### **Land Management and Open Space Acquisition**

- Ossen Property – Town Attorney has completed closing and Town has taken ownership of the property

### **Legal**

- An Ordinance to Prevent Nuisances in Rental Housing – staff has developed this proposed ordinance under the direction of the CQLC; draft under review by Ct State Police, who would be primarily responsible for enforcing the ordinance
- Proposed Amendments to the Fee Schedule for Fire Prevention Services – Council has tabled this item, at Manager's recommendation
- Proposed Amendments to the Ethics Ordinance – Town Attorney providing recommendations pursuant to the direction of the Personnel Committee; Town Attorney draft to be submitted to Personnel Committee for review and discussion

Animal Control Activity Report

REPORT PERIOD

2010/

2011

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	150	168	160	172	137								787	901
road calls	17	14	9	17	14								71	106
dog calls	57	70	62	61	48								298	405
cat calls	56	70	78	84	73								361	334
wildlife calls	8	2	2	6	5								23	49
Notices to license issued	4	2	17	3	1								27	63
Warnings to license issued	0	0	59	34	31								124	201
General warnings issued	3	2	6	2	3								16	34
Infractions issued	0	1	0	0	0								1	7
Notices to neuter issued	0	1	0	3	0								4	1
Dog bite quarantines	1	0	1	1	0								3	5
Dog strict confinement	0	0	0	0	0								0	0
Cat bite quarantines	0	2	0	0	0								2	0
Cat strict confinement	0	0	0	0	0								0	0
Dogs on hand at start of month	4	1	2	1	4								12	25
Cats on hand at start of month	16	23	27	13	14								93	81
Impoundments	27	35	15	37	16								130	110
Dispositions:														
Owner redeemed	6	6	7	9	2								30	30
Sold as pets-dogs	5	4	0	2	4								15	14
Sold as pets-cats	11	17	21	19	11								79	53
Sold as pets-other	0	1	0	0	0								1	2
Total destroyed	1	2	2	3	2								10	19
Road kills taken for incineration	1	1	0	2	1								5	3
Euthanized as sick/unplaceable	0	1	2	1	1								5	16
Total dispositions	23	30	30	33	19								135	118
Dogs on hand at end of month	1	2	1	4	3								11	22
Cats on hand at end of month	23	27	13	14	12								89	76
<b>Total fees collected</b>	<b>\$852</b>	<b>\$ 674</b>	<b>\$ 1,011</b>	<b>\$ 920</b>	<b>\$ 760</b>								<b>\$4,217</b>	<b>\$ 3,510</b>



**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 Report, Building**

**July 1, 2010 – September 30, 2010**

**A) Activity:**

- The department continued to issue permits for building activities. A total of 210 permits were issued in the first quarter. During the first quarter of last fiscal year 190 permits were issued. This indicates an 11% increase in the number of permits issued compared to the same quarter last fiscal year. Issued permit fees this quarter totaled \$22,618.50 compared to \$44,795.00 for the same period last fiscal year, which indicates a 198% decrease. (Please see attached report for detailed information.)
- The department continued to inspect projects at various stages of construction. A total of 661 inspections were conducted during 485 site visits. This reflects an increase of 7% for inspections and an increase of 25% 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 380 open permits. This represents a 6% increase from the same quarter last year.
- The department issued 130 certificates of approval and 16 certificates of occupancy for various types of completed projects. This reflects a 12% decrease from the same quarter last year for approvals and no change for occupancy certificates.
- We processed 42 follow-up letters for dormant open permits and as a result revoked 2 permits. This represents a 45% and 50% 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;
- Implemented administration of State Educational Fee increase;
- Reviewed documents relating to qualifications of designers for Downtown project;

## **B) Plans for Next Quarter**

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

## **C) Open Projects:**

- There are 12 single-family homes currently under construction. This is a 33% increase from the same quarter last year. The condominiums at Freedom Green currently have 16 units under construction. This is a 6% decrease from the same quarter last year. We currently have 6 projects in the plan review stage. The construction of the Town's salt shed has begun. Construction of the Hillel Center and Cardio Fitness in the East Brook Mall are complete.

## **D) Other Issues:**

- I am working closely with the Town Manager regarding staffing needs for the department once the Storrs Downtown project begins. I anticipate the need to add 1 FTE equivalent position when plans are submitted for review and 1 equivalent FTE when construction begins. This is based on the construction value of phases 1 and 2 along with the Intermodal Center and Parking garage. This does not reflect additional staff requirements if other building activities increase. We must keep in mind that an increase in single family home construction, construction of the Assisted Living Center and any large commercial, retail or residential projects will create a need for additional staff to properly maintain the department's duties.



**TOWN OF MANSFIELD  
BUILDING PERMITS ISSUED  
1ST QUARTER - 10-11**

PERIOD: 1ST QUARTER - 10/11 (JUL - SEPT) TOTAL PERMITS ISSUED: 210 TOTAL FINES ISSUED: 0

OVERALL TOTALS FOR 1ST QUARTER																
TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTAL FOR 1ST QUARTER		
	Jul	Aug	Sep	Totals	Jul	Aug	Sep	Jul	Aug	Sep	Jul	Aug	Sep	Value	Permit Fee	Ed Fee
RESIDENTIAL PERMITS:	57	46	69	172	\$ 348,788.50	\$ 379,319.00	\$ 365,421.00	\$ 4,816.00	\$13,614.00	\$ 5,062.50	\$ 94.72	\$ 102.18	\$ 98.02	\$1,093,528.50	\$ 23,492.50	\$ 294.92
COMMERCIAL PERMITS:	13	11	14	38	\$ 287,397.00	\$ 73,740.00	\$159,560.00	\$ 3,621.50	\$ 1,080.50	\$ 2,322.50	\$ 72.82	\$ 15.86	\$ 42.38	\$ 520,697.00	\$ 7,024.50	\$ 131.06
<b>TOTALS:</b>	<b>70</b>	<b>57</b>	<b>83</b>	<b>210</b>	<b>\$ 636,185.50</b>	<b>\$ 453,059.00</b>	<b>\$ 524,981.00</b>	<b>\$ 8,437.50</b>	<b>\$14,694.50</b>	<b>\$ 7,385.00</b>	<b>\$ 167.54</b>	<b>\$ 118.04</b>	<b>\$ 140.40</b>	<b>\$ 1,614,225.50</b>	<b>\$ 30,517.00</b>	<b>\$ 425.98</b>

TYPE	# OF FINES ISSUED				FINE AMOUNT ASSESSED			COMMENTS
	Jul	Aug	Sep	Totals	Jul	Aug	Sep	
RESIDENTIAL PERMITS:	0	0	0	0	\$ -	\$ -	\$ -	
COMMERCIAL PERMITS:	0	0	0	0	\$ -	\$ -	\$ -	
<b>TOTALS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

RESIDENTIAL & COMMERCIAL BREAKDOWN																
TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 1ST QUARTER		
	Jul	Aug	Sep	Totals	Jul	Aug	Sep	Jul	Aug	Sep	Jul	Aug	Sep	Value	Permit Fee	Ed Fee
Building	39	24	38	101	\$ 477,922.50	\$ 325,074.00	\$ 227,087.00	\$ 6,103.50	\$ 4,228.50	\$ 3,102.50	\$ 126.70	\$ 86.06	\$ 62.40	\$ 1,030,083.50	\$ 13,434.50	\$ 275.16
Electrical	14	9	14	37	\$ 103,259.00	\$ 11,653.00	\$ 34,910.00	\$ 1,538.50	\$ 241.50	\$ 534.50	\$ 25.76	\$ 3.64	\$ 9.88	\$ 152,162.26	\$ 2,314.50	\$ 39.28
HVAC	11	18	17	46	\$ 43,404.00	\$ 62,367.00	\$ 178,029.00	\$ 600.00	\$ 9,472.00	\$ 2,610.50	\$ 12.22	\$ 17.68	\$ 48.10	\$ 296,494.72	\$ 12,682.50	\$ 78.00
Plumbing	2	2	2	6	\$ 1,500.00	\$ 6,340.00	\$ 6,000.00	\$ 25.00	\$ 112.00	\$ 87.50	\$ 0.52	\$ 2.08	\$ 1.56	\$ 14,065.02	\$ 224.50	\$ 4.16
Solid Fuel App	0	1	4	5	\$ -	\$ 5,525.00	\$ 8,250.00	\$ -	\$ 75.00	\$ 150.00	\$ -	\$ 1.56	\$ 2.60	\$ 14,000.00	\$ 225.00	\$ 4.16
Pool	2	0	3	5	\$ 3,600.00	\$ -	\$ 45,225.00	\$ 75.00	\$ -	\$ 587.50	\$ 1.30	\$ -	\$ 12.22	\$ 49,488.80	\$ 662.50	\$ 13.52
Demolition	1	1	2	4	\$ 3,000.00	\$ 16,000.00	\$ 12,000.00	\$ 37.50	\$ 200.00	\$ 162.50	\$ -	\$ -	\$ -	\$ 31,400.00	\$ 400.00	\$ -
Change of Use	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sign	1	0	0	1	\$ 3,500.00	\$ -	\$ -	\$ 58.00	\$ -	\$ -	\$ 1.04	\$ -	\$ -	\$ 3,559.04	\$ 58.00	\$ 1.04
Inspection Only	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar PV	0	1	1	2	\$ -	\$ 13,000.00	\$ 8,000.00	\$ -	\$ 162.50	\$ 100.00	\$ -	\$ 3.38	\$ 2.08	\$ 21,262.50	\$ 262.50	\$ 5.46
FOG	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	0	1	2	3	\$ -	\$ 13,100.00	\$ 5,480.00	\$ -	\$ 203.00	\$ 50.00	\$ -	\$ 3.64	\$ 1.56	\$ 18,833.00	\$ 253.00	\$ 5.20
<b>TOTAL PERMITS:</b>	<b>70</b>	<b>57</b>	<b>83</b>	<b>210</b>	<b>\$ 636,185.50</b>	<b>\$ 453,059.00</b>	<b>\$ 524,981.00</b>	<b>\$ 8,437.50</b>	<b>\$ 14,694.50</b>	<b>\$ 7,385.00</b>	<b>\$ 167.54</b>	<b>\$ 118.04</b>	<b>\$ 140.40</b>	<b>\$ 1,614,225.50</b>	<b>\$ 30,517.00</b>	<b>\$ 425.98</b>



## MONTHLY COLLECTIONS LOG BUILDING DEPARTMENT

MONTH: 1st Quarter

	TOTALS:	VALUE	TOTAL COLL	PERMIT FEES	ED FEES	FINES	NOTARY	COPIES		
	<b>REVENUE INFORMATION 09/10</b>	<b>FISCAL YEAR COLLECTIONS TO DATE:</b>	\$ 1,644,286.50	\$ 23,543.58	\$ 22,618.50	\$ 438.08	\$ 31.00	\$ 100.00	\$ 31.00	
September		\$ 488,238.00	\$ 7,302.02	\$ 7,112.50	\$ 130.52	\$ -	\$ 40.00	\$ 19.00		
August		\$ 370,133.00	\$ 5,342.26	\$ 5,234.50	\$ 97.76	\$ -	\$ 10.00	\$ -		
July		\$ 785,915.50	\$ 10,543.30	\$ 10,271.50	\$ 209.80	\$ -	\$ 50.00	\$ 12.00		
<b>COMPARATIVE INFORMATION FY 09/10 AND 08/09</b>	<b>09/10 FISCAL YEAR INFORMATION FOR \$\$ COLLECTED:</b>	\$ 1,644,286.50	\$ 23,543.58	\$ 22,618.50	\$ 438.08	\$ 31.00	\$ 100.00	\$ 31.00		
	<b>08/09 FISCAL YEAR INFORMATION FOR \$\$ COLLECTED:</b>	\$ 20,236,751.02	\$ 203,041.62	\$ 199,777.94	\$ 3,263.68	\$ 349.50	\$ 349.50	\$ 349.50		
	<b>TOTALS:</b>	<b>VALUE</b>			<b>PERMIT FEES COLLECTED</b>			<b>ED FEES COLLECTED</b>		
		10/11	09/10	% +/-	10/11	09/10	% +/-	10/11	09/10	% +/-
	<b>PERMITS &amp; EDUCATION FEE ONLY:</b>	\$ 1,644,287.50	\$ 12,233,356.00	13%	\$ 22,618.50	\$ 172,350.50	13%	\$ 438.08	\$ 2,923.80	15%
	September	\$ 488,238.00	\$ 923,235.00	53%	\$ 7,112.50	\$ 13,035.00	55%	\$ 130.52	\$ 206.58	63%
	August	\$ 370,133.00	\$ 798,243.00	46%	\$ 5,234.50	\$ 10,589.50	49%	\$ 97.76	\$ 178.86	55%
	July	\$ 785,916.50	\$ 598,876.00	131%	\$ 10,271.50	\$ 21,268.50	48%	\$ 209.80	\$ 336.60	62%
	<b>MONTHLY COMPARATIVE INFORMATION FOR PERMITS ISSUED:</b>	<b>PERMITS ISSUED TO DATE:</b>	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	
		September	\$ 524,981.00	\$ 7,385.00	\$ 140.40	\$ 7,525.40	83	0	0	
August		\$ 453,059.00	\$ 14,694.50	\$ 118.04	\$ 14,812.54	57	0	0		
July		\$ 636,185.50	\$ 8,437.50	\$ 167.54	\$ 8,605.04	70	0	0		
<b>10/11 FISCAL YEAR INFORMATION FOR PERMITS ISSUED:</b>		\$ 1,614,225.50	\$ 30,517.00	\$ 425.98	\$ 30,942.98	210	0	0		
<b>09/10 FISCAL YEAR INFORMATION FOR PERMITS ISSUED:</b>		\$ 13,264,607.82	\$ 175,776.00	\$ 2,937.92	\$ 178,713.92	704	16	8		
<b>08/09 FISCAL YEAR INFORMATION FOR PERMITS ISSUED:</b>		\$ 17,613,518.74	\$ 176,355.98	\$ 2,501.54	\$ 178,857.52	798	17	3		
<b>07/08 FISCAL YEAR INFORMATION FOR PERMITS ISSUED:</b>		\$ 17,355,416.00	\$ 212,370.00	\$ 2,820.32	\$ 215,190.32	818	15	15		



**TOWN OF MANSFIELD  
BUILDING PERMITS ISSUED  
1ST QUARTER - 10-11**

RESIDENTIAL PERMIT BREAKDOWN																
TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 1ST QUARTER		
	Jul	Aug	Sep	Totals	Jul	Aug	Sep	Jul	Aug	Sep	Jul	Aug	Sep	Value	Permit Fee	Ed Fee
SFD	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Condominium	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Addition	0	1	0	1	\$ -	\$ 23,000.00	\$ -	\$ -	\$ 287.50	\$ -	\$ -	\$ 5.98	\$ -	\$ 23,000.00	\$ 287.50	\$ 5.98
Alteration	14	7	19	40	\$ 148,708.50	\$ 167,379.00	\$ 133,644.00	\$ 1,987.50	\$ 2,125.00	\$ 1,775.00	\$ 40.04	\$ 43.94	\$ 36.14	\$ 449,731.50	\$ 5,887.50	\$ 120.12
Roof	7	6	7	20	\$ 63,525.00	\$ 73,095.00	\$ 34,000.00	\$ 853.50	\$ 958.00	\$ 462.50	\$ 16.58	\$ 19.50	\$ 9.36	\$ 170,620.00	\$ 2,274.00	\$ 45.44
Deck	3	5	2	10	\$ 6,076.00	\$ 32,800.00	\$ 8,900.00	\$ 112.50	\$ 437.50	\$ 125.00	\$ 2.04	\$ 8.84	\$ 2.60	\$ 47,776.00	\$ 675.00	\$ 13.48
OWF	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shed	4	0	5	9	\$ 12,350.00	\$ -	\$ 15,913.00	\$ 175.00	\$ -	\$ 237.50	\$ 3.56	\$ -	\$ 4.94	\$ 28,263.00	\$ 412.50	\$ 8.50
Solid Fuel App	0	1	4	5	\$ -	\$ 5,525.00	\$ 8,250.00	\$ -	\$ 75.00	\$ 150.00	\$ -	\$ 1.56	\$ 2.60	\$ 13,775.00	\$ 225.00	\$ 4.16
Siding	2	0	1	3	\$ 17,000.00	\$ -	\$ 8,600.00	\$ 212.50	\$ -	\$ 112.50	\$ 4.42	\$ -	\$ 2.34	\$ 25,600.00	\$ 325.00	\$ 6.76
Electrical	11	8	10	29	\$ 25,625.00	\$ 10,053.00	\$ 23,810.00	\$ 437.50	\$ 212.50	\$ 375.00	\$ 7.80	\$ 3.12	\$ 6.76	\$ 59,488.00	\$ 1,025.00	\$ 17.68
HVAC	10	16	12	38	\$ 43,404.00	\$ 53,367.00	\$ 55,549.00	\$ 600.00	\$ 9,331.00	\$ 812.50	\$ 12.22	\$ 15.34	\$ 15.86	\$ 152,320.00	\$ 10,743.50	\$ 43.42
Plumbing	2	1	2	5	\$ 1,500.00	\$ 1,100.00	\$ 6,000.00	\$ 25.00	\$ 25.00	\$ 87.50	\$ 0.52	\$ 0.52	\$ 1.56	\$ 8,600.00	\$ 137.50	\$ 2.60
Pool	2	0	3	5	\$ 3,600.00	\$ -	\$ 45,225.00	\$ 75.00	\$ -	\$ 587.50	\$ 1.30	\$ -	\$ 12.22	\$ 48,825.00	\$ 662.50	\$ 13.52
Demolition	1	0	2	3	\$ 3,000.00	\$ -	\$ 12,000.00	\$ 37.50	\$ -	\$ 162.50	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 200.00	\$ -
Inspection	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar PV	0	1	1	2	\$ -	\$ 13,000.00	\$ 8,000.00	\$ -	\$ 162.50	\$ 100.00	\$ -	\$ 3.38	\$ 2.08	\$ 21,000.00	\$ 262.50	\$ 5.46
Manufactured Home	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Garage	1	0	1	2	\$ 24,000.00	\$ -	\$ 5,530.00	\$ 300.00	\$ -	\$ 75.00	\$ 6.24	\$ -	\$ 1.56	\$ 29,530.00	\$ 375.00	\$ 7.80
Barn	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Foundation Only	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Residential:</b>	<b>57</b>	<b>46</b>	<b>69</b>	<b>172</b>	<b>\$ 348,788.50</b>	<b>\$ 379,319.00</b>	<b>\$ 365,421.00</b>	<b>\$ 4,816.00</b>	<b>\$13,614.00</b>	<b>\$ 5,062.50</b>	<b>\$ 94.72</b>	<b>\$102.18</b>	<b>\$ 98.02</b>	<b>\$ 1,093,528.50</b>	<b>\$ 23,492.50</b>	<b>\$ 294.92</b>

COMMERCIAL																
TYPE	# OF PERMITS ISSUED				VALUE OF CONSTRUCTION			PERMIT FEE			ED FEE			TOTALS FOR 1ST QUARTER		
	Jul	Aug	Sep	Totals	Jul	Aug	Sep	Jul	Aug	Sep	Jul	Aug	Sep	Value	Permit Fee	Ed Fee
New	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Addition	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alteration	6	5	2	13	\$ 181,300.00	\$ 28,800.00	\$ 19,500.00	\$ 2,100.00	\$ 420.50	\$ 290.00	\$ 47.32	\$ 7.80	\$ 5.20	\$ 229,600.00	\$ 2,810.50	\$ 60.32
Roof	2	0	1	3	\$ 24,963.00	\$ -	\$ 1,000.00	\$ 362.50	\$ -	\$ 25.00	\$ 6.50	\$ -	\$ 0.26	\$ 26,325.50	\$ 387.50	\$ 6.76
Deck	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OWF	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shed	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Fuel App	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Siding	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electrical	3	1	4	8	\$ 77,634.00	\$ 1,600.00	\$ 11,100.00	\$ 1,101.00	\$ 29.00	\$ 159.50	\$ 17.96	\$ 0.52	\$ 3.12	\$ 90,334.00	\$ 1,289.50	\$ 21.60
HVAC	1	2	5	8	\$ -	\$ 9,000.00	\$ 122,480.00	\$ -	\$ 141.00	\$ 1,798.00	\$ -	\$ 2.34	\$ 32.24	\$ 131,621.00	\$ 1,939.00	\$ 34.58
Plumbing	0	1	0	1	\$ -	\$ 5,240.00	\$ -	\$ -	\$ 87.00	\$ -	\$ 1.56	\$ -	\$ -	\$ 5,327.00	\$ 87.00	\$ 1.56
Sign	1	0	0	1	\$ 3,500.00	\$ -	\$ -	\$ 58.00	\$ -	\$ -	\$ 1.04	\$ -	\$ -	\$ 3,500.00	\$ 58.00	\$ 1.04
Demolition	0	1	0	1	\$ -	\$ 16,000.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 16,200.00	\$ 200.00	\$ -
Other i.e. Fire	0	1	2	3	\$ -	\$ 13,100.00	\$ 5,480.00	\$ -	\$ 203.00	\$ 50.00	\$ -	\$ 3.64	\$ 1.56	\$ 18,783.00	\$ 253.00	\$ 5.20
Change Of Use	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solar PV	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FOG	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Commercial:</b>	<b>13</b>	<b>11</b>	<b>14</b>	<b>38</b>	<b>\$ 287,397.00</b>	<b>\$ 73,740.00</b>	<b>\$ 159,560.00</b>	<b>\$ 3,621.50</b>	<b>\$ 1,080.50</b>	<b>\$ 2,322.50</b>	<b>\$ 72.82</b>	<b>\$ 15.86</b>	<b>\$ 42.38</b>	<b>\$ 521,690.50</b>	<b>\$ 7,024.50</b>	<b>\$ 131.06</b>

# MONTHLY INSPECTION REPORT

Month: July Year: 2010

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections:	122	84	84	80
Electrical Inspections:	74	56	56	60
Plumbing Inspections:	36	17	17	42
Heating Inspections:	28	28	28	27
Miscellaneous Inspections:	1	2	2	5
<b>Total Inspections:</b>	<b>261</b>	<b>187</b>	<b>187</b>	<b>311</b>
<b>Final Inspections:</b>	<b>103</b>	<b>99</b>	<b>99</b>	<b>49</b>

*Note: Totals with 3 Inspectors*

**SUBMITTED BY:**

Michael E. Nintean



# MONTHLY INSPECTION REPORT

Month: August Year: 2010

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections:	84	79	163	77
Electrical Inspections:	56	65	121	59
Plumbing Inspections:	17	51	68	31
Heating Inspections:	28	49	77	30
Miscellaneous Inspections:	2	5	7	11
<b>Total Inspections:</b>	<b>187</b>	<b>249</b>	<b>436</b>	<b>208</b>
<b>Final Inspections:</b>	<b>99</b>	<b>59</b>	<b>158</b>	<b>51</b>

*Note: Totals with 3 Inspectors*

**SUBMITTED BY:**

Michael E. Nintean



# MONTHLY INSPECTION REPORT

Month: September Year: 2010

	Last Month	This Month	Fiscal Year	Same Month Last Year
Structural Inspections:	79	90	253	80
Electrical Inspections:	65	59	180	47
Plumbing Inspections:	51	43	111	37
Heating Inspections:	49	30	107	29
Miscellaneous Inspections:	5	3	10	4
<hr/>				
Total Inspections:	249	225	661	197
Final Inspections:	59	81	239	46

*Note: Totals with 3 Inspectors*

**SUBMITTED BY:**

\_\_\_\_\_  
Michael E. Nintean



# TOWN OF MANSFIELD

## BUILDING INSPECTION REPORT

MONTH: SEPTEMBER - 2010

TOTALS: *Inspections:* 306

*Site Inspections:* 174

Structural: 90	Electrical: 59	Plumbing: 43	HVAC: 30	Miscellaneous: 3	Final: 81
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DATE 1		DATE 2		DATE 3		DATE 4		DATE 5	
Structural	48	Structural	22	Structura	13	Structural	1	Structura	0
Electrical	22	Electrical	19	Electrical	7	Electrical	3	Electrical	0
Plumbing	25	Plumbing	8	Plumbing	5	Plumbing	1	Plumbing	0
HVAC	21	HVAC	6	HVAC	0	HVAC	0	HVAC	0
Misc	2	Mjisc	1	Misc	0	Misc	0	Misc	0
Final	54	Final	19	Final3	3	Final	3	Final	0
DATE 6		DATE 7		DATE 8		DATE 9		DATE 10	
Structural	0	Structural	0	Structural	1	Structural	2	Structural	1
Electrical	1	Electrical	1	Electrical	2	Electrical	2	Electrical	1
Plumbing	0	Plumbing	1	Plumbing	1	Plumbing	1	Plumbing	0
HVAC	0	HVAC	0	HVAC	1	HVAC	1	HVAC	0
Misc	0	Misc	0	Misc	0	Misc	0	Misc	0
Final6	0	Final	0	Final	0	Final	1	Final	1



# TOWN OF MANSFIELD

## CERTIFICATE OF OCCUPANCY/APPROVALS

### 1ST QUARTER - 10/11

**TOTAL: 146**  
**Total Approvals: 130**  
**Total Occupancy: 16**

**MONTH: JULY - SEPTEMBER - 2010**

Date	Permit #	Street	Bldg#	Unit #	Proj Desc	Stipulations	Type	Inspector
01-Jul-10	08-09-594	Circle Drive	57		AG Pool		Approval	Derek Debus
01-Jul-10	09-10-343	Mulberry Road	241		Woodstove Insert		Approval	Derek Debus
01-Jul-10	09-10-396	Stafford Road	952		Finish 2nd Floor		Occupancy	Michael Nintean
01-Jul-10	08-09-591	North Eagleville Road	2		Renovations		Occupancy	Michael Nintean
02-Jul-10	09-10-709	Crane Hill Road	36		Pellet stove		Approval	Derek Debus
02-Jul-10	09-10-690	Crane Hill Road	36		Shed		Approval	Derek Debus
07-Jul-10	09-10-702	Patriots Square	27		Service		Approval	Bradford Freeman
07-Jul-10	09-10-708	Ellise Road	48		Boiler		Approval	Bradford Freeman
07-Jul-10	09-10-660	Woodland Road	279		Shed		Approval	Bradford Freeman
07-Jul-10	09-10-621	Woodland Road	279		Barn & Garage Conversion	Approval based on final appear	Approval	Bradford Freeman
07-Jul-10	08-09-587	Stafford Road	112		Shed		Approval	Bradford Freeman
08-Jul-10	09-10-550	Highland Road	78		Gas tank & line/garage elec		Approval	Bradford Freeman
02-Jul-10	08-09-768	Bassetts Bridge Road	474		Barn		Approval	Michael Nintean
02-Jul-10	03-04-608	Bassetts Bridge Road	474		AG Pool	On same C.A. as 08-09-768	Approval	Michael Nintean
08-Jul-10	09-10-652	Wormwood Hill Road	187		Re-roof/soffit	No partial insp r/c.	Approval	Derek Debus
08-Jul-10	09-10-334	South Eagleville Road	4		AV Booth/Council Chamber		Occupancy	Michael Nintean
08-Jul-10	09-10-666	Highland Road	78		Windows		Approval	Bradford Freeman
08-Jul-10	09-10-550	Highland Road	145		Gas tank & line/elec		Approval	Bradford Freeman
08-Jul-10	09-10-616	Highland Road	145		Solar hot water		Approval	Bradford Freeman
13-Jul-10	09-10-320	Mansfield Hollow Road	78		Re-roof	No partial insp r/c.	Approval	Bradford Freeman
13-Jul-10	09-10-070	Mansfield Hollow Road	78		IG Pool		Approval	Bradford Freeman

Date	Permit #	Street	Bldg#	Unit #	Proj Desc	Stipulations	Type	Inspector
13-Jul-10	09-10-511	Stafford Road	951		Garage modifications		Approval	Bradford Freeman
08-Jul-10	09-10-507	Old Schoolhouse Road	23		Addition		Occupancy	Bradford Freeman
14-Jul-10	10-11-018	Chaffeeville Road	91		Service		Approval	Bradford Freeman
15-Jul-10	10-11-001	Charles Lane	51		Boiler		Approval	Bradford Freeman
15-Jul-10	09-10-366	Davis Road	25		Furnace		Approval	Bradford Freeman
13-Jul-10	10-11-015	North Eagleville Road	197		Re-roof	No partial insp r/c.	Approval	Derek Debus
13-Jul-10	10-11-016	North Eagleville Road	203		Re-roof	No partial insp r/c.	Approval	Derek Debus
13-Jul-10	09-10-703	Woodmont Drive	38		Service		Approval	Bradford Freeman
15-Jul-10	09-10-350	Atwoodville Road	194		Boiler		Approval	Bradford Freeman
19-Jul-10	02-03-297	Pine Ridge Lane	22		Addition Master bed/bath		Occupancy	Bradford Freeman
16-Jul-10	09-10-606	Ball Hill Road	74		Service		Approval	Derek Debus
16-Jul-10	09-10-530	Beech Mountain Circle	14		Bath remodel		Approval	Derek Debus
19-Jul-10	09-10-377	Storrs Road	2024		Water heater		Approval	Derek Debus
19-Jul-10	07-08-574	Wormwood Hill Road	222		E/P for bath		Approval	Derek Debus
19-Jul-10	09-10-671	Maple Road	108		Deck		Approval	Derek Debus
19-Jul-10	09-10-440	Wormwood Hill Road	222		Chimney Liner		Approval	Derek Debus
20-Jul-10	09-10-430	Wildwood Road	36		Vinyl Siding		Approval	Bradford Freeman
20-Jul-10	09-10-411	Wildwood Road	36		Re-roof Carport		Approval	Bradford Freeman
20-Jul-10	10-11-028	Baxter Road	21		Replace service cable		Approval	Bradford Freeman
20-Jul-10	04-05-090	Buckingham Road	23		Convert garage to bedroom		Approval	Bradford Freeman
15-Jul-10	09-10-510	Marybell Drive	37		Enclose porch		Approval	Bradford Freeman
22-Jul-10	09-10-609	Stafford Road	447		Deck		Approval	Bradford Freeman
22-Jul-10	10-11-002	Stearns Road	393		A/C		Approval	Michael Ninteau
26-Jul-10	09-10-390	Storrs Road	974		Boiler		Approval	Michael Ninteau
26-Jul-10	10-11-011	Circle Drive	49		Fill in pool		Approval	Michael Ninteau
26-Jul-10	10-11-027	North Eagleville Road	153		Re-roof	No partial insp r/c.	Approval	Michael Ninteau
09-Jul-10	09-10-348	Browns Road	438		Lean To #1	Rel 7/28/10.	Approval	Michael Ninteau

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Date	Permit #	Street	Bldg#	Unit #	Proj Desc	Stipulations	Type	Inspector
28-Jul-10	10-11-010	Storrs Road	796		Service		Approval	Michael Nintean
28-Jul-10	10-11-024	Bassetts Bridge Road	102		Service		Approval	Michael Nintean
29-Jul-10	08-09-250	Stafford Road	127		OWF		Approval	Bradford Freeman
29-Jul-10	09-10-427	Hillyndale Road	20		Alarm		Approval	Michael Nintean
02-Aug-10	10-11-051	Southwood Road	23		Boiler		Approval	Bradford Freeman
02-Aug-10	09-10-706	Lynwood Road	2		Re-roof		Approval	Bradford Freeman
02-Aug-10	10-11-014	Moulton Road	42		Re-roof		Approval	Bradford Freeman
03-Aug-10	09-10-677	Jonathan Lane	79		Lamp post		Approval	Bradford Freeman
05-Aug-10	10-11-073	Hunting Lodge Road	22		Water heater		Approval	Derek Debus
05-Aug-10	10-11-042	Mansfield City Road	833		Service		Approval	Bradford Freeman
09-Aug-10	09-10-029	Stonemill Road	12		Dormers		Occupancy	Derek Debus
10-Aug-10	09-10-414	Maple Road	62		Boiler		Approval	Bradford Freeman
11-Aug-10	09-10-501	Beacon Hill Drive	38		SFD		Occupancy	Bradford Freeman
11-Aug-10	10-11-038	Highland Road	163		AG Pool		Approval	Bradford Freeman
12-Aug-10	09-10-405	Pequot Square	5		Mansfield		Occupancy	Michael Nintean
12-Aug-10	10-11-074	Woodmont Drive	38		Boiler		Approval	Bradford Freeman
16-Aug-10	09-10-388	Lorraine Circle	10		Pellet Stove		Approval	Derek Debus
16-Aug-10	09-10-404	Pequot Square	4		Mansfield		Occupancy	Derek Debus
18-Aug-10	10-11-075	Meadowbrook Lane	96		Boiler		Approval	Derek Debus
18-Aug-10	10-11-039	Dog Lane	98		Windows/Doors		Approval	Derek Debus
19-Aug-10	09-10-379	Browns Road	679		Addition		Occupancy	Michael Nintean
19-Aug-10	09-10-633	Maple Road	309		Solar PV		Approval	Michael Nintean
20-Aug-10	09-10-450	Willowbrook Lane	47		Water heater		Approval	Derek Debus
20-Aug-10	10-11-109	Stafford Road	481		Boiler		Approval	Derek Debus
20-Aug-10	10-11-013	Stafford Road	481		Baseboard heat		Approval	Derek Debus
23-Aug-10	10-11-040	Fern Drive	34		3-Seasons Room		Occupancy	Bradford Freeman
23-Aug-10	10-11-069	Storrs Road	211		Electrical		Approval	Michael Nintean

Date	Permit #	Street	Bldg#	Unit #	Proj Desc	Stipulations	Type	Inspector
24-Aug-10	10-11-037	Storrs Road	1917	A	Egress windows Units A &		Approval	Bradford Freeman
25-Aug-10	09-10-673	Bassetts Bridge Road	372		Re-roof	No partial insp r/c.	Approval	Derek Debus
26-Aug-10	10-11-094	Stafford Road	1534		Re-roof furnace room		Approval	Bradford Freeman
25-Aug-10	08-09-037	Jonathan Lane	70		Shed		Approval	Bradford Freeman
26-Aug-10	08-09-651	South Eagleville Road	4		A/C Maint & EHHD		Approval	Bradford Freeman
26-Aug-10	10-11-104	Professional Park	28		Gas tank & line		Approval	Bradford Freeman
30-Aug-10	10-11-097	Meadowbrook Lane	120		Gas tank & line		Approval	Derek Debus
30-Aug-10	10-11-105	Hanks Hill Road	76		Egress Window		Approval	Derek Debus
31-Aug-10	10-11-087	Gurleyville Road	580		Boiler		Approval	Bradford Freeman
31-Aug-10	10-11-077	Separatist Road	211		Chimney Liner		Approval	Bradford Freeman
31-Aug-10	09-10-473	Wormwood Hill Road	151		Single Family Dwelling		Occupancy	Bradford Freeman
01-Sep-10	10-11-126	Browns Road	484		Furnace		Approval	Derek Debus
02-Sep-10	09-10-397	Puddin Lane	223		Alarm		Approval	Bradford Freeman
02-Sep-10	10-11-088	Puddin Lahe	230		A/C		Approval	Bradford Freeman
02-Sep-10	09-10-531	Hillside Circle	19		Deck		Approval	Bradford Freeman
02-Sep-10	10-11-023	Hillside Circle	19		Shed		Approval	Bradford Freeman
03-Sep-10	09-10-147	Davis Road	147		Windows		Approval	Michael Nintean
03-Sep-10	09-10-420	Davis Road	147		Windows	On same C.A. as 09-10-147	Approval	Michael Nintean
07-Sep-10	09-10-167	Meadowbrook Lane	76		Dormer		Approval	Derek Debus
07-Sep-10	09-10-615	Maple Road	75		Solar PV		Approval	Bradford Freeman
07-Sep-10	10-11-092	Maple Road	75		Security System		Approval	Bradford Freeman
08-Sep-10	10-11-120	Storrs Road	614		Re-roof barn		Approval	Bradford Freeman
06-Sep-10	09-10-435	Storrs Road	203		Alarm System		Approval	Bradford Freeman
09-Sep-10	09-10-584	Dog Lane	122		Windows		Approval	Bradford Freeman
13-Sep-10	10-11-148	Stonemill Road	77		Shed		Approval	Bradford Freeman
13-Sep-10	10-11-157	Thornbush Road	45		Chimney Liner		Approval	Bradford Freeman
13-Sep-10	10-11-125	Gurleyville Road	122		Gas tank & line		Approval	Bradford Freeman

Date	Permit #	Street	Bldg#	Unit #	Proj Desc	Stipulations	Type	Inspector
13-Sep-10	10-11-118	Gurleyville Road	122		Gas line & water heater		Approval	Bradford Freeman
13-Sep-10	10-11-145	Gurleyville Road	122		Furnace		Approval	Bradford Freeman
14-Sep-10	10-11-136	Atwoodville Road	166		Gas tank & line		Approval	Bradford Freeman
14-Sep-10	10-11-085	Westgate Lane	43		Woodstove/liner		Approval	Bradford Freeman
14-Sep-10	09-10-328	Woodmont Drive	11		Gas tank/line/logs		Approval	Michael Ninteau
14-Sep-10	10-11-078	Chaffeeville Road	148		Solar Hot Water		Approval	Michael Ninteau
16-Sep-10	10-11-108	Middle Turnpike	611		Remediation Shed		Occupancy	Michael Ninteau
16-Sep-10	10-11-058	Middle Turnpike	611		Elec for remediation shed	On same C.O. as 10-11-108	Occupancy	Michael Ninteau
20-Sep-10	10-11-059	Browns Road	532		Re-roof	No partial insp r/c.	Approval	Bradford Freeman
17-Sep-10	10-11-172	Marybell Drive	51		Gas tank & line		Approval	Derek Debus
20-Sep-10	09-10-470	Chaffeeville Road	17		Alarm for barn		Approval	Derek Debus
22-Sep-10	10-11-160	Ellise Road	35		Boiler		Approval	Michael Ninteau
22-Sep-10	10-11-007	Warrenville Road	53		Re-roof		Approval	Derek Debus
23-Sep-10	10-11-180	Atwoodville Lane	30		Woodstove		Approval	Bradford Freeman
23-Sep-10	10-11-086	Storrs Heights Road	49		Boiler		Approval	Bradford Freeman
10-Sep-10	09-10-114	Moulton Road	45		Bsmt bathroom		Approval	Derek Debus
27-Sep-10	09-10-522	Mansfield Hollow Road	95		Demo shed		Approval	Bradford Freeman
27-Sep-10	10-11-190	Storrs Road	534		Re-roof	No partial insp r/c.	Approval	Bradford Freeman
28-Sep-10	10-11-193	Chaffeeville Road	518		Demo SFD		Approval	Michael Ninteau
28-Sep-10	10-11-140	Lorraine Drive	147		Solar Hot water		Approval	Bradford Freeman
28-Sep-10	10-11-129	September Road	7		Shed		Approval	Bradford Freeman
28-Sep-10	09-10-562	Chaffeeville Road	644		Shower valve		Approval	Bradford Freeman
30-Sep-10	10-11-135	Kaya Lane	42		Add 2nd floor bedroom		Approval	Bradford Freeman
29-Sep-10	09-10-421	Little Lane	19		Bathroom		Approval	Michael Ninteau
30-Sep-10	10-11-165	Gurleyville Road	326	3	Replace Service		Approval	Bradford Freeman
04-Oct-10	10-11-194	Browns Road	116		Repair Deck		Approval	Michael Ninteau
16-Sep-10	09-10-553	Pinewoods Lane	10		AG Pool	Released 10/6/10.	Approval	Michael Ninteau

Date	Permit #	Street	Bldg#	Unit #	Proj Desc	Stipulations	Type	Inspector
05-Oct-10	07-08-606	Middle Turnpike	986		Dormer		Approval	Bradford Freeman
06-Oct-10	08-09-742	Bassetts Bridge Road	140		Demo Coop	Held from 7/27/10.	Approval	Michael Nintean
06-Oct-10	09-10-005	Bassetts Bridge Road	140		Utility Building	Held from 7/27/10.	Approval	Michael Nintean
06-Oct-10	10-11-017	Bassetts Bridge Road	140		Service	Held from 7/27/10.	Approval	Michael Nintean
06-Oct-10	10-11-150	Storrs Road	174		Lean to		Occupancy	Bradford Freeman
05-Oct-10	09-10-237	Hunting Heights Drive	16	1	Roof, siding, wind, stairs		Approval	Bradford Freeman
05-Oct-10	09-10-238	Hunting Heights Drive	19	1	Roof, siding, wind, stairs		Approval	Bradford Freeman
05-Oct-10	09-10-239	Hunting Heights Drive	24	1	Roof, siding, wind, stairs		Approval	Bradford Freeman
05-Oct-10	09-10-240	Hunting Heights Drive	30	1	Roof, siding, wind, stairs		Approval	Bradford Freeman
05-Oct-10	09-10-241	Hunting Heights Drive	37	1	Roof, siding, wind, stairs		Approval	Bradford Freeman
06-Oct-10	10-11-208	Edgewood Lane	6		Service/elec to shed		Approval	Bradford Freeman
07-Oct-10	09-10-654	Britony Drive	17		Wire spa		Approval	Michael Nintean
07-Oct-10	10-11-206	Stearns Road	328		Service		Approval	Bradford Freeman
07-Oct-10	10-11-009	Summit Road	92		Front Porch		Approval	Bradford Freeman
07-Oct-10	10-11-204	Ball Hill Road	23		Service		Approval	Michael Nintean
08-Oct-10	08-09-579	Liberty Drive	41		Mansfield		Occupancy	Bradford Freeman
27-Sep-10	10-11-107	Ledgebrook Drive	7		Renovations		Occupancy	Bradford Freeman



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

July 1, 2010 – September 30, 2010

### A) Activity:

- The certificate fees for this quarter totaled \$21,300.00 this figure represents a 23% decrease from the same quarter last year. (Please see attached report for detailed information.)
- Landlord registration fees collected totaled \$400 this represents a 14% increase from the same quarter last year. The department received 3 change of address notices this quarter which represents an increase of 3 from the same quarter last fiscal year. 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 294 inspections were conducted during the quarter of which 168 were certificate inspections. This represents a 12% decrease for total inspections from the same quarter last year. We issued 138 certificates and 92 violation orders which represent a decrease of 25% and 39% respectively from the same quarter last year. The violation orders resulted in 6 waivers pending correction being issued which is a 583% 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 282 individual code violations of which 140 were considered life safety issues and 142 were general code violations. This equates to a 17% decrease in total violations, a 61% decrease in life safety violations and a 38% increase in general code violations respectively.
- The department responded to 10 complaints during this quarter. This represents a 220% decrease from the same quarter last year. The department referred 4 matters to other Town departments for possible enforcement action.

- Blight patrols are ongoing to enforce the Town's Litter ordinance and have been adjusted to address areas of greater concern. The department issued 1 courtesy door hangers, no warning and no citations as a result of these patrols. It is my belief this reduction is a direct result of the Town's change in the trash collection policy and the hiring of an individual to clean the area of North Eagleville and Hunting Lodge roads on a weekly basis.
- 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 is implementing 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;
- Continue blight patrols;
- Continue to serve on the MCCP committee;
- Continue to implement the "Parking Area Designation Ordinance"

**C) Other Issues:**

- None at this time



**TOWN OF MANSFIELD  
HOUSING FEES RECEIVED  
1ST QUARTER - 10-11**

PERIOD: 1ST QUARTER (July - September, 2010)

TOTALS FOR 1ST QUARTER								
	Jul	Aug	Sept	Totals	Jul	Aug	Sept	1ST QTR TOTALS
<b>TOTALS:</b>	74	61	47	182	\$ 10,201.00	\$ 6,567.50	\$ 5,790.00	\$ 22,558.50
	# OF FEES ASSESSED				FEE			TOTALS
TYPE	Jul	Aug	Sept	Totals	Jul	Aug	Sept	1ST QTR TOTALS
Certificate Fee	67	39	36	142	\$ 10,050.00	\$ 5,850.00	\$ 5,400.00	\$ 21,300.00
Code Books	1	1	0	2	\$ 21.00	\$ 21.00	\$ -	\$ 42.00
Blight	0	0	0	0	\$ -	\$ -	\$ -	\$ -
Certificate Violations	0	0	0	0	\$ -	\$ -	\$ -	\$ -
Change of Address	2	1	0	3	\$ 20.00	\$ 10.00	\$ -	\$ 30.00
Landlord Registration	3	10	3	16	\$ 75.00	\$ 250.00	\$ 75.00	\$ 400.00
Non Pay Filing Fee	0	0	0	0	\$ -	\$ -	\$ -	\$ -
Copies	0	1	0	1	\$ -	\$ 16.50	\$ -	\$ 16.50
<b>TOTALS:</b>	73	51	39	163	\$ 10,166.00	\$ 6,147.50	\$ 5,475.00	\$ 21,788.50

PARKING	# OF FEES ASSESSED				FEE			TOTALS
TYPE	Jul	Aug	Sept	Totals	Jul	Aug	Sept	1ST QTR TOTALS
SFD	1	8	7	16	\$ 35.00	\$ 280.00	\$ 245.00	\$ 560.00
2FD	0	2	1	3	\$ -	\$ 140.00	\$ 70.00	\$ 210.00
3FD	0	0	0	0	\$ -	\$ -	\$ -	\$ -
<b>TOTALS:</b>	1	10	8	19	\$ 35.00	\$ 420.00	\$ 315.00	\$ 770.00



## MONTHLY COLLECTIONS LOG HOUSING INSPECTION

1ST QTR: July - September, 2010

REVENUE INFORMATION	FISCAL YEAR COLLECTIONS TO DATE										
	TOTALS	TOTALS	REG	CHG	CERT	PARK	BLT	CODE	C-VIOL	NON PAY	COPY
10/11	September	\$ 5,790.00	\$ 75.00	\$ -	\$ 5,400.00	\$ 315.00	\$ -	\$ -	\$ -	\$ -	\$ -
	August	\$ 6,567.50	\$ 250.00	\$ 10.00	\$ 5,850.00	\$ 420.00	\$ -	\$ 21.00	\$ -	\$ -	\$ 16.50
	July	\$ 10,201.00	\$ 75.00	\$ 20.00	\$ 10,050.00	\$ 35.00	\$ -	\$ 21.00	\$ -	\$ -	\$ -
	<b>09/10 REVENUE TOTALS</b>	<b>\$ 79,514.00</b>	<b>\$ 1,125.00</b>	<b>\$ 70.00</b>	<b>\$ 77,250.00</b>		<b>\$ 945.00</b>	<b>\$ 63.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
09/10	June	\$ 5,805.00	\$ 75.00	\$ 30.00	\$ 5,700.00		\$ -	\$ -	\$ -	\$ -	\$ -
	May	\$ 5,425.00	\$ 50.00	\$ 20.00	\$ 5,100.00		\$ 180.00	\$ -	\$ -	\$ -	\$ -
	April	\$ 2,050.00	\$ 100.00	\$ -	\$ 1,950.00		\$ -	\$ -	\$ -	\$ -	\$ -
	March	\$ 3,677.00	\$ 200.00	\$ -	\$ 3,300.00		\$ 135.00	\$ 42.00	\$ -	\$ -	\$ -
	February	\$ 8,105.00	\$ 75.00	\$ 20.00	\$ 7,650.00		\$ 360.00	\$ -	\$ -	\$ -	\$ -
	January	\$ 8,650.00	\$ 100.00	\$ -	\$ 8,550.00		\$ -	\$ -	\$ -	\$ -	\$ -
	December	\$ 4,850.00	\$ 50.00	\$ -	\$ 4,800.00		\$ -	\$ -	\$ -	\$ -	\$ -
	November	\$ 11,355.00	\$ 75.00	\$ -	\$ 11,100.00		\$ 180.00	\$ -	\$ -	\$ -	\$ -
	October	\$ 3,025.00	\$ 25.00	\$ -	\$ 3,000.00		\$ -	\$ -	\$ -	\$ -	\$ -
	September	\$ 8,307.00	\$ 50.00	\$ -	\$ 8,250.00		\$ -	\$ 21.00	\$ -	\$ -	\$ -
	August	\$ 8,965.00	\$ 175.00	\$ -	\$ 8,700.00		\$ 90.00	\$ -	\$ -	\$ -	\$ -
	July	\$ 9,300.00	\$ 150.00	\$ -	\$ 9,150.00		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL ISSUED ITEMS 10/11	TOTALS	182	16	3	142	19	0	2	0	0
September		47	3	0	36	8	0	0	0	0	1
August		61	10	1	39	10	0	1	0	0	1
July		74	3	2	67	1	0	1	0	0	0
TOTALS		578	45	29	493	N/A	11	0	0	0	
TOTAL ISSUED ITEMS 09/10	June	44	3	3	38	N/A	0	0	0	0	
	May	40	2	2	34	N/A	2	0	0	0	
	April	17	4	0	13	N/A	0	0	0	0	
	March	32	8	22	0	N/A	2	0	0	0	
	February	60	3	2	51	N/A	4	0	0	0	
	January	61	4	0	57	N/A	0	0	0	0	
	December	34	2	0	32	N/A	0	0	0	0	
	November	79	3	0	74	N/A	2	0	0	0	
	October	21	1	0	20	N/A	0	0	0	0	
	September	57	2	0	55	N/A	0	0	0	0	
	August	66	7	0	58	N/A	1	0	0	0	
	July	67	6	0	61	N/A	0	0	0	0	



# MONTHLY COLLECTIONS LOG

## HOUSING INSPECTION

1ST QTR: July - September, 2010

Date Rcvd	Payment Received From:	Street #	Street Name	Owner	Pm	Check #	Type	Code	QTY	Total Amt Received	REG	CHG	CERT	PARK	BLT	CODE	C-VIOL	NON PAY	COPY
7/1	Glenn Cross			Cross	CK	544	CODE	CODE	1	\$ 21.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21.00	\$ -	\$ -	\$ -
7/1	Francis Irr	15	Old Schoolhouse	Irr	CK	602	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/2	Guocun Yang	74	Meadowood Road	Yang	CK	2334	SFD	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/2	Min Lin	71	Separatist Road	Lin	CK	202	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/2	Deboer Family Ltd Part	414-1	Warrenville Road	Deboer	CK	4956	4FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/2	Deboer Family Ltd Part	414-3	Warrenville Road	Deboer	CK	4956	4FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/2	Deboer Family Ltd Part	414-4	Warrenville Road	Deboer	CK	4956	4FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/2	Jane Moskowicz	614	Chaffeeville Road	Moskowicz	CK	1808	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/2	Jonathan Sgro	345	Gurleyville Road	Sgro	CK	201	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	VF Building Enterprises	1440A	Stafford Road	Ficcocelli	CK	307	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	VF Building Enterprises	1440B	Stafford Road	Ficcocelli	CK	307	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-1	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-2	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-3	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-4	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-5	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-6	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-7	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-8	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-9	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-10	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-11	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-12	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-13	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-14	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-15	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/6	Woods Edge Apartments	264-16	Mt. Hope Road	Woodsedge	CK	4498	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/7	Sarah Milius	154	Chaffeeville Road	Milius	CK	1973	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/7	Glenn Cross	130A	Maple Road	Cross/Reddy	CK	546	4FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/7	Glenn Cross	130B	Maple Road	Cross/Reddy	CK	546	4FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/7	Glenn Cross	130C	Maple Road	Cross/Reddy	CK	546	4FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/7	Glenn Cross	130D	Maple Road	Cross/Reddy	CK	546	4FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/9	Jeffrey King	38	Moulton Road	King	CK	429	SFD	CHG	1	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/9	Jeffrey King	38	Moulton Road	King	CK	429	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Elizabeth Little	834	Mansfield City Rd	Kiss	CK	6993	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Homework Properties	735B	Stafford Road	Homework Pro	CK	6882	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Alberto Perez	133	Courtyard Lane	Perez	CK	138	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-19	Mt. Hope Road	Woodsedge	CK	4500	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-20	Mt. Hope Road	Woodsedge	CK	4500	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-21	Mt. Hope Road	Woodsedge	CK	4500	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-22	Mt. Hope Road	Woodsedge	CK	4500	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-23	Mt. Hope Road	Woodsedge	CK	4500	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-24	Mt. Hope Road	Woodsedge	CK	4500	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-28	Mt. Hope Road	Woodsedge	CK	4499	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-29	Mt. Hope Road	Woodsedge	CK	4499	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-30	Mt. Hope Road	Woodsedge	CK	4499	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-31	Mt. Hope Road	Woodsedge	CK	4499	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/12	Woods Edge Apartments	264-32	Mt. Hope Road	Woodsedge	CK	4499	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/15	Hermant Gupta	13C	College Park	Gupta Living Tr	CA		COND	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/15	Woods Edge Apartments	264-17	Mt. Hope Road	Woodsedge	CK	4501	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/15	Woods Edge Apartments	264-18	Mt. Hope Road	Woodsedge	CK	4501	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/15	Woods Edge Apartments	264-25	Mt. Hope Road	Woodsedge	CK	4501	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/15	Woods Edge Apartments	264-27	Mt. Hope Road	Woodsedge	CK	4501	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/19	Housing Consultants LLC		Orchard/Bail Hill/R		CK	550	APT	CHG	1	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/20	Jeffrey Wisdom	146	Moulton Road	Wisdom	CA		SFD	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/20	Bruce Ruckdschel	6C	College Park	Ruckdschel	CK	8728	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/20	Lawrence Silbart	1479A	Stafford Road	Silbart	CK	4627	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/20	Lawrence Silbart	1479B	Stafford Road	Silbart	CK	4627	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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# MONTHLY COLLECTIONS LOG

## HOUSING INSPECTION

1ST QTR: July - September, 2010

Date	Name	Address	City	Inspection Type	Inspector	Category	Score	Notes	Units	Fee	Penalty	Other	Net	Other	Net	Other	Net	Other	Net
7/21	Michael Wong	626A	Storrs Road	Wong	CK	4359	3FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/21	Michael Wong	626B	Storrs Road	Wong	CK	4359	3FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/21	Michael Wong	626C	Storrs Road	Wong	CK	4359	3FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/22	Jill Ann Elliott	1025	Stafford Road	Elliott	CK	566	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/22	Ryan Smithwick	955A	Warrenville Road	Smithwick	CK	1241	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/22	Ryan Smithwick	955B	Warrenville Road	Smithwick	CK	1241	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/22	Michael Kurland	21	Mulberry Road	Kurland	CK	3656	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/26	Lynn Wade	727A	Mansfield City Rd	Wade	CK	1258	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/26	Lynn Wade	727B	Mansfield City Rd	Wade	CK	1258	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/26	Mason Brook LLC	3A	Marrow Road	Mason Brook	CK	540	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/26	Mason Brook LLC	3UP	Marrow Road	Mason Brook	CK	540	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/26	Mason Brook LLC	3DN	Marrow Road	Mason Brook	CK	540	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/26	Angela Wisdom	146	Moulton Road	Wisdom	CK	1454	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -
7/27	Kent Luman	14D	College Park	Luman	CK	4322	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/28	Suzanne Taylor	560	Chaffeeville Road	Taylor	CK	9162	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7/29	Guocun Yang	74	Meadowood Road	Yang	CK	2348	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/2	Fred Cazal	305	Gurleyville Road	Cazal	CK	5544	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/2	Paul Mazzoli	15C	White Oak Condo	Mazzoli	CK	5357	COND	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/3	Robert Russell	342	Mulberry Road	Russell	CK	779	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -
8/4	Krzysztof Jamrozik	294A	Hanks Hill Road	Jamrozik	CK	716	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/4	Krzysztof Jamrozik	294B	Hanks Hill Road	Jamrozik	CK	716	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/4	Copies			Copies	CA		COPY	COPY	33	\$ 16.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.50
8/5	Jason Purfahl	614	Storrs Road	Purfahl	CA		SFD	PARK	2	\$ 70.00	\$ -	\$ -	\$ -	\$ 70.00	\$ -	\$ -	\$ -	\$ -	\$ -
8/6	101 Hunting Lodge LLC	101	Hunting Lodge Rd	Arm	CK	117	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/9	Nejat Olgac	52	Clovermill Road	Olgac	CK	165	SFD	CHG	1	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/9	Amy Ning	190	Bone Mill Road	Ning	CK	343	SFD	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/9	Nejat Olgac	52	Clovermill Road	Olgac	CK	165	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -
8/9	Amy Ning	190	Bone Mill Road	Ning	CK	343	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -
8/9	Julie Brown	128-2	S. Eagleville Road	Brown	CK	1649	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/9	Amy Ning	190	Bone Mill Road	Ning	CK	343	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/9	Shirley Olsen	548B	Chaffeeville Road	Olsen	CK	8924	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/9	Shirley Olsen	642	Storrs Road	Olsen	CK	8924	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/9	Deboer Family Ltd	414-2	Warrenville Road	Deboer	CK	4978	4FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/9	Amy Ning	190	Bone Mill Road	Ning	C/A	343	SFD	CODE	1	\$ 21.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21.00	\$ -	\$ -	\$ -
8/10	Weison Huang	481	Stafford Road	Huang	CK	981	SFD	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/10	Housing Consultants	74	Cheney Drive	ING Students	CK	589	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/10	Eagleson Property Inv	762	Storrs Road	Eagleson	CK	1098	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/10	Bette Stern	743	Storrs Road	Stern	CK	1097	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/12	Ying Liu Chen	31	Circle Drive	Chen	CA		SFD	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/12	Steven Donato	9B	College Park	Donato	CK	1661	COND	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/12	VF Building Enterprises	1444A	Stafford Road	Ficocelli	CK	336	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/12	VF Building Enterprises	1444B	Stafford Road	Ficocelli	CK	336	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/12	Shirley Olsen	548A	Chaffeeville Road	Olsen	CK	8930	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/12	Jane Moskowitz	11	Ledgewood Drive	Moskowitz	CK	1838	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/12	Jane Moskowitz	198	Hanks Hill Road	Moskowitz	CK	1838	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/12	Jane Moskowitz	19B	Hanks Hill Road	Moskowitz	CK	1838	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -
8/13	Marylin C. Brown	519	Gurleyville Road	Brown	CK	2993	2FD	PARK	2	\$ 70.00	\$ -	\$ -	\$ -	\$ 70.00	\$ -	\$ -	\$ -	\$ -	\$ -
8/13	Lloyd Duff	33	Chaffeeville Road	Duff	CK	2266	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/13	Paul Mazzoli	15C	White Oak Condo	Mazzoli	CK	5369	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/13	Timothy Caouette	52B	Eastbrook Hts	Caouette	CK	165	COND	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/16	Depot Management LLC	111C	McCollum Road	Depot Mgmt	CK	1085	MFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/16	Timothy Ross	22	Hunting Lodge Rd	Ross	CK	179	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/16	Peter McQueeney	7C	White Oak Condo	McQueeney	CA		COND	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/16	Wilson Huang	481	Stafford Road	Huang	CK	984	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -
8/17	TJS Associates	871	Storrs Road	Sullivan	CK	567	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/17	Matthew Scibek	693	Storrs Road	Scibek	CK	1145	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/18	Daniel Walsh	913	Storrs Road	Walsh	CK	211	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/18	Finley Propertoes	643	Storrs Road	Hannafin	CK	1137	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/19	Jeffrey Wisdom	146	Moulton Road	Wisdom	CK	1466	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/19	Woodledge Apts	264-26	Mt. Hope Road	Woodledge	CK	4557	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# MONTHLY COLLECTIONS LOG

## HOUSING INSPECTION

1ST QTR: July - September, 2010

Date	Name	Address	City	State	Zip	Inspection Type	Inspector	Score	Penalty	Amount	Due Date	Amount	Due Date	Amount	Due Date	Amount	Due Date	Amount	Due Date
8/23	Kristen Donato	9B College Park	Donato	CA	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/23	Karin Richard	506A Stafford Road	Richard	CA	100	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/23	Karin Richard	508A Stafford Road	Richard	CA	100	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/23	Karin Richard	508B Stafford Road	Richard	CA	100	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/23	Florence Waxman	47 Codfish Falls Rd	Waxman	CA	1060	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/23	Bonnie Glow	15A College Park	Glow	CA	7217	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/24	Patrice Merendina	1B College Park	Merendina	CA	129	COND	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/24	JFB Property Account	46 Clovermill Road	Buchta	CA	3563	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/25	Jason Purfahl	614 Storrs Road	Purfahl	CA	1229	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/25	Jason Purfahl	616 Storrs Road	Purfahl	CA	1229	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/25	Gregory Fournier	180 Chaffeeville Road	Fournier	CA	668	SFD	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/25	Gregory Fournier	180 Chaffeeville Road	Fournier	CA	668	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/27	Ralph Fraley Jr	221A Baxter Road	Fraley	CA	1320	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/27	Robert Russell	342 Mulberry Road	Russell	CA	780	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/27	Carl David	22 Russett Lane	David	CA	9405	SFD	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/27	Carl David	22 Russett Lane	David	CA	9405	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/31	J Bella Casa LLC	786 Storrs Road	Letevich	CA	278	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8/31	Dorothy Liptak	76 Hanks Hill Road	Liptak	CA	1839	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/1	ING Students #8	6C Knollwood Acres	ING Students	CA	2307	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/1	ING Students #8	6D Knollwood Acres	ING Students	CA	2307	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/2	Albert Ching	33 Rockridge	Ching	CA	2759	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/2	Marilyn Brown	519A Gurleyville Road	Browns	CA	3008	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/2	Marilyn Brown	519B Gurleyville Road	Browns	CA	3008	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/7	Deb Sunday	22A Anton Road	Sunday	CA	?	COND	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/7	White & Katzman	2B College Park	White Oak	CA	2509	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/7	White & Katzman	2D College Park	White Oak	CA	2509	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/7	White & Katzman	5D College Park	White Oak	CA	2509	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/7	White & Katzman	10D College Park	White Oak	CA	2509	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/7	White & Katzman	12B College Park	White Oak	CA	2509	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/9	Forest & Field LLC	77 Forest Road	Forest & Field	CA	131	MFD	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/9	Peter McQueeney	7C College Park	McQueeney	CA		COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/10	Walter Keenan	65 Jacobs Hill Road	Keenan	CA	2702	SFD	REG	1	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/13	Depot Management	111B McCallum Road	Depot Mgmt	CA	1095	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/13	Depot Management	111A1 McCallum Road	Depot Mgmt	CA	1095	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/13	Depot Management	111A2 McCallum Road	Depot Mgmt	CA	1095	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/13	Depot Management	111D McCallum Road	Depot Mgmt	CA	1095	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/13	Ruma Gupta	13C College Park	Gupta	CA		COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/14	John Mihalopoulos	81 Hunting Lodge Rd	Mihalopoulos	CA	2599	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/14	John Mihalopoulos	87 Hunting Lodge Rd	Mihalopoulos	CA	2599	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/14	John Mihalopoulos	188 N. Eagleville Road	Mihalopoulos	CA	2599	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/14	John Mihalopoulos	316 Hunting Lodge Rd	Mihalopoulos	CA	2599	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/14	Weison Huang	484 Stafford Road	Huang	CA	992	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/16	Sharon Gialo	9C College Park	Gialo	CA	434	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/17	Nejat Olgac	52 Clovermill Road	Olgac	CA	172	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/20	Charlton Reincke	303 Mt. Hope Road	Reincke	CA	169	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/21	Todd Misiura	1555-1 Stafford Road	Misiura	CA	800	MFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/21	Todd Misiura	1555-2 Stafford Road	Misiura	CA	800	MFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/21	Todd Misiura	1555-3 Stafford Road	Misiura	CA	800	MFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/21	Todd Misiura	1555-4 Stafford Road	Misiura	CA	800	MFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/21	Peter Sepe	45 Moulton Road	Sepe	CA	4766	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/21	Peter Sepe	65 Moulton Road	Sepe	CA	4767	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/23	David Morse	69 Birchwood Hts	Morse	CA	266	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/23	Afshin Ghiaei	286 Hanks Hill Road	Ghiaei	CA	2078	2FD	PARK	2	\$ 70.00	\$ -	\$ -	\$ -	\$ 70.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/24	Taylor Management	18 Stonemill Road	Taylor	CA	7723	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/24	Afshin Ghiaei	6 Codfish Falls Rd	Ghiaei	CA	2078	SFD	PARK	1	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/23	Carl David	22 Russett Lane	David	CA	9414	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/23	Catherine Salai	973A Warrenville Road	Salai	CA	14422	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/23	Catherine Salai	973B Warrenville Road	Salai	CA	14422	2FD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/27	Reneida Webb	597 Warrenville Road	Webb	CA	237	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/27	Reneida Webb	11A White Oak	Kiyanne	CA	2306	COND	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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# MONTHLY COLLECTIONS LOG

## HOUSING INSPECTION

1ST QTR: July - September, 2010

9/27	Gregory Fournier	180	Chaffeeville Road	Fournier	CK	674	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/27	ING Students #8	5C	Knollwood Acres	ING Students	CK	2399	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/27	ING Students #8	5D	Knollwood Acres	ING Students	CK	2399	APT	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/28	JFB Property Account	46	Clovermill Road	Buchta	CK	3562	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9/29	Jane Moskowitz	287	Gurleyville Road	Moskowitz	CK	1891	SFD	CERT	1	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL \$ COLLECTED SEPTEMBER:</b>										\$ 22,558.50	\$ 400.00	\$ 30.00	\$ 21,300.00	\$ 770.00	\$ -	\$ 42.00	\$ -	\$ -	\$ 16.50



# HOUSING INSPECTION CERTIFICATES ISSUED

*1ST QUARTER - 10/11*

QUARTER: 1st - July - September

TOTAL ISSUED: 138

MONTH	INSPECTOR		TOTALS
	DEREK DEBUS	BRAD FREEMAN	
July	61	4	65
August	28	7	35
September	32	1	33
<b>TOTALS:</b>	121	12	133

COMMENTS:

**HOUSING INSPECTION**  
**08-10 IMPLEMENTATION CYCLE**  
 Certificates Issued - Derek Debus

**1ST QTR: JULY - SEPTEMBER, 2010**

**Total: 118**

Street	Bldg #	Unit #	Inv Date	Cert Issued	Date Paid	Final Inspector
Bone Mill Road	190			YES	07-Sep-10	Derek Debus
Chaffeeville Road	154		25-Jun-10	YES	07-Jul-10	Derek Debus
Chaffeeville Road	560		16-Jul-10	YES	28-Jul-10	Derek Debus
Chaffeeville Road	614		30-Jun-10	YES	02-Jul-10	Derek Debus
Codfish Falls Road	47		06-Aug-10	YES	23-Aug-10	Derek Debus
College Park	2	B	26-Aug-10	YES	07-Sep-10	Derek Debus
College Park	2	D	27-Aug-10	YES	07-Sep-10	Derek Debus
College Park	5	D	27-Aug-10	YES	07-Sep-10	Derek Debus
College Park	9	C	01-Sep-10	YES	16-Sep-10	Derek Debus
College Park	10	D	27-Aug-10	YES	07-Sep-10	Derek Debus
College Park	11	A	20-Sep-10	YES	27-Sep-10	Derek Debus
College Park	12	B	27-Aug-10	YES	07-Sep-10	Derek Debus
College Park	14	D	01-Jul-10	YES	27-Jul-10	Derek Debus
College Park	15	A	04-Aug-10	YES	23-Aug-10	Derek Debus
Knollwood Acres Road	5	B	16-Jul-10	YES	06-Aug-10	Derek Debus
Knollwood Acres Road	5	C	16-Sep-10	YES	27-Sep-10	Derek Debus
Knollwood Acres Road	5	D	16-Sep-10	YES	27-Sep-10	Derek Debus
Knollwood Acres Road	6	C	19-Aug-10	YES	01-Sep-10	Derek Debus
Knollwood Acres Road	6	D	19-Aug-10	YES	01-Sep-10	Derek Debus
Gurleyville Road	345		01-Jul-10	YES	02-Jul-10	Derek Debus
Hanks Hill Road	76			YES	20-Sep-10	Derek Debus
Hanks Hill Road	198			YES	07-Sep-10	Derek Debus
Hanks Hill Road	294	A	30-Jul-10	YES	04-Aug-10	Derek Debus
McCollum Road	111A	1	03-Sep-10	YES	13-Sep-10	Derek Debus
McCollum Road	111B		03-Sep-10	YES	13-Sep-10	Derek Debus
McCollum Road	111C		10-Aug-10	YES	16-Aug-10	Derek Debus
Hunting Lodge Road	22		05-Aug-10	YES	16-Aug-10	Derek Debus
Morrow Road	3	Up	20-Jul-10	YES	26-Jul-10	Derek Debus
Ledgewood Drive	11		05-Aug-10	YES	12-Aug-10	Derek Debus
Warrenville Road	414	1	29-Jun-10	YES	02-Jul-10	Derek Debus

Thursday, October 07, 2010

Street	Bldg #	Unit #	Inv Date	Cert Issued	Date Paid	Final Inspector
Stafford Road	508	A	13-Aug-10	YES	23-Aug-10	Derek Debus
Stafford Road	1440	A		YES	06-Jul-10	Derek Debus
Stafford Road	1444	A	06-Aug-10	YES	12-Aug-10	Derek Debus
Stafford Road	1555	1	26-Aug-10	YES	21-Sep-10	Derek Debus
Storrs Road	614			YES	25-Aug-10	Derek Debus
Storrs Road	616		19-Aug-10	YES	25-Aug-10	Derek Debus
Storrs Road	626	A	13-Jul-10	YES	21-Jul-10	Derek Debus
Storrs Road	626	B	13-Jul-10	YES	21-Jul-10	Derek Debus
Storrs Road	626	C	13-Jul-10	YES	21-Jul-10	Derek Debus
Storrs Road	643		04-Aug-10	YES	18-Aug-10	Derek Debus
Storrs Road	693		10-Aug-10	YES	17-Aug-10	Derek Debus
Mount Hope Road	264	1	15-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	2	25-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	3	15-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	4	25-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	5	24-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	6	24-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	7	24-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	8	24-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	9	25-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	10	25-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	11	25-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	12	25-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	13	29-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	14	29-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	15	29-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	16	29-Jun-10	YES	06-Jul-10	Derek Debus
Mount Hope Road	264	17		YES	29-Jul-10	Derek Debus
Mount Hope Road	264	18		YES	29-Jul-10	Derek Debus
Mount Hope Road	264	19	01-Jul-10	YES	12-Jul-10	Derek Debus
Mount Hope Road	264	20	01-Jul-10	YES	12-Jul-10	Derek Debus
Mount Hope Road	264	21	01-Jul-10	YES	12-Jul-10	Derek Debus
Mount Hope Road	264	22	01-Jul-10	YES	12-Jul-10	Derek Debus
Mount Hope Road	264	23	01-Jul-10	YES	12-Jul-10	Derek Debus

Thursday, October 07, 2010

Street	Bldg #	Unit #	Inv Date	Cert Issued	Date Paid	Final Inspector
Mount Hope Road	264	24	01-Jul-10	YES	12-Jul-10	Derek Debus
Mount Hope Road	264	25		YES	29-Jul-10	Derek Debus
Mount Hope Road	264	26	30-Jul-10	YES	19-Aug-10	Derek Debus
Mount Hope Road	264	27		YES	29-Jul-10	Derek Debus
Mount Hope Road	264	28	06-Jul-10	YES	12-Jul-10	Derek Debus
Mount Hope Road	264	29	06-Jul-10	YES	12-Jul-10	Derek Debus
Mount Hope Road	264	30	06-Jul-10	YES	12-Jul-10	Derek Debus
Mount Hope Road	264	31	06-Jul-10	YES	12-Jul-10	Derek Debus
Mount Hope Road	264	32	06-Jul-10	YES	12-Jul-10	Derek Debus
Mount Hope Road	303		26-Aug-10	YES	20-Sep-10	Derek Debus
Mulberry Road	21		15-Jul-10	YES	22-Jul-10	Derek Debus
Mulberry Road	38			YES	12-Jul-10	Derek Debus
Mulberry Road	342		23-Aug-10	YES	27-Aug-10	Derek Debus
Storrs Road	786		17-Aug-10	YES	30-Aug-10	Derek Debus
Storrs Road	871		13-Aug-10	YES	17-Aug-10	Derek Debus
Storrs Road	913		10-Aug-10	YES	18-Aug-10	Derek Debus
Maple Road	130	A	29-Jun-10	YES	07-Jul-10	Derek Debus
Maple Road	130	B	07-Jul-10	YES	07-Jul-10	Derek Debus
Maple Road	130	C	29-Jun-10	YES	07-Jul-10	Derek Debus
Maple Road	130	D	29-Jun-10	YES	07-Jul-10	Derek Debus
Stafford Road	1440	B		YES	06-Jul-10	Derek Debus
Stafford Road	508	B	13-Aug-10	YES	23-Aug-10	Derek Debus
Stafford Road	735	B	02-Jul-10	YES	12-Jul-10	Derek Debus
Stafford Road	1444	B	06-Aug-10	YES	12-Aug-10	Derek Debus
McCollum Road	111A	2	03-Sep-10	YES	13-Sep-10	Derek Debus
McCollum Road	111D	2	03-Sep-10	YES	13-Sep-10	Derek Debus
Rockridge Road	33		12-Aug-10	YES	02-Sep-10	Derek Debus
Hanks Hill Road	294	B	30-Jul-10	YES	04-Aug-10	Derek Debus
Warrenville Road	414	2	03-Aug-10	YES	09-Aug-10	Derek Debus
Warrenville Road	414	3	29-Jun-10	YES	02-Jul-10	Derek Debus
Warrenville Road	414	4	29-Jun-10	YES	02-Jul-10	Derek Debus
Morrow Road	3	Down	20-Jul-10	YES	26-Jul-10	Derek Debus
Stafford Road	1555	2	26-Aug-10	YES	21-Sep-10	Derek Debus
Stafford Road	1555	3	26-Aug-10	YES	21-Sep-10	Derek Debus

Street	Bldg #	Unit #	Inv Date	Cert Issued	Date Paid	Final Inspector
Stafford Road	1555	4	26-Aug-10	YES	21-Sep-10	Derek Debus
Warrenville Road	973	A	18-Aug-10	YES	22-Jul-10	Derek Debus
Warrenville Road	955	A	15-Jul-10	YES	22-Jul-10	Derek Debus
Warrenville Road	597		18-Aug-10	YES	27-Sep-10	Derek Debus
Warrenville Road	973	B	18-Aug-10	YES	22-Jul-10	Derek Debus
Warrenville Road	955	B	15-Jul-10	YES	22-Jul-10	Derek Debus
Baxter Road	221	A	18-Aug-10	YES	27-Aug-10	Derek Debus
Stafford Road	481		09-Sep-10	YES	14-Sep-10	Derek Debus
Stafford Road	506A		29-Jul-10	YES	23-Aug-10	Derek Debus
Old Schoolhouse Road	15			YES	01-Jul-10	Derek Debus
Courtyard Lane	133		30-Jun-10	YES	12-Jul-10	Derek Debus
Separatist Road	71		09-Jun-10	YES	02-Jul-10	Derek Debus
Merrow Road	3A		20-Jul-10	YES	26-Jul-10	Derek Debus
Moulton Road	146		09-Aug-10	YES	19-Aug-10	Derek Debus
White Oak Condo	9	B	17-Aug-10	YES	23-Aug-10	Derek Debus
College Park	13	C	09-Sep-10	YES	13-Sep-10	Derek Debus
White Oak Condo	15	C	10-Aug-10	YES	13-Aug-10	Derek Debus
White Oak Condo	7	C	01-Sep-10	YES	09-Sep-10	Derek Debus
Chaffeeville Road	180		20-Sep-10	YES	27-Sep-10	Derek Debus
Russett Lane	22		20-Sep-10	YES	23-Sep-10	Derek Debus

**HOUSING INSPECTION**  
**10-12 IMPLEMENTATION CYCLE**  
Certificates Issued - Derek Debus

**1ST QTR: JULY - SEPTEMBER, 2010**

*Total: 3*

<b>Street</b>	<b>Bldg #</b>	<b>Unit #</b>	<b>Inv Date</b>	<b>Cert Issued</b>	<b>Date Paid</b>	<b>Final Inspector</b>
Hunting Lodge Road	101		04-Aug-10	YES	06-Aug-10	Derek Debus
Moulton Road	45		14-Sep-10	YES	21-Sep-10	Derek Debus
Moulton Road	65		14-Sep-10	YES	21-Sep-10	Derek Debus

**HOUSING INSPECTION**  
**08-10 IMPLEMENTATION CYCLE**  
 Certificates Issued - Bradford Freeman

**1ST QTR: JULY - SEPTEMBER, 2010**

**Total: 12**

<b>Street</b>	<b>Bldg #</b>	<b>Unit #</b>	<b>Inv Date</b>	<b>Cert Issued</b>	<b>Date Paid</b>	<b>Final Inspector</b>
Chaffeeville Road	33		10-Aug-10	YES	13-Aug-10	Bradford Freeman
Chaffeeville Road	548	A	30-Jul-10	YES	12-Aug-10	Bradford Freeman
Clover Mill Road	46		21-Sep-10	YES	28-Sep-10	Bradford Freeman
Gurleyville Road	305		27-Jul-10	YES	02-Aug-10	Bradford Freeman
Mansfield City Road	834		09-Jul-10	YES	12-Jul-10	Bradford Freeman
Stafford Road	1025			YES	22-Jul-10	Bradford Freeman
Storrs Road	642		26-Jul-10	YES	09-Aug-10	Bradford Freeman
Storrs Road	743		04-Aug-10	YES	10-Aug-10	Bradford Freeman
Storrs Road	762		05-Aug-10	YES	10-Aug-10	Bradford Freeman
Chaffeeville Road	548	B	26-Jul-10	YES	09-Aug-10	Bradford Freeman
South Eagleville Road	128	2	07-Jul-10	YES	07-Jul-10	Bradford Freeman
Meadowood Road	74		28-Jul-10	YES	29-Jul-10	Bradford Freeman

# HOUSING INSPECTION WPC REPORT 1ST QUARTER - 10/11

TOTAL: 6

Street	Bldg #	Unit #	Date Received	WPC Deadline	Type of WPC	Description of Work	Conditions	Granted ?	Inspector
South Eagleville Road	128	2	20-Jul-10	31-Jul-10	Certificate	Re-test water		YES	Bradford Freeman
Prop Start Date: 20-Jul-10 Prop Comp Date: 31-Jul-10 Contractor Req? YES Contractor: CEL									
Mansfield City Road	727	B	20-Jul-10	30-Aug-10	Certificate	gen work		YES/COND ITIONAL	Derek Debus
Prop Start Date: 01-Aug-10 Prop Comp Date: 30-Aug-10 Contractor Req? NO Contractor:									
Mansfield City Road	727	A	20-Jul-10	30-Aug-10	Certificate	Gen work	Cond cert	YES/COND ITIONAL	Derek Debus
Prop Start Date: 01-Aug-10 Prop Comp Date: 30-Aug-10 Contractor Req? NO Contractor:									
Russett Lane	22		07-Sep-10	01-Oct-10	Certificate	electric		YES	Derek Debus
Prop Start Date: 20-Sep-10 Prop Comp Date: 30-Sep-10 Contractor Req? NO Contractor:									

Street	Bldg #	Unit #	Date Received	WPC Deadline	Type of WPC	Description of Work	Conditions	Granted ?	Inspector
Stafford Road	42	1	27-Sep-10	23-Nov-10	Certificate	electric		YES	Derek Debus
			Prop Start Date: 04-Oct-10 Prop Comp Date: 23-Nov-10 Contractor Req? Contractor:						
Stafford Road	42	3	27-Sep-10	23-Nov-10	Certificate	electric/plumb		YES	Derek Debus
			Prop Start Date: 04-Oct-10 Prop Comp Date: 23-Nov-10 Contractor Req? Contractor:						



# HOUSING CODE VIOLATION TRACKING SYSTEM

## 10/11 QUARTERLY REPORT

1ST QTR: JULY - SEPTEMBER

### CERTIFICATE INSPECTIONS

SFD	2FD	3FD	MFD	APT	COND	300 - GenID	400 - Light/Vent	500- Plumb/W/S	600- Mech/Elec	700- Fire	800- Other	Park	Total Viol	Life Safety	Gen Health	Cert Insp	Cert Reinsp
91	57	6	14	64	28	74	4	76	65	39	0	24	282	140	142	168	92

### COMPLAINT INSPECTIONS

SFD	2FD	3FD	MFD	APT	CONDO	300 - GenID	400 - Light/Vent	500- Plumb/W/S	600- Mech/Elec	700- Fire	800- Other	Total Viol	Life Safety	Gen Health	Comp Insp	Comp Reinsp
15	3	0	0	6	3	4	0	2	1	1	0	8	3	5	23	4

TOTAL COMPLAINTS: 10      TOTAL PROPERTY VERIFICATIONS: 17

### BLIGHT INSPECTIONS

SFD	2FD	3FD	MFD	APT	CONDO	LOTS	COMM	131- 5	131- 6	131- 7	131- 8	131- 9	131- 10	131- 11	131- 12	131- 13	131- 14	Total Viol	Blight Insp	Blight Reinsp
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3	4	3	1

### TOTAL INSPECTIONS

TYPE OF DWELLING									Total Violations	Total Inspections	Total Reinspections
SFD	2FD	3FD	MFD	APT	CONDO	LOTS	COMM				
110	60	6	14	70	31	0	0	294	194	97	



# HOUSING CODE VIOLATION TRACKING SYSTEM

MONTH:       JULY - 2010      

## CERTIFICATE INSPECTIONS

SFD	2FD	3FD	MFD	APT	COND	300 - GenID	400 - Light/ Vent	500- Plumb/ W/S	600- Mech/ Elec	700- Fire	800- Other	Park	Total Viol	Life Safety	Gen Health	Cert Insp	Cert Reinsp
24	18	3	1	22	3	31	0	25	12	10	0	1	79	35	44	53	18

## BLIGHT INSPECTIONS

SFD	2FD	3FD	MFD	APT	CONDO	LOTS	COMM	131- 5	131- 6	131- 7	131- 8	131- 9	131- 10	131- 11	131- 12	131- 13	131- 14	Total Viol	Blight Insp	Blight Reinsp
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	3	2	0

## COMPLAINT INSPECTIONS

SFD	2FD	3FD	MFD	APT	CONDO	300 - GenID	400 - Light/ Vent	500- Plumb/ W/S	600- Mech/ Elec	700- Fire	800- Other	Total Viol	Life Safety	Gen Health	Comp Insp	Comp Reinsp
4	2	0	0	0	2	1	0	1	1	1	0	4	2	2	6	2

TOTAL COMPLAINTS: 4      TOTAL PROPERTY VERIFICATIONS: 4

## TOTAL INSPECTIONS

TYPE OF DWELLING									Total Violations	Total Inspections	Total Reinspections
SFD	2FD	3FD	MFD	APT	CONDO	LOTS	COMM				
30	20	3	1	22	5	0	0		86	61	20



# HOUSING CODE VIOLATION TRACKING SYSTEM

MONTH: AUGUST - 2010

## CERTIFICATE INSPECTIONS

SFD	2FD	3FD	MFD	APT	COND	300 - GenID	400 - Light/Vent	500- Plumb/W/S	600- Mech/Elec	700- Fire	800- Other	Parking	Total Viol	Life Safety	Gen Health	Cert Insp	Cert Reinsp
38	20	0	13	4	17	17	0	26	21	21	0	8	93	56	37	55	37

## BLIGHT INSPECTIONS

SFD	2FD	3FD	MFD	APT	CONDO	LOTS	COMM	131- 5	131- 6	131- 7	131- 8	131- 9	131- 10	131- 11	131- 12	131- 13	131- 14	Total Viol	Blight Insp	Blight Reinsp	
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1

## COMPLAINT INSPECTIONS

SFD	2FD	3FD	MFD	APT	CONDO	300 - GenID	400 - Light/Vent	500- Plumb/W/S	600- Mech/Elec	700- Fire	800- Other	Total Viol	Life Safety	Gen Health	Comp Insp	Comp Reinsp
3	0	0	0	0	1	0	0	0	0	0	0	0	0	0	4	0

TOTAL COMPLAINTS: 0      TOTAL PROPERTY VERIFICATIONS: 4

## TOTAL INSPECTIONS

TYPE OF DWELLING									Total Violations	Total Inspections	Total Reinspections
SFD	2FD	3FD	MFD	APT	CONDO	LOTS	COMM				
43	20	0	13	4	18	0	0	94	60	38	



# HOUSING CODE VIOLATION TRACKING SYSTEM

MONTH: SEPTEMBER - 2010

## CERTIFICATE INSPECTIONS

SFD	2FD	3FD	MFD	APT	COND	300 - GenID	400 - Light/ Vent	500- Plumb/ W/S	600- Mech/ Elec	700- Fire	800- Other	Park	Total Viol	Life Safety	Gen Health	Cert Insp	Cert Reinsp
29	19	3	0	38	8	26	4	25	32	8	0	15	110	49	61	60	37

## BLIGHT INSPECTIONS

SFD	2FD	3FD	MFD	APT	CONDO	LOTS	COMM	131- 5	131- 6	131- 7	131- 8	131- 9	131- 10	131- 11	131- 12	131- 13	131- 14	Total Viol	Blight Insp	Blight Reinsp	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## COMPLAINT INSPECTIONS

SFD	2FD	3FD	MFD	APT	CONDO	300 - GenID	400 - Light/ Vent	500- Plumb/ W/S	600- Mech/ Elec	700- Fire	800- Other	Total Viol	Life Safety	Gen Health	Comp Insp	Comp Reinsp
8	1	0	0	6	0	3	0	1	0	0	0	4	1	3	13	2

TOTAL COMPLAINTS: 6      TOTAL PROPERTY VERIFICATIONS: 9

## TOTAL INSPECTIONS

TYPE OF DWELLING									Total Violations	Total Inspections	Total Reinspections
SFD	2FD	3FD	MFD	APT	CONDO	LOTS	COMM				
37	20	3	0	44	8	0	0		114	73	39



# HOUSING INSPECTION REFERRALS - COMPLAINTS *09/10*

**TOTAL: 3**

Street	Bldg #	Unit #	Dwelling Type	Dwelling Status	Referral Date	Referred to:	Inspector
Pleasant Valley Road	153		SFD	Rental	19-Jul-10	DEP	Derek Debus
Hillside Circle	20		SFD	Poss Rental	01-Sep-10	Zoning Police	Derek Debus
Briacliff Road	13		2FD	Owner Occupied	27-Sep-10	Zoning	Derek Debus



# HOUSING INSPECTION REFERRALS - CERTIFICATES

*1ST QUARTER 10-11*

**TOTAL:** 1

<b>Street</b>	<b>Bldg #</b>	<b>Unit #</b>	<b>Dwelling Type</b>	<b>Dwelling Status</b>	<b>Referral Date</b>	<b>Referred to:</b>	<b>Inspector</b>
Mulberry Road	342		SFD	Rental	23-Aug-10	Health	Derek Debus



# HOUSING INSPECTION

## DOOR HANGERS, WARNING NOTICES, CITATIONS ISSUED

*QUARTERLY REPORT - 10/11*

**QUARTER:** 1st - July - September

MONTH	DOOR TAGS	WARNING NOTICES	CITATIONS
	Total Issued	Total Issued	Total Issued
July	1	0	0
August	0	0	0
September	0	0	0
<b>TOTALS:</b>	1	0	0

**TOTAL FEES COLLECTED:** \$0.00

**COMMENTS:**

# HOUSING INSPECTION

## DOOR HANGERS ISSUED BY STREET

**PERIOD:** July 1, 2010 - September 30, 2010

**TOTAL:** 1

Street	Bldg #	Unit #	Lot #	DOOR TAGS			Closed?
				Date Tag Left	Violation	Section Officer	
<b>North Eagleville Road</b>							
	203			13-Jul-10	BLIGHT/LITTER	131-14 Derek Debus	NO



William D. Hammon, Building Maintenance Director

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

## Quarterly Report

July 1, 2010 ~ September 30, 2010

### A. Completed Activities:

1. Completed Mansfield Middle School heating system.
2. Completed light bulb relamping in all major town buildings.
3. Completed ninety percent (90%) of all work orders.
4. Completed mandatory training for entire staff.
5. Signed contracts to obtain installation of solar panels at four town owned buildings.
6. Purchased materials for boiler upgrade at Maintenance Shop.
7. Automated Building Systems started installation of computer controlled heating systems.
8. Installed new maintenance free fence at Buchanan Library.
9. Installed new window in Senior Center computer room.
10. Built new training room at Bus Garage.
11. Sent two (2) staff members for extensive OSHA training.
12. Completed shutdown work at Senior Center and Daycare.
13. Changed 6,000 light bulbs in all schools for energy efficiency.
14. Added computer controls to boiler rooms for energy savings.
15. Replaced faulty heat control valves at the Mansfield Community Center.
16. Installed new pumps at both the main pool and therapy pool for the Mansfield Community Center.
17. Completed summer cleaning two weeks prior to the opening of school.

### B. Plans for this quarter:

1. Complete boiler installation at Maintenance Shop.
2. Complete computer control of heating systems in major town buildings.
3. Complete solar panel installations at Fire Stations #107 and #307.
4. Complete solar panel installations at Senior Center and Mansfield Library.
5. Purchase truck with lift gate for Maintenance Department.
6. Install new outside sign at Town Hall.
7. Continue to work on new school project.

William D. Hammon, Director  
Facilities Management

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**INTER**

**OFFICE**

**MEMO**

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TOWN OF MANSFIELD, FINANCE DEPARTMENT

**To:** Matthew W. Hart, Town Manager  
**From:** Cheryl A. Trahan, Director of Finance  
**Subject:** First Quarter Narrative Report (September 30, 2010)  
**Date:** December 13, 2010

I. ACCOUNTING, FINANCIAL REPORTING & BUDGETING

1. Accomplishments
  - a. Completed all quarterly payroll tax reports for the second 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. Began the conversion on the new Windows-based Payroll/Personnel module. Continued training for decentralized purchase order entry.
  - e. Continued to assist with financial impact projections for a potential school renovation project.
  - f. Assisted with the fiscal analysis for the Storrs Center Project
  - g. Assisted Region 19 with the referendum for a potential athletic field renovation project
  - h. Worked with Bond Counsel on the authorization for the issuance of general obligation bonds for various capital improvement projects – Miscellaneous Equipment purchase, Bridge Repairs and Open Space.
  - i. Capitalized fixed assets and calculated depreciation for 2009/10.
  - j. Prepared Capital Projects funding adjustments and closeouts for the Town and Region
  - k. Prepared final adjusting and closing entries for 2009/10
  - l. Began the 2009/10 annual audit with Blum, Shapiro, LLC
  - m. Closed Fiscal Year 2009/10 and began preparation the Comprehensive Annual Financial Report for the Town, Region 19 and Eastern Highlands Health District.
  - n. Prepared the ED001, ED141 and other annual reports to the State Dept of Education for the Mansfield and Region Boards of Education.

- o. Negotiated energy contracts for FY 2010/11
  - p. Planned the restructure of the Finance office upon the termination of the Controller.
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. Assist EHHD with their proposed 2011/12 budget
  - e. Prepare the remaining schedules, tables and analysis for the 2009/10 audit and Comprehensive Annual Financial Report for the Town, Region 19 and Eastern Highlands Health District, including the Management Discussion and Analysis section.
  - f. Complete the annual audit with Blum, Shapiro, LLC
  - g. Prepare the Position Control and proposed salary budget transfers for the Town, Region and Board for FY 2010/11
  - h. Begin personal services budgeting for FY 2011/12 for the Town, Region, Board and EHHD
  - i. Calculate yearend payroll adjustments for auto usage and for taxable group term life insurance for calendar year 2010
  - j. Begin the preparation of the 2011/12 budget, including initial projects for the budget workshops for the Town and Region
  - k. Continue to assist with information and analysis for the school building project
  - l. Continue to assist the Region School Building Committee with the track project.
  - m. Establish a purchasing card program for the Boards of Education
  - n. Complete the training for user departments on purchase order entry thereby eliminating duplicate keying.
  - o. Prepare documents with our Financial Advisor to issue general obligation bonds for Region 19 and the Town to fund authorized projects
  - p. Begin implementation and training for the Admins Windows-based Budget modules.
  - q. Implement the changes outlined the Finance dept. restructure, including filling the Accounting Manager's position

## II. Assessor's Office

### 1. 2010/2011 First Quarter Accomplishments

- a. Completed the review and processing of all property transfers for the period covering July 1, 2010 through September 30, 2010. There were 78 documents reviewed. All changes pertinent to the assessment records have been integrated into the records for the October 1, 2010 Grand List file.
- b. Completed all sales analysis for the period covering July 1<sup>st</sup> through September 30<sup>th</sup>. There were 46 sales in the first quarter (versus 61 for the same quarter last year) and 90 for the same quarter in 2008). The sales are catalogued for use by the public.
- c. The Assessors Office processed 66 applications and completed the finalized grant request for the Additional Veterans Exemptions for the 2009 Grand List. The report was submitted to OPM in August 2010.
- d. The Assessors Office prepared and mailed out approximately 850 Personal Property Declaration forms for the October 1, 2010 Grand List. Included in this list were forms for Unregistered Motor Vehicles.
- e. The Assessor's Office completed and sent the Elderly Reduction report to OPM. No accounts were reduced this year due to the death of the homeowner or sale of the property.
- f. Field inspections continued for permit work and completed new construction. There were 18 pro-rates for new construction as of October 1, 2009 (down from 35 the previous year). After the new construction inspections are completed for the October 1, 2010 Grand List, we will focus on all other building permits, i.e. decks, sheds, finished bsmts., garages, additions, etc. All permit inspections will be completed by the end of November.
- g. All new subdivisions, property splits and transfers since October 2, 2009 are being completed for the 2010 Grand List.
- h. The Assessor Office assisted the Collector of Revenue with questions and problems that resulted from the October 1, 2009 Grand List. Motor Vehicles were the primary source for these questions.
- i. The Board of Assessment Appeals met September 11th and heard 5 motor vehicle appeals. They reduced assessments totaling \$5,460. This equates to \$140.38 in lost tax revenue.

### 2. 2010/2011 Second Quarter Plans

- b. The Assessor's Office will process all Personal Property Declarations made by businesses for the October 1, 2010 Grand List. Declarations are due by November 1<sup>st</sup> this year.
- c. The Assessor's Office will process the 2009 Supplemental Motor Vehicle list once it is received from the DMV for billing the end of December.
- d. The Assessor's Office will begin processing the October 1, 2010 Regular Motor Vehicle list once the Supplemental list is done.

### 3. Problems

- a. 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 26 tickets issued and delivered to collectors office for 3rd quarter.
- c. Sent 16 follow up letters for tickets not paid
- d. Collected and processed \$1,780 payments on 33 parking tickets in 3<sup>rd</sup> quarter.
- e. Facilitated collection of 6 appeals on tickets in 3<sup>rd</sup> 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 July 2010 quarterly refuse bills.
- h. Billed and collected on sewer accounts for the February 2010 through July 2010 usage period.
- i. Entered and balanced monthly revenues. Processed 56 billings for the 3rd quarter for the Eastern Highland Health District, Rental Properties, Bulky Waste, Copier Fees, Administrative Services, Public Works, School Use Billing, Sinking Fund, Small Cities Loans, Police Dept and Special Education Tuition. Total of all billings for the 2nd quarter were \$321,450.36. Total outstanding revenues as of September 30, 2010 are \$25,606.75.
- 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 17 accounts from July Quarter.
- l. Recorded 2 new refuse liens in the 3rd quarter. There were no releases in 3<sup>rd</sup> quarter.
- m. Released 3 sewer liens. No new liens were filed in 3<sup>rd</sup> quarter.

##### Taxes

- n. Collected on 2009 Grand List taxes.
- o. Sent delinquent notices to accounts not paid by Mid-August.
- p. Restricted registrations on vehicle taxes remaining unpaid by early September.
- q. Collections on the 2009 Grand List through September 30th were \$13,342,540 or 53.7% of the budgeted collections. This office processed 16,391 payments in 3rd quarter on all accounts, including prior years. Prior Years collections, including interest through September 30th totaled \$119,522 or 36% of budgeted collections for this category.
- r. Processed certificate of corrections, refunds and printed monthly balancing reports for these activities. A net total \$40,252 of taxes has been removed due to proof provided during fiscal year July 1, 2010 through September 30, 2010.
- s. Began to work on returned pieces of mail received for tax cycle. Maintained a low level of returned mail items and quick turnaround of pieces with addresses found.
- t. Met with management on top 20 accounts and oldest 20 accounts. Worked with attorney on tax sale accounts, legal notices for tax sale planned for January 2011.
- u. Collected on a series of personal property business taxes sent to the State Marshal for collection. Sent revised list to State Marshall on new set of delinquent personal property accounts.

- v. Sent new listing to the collection agency. Accounts with over \$100 in accumulated balances due with 2 cycles delinquent were sent. No 2009 Grand List accounts were sent.
- w. Released 24 tax liens on accounts paid off within the 3<sup>rd</sup> quarter 2010.
- x. Filed the annual information with the Town Clerk.

#### General office

- y. Completed reconciliation to the General Ledger through September 30<sup>th</sup>, 2010.
  - z. Worked with auditors on 2009/10 wrap up on tax year.
  - aa. Reconciled bounced checks listing – sent follow up letters on bounced checks. Agreed to write off several checks still outstanding from over a year ago.
  - bb. Maintained delinquent account follow up file system for easy correspondence tracking.
  - cc. Began review and discussion with software companies the provide tax programs. Met with management to develop a budget for such new software companies and to plan dates to have a few come in and do demos.
  - dd. Conducted record retention – successfully shredding and recycling 8 bins full of old records.
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 October 2010 quarter. Process the multi family billings based on the number of cubic yard containers used.
- c. Enter and Balance monthly 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. Continue to collect on 2009 Grand List.
- h. Work on refunds process to get refunds back to taxpayers in a swift manner
- 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 December 31, 2010.

#### General office

- a. Perform record retention duties on many classes of records.
- b. Review of vendors for new tax collection system
- c. Review vendors for stuffer/mailer machine

- d. Review ability to collect payments by credit card with a machine reader in our and in other offices around the town
- e. Continue with record retention measures
- f. Begin lien review for a grand file of all outstanding liens from our office.



# Town of Mansfield Fire and Emergency Services

**To:** Matthew W. Hart, Town Manger  
**From:** David J. Dagon, Fire Chief  
**Date:** November 18, 2010  
**Subject:** Quarterly Report – 1<sup>st</sup> Quarter '10 – '11

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## Fire and Emergency Services Management

- William Pearson, Lieutenant, Fire/Police was promoted to the position of Captain, Fire/Police. Scott Taylor, Fire/Police was promoted to the position of Lieutenant, Fire/Police.
- Two annual authorizations required by the department of Public Health were completed; a Certificate of Operation and a Rate Setting application. Both authorizations are required to allow the department to continue providing EMS (Emergency Medical Services).
- An electronic patient care reporting system has been introduced into the EMS operations. The system is designed to standardize EMS reporting statewide. The system enhances the department's ability to conduct Quality Assurance reviews and provides a more efficient method of reporting EMS statistics to the State of CT.
- The standardization of ET 207 and ET 307 is complete. This enables a greater degree of flexibility responding to calls for service and improves the department's rescue capability when operating at the scene Motor Vehicle Accidents.
- The chief officers and captains of the MFD and UConn Fire Department held a joint officer meeting to identify operational areas that might be able to be improved upon. Both departments are seeking to build on the excellent working relationship.
- Captain Lavitt continues to improve the GIS (Geographic Information System) mapping project. A number of electronic map layers that provide reliable information on infrastructure such as water sources, utilities, landing zones, etc... have been completed to date.
- Annual medical physicals for all department personnel were initiated.

## Fire and Emergency Services Operations

- Calls for Service – July 1<sup>st</sup> – September 30<sup>th</sup>:
  - Fire 19
  - Fire Alarms 39
  - Hazardous Condition 29
  - Medical Incidents 403
  - Service Calls 61
  - Good Intent 24

## Training

- The Mansfield Explorer Post sent two of its members to the Connecticut Fire Academy's Introduction to the Fire Service. Shane Enright and Mitch Vildavs attended the week long residency program designed to introduce cadet firefighters (ages 14 - 17) to the fire service. Topics include Introduction to the Connecticut Fire Academy and site Orientation, Fire Department Organization and Structure, Fire Science, Ropes and Knots, Ladders, Fire Streams, Search and Rescue, and Wildland Firefighting.
- Connecticut Fire Academy instructors delivered a Pumper Operator Certification class. Class work includes safe driving techniques, preventive maintenance, pump operations, hydraulic calculations, water supply, and apparatus systems. This 48 hour certification program includes many hours of "hands-on" exercises.
- This Fall the department had the opportunity to perform training evolutions in a single family home that was an acquired structure. Search & Rescue, Ventilation, and RIT (Rapid Intervention Team) evolutions were carried out. The opportunity to conduct training scenarios in such an environment proved to be very effective.
- EMS in-service training programs were conducted by Windham Community Memorial Hospital (WCMH). The sessions have been expanded to include a Quality Assurance component that reviews specific calls for service and the patient care provided.
- Members of the department participated in a drill that simulated an Aircraft Accident. The drill was staged by the North Windham Volunteer Fire Department. The drill exercised the operational response plans and mutual aid agreements of several different area fire departments.

## Fire and Life Safety Education

- The department's standing committee to review the fire and life safety education programs that it delivers to the public has been working diligently to prepare the fire prevention program for Fall of 2010. The committee continuously examines methods to improve the programs.

- The department assisted the Board of Education with Elementary School Bus Evacuation Drills during the first week of school. The drills are designed to familiarize students with procedures to safely evacuate a school bus during an emergency. Students practice exiting the bus, assisting fellow students, and establishing a central meeting location.

#### FEMA Grant

- FEMA has not yet acted on the department's grant request for the 2010 grant cycle. The department is requesting Tone and Voice Pagers used to alert firefighters to calls for service.

#### Equipment Testing/Maintenance

- All apparatus have received preventive maintenance and have successfully passed annual pump tests.
- All department hose has been tested. The testing resulted in approximately 2,000' of hose that needs to be repaired. For hose repairs that cannot be conducted in-house it will be sent out for repair.

#### Meetings/Training/Workshops attended:

- State Commission on Fire Prevention and Control
- Mansfield Firefighters Association
- Mansfield Fire Department Officer meetings
- WCMH EMS in-services
- Tolland County Mutual Aid Fire Service
  - Board of Directors meetings (3)
  - County meetings (2)
- Connecticut Fire Chiefs Association
- Fire Marshal in-service training programs
- Triad Program

#### The Fire Department participated in the following Special Events

- Town of Columbia July 4<sup>th</sup> parade
- Know Your Towns Fair
- Town of Ellington Parade



# 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:** Monday, November 29, 2010

**Re:** Quarterly Report: July 1, 2010 through September 30, 2010

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## I. Accomplishments.

1. Successfully worked with Natchaug Hospital to resolve their false alarm problems (Malicious False Alarms from clients as well as system malfunctions).
2. Continued to provide training and support for the "e-PCR" (Electronic Patient Care Report) reporting system and deployed the system for department wide use.
3. During the current quarter, collected \$4,900.11 in revenue for Fire Prevention Plan Reviews as authorized by the Fire Prevention Services Fee Schedule. During the current fiscal year, Fire Prevention Services has generated \$4,900.11 in revenue.
4. Prepared for the delivery of the Mansfield Fire Prevention and Life Safety Program (lesson plans, program materials, and teaching resources), trained staff, and scheduled program delivery.
5. Prepared a request for additional funding (DEMHS Homeland Security Grant) for the Mansfield and Coventry Department of Public Works interoperable communications system.
6. Worked with area apartment complex management, Town Manager, Resident Trooper's Office to prepare for Fall Move in Weekend as well as weekends up to and including Halloween Weekend.
7. Met several times with the Ordinance Development Review Subcommittee in regard to the 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.
8. Provided assistance and staff to the MCCP off campus program.

Fire Marshal/Emergency Management/Voice Communications  
Quarterly Report: July 1, 2010 through September 30, 2010

9. Continued to assist with the implementation and evaluation of "School Crises Response Drills."
10. 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.
11. Continued to serve on the Department of Emergency Management and Homeland Security Region IV Emergency Planning Steering Committee.
12. 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.
13. Continued to provide assistance to the Eastern Highlands Health District with planning for the Pandemic Flu, Bio-Terrorism and Point of Distribution facilities.
14. Continued to support UConn's EMHE (Emergency Management Higher Education) Grant as a community partner.
15. Continued to provide a Field Training Program for newly certified Deputy Fire Marshals.
16. Continued to work with the State Fire Marshal's Fire Prevention Code Advisory Committee.
17. Continued to work with property owners who have underground tanks that are affected by the Underground Storage Tank Ordinance.
18. Continued to work with the fire service, police, health department, and schools to review terrorism threats, mitigation, and response plans.
19. Continued to serve as the Chair of the WINCOG Emergency Management Committee.
20. Attended several Safety and Wellness Committee meetings.
21. 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.
22. Continued to assist users with the Fire Service Management Software.
23. Staff attended the following Fire Marshal in-service training programs: Juvenile Firesetters; and, Hording.
24. Continued to serve as a member of, and provide staff support to the Campus/Community Partnership.
25. Provided staff support to the Town/Gown Committee
26. 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. Deliver the Fire Prevention and Life Safety Education program to pre-K through 5<sup>th</sup> grade students and public groups.
2. Place a high priority on new construction inspections.
3. Prepare permit forms and records management system for the proposed revision of the Fire Prevention Fee Ordinance.
4. 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 8 Open Burning Permits.
3. No 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- 7/01/10-9/30/10  
Date: November 24, 2010

**I. ADMINISTRATIVE AND ADULT SERVICES**

**A. During this quarter the Director of Human Services was involved in the following activities:**

- Worked closely with the new Senior Center Coordinator to provide orientation and training in transition to this position.
- Continued to work with a sub-committee of the Mansfield Senior Center Association and the Commission on Aging to implement a Volunteer Driver program, including hiring of a coordinator for the program.
- Completed the William Caspar Graustein's "Institute on Performance Measurement and Accountability."
- Participated in the Planning Group for the Northeast Area Non-Profit Collaborative's (NANC) "Turn the Curve" initiative, focused on the issue of poverty in Mansfield and Windham.
- Worked with seniors and public safety personnel to implement a local TRIAD chapter to focus on senior safety.
- Participated in neighborhood visits to off-campus students as a member of the Mansfield Community-Campus Partnership.
- Worked with representatives of Masonicare regarding the proposed Independent/Assisted living project.
- Attended the Para-transit Advisory Committee of the Windham Region Transit District.

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

- Various forms of assistance were provided to 161 unduplicated clients, through 300 contacts.
- Financial assistance was provided to 16 individuals through 23 contacts, with 14 individuals receiving help through the Special Needs Fund.
- 8 families received help through our local Food Pantry through 14 separate contacts.
- 13 residents received tax assistance from the Elderly and Disabled Homeowner's Tax program through 23 contacts.
- 66 residents participated in the Elderly and Disabled Renter's rebate program.

- 31 families and children participated in the Salvation Army "Back to School" program.

## II. SENIOR SERVICES

### A. Senior Center

- There were 5364 visits to the Senior Center by 417 unduplicated members.
- A total of 1843 meals were served at the Center to 127 individuals.

### B. Highlights:

- 65 individuals participated in various Enrichment Programs including computer classes, art classes, quilting, bridge, and chorus.
- 111 seniors participated in Community Education events, including the AARP Safe Driving Program.
- 5 seniors received legal assistance.
- 161 seniors participated in different social events including special lunches, bingo, jewelry class, and other games.
- 139 seniors participated in ongoing fitness and exercise programs including yoga, pilates, Tai Chi and therapeutic exercise.

### C. Social Work Services:

- The Senior Service Social Worker met with 36 unduplicated clients and provided the following services:
  - Assistance applying for the Medicare/Medicare Savings Program (MSP)/Connpace/Medicaid assistance (20).
  - Conducted 14 home visits to elderly residents.
  - Provided assistance with locating home health services, homemaking services, durable medical equipment and companion services.
  - Facilitated the Low Vision Support Group.
  - Explored assisted living resources in the area.
  - Provided referrals for legal assistance, marriage counseling, medical transportation support groups, local mental health agencies, and the Charter Oak insurance program.
  - 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 19 individuals attended these groups.
- The VNA East provided services to 36 seniors through 45 visits to the nurse.
- Podiatry services were provided to 43 individuals.
- 41 seniors received blood pressure screenings.
- 3 seniors participated in the "Brain Health" program.
- 3 seniors received reflexology services.

### III. YOUTH SERVICE BUREAU

**A. Programs and Activities:** Served approximately 127 individuals over the three month period. These families participated in programs as listed below. 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 (7<sup>th</sup> and 8<sup>th</sup> grade Leadership program)
- Youth Work Employment Program
- Job Bank
- LEAP ( 4<sup>th</sup> grade transition program to middle school)
- Grandparents Raising Grandchildren Group
- Children's Grief Group
- Mansfield Challenge Adventure Program
- Multi Family Therapy
- Holiday Giving
- Summer Camp
- Jorgensen Outreach to Youth (JOY)
- Peers Are Wonderful Support Leadership Conference

#### Activities included the following:

- **Volunteers:** The YSB continues to utilize an extensive workforce of graduate interns, undergraduate students, high school and middle school students as well as community volunteers to carry out our mission. Programs are dedicated to mentoring and fostering volunteerism while instilling the value of service in young students.
- **Mathew Lawrence:** As social work intern, he will be assisting with the Adventure Learning Program at Mansfield Middle School with the physical education teacher, Adam Ramsdell. He is working with a variety of our programs including starting a Boy's Council with the assistance of David Kepelsky a senior at EO Smith High School.
- **Sevan Angacian:** PhD a candidate from UConn's school of school psychology. She worked with us last year at Goodwin School with our Cope Program. This year Sevan she will expand her work to include two of our elementary schools, working with staff on a Cope curriculum and our results based accountability activities.
- **Mansfield Challenge Program:** Sixteen 7<sup>th</sup> and 8<sup>th</sup> grade students as well as middle and high school teachers attended this week long

wilderness challenge program, including rock climbing, canoeing and hiking. The program is designed to develop teamwork and leadership abilities in "at-risk" students. This is an experiential program which aims to foster community and group interdependence as well as individual honesty, awareness, openness, responsibility and accountability.

- **Camperships:** Staff coordinated financial support and identification of qualified students who could benefit from an overnight camp experience. We received money from the Noah Farland Grant, the Episcopal Bishop's Fund, the Human Services Special Needs Fund, and Care for Kids.
- **Girl's group:** Staff are facilitating an after school initiative for at-risk middle school girls. High school and college students serve as mentors to the girls. Three of the girls participated in over night camp for the first time. Their High School mentor was a camp counselor at the camp, which facilitated a positive outcome.
- **Multi-Family Therapy Group:** This group continued to meet over the summer and functions as a stabilizing intervention for at risk families over the summer. This is a psycho-educational treatment/support group for families whose children are in treatment with our staff psychiatrist. Youth and parents become remarkably well informed and engaged regarding medication issues.
- **Grants:** YSB has been awarded the State Department of Education YSB Grant, an Enhancement Grant and a prevention grant from Northeast Communities Against Substance Abuse (NECASA), enabling us to continue offering extended program to Grandparent's Raising Grandchildren as well as programming for students and parents of Mansfield.
- **Dorothy Goodwin Bequest Fund:** Middle school girls handmade fleece blankets to be distributed to children and families in need. Staff facilitated the distribution of these blankets.

#### **B. Mansfield Advocates for Children (MAC):**

- Worked with a volunteer to produce 'Family Fun in Mansfield'.
- Completed and analyzed the collaborative Self Assessment tool.
- Coordinated volunteers to produce the second edition of the Mansfield Family Resource Guide.
- Participated in the National League of Cities' conference call on health care for young children.

#### **C. School Readiness Program**

- Maintained ongoing use of 14 School Readiness spaces at 4 local NAEYC accredited centers.
- Completed quarterly monitoring visits to each of the four centers.
- Completed the School Readiness grant evaluation.
- Arranged for School Readiness families to attend "Jorgensen Outreach to Youth" program events.

**E. Discovery 2010 Grant–Mansfield’s Plan for Young Children**

- Coordinated efforts to continue implementing MAC’s Plan for Young Children.
- Attended the RBA Performance and Accountability Institute.
- Facilitated a focus group of incoming kindergarten parents about the issue of connectedness in our community.
- Coordinated volunteers to staff a table at the Festival on the Green event.
- Supported Health Team efforts for MAC to partner in the ACHIEVE Initiative’s “Farm to Table Dinner” event.
- Coordinated MAC representation at the UConn Work/Life event.
- Coordinated the CT Parent Power voting initiative: “I Care About Kids and I Vote.”
- Attended the Board of Education meeting to support the Health Team’s efforts regarding healthy preschool snacks and milk choices.



## Department of Information Technology

**To:** Matthew Hart, Town Manger  
**From:** Jaime Russell, Director of Information Technology  
**Date:** November 1, 2010  
**Subject:** 1st Quarter Report

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The Department of Information Technology completed a successful first quarter.

- The Information Technology Department completed the required software updates to the existing voice-over-IP Mitel phone systems. The software programming updates keep the four phone systems compliant with current standards and ensure continued smooth operation. The voice-over-IP technology is cost efficient as it allows us to route many calls across our fiber network connections, thereby requiring less at-cost phone lines from phone providers.
- The Finance and Information Technology Departments partnered to implement interface changes to the ADMINS financial databases. The two Departments coordinated their efforts to ensure an effective process. The software migration of the financials, human resource, and budget modules were completed.
- The Department continued to move forward with the new Town of Mansfield website. The website was launched in the previous quarter, but during this current quarter, the Department worked on the sub-templates for Parks and Recreation, the Health District, and the Downtown Partnership. The Health District template is completed and active; the final two templates are nearly complete. In the coming quarter, the Department will focus on improving the search capabilities of the site to further enhance access for citizens.
- During this quarter, the Department completed the final migration of nearly all servers to virtual states in conformity with vSphere 4 standards. During the past two years, Mansfield's servers have gradually been transitioned away from physical servers to instead exist as virtual servers. This reduces energy consumption, limits the purchasing of physical equipment, maximizes the efficiency of shared resources, and improves redundancy. Mansfield's efforts mirror the trend occurring world-wide as all organizations seek to reduce the use of physical servers in favor of virtual computing (sometimes referred to as "cloud computing").

- 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: JULY AUGUST SEPTEMBER 2010**

**I. Summary of Major Activities and/or Highlights**

Collaborated with Mansfield School Libraries for Books on Buses program, a major project for the Shared School/Public Librarian, Children's Librarian and paraprofessional library staff: gathering & processing books, packing them in bins, replenishing supplies, uploading data into our integrated library system and compiling statistical reports. Mansfield Public Library contributed a total of 939 books, 72% of the total Books on Buses collection.

**II. Review of Quarterly Operations**

**A. Administrative**

**Boards**

- **Friends of the Mansfield Library:** Memorial bench in honor of Jody Newmyer was installed (9/7).
- **Library Advisory Board:** Informational meeting (no quorum); discussed quarterly report for spring quarter, and provided a demonstration of BookFlix and AWE literacy computers for children (7/13).

**Productivity**

- Assigned tasks to begin the process of preparing our bibliographic database for the migration to Evergreen, an "open source" integrated library system (examine and fix/ purge/consolidate potentially questionable records).
- Supervised changes to loan periods, cataloguing records, etc. to support standardization in the Bibliomation network.

**Personnel**

- Conducted one work performance review.
- Interviewed 3 applicants for 2 page positions; candidates were selected and started work in early September.
- Conducted one page evaluation.
- Staff Meetings:
  - September 22: discussed the Friends of the Mansfield Library annual dinner, October mini-sale, recruitment of new members to the Friends, changes in shelving locations in the Children's area, missing and lost reports, and new loan periods for DVD's.
- Librarian Meetings:
  - September 27: Friends of the Mansfield Library annual dinner preparations, web design and suggested changes resulting from April user surveys, Facebook/Twitter for libraries & statistics of usage
- Participated in bi-monthly maintenance meetings with the custodian and Assistant Director of Facilities Management in attempt to bring building to standard.

**B. Circulation**

- **Books on Buses:** total circulation this year was 1,126 as compared to approximately 825 last year (the figure from last year is approximate due to a computer glitch).
- **Downloadable Audiobooks:**
  - Adult audiobook circulation increased by 7%: 545 in the first quarter of FY 2011 vs. 510 in the first quarter of FY 2010.
  - Children's and Teen downloadable audiobooks continue to decline in circulation: 27% fewer audiobooks for children and teens circulated this quarter than the same quarter last year.
- **Library Web Site:**
  - There were 31,415 hits to Mansfield Public Library's website and 13,268 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.
- **Public Computers and Internet Access:**
  - Based on a random sampling, use of public computers increased by 22% this quarter compared to the same quarter last fiscal year.

## C. Collection

### Adult Services

- Analyzed and conducted collection maintenance activities in adult nonfiction: 746.7 to 781.643 consisting of ~ 840 titles.
- Completed analysis and collection development activities for adult fiction titles (approximately 2000 titles) and adult biography titles (approximately 2000 titles); approximately 14,000 books were shifted to accommodate changes.
- Formatted and compiled statistical reports to review titles: adult nonfiction 800's and 900's.

### Children's Services

- All book bus materials were ready to go by the first week in July; J fiction had to be replenished twice during the summer. MPL sent hardcover fiction although paperbacks were preferred; that was all we had to send to the buses. If Books on Buses is provided next summer, MPL's books in storage for the buses will have to be updated based on circulation statistics.
- The AWE computers have received an upgrade, with some new games.
- Realia has been shifted to the area above the picture book collection, to make them more visible to parents and less likely to be scattered by children on Saturdays.
- Updated Infant and Toddler brochures, both online and hard copy.

### Teen Services

- Book displays were difficult to maintain due to the re-organization of the teen area, but the new teen book display was maintained, as well as a weekly display for the teen summer reading program (supernatural stories, funny books, real life, magic, fantasy, action & adventure, romance and futuristic societies).
- Successfully completed the Junior Volunteer program: 14 volunteers worked 28 hours over a six week period this summer.
- Informal survey indicated that most junior volunteers would like to volunteer during the school year, but there is not enough time in their schedules. Another drawback from the Library perspective is that the time and staff to supervise them is very limited during the school year because the Shared/Public Librarian is only in the public library two days per week.

## D. Cooperative Services and Activities

- Judy Stoughton assisted in the planning and implementation of a MAC Preschool/Kindergarten teacher meeting on June 9, held at the Mansfield Public Library.
- Ms. Stoughton continues as Co-Chair of MAC with regular monthly meetings and Executive Committee meetings.
- Emily Tinnel, School/Public Librarian, attended Open Houses to provide information about Mansfield Public Library and to encourage parents as well as children to visit their public library. Goodwin (reached 50 people), Vinton (reached 65), and Mansfield Middle School (reached 50).
- Ms. Tinnel participated in the Festival on the Green Parade with Books on Buses (9/12/10).

## E. Information Services

- Reformatted and reloaded software on three computers (2006 machines) and redeployed into library, replacing 2003 computers.
- Installed an update to our integrated library system on all staff and circulation work stations. The upgrade activity from Bibliomation took two days, but the library maintained most of its circulation services via software that stores files on local computers.
- Produced and distributed September newsletter, online and in hard copy. Articles included [Black Bears in Connecticut](#), [Library Services for the Homebound](#), [Mansfield Public Library = WIFI](#), [Children's Book Recommendations](#) for those who can't get enough of the *Wimpy Kid* series, announcements about revised library hours, the return of Toddler Time, and a new museum pass to the Eric Carle Museum of Picture Book Art in Amherst, MA.

- **Subscription Online Resources**

- Overall database use declined this quarter as compared to the same quarter last year by 7%; however, BookFlix usage increased by 54%.
- Use of Wi-Fi averaged 3 people per day as compared to one or two people per day the same quarter last year. An outstanding issue we have with the wireless service is a lack of electric outlets. A work order was first submitted on March 4, 2010; a second work order was submitted September 22, 2010.
- Mango Languages has increased dramatically this quarter compared to the first quarter in 2010: 47 initial users the first 3 months, 115 this quarter. The most popular language studied? Italian.

**F. Programs**

Programs			
Age	Attendance	Programs/Visits	Expenditures
0 - 2	231	3	\$ -
3 - 5	699	18	\$ -
6 - 12	302	50	\$ 800.00
adult	221	10	\$ -
all ages	785	7	\$ 1,045.00
Teen	50	6	\$ 97.00
<b>TOTAL</b>	<b>2288</b>	<b>94</b>	<b>\$ 1,942.00</b>

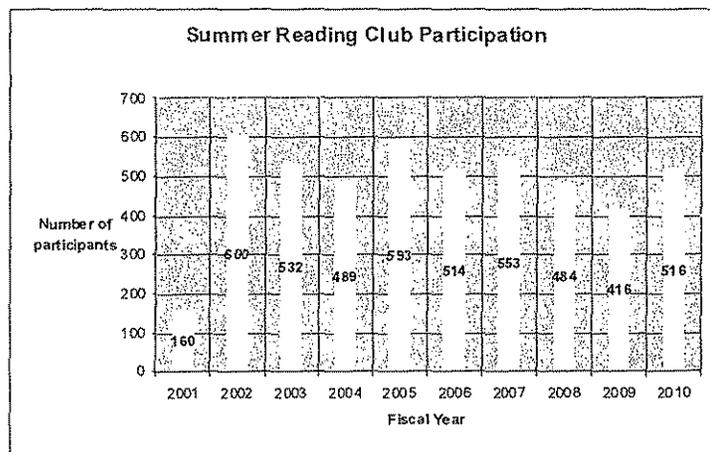
**Adult Services**

- Provided a presentation by a master wildlife conservationist on the history of black bears in Connecticut. Seventy-five patrons attended. (9/28)
- Planned and presented three "armchair travelogue" programs at both Juniper Hill and Mansfield Center for Nursing and Rehabilitation. At Juniper Hill, topics included Egypt, "The Orient Express" and Germany (*Quarterly attendance: 51*). At Mansfield Center for Nursing and Rehabilitation, the programs included travelogues to Africa, Newport, Rhode Island Mansions and a biography on Mark Twain. (*Quarterly attendance: 57*).

**Children's Services**

- **Summer Reading Program**

- No significant changes in the number of participants.
- Preschool and kindergarten children represent 36% of the children's reading program, a high percentage considering that most of our advertising efforts are geared toward children in the Mansfield schools.



- The number of participants who attend Goodwin Elementary School is the lowest of the public schools; that's also the school furthest from the public library and has the highest bus book circulation.

### **Children's Services**

- *Summer Reading Program continued*
  - The number of participants who attend Southeast Elementary School is the highest of the public schools; that's also the school closest to the public library and has the lowest bus book circulation.
  - 23% of the summer reading program participation was from out of town, very similar to last year's 24%.
- Summer performers in July included Eric Girardi, Kahana Hula, Roger Tincknell and Purple Rock Puppets. *Total attendance was 318.*
- The Agility Dogs demonstration attracted 150 children and adults; 225 participants enjoyed Ice Cream Social treats and activities in August.
- Wonderful Wednesdays was very busy this quarter, with a total attendance in July and August of 324, an average of 46 children and caregivers per session. Wonderful Wednesdays was not conducted last summer, due to staffing cuts. However, in July and August of 2008/09, *total attendance was 282*, with an average of 35 children and caregivers per session.
- Three craft and story programs were conducted this summer, after a hiatus last summer; *total attendance was 108.*
- The outreach to community preschool schedule is completed and programs will start in October.

### **Teen Services**

- Investigated potential for teens to volunteer with Friends of the Mansfield Library, and concluded working with the existing Junior Volunteer group is the better option.
- Summer programs for teens had consistent attendance, with an average of nine people per program (Recycled Disco Balls, Decorate a Picture Frame, Cooking Challenge, Hemp Weaving, and Sand Sculpture). Although the number of participants was less than the same quarter last year, more time was spent at the Information Desk by the Shared Public/School Librarian, the programs were creative and enjoyed by all, and minimal additional staff support was required.

### **G. Staff Development/Participation in Professional Meetings Meetings/Workshops:**

- Allison Knoecklein and Marilyn Schreiber attended Prevention of Sexual Harassment Workshop (7/12).
- Peggy Frank attended Bibliomation User Council Meeting in Ellington (9/28).

### **III. Outstanding Issues/Major Issues**

- The Library does not have enough electrical outlets for the demand by patrons wanting to use the Wi-Fi service. A work order was first put into Maintenance on March 4, 2010; a second work order was submitted September 22, 2010.
- The building is not as clean as it once was: the carpet in front of the circulation desk is often dirty, the shelves are noticeably unclean, and the public computer stations are frequently dusty/dirty. I am spending a significant amount of time checking for safety violations and cleanliness of the building.

### **IV. Plans for Next Quarter**

- **Administrative**
  - Continue to work with library staff to compile statistical reports, analyze data, and document significant changes.
  - Complete work performance reviews.
  - Supervise database and collection clean up prior to migration to Evergreen on May 30, 2011.
  - Coordinate and direct revision of our web site based on new Dreamweaver software and user surveys.
- **Adult Services and Programs:**
  - Reformat and redeploy one 2004 computer.
  - Plan Reel to Reel Program in cooperation with the UConn League (10/27, 11/1 & 11/3) .
  - Attend next scheduled Bibliomation Network Services Program.
  - Plan and host an adult Tellabration Program (11/5).
  - Complete collection maintenance activities in non-fiction.
  - Research, purchase and install protective covers on computer monitors accessible to library patrons.
  - Assign task of implementing shelf labels for best selling authors and authors of 'classics' to promote accessibility and use.
  - Implement changes to the Library web site as determined by web usability study completed in April.

- **Children's Services and Programs:**
  - Begin analysis and collection maintenance activities for the picture book collection.
  - Continue to analyze the Children's area collections and locations, shifting collections if necessary to improve access and visibility.
  - Develop and implement Halloween and other fall programs.
  - Conduct third grade visits in December to introduce children to the public library, its resources, and recreational reading opportunities.
- **Teen Services and Programs**
  - Cooperatively with the Children's Librarian, plan and implement a major Halloween program.
  - Coordinate between Mansfield Schools and the public library to provide field trips to the library.
  - 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)
  - Purchase series continuations, as well as new Manga and graphics titles: purchase 3 – 5 new series and use core collection lists to fill in gaps in the collection by 11/30/2010.
  - Determine future of mini-collection of "tween" paperbacks that was displayed during the summer.
  - Develop and maintain 2 book displays in teen area.
  - Expand teen CD collection by 1/1/2011.
  - Update booklists by 12/30/2010.
  - Analyze and conduct collection maintenance activities on the teen and graphics collections by 11/30/2010.

#### IV. Statistical Work Measurements

	1st Qtr 2010-11	1st Qtr 2009-10	% Change
Hours of Service	707	709	0.003%
# of Programs Provided	94	37	154%
Total Program Attendance	2,288	1,534	49%
Questions Answered	3,627	3,043	19%
Collection Size: Total	88,955	89,207	-0.3%
Print	72,948	76,949	-5%
Audio	10,133	6,455	57%
Visual	4,984	4,789	4%
Misc	890	1,014	-12%
Number of Library Cardholders	10,993	10,118	9%
People Counter	26,060	26,137	-0.3%
Volunteer Hours	227	271	-16.2%
Total Circulation	63,826	66,675	-4.3%
Items Circulated In-House	2,061	2,733	-24.6%
Loans to Non-Residents	14,577	14,208	2.6%
Inter-Library Loans	3,668	3,541	3.6%
from other libraries	2,333	2,102	11.0%
to other libraries	1,335	1,439	-7.2%
Bus Book Circulation	1,126	825	36.5%
Downloadable for qtr	545	510	6.9%



Mansfield  
Community  
Center

Town of Mansfield  
Parks and Recreation  
Department



*Curt A. Vincente, Director*

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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: November 16, 2010  
SUBJECT: Quarterly Report (July – September 2010)

**ACCOMPLISHMENTS**

Administration

MARKETING

1. Initiated planning for member appreciation week held October 25-November 1.
2. Designed and prepared printing of the Fall 2010 program brochure.
3. Implemented elements of the member retention program.
4. Continued a monthly review of member attrition to accurately track how many members end their memberships each month and for what reasons.
5. 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.
6. Prepared the fall print and mail campaign for implementation in September. The program included print ads in the Reminder News, Daily Campus, Chronicle, and ECSU Lantern plus a postcard mailing to Mansfield, Ashford, Willington, Coventry and Tolland residents. East Brook Mall posters were also displayed.
7. Planned for the annual Charter Member Reception to be held on November 20.
8. Began development of a Community Center Annual Report to be distributed to Charter Members, the general membership and the public.

9. Hosted a booth at the Festival on the Green and the Know Your Towns Fair to provide information on Community Center and department services.
10. Began planning for the seventh anniversary celebration, which includes some modest activities in the Center.
11. Assisted with Community Center and department wide marketing, including season brochure preparation, special events, and regional marketing.
12. Attended school open house events to promote Parks and Recreation services and Community Center memberships.
13. Held weekly marketing meetings to evaluate past marketing strategies and plan future initiatives.
14. Coordinated MCC website re-design with programming team and IT staff.

#### MEMBERSHIP

15. Developed, compiled and organized articles, information and photographs for the Fall 2010 member e-newsletter.
16. Developed e-newsletter about the annual maintenance shut-down week.
17. Coordinated annual American Red Cross Blood Drive on Thursday, July 1.
18. Continued to utilize tour tracking and follow-up systems.
19. Continued to offer new 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.
20. Generated monthly low usage reports and contacted those who have used the MCC 5 or fewer times since they purchased a membership.
21. Generated monthly membership reports at the beginning of each month.
22. Continually updated member retention trend chart.
23. Generated monthly new membership reports, and contacted all new members within a month of joining to welcome them to the facility.
24. Maintained promotions notebook for Reception staff as a tool to communicate current promotions.
25. Continued to promote Business Partnership Program to area businesses.
26. Updated and maintained membership management action plan.
27. Continued to monitor new system for encouraging fitness equipment orientations.

28. Coordinated 11 birthday parties.
29. Continued to monitor member feedback response system and posted comment card questions and answers.
30. Member Services Coordinator attended the following:
  - a. Monthly receptionist meetings.
  - b. Bi-weekly programming meetings
  - c. Weekly staff meetings
  - d. Membership management meetings
  - e. Mansfield Business and Professional Association
  - f. Mansfield School open houses at all Mansfield schools - Vinton Elementary, Goodwin Elementary, Southeast Elementary, Mansfield Middle School, and E.O. Smith High School.
  - g. Know Your Towns Fair on Saturday, September 11<sup>th</sup>.
  - h. Tour de Mansfield planning meetings.
  - i. Festival on the Green on Sunday, September 12<sup>th</sup>.
  - j. Town Council meeting on September 13<sup>th</sup>.

#### PERSONNEL & TRAINING

31. Conducted weekly staff meetings to review department communications, management issues, facility supervision and over-all operations.
32. Directly supervised 1 full time Aquatics Director, 1 full-time Recreation Supervisor and 1 full-time Member Services Coordinator, 1 part-time Health and Fitness Director, 1 part-time Parks Coordinator and 3 Evening/Weekend Facility Supervisors.
33. Directly supervised 2 full-time Receptionists, 10 part-time Reception staff and 1 part-time office assistant.
34. Supported direct supervision of 11 Fitness Attendants, 25 fitness program instructors, and 6 personal trainers.
35. Completed annual evaluations for full time Aquatic Director, Recreation Supervisor and part-time staff.
36. Addressed personnel problems; including verbal and written discipline, when necessary.
37. Completed general orientation and training for new employees.
38. Conducted monthly programming staff meetings.
39. Conducted monthly supervision meetings with Aquatics Director.
40. Conducted monthly supervision meetings with new Health and Fitness Specialist.
41. Conducted monthly supervision meetings with Recreation Supervisor.

42. Conducted bi-monthly meetings with full-time reception staff.
43. Conducted monthly meetings with part-time reception staff.
44. Supervised Community Center volunteers.
45. Processed and maintained all employment paperwork and payroll for approximately 100 part-time employees.
46. Maintained documentation of department wide employee training.
47. Completed advertisement, screening, interviewing, hiring and training for new part-time Teen Center Supervisors.
48. Coordinated Manager On Duty (MOD) scheduling and training.
49. Coordinated CPR/AED training with on staff instructor/trainers.
50. Conducted review of Community Center Emergency Action Plan (EAP).
51. Continued supervision of Special Needs social group.
52. Continued to work with the Town Manager's Office to develop and improve department personnel advertising, interviewing, and hiring processes.

#### FINANCIAL MANAGEMENT

53. Collected and deposited over \$429,720 worth of daily deposits (checks, cash and credit cards)
54. Sold 127 Community Center memberships in this quarter and maintained and managed 1,970 total memberships.
55. Processed and managed all purchase orders, payment vouchers and credit card transactions for the Parks and Recreation Department and Community Center operating budgets.
56. Managed and maintained petty cash account for the Community Center and Parks and Recreation Department staff.
57. Managed and maintained approximately 800 auto debit accounts through credit cards, checking and savings accounts and payroll deductions.
58. Managed and maintained over 120 fee waiver accounts.
59. Monitored facility attendance and tracked revenues and expenditures.
60. Monitored revenues and expenditures with the childcare program.
61. Managed and maintained purchase card reports for professional staff.

## MISCELLANEOUS

62. Coordinated the prioritization of facility needs, including the planning and supervision of maintenance projects for the Community Center annual facility shut-down.
63. Indirectly supervised department wide programs and events.
64. Reviewed daily building maintenance issues associated with the Community Center facility, prioritized needs, and communicated requested tasks to the Maintenance Department.
65. Served as Manager on Duty for extend hours beyond normal work schedule.
66. Provided tours, registration information and responses to questions from potential community center members.
67. Served as a major link to customer service issues, including direct contacts with patrons, full time and part-time staff.
68. 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.
69. Began planning and implementation for a comprehensive recreation and travel youth basketball program.
70. Registered and managed facility rentals for Community Center.
71. Met regularly with the Town Manager and Director of Finance to review Community Center operations.
72. Recruited coaches and conducted organizational meetings for youth basketball program.
73. Supervised student intern from UConn.
74. Processed numerous membership cancellations, changes, and transfers.
75. Participated with the Downtown Partnership events planning committee.
76. Prepared and distributed committee packets for assigned Town committees.
77. Developed and maintained comprehensive gym schedule, including posting information on the Town's website.
78. Assisted League of Women Voters with "Know Your Town Fair" planning. Participated with the League of Women Voters on an event promotion at WILI Radio.
79. Presented update on department operations to the Town Council on September 13<sup>th</sup>.

## Aquatics

1. Recruited, hired, and trained all aquatic fall semester staff.
2. Continued part time weekly update newsletter as a means of communicating with part time staff.
3. Implemented remaining summer programs and classes, and began fall 2010 classes and programs.
4. Moved/scheduled Family Fun nights to Wednesdays for the summer months, returning back to weekends in the fall.
5. Implemented part time aquatic staff evaluation process completed by supervisors for the end of the fall semester.
6. Conducted 83 private swim lessons from July 1 – September 30.
7. Scheduled coverage for BCP public swim and Camp Mansfield free swim. Aquatic part time staff also conducted camp swimming lessons and helped organize games and activities.
8. Full time and part time aquatic staff participated in the annual maintenance week from August 16<sup>th</sup> – 22<sup>nd</sup>.
9. Began planning aquatic programming and classes for 2011 winter brochure.
10. Full time aquatics staff conducted CPR classes and general orientation training for all Mansfield Community Center Staff.
11. Distributed program evaluations for all aquatic activities and classes to obtain feedback, monitor progress, and identify any need for program changes.
12. Added E.O. Smith to the weekly schedule for the girls swim season and hosted 5 home meets.
13. The Youth Swim Club program registered 96 participants for the 2010 fall season.
14. Closed Bicentennial Pond for the 2010 season on August 15th.
15. Aquatic Director attended the following:
  - Weekly staff meetings
  - Bi-weekly aquatic staff meetings
  - Bi-weekly program team meetings
  - CRPA State Aquatic Section and Executive Board Meetings

## Fitness

1. Increased oversight and supervision for operations in the Fitness Center and all fitness programs and staff to support the part-time Health and Fitness Specialist.

2. Fitness staff includes 11 part-time Fitness Attendants, 25 part-time Fitness Instructors, and 6 contracted Personal Trainers.
3. Scheduled Fitness Attendants, covering 112 hours per week in the fitness area.
4. Coordinated and supervised a total of 36 different fitness classes meeting throughout the week. Summer season was divided into 2 sessions.
5. Began planning for fall fitness programs, a 2-session season. Recruited new instructors and assisted in the training of a new water fitness instructor.
6. Provided content for the quarterly member newsletter including promotional and informational material on fitness and programs.

## Recreation & Adult Education

1. Special events held:

### Summer Concerts held at MCC

- July 8 –Jessica Prouty Band—150 participants
- July 15—Kidsville Kuckoo Revue—250participants
- July 22—Shaded Soul—200 participants
- July 29—Kerry Boys--175

2. Staff coordinated the following trips with the Ashford, Coventry, and Tolland Recreation Departments:
  - James Taylor Concert—15 participants
3. Conducted a series of Summer youth and adult programs.
4. Coordinated daily facility use of town buildings, courts, and fields for use for department programs that are held outside the Community Center.
5. Supervised open teen center hours for middle school and high school students.
6. Developed a variety of fall programs and distributed the fall brochure.
7. Supervised childcare services and staff.
8. Developed, planned, organized, and supervised a comprehensive series of summer camps for children:
  - Camp Mansfield (pre-school-age 15)—1343 participants in 8 weeks
  - Science Camps—62 participants in 3 sessions
  - Engineering Camps—29 participants in 2 sessions
  - Tennis Camp—11 participants in 2 sessions
  - Baseball Camp—54 participants
  - Co-ed Basketball Camp—77 participants
  - Soccer Camp—23 participants

- Nature Photo Camp—7 participants
- Girls Basketball Camp—36 participants
- Multi-Sports Camp—24 participants
- Survival Camp—9 participants
- Karate Camp—11 participants
- Pre-Ballet Camp—11 participants

9. Listed upcoming activities and events on Muni-vision.

## Parks & Natural Areas

1. Prepared packets and attended Open Space Preservation Committee meetings.
2. Prepared packets and attended Parks Advisory Committee meetings.
3. Prepared packets and attended Agriculture Committee meetings
4. With assistance from the Agriculture Committee, prepared a presentation for the Town Council.
5. Assisted the Agriculture Committee in revising zoning regulations related to agriculture.
6. Assisted the Agriculture Committee in investigating tax incentives to protect family farms.
7. Coordinated Friends of Mansfield Parks events.
8. Coordinated and staffed Natural Areas Volunteer workdays in various parks with UConn students and the Alternative Incarceration Center.
9. Coordinated work with the Alternative Incarceration Center to do work in parks.
10. Continued oversight of the Recreational Trails Grant to make improvements at the Commonfields.
11. Coordinated Wildlife Habitat Improvement Programs (WHIP) for Schoolhouse Brook Park, Mt. Hope Park, Eagleville Preserve, and Old Spring Hill Field.
12. Managed agricultural leases on town properties.
13. Coordinated Community Garden program.
14. Coordinated park management efforts with Public Works.
15. Communicated with and coordinated field maintenance needs with Public Works Department.
16. Oversaw ongoing capital improvement projects.

## OUTSTANDING PROBLEMS/UNFORSEEN EVENTS

None

## EXCEPTION REPORT

None

## PLANS FOR NEXT MONTH/QUARTER

1. Oversee Community Center facility operations
2. Supervise and evaluate Fall programs.
3. Develop Capital Improvement Program for fiscal years 2011-2016
4. Organize Youth Basketball Program
5. Develop Winter programs and produce program brochure.
6. Coordinate on-going and upcoming Capital Improvement Projects
7. Prepare preliminary budget for fiscal year 2011-12

## STAFF CHANGES

Fall staff lists (see attachments)

## STATISTICAL REPORT

See attachments:

1. Summary Program Statistical Report
2. Community Center Membership Trends Graph
3. Community Center Yearly Membership Comparison
4. Community Center Facility Usage Reports

**Mansfield Parks & Recreation  
Part Time Staff List  
Fall 2010**

**AQUATICS:**

Doug Adil  
John Arena  
Samantha Avis  
Anna Brennan  
DeeDee Cabrey  
Nora Claus  
Patrick Cox  
Nate Cuyler  
Nicole Davies  
Kim DeMorais  
Sharon Desesa  
Sarah Doppstadt  
Russell Dutta  
Erin Gaucher  
Amanda Gendron  
Leigh Harding  
Craig Hodgins  
Melissa Hodgins  
Emma Hoyle  
Sarah Hoyle  
Carolyn Jenkins  
Kirsten Johnson  
Chris Kegler  
Shawn Kowalshyn  
Mike Leisten  
Sabiha Madraswalla  
Alix Moriarty  
Kirsten Morrow  
Jack Petry  
Hailey Rosa  
Ryan Schoeplein  
Kevin Shin  
Rick Simonsen

Mary Joe Zanolli  
Chad Levy  
Oswaldo Tirano  
Kelly Madenjian  
Sandra Burbage  
Arlene Albert  
Shoshana Levinson  
Andrew Ewalt  
Carrie Dyer

**PRESCHOOL & YOUTH:**

Sue Harrington  
Kevin Kochis  
Chad Levy  
Martina Wharton  
Kate Socha  
Drew Page  
David Kloss

**CHILD CARE**

Aleesha Quintana  
Rachael Gore  
Ariel Blair  
Kim Blair  
Sarah Stockmann  
Rachel Ziko  
Duncan Campbell  
Danice Tatosian  
Stephanie Paparsenos  
Krista Fitzgerald

**ADULT EDUCATION:**

Yolanda Arguelles  
Jim Gabianelli  
Alvaro Bizzicari  
Ed Cyzewski

**AFTERSCHOOL, TEEN CTR. &  
SPECIAL EVENTS:**

Lynda Chamberlain  
Louis Goffinet

Jen Gross  
Dave Keplesky  
Caitlyn Metsack  
Morgan Ouellette  
Hannah Sikand  
Morgan Siniscalco  
Kevin Kochis  
Laz Pittman  
Louis Goffinet  
Mallory Hepple  
Kevin Kochis  
Brittany Lewis  
Aleesha Quintana  
Hannah Sikand

**RECEPTIONISTS:**

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

**FITNESS:**

***Assistants:***

Steven Cessario  
Scott Campbell  
Guy D'Alessio  
Sharon DeSesa  
Krista Fitzgerald  
Shanya Gaylord  
Tom Gosselin  
Emily Gresh  
Conor Hackett  
Tiffany Hall  
Shane Kelly  
Kevin Kochis  
Lanham Marks-Hamilton  
Tina Pena  
Lazarus Pittman  
Kate Powell  
Hailey Rosa

***Instructors:***

Anne Crone  
Christian Scannell  
Connie DeCoursey  
Doringa Miller  
Eileen Melody  
Elle Noel  
Elyse Schiavi  
George Hoffman  
Jen Polsky  
Jodi Farno  
Karen O'Connor  
Kathy O'Connor  
Katie Buckley  
Kelly Madenjian  
Kim DeHoyos  
Lizzie Hochdorfer  
Margherita Shaw  
Nancy Alder  
Nanette Tummers  
Pat Suprenant  
Patricia Vinsonhaler  
Paul Bushey  
Ron Manizza  
Sharon Coriaty  
Todd Friedland

***Personal Trainers:***

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

**MANAGER ON DUTY (Wkend)**

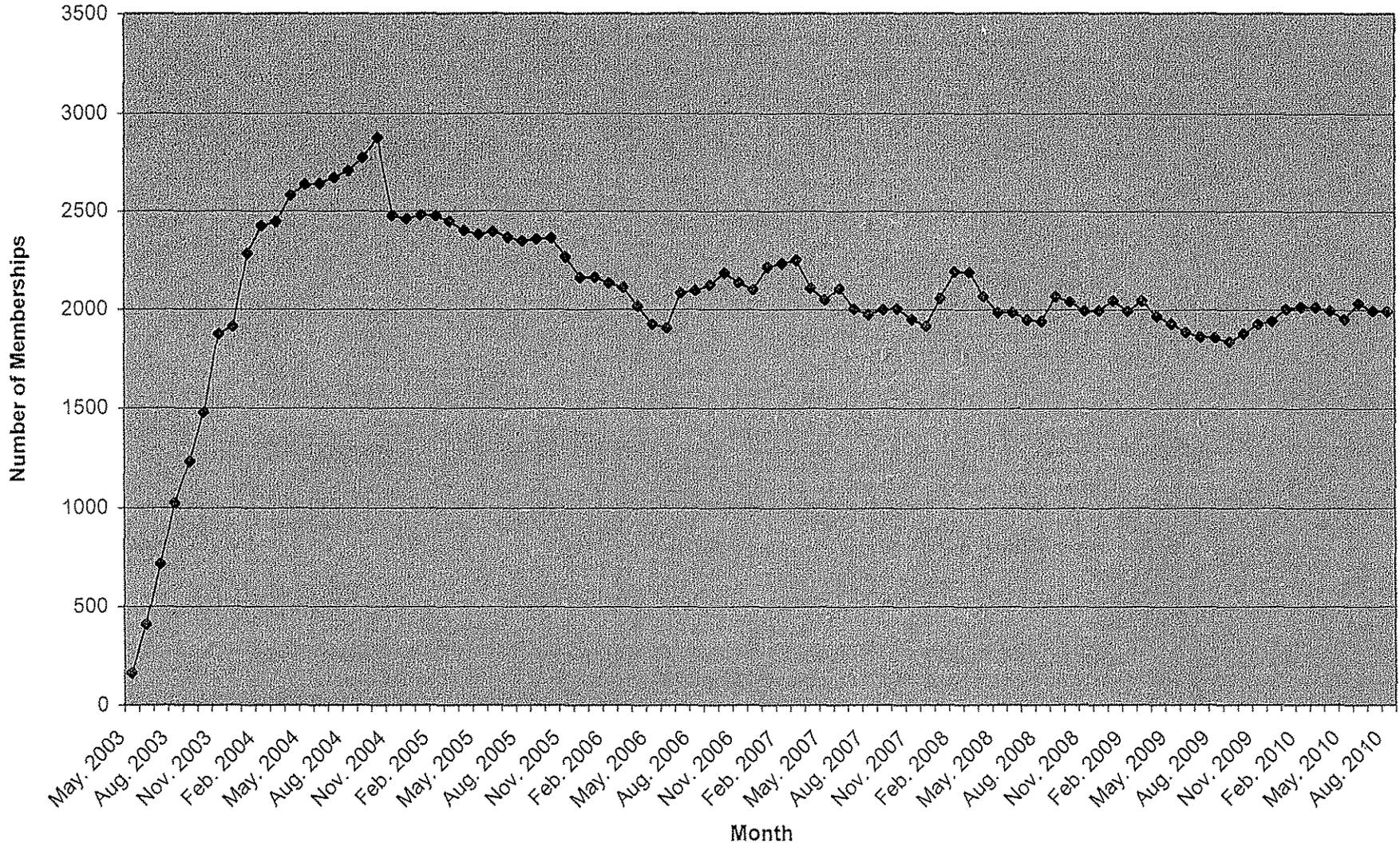
Greg Leblanc  
Sarah Doppstadt  
Erin Gaucher

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

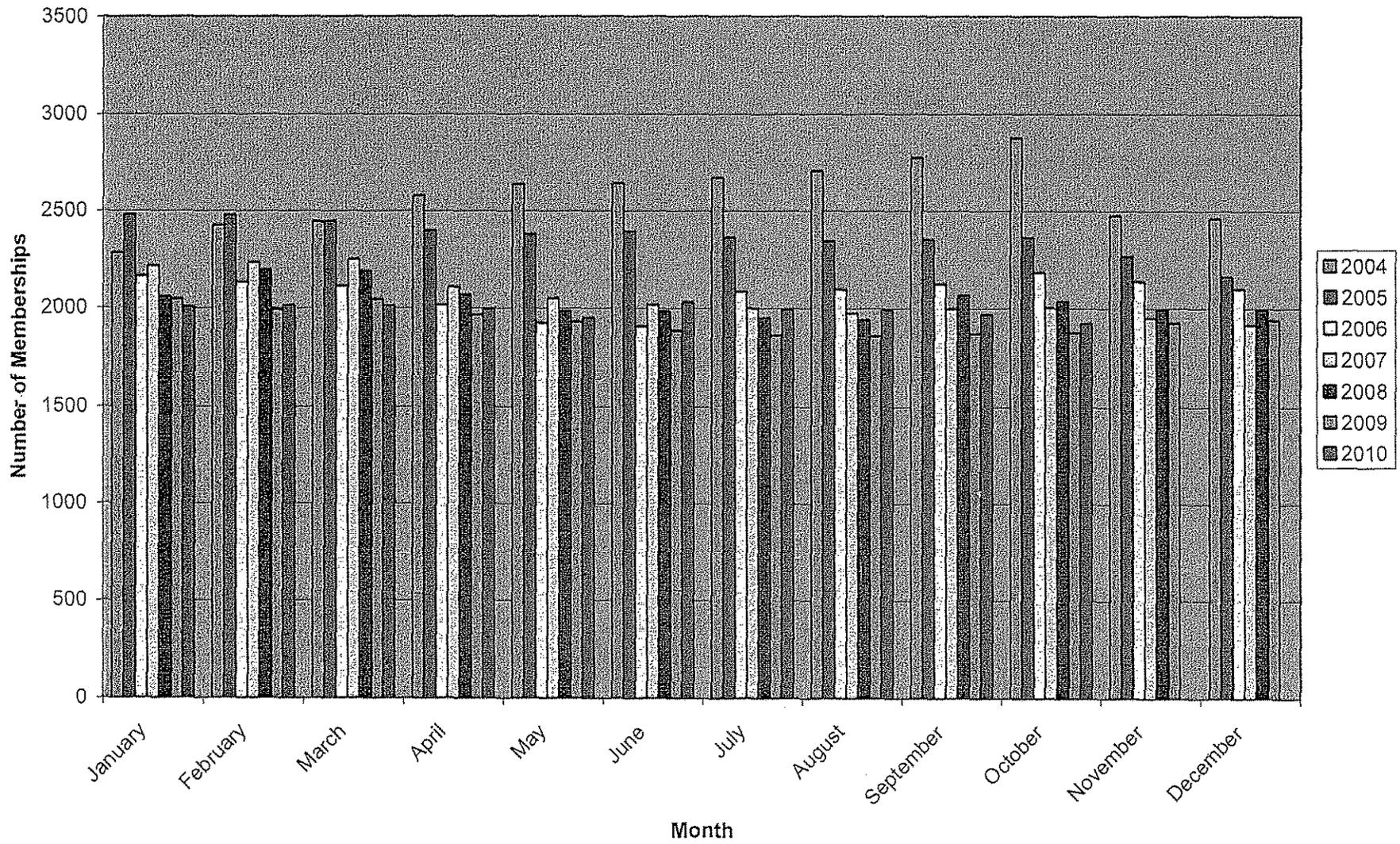
PROGRAM	REVENUE	WAIVED	EXPENSE	RECOVERY	ENROLLED	CLASSES
Adult Programs	4,432.00	0.00	3,910.01	113%	74	10
Youth Programs - General	1,656.00	120.60	594.00	299%	37	4
Day Camp	173,846.11	27,127.65	86,990.91	231%	1,773	120
Sports & Specialty Camps	45,907.00	6,083.50	25,412.38	205%	294	15
Swim Lessons Public	25,087.00	2,295.25	7,287.00	376%	391	52
Swim Lessons Private	3,155.00	0.00	1,245.00	253%	83	83
Fitness - General	7,341.17	1,281.20	6,713.42	128%	318	29
Drop-in (see note 4)	600.00	0.00	0.00	#DIV/0!	20	n/a
Fitness Flex (see note 5)	5,214.00	0.00	0.00	#DIV/0!	25	n/a
Pers.Training/Massage Ther.	11,418.70	0.00	7,764.24	147%	197	197
Child Care	3,901.30		10,207.00	38%	1,708	n/a
Trips	2,143.30		1,595.11	134%	15	1
Special Events	471.95		2,400.00	20%	715	4
<b>TOTAL</b>	<b>285,173.53</b>	<b>36,908.20</b>	<b>154,119.07</b>	<b>209%</b>	<b>5,650</b>	<b>515</b>
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 - \$13,983.97						
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						
6) Day Camp switched to one week sessions and there was one more week than previous year.						

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Mansfield Community Center Membership Trends May 2003-Current Total Memberships

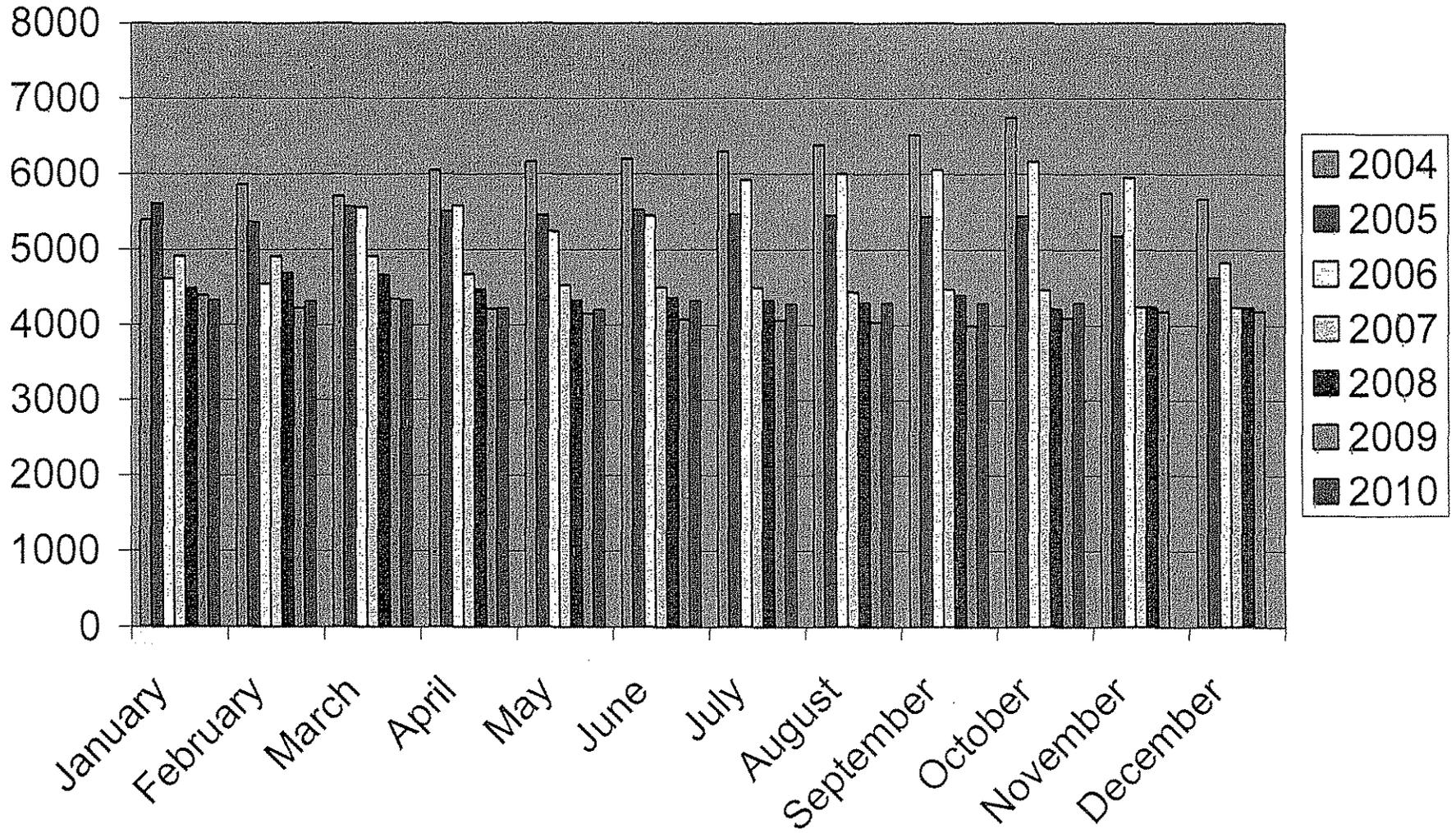


### Mansfield Community Center Membership Trends May 2003-Current Total Memberships



Mansfield Community Center  
Total Members

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# Mansfield Community Center

## July 2010 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Thursday, July 01, 2010	437	102	10		11	124	684	Red Cross Blood Drive
Friday, July 02, 2010	415	31			17	13	476	
Saturday, July 03, 2010	302	2			32	11	347	
Sunday, July 04, 2010	132				11	12	155	
Monday, July 05, 2010	427	168			23	14	632	Open 9-5
Tuesday, July 06, 2010	517	107	36		136	25	821	
Wednesday, July 07, 2010	578	193	7		32	41	851	Family Fun Night
Thursday, July 08, 2010	489	118			20	26	653	
Friday, July 09, 2010	472	166			16	19	673	
Saturday, July 10, 2010	331	16			16	17	380	
Sunday, July 11, 2010	305	2		10	9	14	340	
Monday, July 12, 2010	513	191			12	20	736	
Tuesday, July 13, 2010	506	111	15		20	150	802	Youth Swim Meet
Wednesday, July 14, 2010	576	174	6		19	33	808	
Thursday, July 15, 2010	489	103			15	16	623	
Friday, July 16, 2010	470	36			63	21	590	
Saturday, July 17, 2010	295	23			21	196	535	Mansfield Bike Tour
Sunday, July 18, 2010	296	2	10		8	9	325	
Monday, July 19, 2010	585	181			18	35	819	
Tuesday, July 20, 2010	473	94	10		13	34	624	21st - Family Fun Night
Wednesday, July 21, 2010	550	160	6		23	26	765	Free Mansfield Day
Thursday, July 22, 2010	477	108			9	153	747	Youth Swim Meet
Friday, July 23, 2010	454	37			8	23	522	
Saturday, July 24, 2010	341	5		15	16	29	406	
Sunday, July 25, 2010	287	2		15	30	12	346	
Monday, July 26, 2010	533	158			19	27	737	
Tuesday, July 27, 2010	449	51	30		17	13	560	
Wednesday, July 28, 2010	508	136	16		16	35	711	
Thursday, July 29, 2010	483	84			17	15	599	
Friday, July 30, 2010	372	20	6		9	11	418	
Saturday, July 31, 2010	249	5			13	5	272	
<b>MONTHLY TOTAL</b>	<b>13,311</b>	<b>2,586</b>	<b>152</b>	<b>40</b>	<b>689</b>	<b>1,179</b>	<b>17,957</b>	

# Mansfield Community Center

## August 2010 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Sunday, August 01, 2010	251	2		15	13	12	293	
Monday, August 02, 2010	497	173			19	12	701	
Tuesday, August 03, 2010	462	147	10		11	8	638	
Wednesday, August 04, 2010	504	175			30	21	730	Family Fun Night
Thursday, August 05, 2010	456	160			29	22	667	
Friday, August 06, 2010	374	52			11	22	459	
Saturday, August 07, 2010	261	4		40	19	16	340	
Sunday, August 08, 2010	248	2			3	8	261	
Monday, August 09, 2010	520	162			36	18	736	
Tuesday, August 10, 2010	460	136			9	432	1,037	Primary elections
wednesday, August 11, 2010	463	152			15	20	650	
Thursday, August 12, 2010	433	149			17	80	679	Swim Team banquet
Friday, August 13, 2010	405	33			9	33	480	
Saturday, August 14, 2010	265	4		14	13	8	304	
Sunday, August 15, 2010	193	2			5	2	202	
Monday, August 16, 2010	0	0	0	0	0	0	0	Shutdown
Tuesday, August 17, 2010	0	0	0	0	0	0	0	Shutdown
Wednesday, August 18, 2010	0	0	0	0	0	0	0	Shutdown
Thursday, August 19, 2010	0	0	0	0	0	0	0	Shutdown
Friday, August 20, 2010	0	0	0	0	0	0	0	Shutdown
Saturday, August 21, 2010	0	0	0	0	0	0	0	Shutdown
Sunday, August 22, 2010	0	0	0	0	0	0	0	Shutdown
Monday, August 23, 2010	616	63			37	34	750	
Tuesday, August 24, 2010	501	55			23	16	595	
Wednesday, August 25, 2010	494	9			27	23	553	
Thursday, August 26, 2010	457	57			28	17	559	
Friday, August 27, 2010	399	5			28	19	451	
Saturday, August 28, 2010	289	21			11	5	326	Family Fun Night
Sunday, August 29, 2010	295	10		15	13	7	340	28th-Free Mansfield Day
Monday, August 30, 2010	540	47	30		18	49	684	
Tuesday, August 31, 2010	500	52			22	47	621	
<b>MONTHLY TOTAL</b>	<b>9,883</b>	<b>1,672</b>	<b>40</b>	<b>84</b>	<b>446</b>	<b>931</b>	<b>13,056</b>	

# Mansfield Community Center

## September 2010 Facility Usage

DATE	Member Visits	Non-Member / Program Visits	Misc. / Meetings	Rental / Party	Daily Admissions	Other	DAILY TOTAL	COMMENTS
Wednesday, September 01, 2010	471	31	8		29	32	571	
Thursday, September 02, 2010	446	80			12	32	570	
Friday, September 03, 2010	472	28	15		12	13	540	
Saturday, September 04, 2010	296	15			14	8	333	
Sunday, September 05, 2010	199	5		40	13	7	264	
Monday, September 06, 2010	298				11	8	317	Open 9-5
Tuesday, September 07, 2010	505	51	30		9	36	631	Fitness Classes start
Wednesday, September 08, 2010	549	50			7	33	639	
Thursday, September 09, 2010	470	57			5	33	565	
Friday, September 10, 2010	431	30	4		12	32	509	
Saturday, September 11, 2010	292	3		25	7	568	895	Free Mansfield Day
Sunday, September 12, 2010	283	24			5	3	315	11-Know Your Towns Fair
Monday, September 13, 2010	604	142	8		40	25	819	11- SN Social Group
Tuesday, September 14, 2010	494	47	10		17	5	573	
Wednesday, September 15, 2010	498	112			17	39	666	
Thursday, September 16, 2010	456	57			11	32	556	
Friday, September 17, 2010	443	33			16	12	504	
Saturday, September 18, 2010	333	3			25	8	369	
Sunday, September 19, 2010	266	24		25	8	13	336	
Monday, September 20, 2010	528	137	4		6	40	715	
Tuesday, September 21, 2010	485	51	27		6	13	582	
Wednesday, September 22, 2010	496	132	20		5	30	683	
Thursday, September 23, 2010	453	74	5		4	26	562	
Friday, September 24, 2010	473	33			27	45	578	Family Fun Night
Saturday, September 25, 2010	312	8		12	18	49	399	SN Social Group
Sunday, September 26, 2010	280	24			13	7	324	
Monday, September 27, 2010	593	157	10		14	32	806	
Tuesday, September 28, 2010	589	116			6	12	723	
Wednesday, September 29, 2010	505	133	5		12	34	689	
Thursday, September 30, 2010	536	121			4	39	700	
<b>MONTHLY TOTAL</b>	<b>13,056</b>	<b>1,778</b>	<b>146</b>	<b>102</b>	<b>385</b>	<b>1,266</b>	<b>16,733</b>	

**QUARTERLY REPORT – DIRECTOR OF PLANNING**  
July 1 - September 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) new special permit application, three (3) special permit renewals, four (4) 8-24 Referrals, numerous Zoning and Subdivision Regulation revisions and five (5) modification requests or bonding agreements.
- During this quarter the Director of Planning assisted the PZC with the renewals and adoption of a number of important zone change and regulation revisions. The PZC rezoned land south of Pleasant Valley Road to a new Pleasant Valley Commercial Agriculture zone, to an existing Pleasant Valley Residence Agriculture zone and to an existing RAR 90 zone and adopted associated regulation revisions. This action has been appealed. In addition to the PZC approved 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 the Director of Planning worked with the PZC Regulatory Review Committee on a number of potential regulation revisions including a significant upgrade of Mansfield's Subdivision Regulations. Public Hearings are expected to be scheduled in early 2011.
- During this quarter, considerable time was spent working on Community Quality of Life Committee issues, including a new off-street parking ordinance, and the Town's investigation of alternatives 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 and water study, assorted Storrs Center issues, EHHD's Action Communities for Health, Innovation and Environmental Change (ACHIEVE) Program, the review of UConn drainage projects, the review of a proposed USDA/UConn Animal Research Facility and the review of land use practices and policies in the Natchaug River drainage basin.

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

**Exceptions** – No new budgetary exceptions arose during this period.

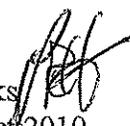
**Plans for Next Quarter Include:**

- 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, infrastructure and permitting 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 the Town's Four Corners Sewer and Water 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 seventeen (17) meetings with Town boards and committees.

**MEMO**  
December 6, 2010  
Town of Mansfield

To: Matt Hart, Town Manager  
From: Lon Hultgren, Director of Public Works   
Re: DPW Quarterly Report: Aug, Sept, Oct 2010

**I. Accomplishments**

a. Administrative

- i. Coordinated work for the Mansfield City Road ARRA paving project.
- ii. Resolved dispute with Windham over Mansfield's contribution to the Windham wastewater facility upgrade (drafted new agreement)
- iii. Continued support of the MDP/Storrs Center development – furthered selection process for designers for the garage and intermodal elements of the center. Reviewed and commented on preliminary design plans for Storrs Road improvements; attended project coordination and other committee meetings.
- iv. Continued support for Four-Corners sewer and water projects – furthered selection process for water and sewage pump station consultants.
- v. Assisted with staffing Cemetery Committee, Solid Waste Advisory Committee and Sustainability Committee. Attended Windham Water Commission and Windham water Pollution Control Authority meetings.
- vi. Administered Town's solid waste collection system; managed the Town school's composting efforts; coordinated waste removal program (low-waste) for the Sept Festival on the Green; applied for an EPA "Climate Showcase Grant" for car sharing and solar charging for the garage and intermodal center in Storrs Center.
- vii. Selected salt-shed designer/builder and began coordination of permits required.
- viii. Assisted in hosting the American Public Works Associations' national meeting in Boston in August.

b. Operations

- i. Constructed final parking area near the fourth Lions club soccer field; repaired the irrigation system.
- ii. Maintained bicentennial pond through the summer season.
- iii. Weed and mulched flowerbeds at Town buildings.
- iv. Mowed turf areas; maintained and striped athletic fields for use.
- v. Placed special wood chips under playscapes; inspected playscapes for repairs
- vi. Hauled trash from Town recreation and park areas; maintained Town trails
- vii. Assisted with placing cones, barricades, stages and waste receptacles for the Festival on the Green
- viii. Removed the old Town salt shed
- ix. Prepared Hunting Lodge Road for paving; placed curbing and driveway lips after paving was completed. Similarly, supported the ARRA paving effort on Mansfield City Road. Cleaned ditches and leveled roads in preparation for the year's chip sealing program. Provided traffic control for the chip seal contractor. Swept roads after they were chipsealed.

- x. Cleaned waterways, culverts and catchbasins; constructed new drainage on Pleasant Valley Road (ice problem). Rebuilt catchbasins.
- xi. Mowed roadsides; trimmed brush at intersections
- xii. Graded gravel roads; hauled in processed gravel to use on them.
- xiii. Repaired signs and installed new signs requested by the Traffic Authority; maintained guideposts; repaired curbs; patched pot holes; constructed driveway aprons.
- xiv. Screened topsoil for future use.
- xv. Removed hazardous and downed trees from the Town roads; provided traffic control and removed wood.
- xvi. Operated transfer station
- xvii. Serviced Town vehicles and equipment

c. Engineering

- i. Assisted with the close out of the Middle School fuel conservation project (11/10/10)
- ii. Continued field survey work for the design of the Four-Corners sewer and water lines.
- iii. Awarded the contract and began construction inspection for the Birch Road bikeway project.
- iv. Inspected the Mansfield City Road ARRA paving project.
- v. Set-up and inspected Town road and parking lot striping program
- vi. Staffed Inland Wetlands commission; assisted with IWA regulation revisions; participated in Storrs Center review process meetings/discussions
- vii. Issued highway permits; investigated traffic complaints for Traffic Authority.
- viii. Hired new Engineering Student Intern
- ix. Staked out new Town salt shed foundations
- x. Coordinated GIS efforts with other departments, the Town's consultant and UConn; coordinated parcel map updates; created shapefiles for consultants and other requesting parties; printed maps for other departments
- xi. Collected the required groundwater and surface water samples near the Town's closed route 89 landfill site

**II. Outstanding Problems and Events**

- a. The fourth and final soccer field at the Ward Cornell memorial soccer complex was opened for play this summer. There are now four irrigated soccer fields in this complex that are being used for youth soccer. Finishing site work around the fourth field will continue for the balance of this construction season.
- b. We continue to make good progress on the design for the public infrastructure components of the Storrs Center development. Designers should be hired for all projects by the end of the next quarter.
- c. We have selected consultants to help with the water and sewer project for Four Corners. The water study should be well underway by the end of the next quarter; the pump station design has a shorter completion time and will most likely begin in the winter/spring.
- d. The construction of the Birch Road bikeway is underway. Substantial progress should be made before the onset of winter.
- e. The new sewer agreement with Windham has been finalized and will be signed next quarter.

- f. Construction of the new salt shed has begun and should be completed in December. If we encounter winter storms before it is completed, we will utilize tarps to cover the Town's salt until the roof is on the new building.

**III. Plans for Next Quarter**

- a. Continue with the design of the public infrastructure for Storrs Center
- b. Continue with the water and sewer design work for Four Corners
- c. Finish the Birch Road bikeway
- d. Finish the new salt shed
- e. Install the salvaged bus shelter at the Senior Center
- f. Continue to assist expanding GIS use in other Town departments

**IV. Reports (attached)**

- a. Service requests completed in quarter
- b. Force Account manpower, equipment and materials for the quarter

cc: M. Kiefer, Supt of PW  
G. Meitzler, Assist Town Engr  
T. Veillette, Project Engr  
E. Ohlund, Clerk of the Works  
V. Walton, Solid Waste Coord  
A. McHugh, Engr Student Intern  
L. Patenaude, P.W. Specialist  
file

Service Requests -- DPW				
3rd Quarter 2010 -- Jul, Aug, Sep				
Request Type	1 - Open	2 - Progress	3 - Closed	Total
Signs; guideposts or guardrail problems	3	0	12	15
Trees, tree limbs, etc.	0	1	7	8
Road repair - patching, paving, etc.	1	0	5	6
Drainage- water on/off Town road; culverts, basins	0	0	5	5
Roadside vegetation, roadside mowing	0	0	5	5
Gravel road maintenance	1	0	2	3
zOther public works related request	0	0	1	1
Park maintenance, park trash	0	0	1	1
Town Manager	0	0	1	1

**Mansfield DPW Quarterly report of Force Account Work; 7/1/10 - 9/30/10**

Work Type	Labor Cost	Material Cost	Inventory Cost	Equipment Cost	Total Cost
101 - Patching	\$1,748.68	\$173.75	\$0.00	\$1,299.10	\$3,221.53
103 - Paving	\$11,164.54	\$0.00	\$0.00	\$11,264.93	\$22,429.44
104 - Sweeping of Roads	\$3,507.51	\$0.00	\$0.00	\$4,445.50	\$7,953.01
105 - Hauling Sweepings	\$1,319.76	\$0.00	\$0.00	\$1,377.00	\$2,696.76
107 - Ditch Work	\$1,696.82	\$0.00	\$0.00	\$1,991.40	\$3,688.22
108 - Catch Basin Cleaning	\$2,932.80	\$0.00	\$0.00	\$1,582.80	\$4,515.60
110 - Grade Dirt Roads	\$1,119.49	\$0.00	\$0.00	\$1,630.75	\$2,750.24
111 - Paving Prep Work	\$2,935.13	\$0.00	\$0.00	\$3,853.65	\$6,788.98
112 - Shoulder Work	\$1,539.14	\$0.00	\$0.00	\$1,327.10	\$2,866.24
113 - Sign Work	\$805.08	\$0.00	\$84.98	\$153.53	\$1,043.59
114 - Drainage Pipe Install	\$2,372.81	\$0.00	\$0.00	\$3,017.25	\$5,390.06
115 - Waterways Check and Clear	\$6,249.53	\$0.00	\$29.24	\$1,642.20	\$7,920.97
116 - Road Kill	\$88.00	\$0.00	\$0.00	\$0.00	\$88.00
118 - Traffic Control	\$9,664.80	\$0.00	\$0.00	\$3,983.30	\$13,647.90
119 - Tree Removal	\$2,313.35	\$0.00	\$0.00	\$3,129.10	\$5,442.45
120 - Tree Trimming	\$1,679.68	\$0.00	\$0.00	\$711.09	\$2,390.77
122 - Curbing Install	\$1,989.28	\$0.00	\$0.00	\$1,634.78	\$3,624.06
123 - Roadside Mowing	\$10,882.23	\$0.00	\$0.00	\$13,287.39	\$24,169.62
124 - Guideposts	\$373.30	\$0.00	\$0.00	\$261.00	\$634.30
129 - Sanding	\$244.40	\$0.00	\$0.00	\$204.00	\$448.40
137 - Screen Loam	\$1,988.19	\$0.00	\$0.00	\$2,176.00	\$4,164.19
139 - Haul Tailings	\$1,593.68	\$0.00	\$0.00	\$1,604.63	\$3,198.31
140 - Road Inspection	\$415.75	\$0.00	\$0.00	\$53.40	\$467.15
142 - Inspect Manholes	\$263.60	\$0.00	\$0.00	\$106.80	\$370.40
147 - Misc. Material Hauling	\$27,124.04	\$0.00	\$0.00	\$27,450.00	\$54,574.04
148 - Misc. Equip. Moving	\$67.25	\$0.00	\$0.00	\$0.00	\$67.25
150 - Clean Yard Misc.	\$86.52	\$0.00	\$0.00	\$0.00	\$86.52
153 - Drainage Problem	\$3,975.49	\$0.00	\$0.00	\$3,238.96	\$7,214.45
154 - Sitework	\$9,827.09	\$0.00	\$0.00	\$8,581.13	\$18,408.22
155 - Outside Agency Work	\$356.52	\$0.00	\$0.00	\$0.00	\$356.52
157 - Field Const. Grading	\$215.20	\$0.00	\$0.00	\$272.00	\$487.20
160 - Trim Brush/Cleanup	\$658.53	\$0.00	\$0.00	\$752.80	\$1,411.33
161 - Water for Sweeping	\$1,462.98	\$0.00	\$0.00	\$1,568.25	\$3,020.63
162 - Road Debris	\$195.52	\$0.00	\$0.00	\$0.00	\$195.52
163 - Catch Basin Repair/Replace	\$788.31	\$0.00	\$0.00	\$789.73	\$1,578.04
168 - Water Plants	\$97.76	\$0.00	\$0.00	\$102.00	\$199.76
<b>Subtotal, Roads &gt;&gt;&gt;</b>	<b>\$113,729.94</b>	<b>\$173.75</b>	<b>\$114.22</b>	<b>\$103,491.77</b>	<b>\$217,509.68</b>
201 - Special Grounds Projects	\$3,436.10	\$0.00	\$0.00	\$2,236.10	\$5,672.20
202 - Building Cleanup	\$212.00	\$0.00	\$0.00	\$0.00	\$212.00
204 - Carpentry Shop	\$399.84	\$0.00	\$0.00	\$0.00	\$399.84

205 - Turf Care	\$26,618.26	\$0.00	\$0.00	\$42,702.90	\$69,321.16
208 - Weed, Mulch, etc.	\$968.00	\$0.00	\$0.00	\$640.80	\$1,608.80
212 - Install/Remove Equipment	\$2,102.65	\$0.00	\$0.00	\$834.98	\$2,937.63
213 - Repair Rec Equipment	\$522.50	\$0.00	\$0.00	\$280.35	\$802.85
214 - Paint Field Lines	\$9,794.20	\$0.00	\$0.00	\$10,334.40	\$20,128.60
215 - Baseball Field Prep	\$4,764.83	\$0.00	\$0.00	\$2,964.08	\$7,728.91
217 - Fertilizing	\$705.65	\$0.00	\$0.00	\$436.38	\$1,142.03
219 - Trash Runs	\$3,216.78	\$0.00	\$0.00	\$1,134.75	\$4,351.53
222 - Parking Area Work	\$845.52	\$0.00	\$0.00	\$1,020.00	\$1,865.52
226 - Beach Maintenance	\$199.92	\$0.00	\$0.00	\$272.00	\$471.92
227 - Playscapes	\$393.92	\$0.00	\$0.00	\$106.80	\$500.72
228 - Playscape Surfaces	\$1,567.76	\$0.00	\$0.00	\$747.60	\$2,315.36
234 - Field Layout	\$1,291.20	\$0.00	\$0.00	\$640.80	\$1,932.00
<b>Subtotal, Grounds &gt;&gt;&gt;&gt;</b>	<b>\$57,039.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64,351.34</b>	<b>\$121,390.47</b>
311 - Service/Repair Equip.	\$32,158.52	\$0.00	\$0.00	\$0.00	\$32,158.52
312 - Transport Equipment	\$268.93	\$0.00	\$0.00	\$331.50	\$600.43
313 - Receive Material	\$415.05	\$0.00	\$0.00	\$170.80	\$585.85
314 - Parts Inventory	\$26.50	\$0.00	\$0.00	\$0.00	\$26.50
315 - Clean Shop	\$484.00	\$0.00	\$0.00	\$0.00	\$484.00
316 - Parts Run	\$222.20	\$0.00	\$0.00	\$46.73	\$268.93
317 - Wash Equipment	\$385.68	\$0.00	\$0.00	\$257.40	\$643.08
318 - Pump Station	\$450.95	\$0.00	\$0.00	\$0.00	\$450.95
319 - Consultation	\$137.60	\$0.00	\$0.00	\$0.00	\$137.60
<b>Subtotal, Equip Maint &gt;&gt;&gt;&gt;</b>	<b>\$34,549.43</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$805.63</b>	<b>\$35,355.06</b>
410 - Cashier/Garage In	\$8,139.90	\$0.00	\$0.00	\$0.00	\$8,139.90
411 - Misc. Hauling	\$1,219.32	\$0.00	\$0.00	\$1,082.50	\$2,281.82
412 - Load Material	\$255.55	\$0.00	\$0.00	\$68.00	\$323.55
413 - T.V. / Comp Prep.	\$1,070.93	\$0.00	\$0.00	\$0.00	\$1,070.93
414 - Refrig Prep	\$424.20	\$0.00	\$0.00	\$0.00	\$424.20
415 - Cardboard	\$1,325.61	\$0.00	\$0.00	\$1,598.00	\$2,923.61
416 - Clean Swap Shop	\$1,438.91	\$0.00	\$0.00	\$0.00	\$1,438.91
417 - Clean Recycling Bldg.	\$1,192.20	\$0.00	\$0.00	\$0.00	\$1,192.20
418 - Compact Rubbish	\$1,523.45	\$0.00	\$0.00	\$0.00	\$1,523.45
420 - Ballast / Cap Work	\$662.91	\$0.00	\$0.00	\$68.00	\$730.91
421 - Hazardous Waste Work	\$783.40	\$0.00	\$0.00	\$0.00	\$783.40
423 - Leaf Composting	\$713.79	\$0.00	\$0.00	\$916.00	\$1,631.79
432 - Compact Bulky	\$1,576.85	\$0.00	\$0.00	\$1,853.00	\$3,429.85
433 - Batteries	\$946.20	\$0.00	\$0.00	\$0.00	\$946.20
<b>Subtotal, Solid Waste &gt;&gt;&gt;</b>	<b>\$21,273.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,567.50</b>	<b>\$26,840.72</b>
TTT - Training	\$1,943.55	\$0.00	\$0.00	\$170.00	\$2,113.55
XXX - Paperwork	\$3,370.44	\$0.00	\$0.00	\$0.00	\$3,370.44
ZZZ - Time Off	\$59,606.58	\$0.00	\$0.00	\$0.00	\$59,606.58
<b>Subtotal, Time not worked &gt;&gt;&gt;</b>	<b>\$64,920.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$170.00</b>	<b>\$65,090.57</b>
<b>Grand Totals &gt;&gt;&gt;&gt;&gt;</b>	<b>\$291,512.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$174,386.24</b>	<b>\$466,186.50</b>

## QUARTERLY REPORT – TOWN CLERK'S OFFICE

July, August, September 2010

### Summary of Major Activities

- Work has begun on the 2010/2011 Historic Preservation Grant which will organize and identify capital projects dating back to 1933. Procedures for the retention of record material for state and federally funded projects are in the process of being developed.
- Submitted final report on the 2009/2010 Historic Preservation Grant which included the review and disposition of many of the records previously stored in the basement.
- Assisted with Town Meetings concerning the funding of the design of portions of the Four Corners Water and Sewer System Project held on July 12, 2010; the approval of funding for various equipment acquisitions, capital maintenance, and various town and transportation facilities held on September 13, 2010; and the Town Meeting called to vote on the action of the Town Council regarding their approval of the Ordinance Regarding Off Street Parking on Residential Rental Property which was sustained on July 12, 2010.
- Conducted Town Clerk absentee ballot and reporting responsibilities for the Democratic and Republican Primaries held August 10, 2010 and the Regional School District 19 referendum on appropriations for athletic facilities improvements. Prepared and ordered ballots for the State Election. Prepared Explanatory Text for the Referendum questions on the November ballot.
- Assisted UConn journalism students with classes explaining the various types of documents found in the office. The Clerk's office also served as a resource for the Historian's Craft class. Each student picked a name from the Storrs Cemetery and was tasked with finding as much information as possible about the person using Town records.
- Assisted the Assistant to the Town Manager with the hiring and delegation of responsibilities for 11 work study students from UConn.
- Published legal notices for the public hearings and approval notices for the Ordinance Regarding the Procedure for Administration and Fiduciary Oversight of Town Finances and the Amendments to the Solid Waste Regulations. Processed amendments and ordinance for inclusion in the Town Code.
- Processed 404 dog licenses.
- Conveyance Taxes for this period was \$22,166.40. The number of instruments filed was 664. There were 5 foreclosures in this quarter.
- Sporting licenses sold were 114. Marriage licenses issued were 25. There were 21 births and 22 deaths recorded in Mansfield.
- Bus passes issued were 263.
- Processed or facilitated 8 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 a hearing regarding a Freedom of Information complaint 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.

#### Plans for the Next Quarter

- Continue the review of 2005-2010 land record recordings for accuracy and consistency.
- Prepare for the State Election.
- Facilitate the filing of meeting schedules and the reservation of rooms prior to the January 31, 2011 deadline.
- Begin a review of the list of Boards and Commissions.
- Review files for copies of all town attorney opinions to add to the data base.
- Continue to index original copies of Town contracts.
- Begin thorough review of the technology currently being used in the office, the options available, and how to best interface with other departments.

**Mansfield Commission on Aging Minutes**  
**9:30 AM – Senior Center**  
**November 8, 2010**

Members: Please call the Mansfield Senior Center at 429-0262 if you cannot attend.

PRESENT: K. Grunwald (staff), E. Poirier, C. Pellegrine (Vice-Chair), J. Adamcik, J. Scottron, M. Thatcher, B. Lavoie (staff), A. Holinko, T. Rogers, Joan Terry (guest), C. Dainton (staff), Don Nolan

REGRETS: W. Bigl, S. Gordon, J. Quarto, T. Quinn,

- I. **Call to Order:** Vice-Chair C. Pellegrine called the meeting to order at 9:32 AM. She reported that Chair Tim Quinn is currently in Mansfield Center for Nursing and Rehab. Carol moved that we change the order of the meeting to start with the Long-Range Plan update. Approved unanimously.
- II. **Appointment of Recording Secretary:** K. Grunwald agreed to take minutes for the meeting.
- III. **Acceptance of Minutes:** the minutes of the **October 12** meeting were accepted as written, noting that C. Pellegrine is Vice-Chair, and not Co-Chair.
- IV. **Correspondence** – Chair and Staff: none.
- V. **New Business**
  - A. Report of Nominating Committee: no report.
  - B. "Other": none.
- VI. **Optional Reports on Services/Needs of Town Aging Populations**
  - A. **Health Care Services**

Wellness Center and Wellness Program – B. Lavoie reported that seniors are coming in with questions about open enrollment for Medicare. The DSS Medicare bus will be here on December 3 to assist people in understanding what their enrollment options are.
  - B. **Social, Recreational and Educational**

Senior Center – C. Dainton distributed copies of her monthly report.  
Senior Center Assoc. – T. Rogers had nothing new to report in the interest of time.
  - C. **Housing**

Assisted Living Advisory Committee: K. Grunwald reported that Masonicare is moving ahead with their plans to build a facility in town.

Wrights Way: J. Adamcik reported that the bus shelter is up and he appreciates everyone's support in getting this done.

Juniper Hill: no report.

Jensen's Park: E. Poirier reported that they have a visiting nurse and podiatrist that come once a month. They recently held a flu shot clinic.

Glen Ridge: no report.

D. Related Town and Regional Organizations such as:

Advisory Committee on the Needs of Persons with Disabilities, Senior Resources of Eastern CT: no reports.

## VII. Old Business

A. Long Range Plan Update: C. Pellegrine proposed that we use the attached template to evaluate the plan. The Commission discussed the following areas:

**Health Care Services:** M. Thatcher provided work that has been done by a sub-committee in 2007. K. Grunwald pointed out that there is an interest on the part of some residents to look at offering geriatric medical services. B. Lavoie summarized the services currently provided through the Wellness Center. She added that geriatric services previously provided at McSweeney Center are no longer available. A. Holinko asked what the needs are that Barbara is seeing with clients. Barbara reported that Mansfield Family Practice is no longer accepting new patients who are covered by Medicare. C. Pellegrine asked whether this is something that the Commission can have an impact on. K. Grunwald talked about the possibility of setting up a satellite geriatric clinic at the Wellness Center. B. Lavoie stated that she is actively engaged in outreach efforts, and questioned whether or not we are reaching all those seniors we should be talking to. C. Pellegrine and E. Poirier feel that there are many seniors who are not informed about issues related to healthcare, and choose not to be. B. Lavoie questioned whether or not doctors should be more informed about the services provided through the Senior Center. C. Pellegrine feels that it is up to staff to determine that; look at making handouts available, etc. Some questions were raised regarding how to disseminate information in general. C. Dainton suggested that the Commission could take on an advocacy role to Senior Resources to express the need for geriatric services in this area. Commission members agreed to start with what is in the existing long-range plan and build on it. A. Holinko moved that the Commission send a letter to Senior Resources to be actively involved in supporting geriatric services in the area due to cuts in funding to the McSweeney Center. B. Lavoie suggested trying to be as specific as possible. It was agreed that C. Pellegrine will draft the letter and bring it for approval to the next meeting. T. Rogers asked that the Association be copied on the letter. The motion was approved unanimously. T. Rogers will propose formation of a Geriatric Committee of the Association. They have \$3000 earmarked to focus on developing geriatric services. B. Lavoie will set up a meeting for the new committee. C. Dainton suggested adding a bullet that "The Commission will

work collaboratively with the MSCA in the promotion of Health and Wellness activities.” It was suggested to look at staffing needs under the section on monitoring services.

**Economy/Financial:** K. Grunwald questioned whether or not the Commission is interested in the development of a Senior Job Bank. The question was raised as to whether or not there is a need for this. B. Lavoie reports that she does not get many requests in this area. C. Dainton maintains a job listing for seniors on the bulletin board, but does not see it as a huge need. C. Pellegrine feels that the need is sometimes for teenagers to do yard work, odd jobs, etc. T. Rogers says that he can provide some names when people ask, but often people don’t want to pay for services. C. Pellegrine says that the need is often for conservators, who can be difficult to find. We can post information about this, and also offer a presentation on conservatorship at the Senior Center. This area does not seem to be a priority at this time.

**Physical Environment/Housing:** Continue to support the work of the Assisted Living Committee. B. Pellegrine suggested advocating for environmental improvements like benches, bus shelters, automatic door openers, etc. Also look at the addition of supportive structures and devices to assist access to buildings.

**Technology:** C. Pellegrine feels that much progress has been made for Town Council meetings in terms of the taping of meetings and the availability of assistive hearing devices in the Council Chambers.

**Safety and Security:** T. Rogers suggested that the Commission report on the program offered by the police to provide automatic safety updates to residents. He can get a speaker to do a presentation on this. K. Grunwald pointed out that the TRIAD program can be used as a vehicle to address safety issues and to help inform seniors regarding possible scams, abuses and other areas of safety concerns. B. Lavoie suggested focusing on scams and different types of senior exploitation by possibly posting information on a bulletin board. The feeling is that this is more prevalent than when the survey was done.

**Transportation:** Agreed to “Continue to support and promote the use of Dial-A-Ride and the Volunteer Transportation program.” M. Thatcher suggests advocating for a bus shelter at the bus stop on Rt. 275. It was agreed that this will be supported by the Commission.

**Services and Support:** Include information about what is happening with the update to “At Your Fingertips.”

K. Grunwald will create a draft update of the plan for the next Commission meeting. It was agreed that this will be a 3-year plan.

- B. Volunteer Driver Program Update: The program is operating and has 10 volunteer drivers at this time.
- C. Triad: K. Grunwald provided information about the Yellow Dot program. T. Rogers raised a concern that nothing was publicized in the Chronicle about the

TRIAD ceremony, and that we need to get the word out about this program to seniors. C. Pellegrine suggested that the best way to get something into the Chronicle is to write a letter. B. Lavoie suggested other ways of getting the information out.

**VIII. Opportunity for the Public to Address the Commission:** no comment.

**VIII. Adjournment**

The meeting adjourned at 10:58 PM. Next meeting: **Monday, December 13, 2010** at 9:30 AM at the Senior Center.

Respectfully submitted,

Kevin Grunwald

TOWN OF MANSFIELD  
MEMORANDUM  
12/23/10

TO: Cherie A Trahan, Director of Finance  
 FROM: Lon R. Hultgren, Director of Public Works   
 RE: CPI Escalation for Multi-family Garbage/Recycling Collection Contract

Beginning December 1, 2010 the prices in our multi-family collection contract rise based on the CPI from November 2009 to November 2010. The consumer price index rose 1% from November 2009 to November 2010. The escalated prices are given below and should be used from December 2010 through November 2011:

Item	Current Price	Escalated Price
Multi-Family (Willimantic Waste paper)		
1 CY dumpster	24.13	24.37
2 CY dumpster	27.83	28.11
4 CY dumpster	55.66	56.22
6 CY dumpster	75.90	76.66
6 CY dumpster 2x/wk	147.08	148.55
8 CY dumpster	91.07	91.98
8 CY dumpster 2x/wk	175.92	177.68
10 CY dumpster	101.18	102.19
95 gallon recycling carts	4.34	4.38
Individual recycling stops	4.34	4.38
Mini & 1-can recycling	3.05	3.08
Mini service	6.15	6.21
1-can service	6.54	6.61

cc: Matt Hart, Town Manager  
 Tim DeVivo, Willimantic Waste Paper, Multi-family hauler  
 Mayo & Sons, Single-family hauler  
 Virginia Walton, Recycling/Refuse Coordinator  
 Cheryl Urban, Collector's office  
 Linda Patenaude, Public Works Specialist

**ARTS ADVISORY COMMITTEE**  
 Meeting of Tuesday, 09 November 2010  
 Mansfield Community Center (MCC) Conference Room

Approved MINUTES

1. The meeting was called to order at 7:00p by Kim Bova. *Members present:* Jay Ames, Kim Bova, , Blanche Serban. *Members absent:* Tom Bruhn, Kelly Kochis, Scott Lehmann. Jay O'Keefe (staff) was not able to attend the meeting.
2. The minutes of the 5 October 2010 meeting were approved as written.
3. **Correspondence:** Jay A. summarized the committee decision to approve the proposal of a Kenyan exhibition at the public library.
4. The annual report drafted by Scott Lehmann was approved as written.
5. Kim mentioned that there was no news regarding the downtown partnership. Kim plans to attend the downtown partnership debriefing scheduled for Wednesday, November 10.
6. **MCC exhibits.** No new application were received. Kim will contact Ashley Kay to find out if she knows any local artists interested in exhibiting at the MCC. Jay A. proposed to curate an exhibit of puppets made by a local artist. Jay A. will bring some of the puppets to the next meeting.

Exhibit Period	Entry cases		Sitting room		Hallway	
	Double-sided	Shelves	Upper (5)	Lower (3)	Long (5)	Short (2)
15 Aug – 14 Oct	<i>Festival on the Green</i> (advertising, art show winners)		<i>MCC cleaning &amp; painting 8/22-8/28</i>			
15 Oct – 14 Jan	<i>Michael Allison</i> (colored wooden bowls)		<i>Renee 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>Renee Raucci?</i> (watercolors)			

5. The meeting dates for the coming year were approved as they are noted in the draft calendar, except the July meeting was rescheduled for July 12th instead of July 5th. The meeting time mentioned on the draft was corrected from 7:30 pm to 7 pm.

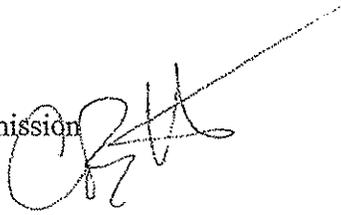
8. Adjourned at 7:25p. Next meeting: 7:00p, Tuesday, 7 December 2010.

Blanche Serban, Secretary, 7 December 2010.

To: Town Council/Planning & Zoning Commission

From: Curt Hirsch, Zoning Agent

Date: January 5, 2011



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

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	3	10	7	65	66
Certificates of Compliance issued	13	10	13	68	53
Site inspections	25	38	53	278	254
Complaints received from the Public	2	7	3	29	23
Complaints requiring inspection	1	6	3	23	19
Potential/Actual violations found	1	5	6	20	32
Enforcement letters	11	7	18	66	60
Notices to issue ZBA forms	0	0	0	0	4
Notices of Zoning Violations issued	2	2	4	12	27
Zoning Citations issued	3	17	8	39	25

Zoning permits issued this month for single family homes = 0, multi-fm = 0  
2010/2011 fiscal year total: s-fm = 3, multi-fm = 8

PAGE  
BREAK

**Sara-Ann Bourque**

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**From:** RUFUS JANE BLANSHARD [rufusblanshard@sbcglobal.net]

**Sent:** Thursday, December 16, 2010 11:46 AM

**To:** Town Mngr; Kevin Grunwald; Town Council

**Subject:** transportation

**Attachments:** transport.jpg

Something to aim for! Please add this to the minutes of your next meeting. Jane Blanshard

WEST HARTFORD

# A New Ride Coming For Seniors

## Company To Provide 24-Hour Service

By **AMANDA FALCONE**  
afalcone@courant.com

WEST HARTFORD — Town council members hope a new transportation service will improve the lives of senior citizens and people with visual impairments.

After seven years of discussion, the council voted this week to enter into an agreement with the Independent Transportation Network of Central Connecticut. The service would allow seniors or the visually impaired to get a ride at any time of the day within a

10-town area.

"This is a day I wondered if it would actually come," said Mayor Scott Slifka.

The town first began to talk about providing services beyond the local bus system and Dial-a-Ride in 2003. By 2005, the town was using grants to research the nonprofit Independent Transportation Network of America.

But finding money to pay to form a new affiliate slowed the project down. When a central Connecticut affiliate was formed in Middletown, the town could join that group at no cost, said James Capodiece, West Hartford's director of human and leisure services.

By joining the network, transportation services will be made available to those who pay a \$40 annual membership fee.

More details are available at the network's website, [www.itncentralct.org](http://www.itncentralct.org).

Unlike the Dial-a-Ride program, which gives rides to those over 65 and to people with disabilities, the Independent Transportation Network will provide residents with more options.

Dial-a-Ride services are available only on weekdays from 8:30 a.m. to 4:30 p.m. and priority is given to people who have medical and dental appointments or need to go grocery shopping.

The network offers rides to people over 60 and to people with visual impairments around the clock to any destination within the network's service area.

The Independent Transportation Network of Central Connecticut currently travels to 10 towns, including Rocky Hill, Middlefield and Haddam.

**TOWN OF MANSFIELD**  
**Communications Advisory Committee**



Patrick McGlamery, Chair

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE RD  
MANSFIELD, CT 06268-2599  
CAC@mansfieldct.org

December 23, 2010

Mansfield Town Council  
4 South Eagleville Road  
Mansfield, CT 06268

Dear Town Council Members;

The Communications Advisory Committee recommends that the Mansfield Town Council request the Town's IT Department to submit a Plan of Action by January 30, 2011, to enable the Town web site to present information that is accessible when a citizen enters a "subject," an "author," a "keyword," or a "date." The Plan of Action should be timely enough to be included in the Town Budget if resources are required.

Following is background information related to this recommendation.

Over the past six months the Communications Advisory Committee has looked closely at various aspects of the Town of Mansfield's information storage, transmittal and availability processes.

We recognize and applaud the steps taken in recent years to develop and enhance the Town's web site, to make many records available electronically, and to facilitate the full flow of information. We note that the Town's web site is professional, attractive and clear, that most key documents (statutes, listings, etc.) are available electronically, and that the staff is well trained to help citizens and others find the materials they need. Mansfield is relatively well-positioned to move ahead in the electronic information age.

We believe, however, that if our Town is to continue to make progress it is now time to take additional steps to make our information systems even more accessible and efficient.

Despite our recent advances, we note some problem areas. Specifically, after years of building its collection of virtual town records, *search, query and retrieval* of information is awkward and cumbersome. Simple searches for approved ordinances return hundreds of 'hits'. A recent search for "parking ordinance" returned over 600 "hits," essentially all the minutes and agenda documents dealing with that issue, a flood of information on a simple, timely request. As the Town moves forward with the website as a virtual town record center, a more sophisticated search, query and retrieval process should be put in place in order to meet the needs of the 21st

Century citizen.

Citizens expect search, query and retrieval service from the Town's web site that quickly meets their needs. The Town web site should present information that is accessible when the citizen enters a "subject," an "author," a "keyword," or a "date." Information in these categories should be presented in this order: "most retrieved," or "most used."

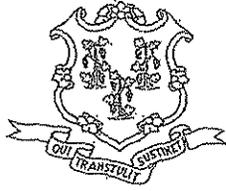
Our recommendation is designed to deal with this situation and, as noted above, move Mansfield's government forward in an area of vital importance. Please feel free to contact our Committee if you would like any additional information.

Thank you for your attention,

Sincerely,

A handwritten signature in cursive script, appearing to read "P. P. McGlamery".

Patrick McGlamery



# STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

December 15, 2010

Mr. P. Anthony Giorgio, Ph.D.  
 Managing Director  
 The Keystone Companies, LLC  
 56 East Main Street, Suite 202  
 Avon, CT 06001

Re: Ponde Place CPCN Phase IB Application  
 DPH Project Number 2008-0312  
 DPUC Docket Number 09-02-10

Dear Dr. Giorgio:

Thank you for meeting with us on December 6, 2010 to discuss the Phase IB application for the proposed Ponde Place development in Mansfield. The meeting was held to discuss various deficiencies that were identified in a joint DPH/DPUC review dated December 2, 2010. Following the meeting the DPH received a letter from you dated December 9, 2010 summarizing your takeaways from the meeting. The following is a summary of the items that were discussed at the meeting:

1. DPH indicated that written documentation confirming that the project scope has been reduced must be submitted as part of the Phase 1B application. In your recent letter you indicate that the scope of the project has been reduced from 648 people to no more than 180 people.
2. A site plan was submitted with your Phase 1B application showing that only one building will be constructed. DPH asked if it was The Keystone Companies' intention to ultimately build the entire project as proposed in the Phase 1A application and if so, to outline a phased plan to provide an adequate supply of drinking water. You indicated that at this time there is no intention to build any additional buildings and that any local applications for Ponde Place would be consistent with the reduced scope of the project.
3. An interim signed ownership agreement with Connecticut Water Company (CWC) was e-mailed to DPH on December 3, 2010. CWC indicated during the meeting that a final signed ownership agreement will be contingent upon satisfactory Phase 1B approval and would be submitted with the Phase 2 application. CWC indicated that this type of interim agreement is a standard agreement that CWC enters into when Phase 1A approval has been granted and Phase 1B approval is pending.



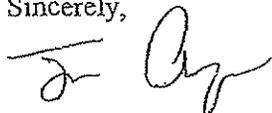
Phone: (860) 509-7333  
 Telephone Device for the Deaf (860) 509-7191  
 410 Capitol Avenue - MS # 51WAT  
 P.O. Box 340308 Hartford, CT 06134  
 Affirmative Action / An Equal Opportunity Employer

Anthony Giorgio  
The Keystone Companies, LLC  
Ponde Place Phase 1B Meeting Summary  
December 15, 2010

4. Stabilization was not achieved for Well #3 during the original yield test. As you indicated in the meeting and in your recent letter, a new 72-hour simultaneous yield test will be completed for all four proposed wells.
5. During the original 72-hour yield test, Carriage House Well #2 and University of Connecticut (UCONN) landfill monitoring wells were monitored for interference pursuant to Connecticut General Statutes (CGS) Section 25-33(b), and some interference was noted. Carriage House Well #1 was not monitored due to inaccessibility. Several private wells were also proposed to be monitored for interference, but for various reasons the private well monitoring was not completed with the exception of one well that was monitored for 24 hours. DPH indicated during the meeting that at a minimum, it would like to see all potable and landfill monitoring wells which were monitored during the original yield test plus Carriage House Well #1 to be monitored again during the new yield test and the results provided to DPH for review. You indicated in your letter that you will attempt to gain access to Carriage House Well #1 during the new yield test. You also indicated that you will contact the CT Department of Environmental Protection to discuss any potential interference that the Ponde Place wells may have on the UCONN landfill monitoring wells. The Keystone team was also encouraged to work with the local health department and renew efforts to gain access to nearby private wells for interference monitoring during the new yield test. In your letter you indicate that if private well owners again refuse to allow their wells to be monitored, you will attempt to obtain written documentation of their refusal. In addition, at the meeting and in your letter, you also proposed installing a monitoring well at the property boundary for surrogate interference monitoring should access to the private wells be unsuccessful.
6. Well #2 had a turbidity level in excess of the state standard of 5 NTU during the Phase 1B water quality sampling. DPH indicated during the meeting that although this is not required to be addressed during the Phase 1B review, a final Well Use Approval may not be issued for this well if resampling is not done. You indicated that prior to requesting a Well Use Approval, a resample of the well for turbidity will be done.

If you have any additional questions please feel free to contact us. Please remember to send copies of additional submissions and correspondence regarding this application to the DPUC with your Docket Number referenced.

Sincerely,



Tom Chyra, P.E.  
Supervising Sanitary Engineer  
Compliance Region - North  
Drinking Water Section

UCONN STUDENTS ENROLLED AT STORRS CAMPUS, 1989-2010  
 UPDATED AS OF DECEMBER, 2010

Item #9

Academic Year	Undergrad. F/T	Undergrad. P/T	Total Undergrad.	Total Grad.	Total
Fall, 1989	12,276	1,399	13,675	6,591	20,266
Spring, 1990	11,286	1,397	12,683	-----	
Fall, 1990	12,307	1,265	13,572	7,001	20,573
Spring, 1991	11,220	1,416	12,636	-----	
Fall, 1991	11,321	1,249	13,128	4,329	17,457
Spring, 1992	10,838	1,329	12,167	4,131	16,298
Fall, 1992	11,321	1,170	12,491	4,399	16,890
Spring, 1993	10,353	1,228	11,581	4,206	15,787
Fall, 1993	10,830	1,075	11,905	4,549	16,454
Spring, 1994	9,849	1,149	10,998	4,229	15,227
Fall, 1994	10,328	1,058	11,386	4,503	15,889
Spring, 1995	9,546	1,144	10,690	4,118 (est.)	14,808
Fall, 1995	10,271	1,059	11,330	4,405	15,735
Spring, 1996	9,475	1,184	10,629	4,068	14,697
Fall, 1996	10,271	1,059	11,330	4,405	15,735
Spring, 1997	9,557	1,106	10,663	3,882	14,545
Fall, 1997	10,362	956	11,318	3,863	15,181
Spring, 1998	9,567	1,142	10,709	3,287	14,355
Fall, 1998	10,740	942	11,682	3,646	15,328
Spring, 1999	9,894	732	10,626	3,187	13,813
Fall, 1999	11,411	576	11,987	3,347	15,334
Spring, 2000	10,662	718	11,380	3,152	14,532
Fall, 2000	12,234	728	12,962	3,246	16,708
Spring, 2001	11,309	728	12,037	3,222	15,259
Fall, 2001	13,017	571	13,588	3,367	16,955
Spring, 2002	12,103	928	13,031	2,867	15,898
Fall, 2002	13,688	525	14,213	3,705	17,918
Spring, 2003	13,136	869	14,005	3,539	17,865
Fall, 2003	14,318	845	15,163	3,927	19,090
Spring, 2004	13,642	899	14,541	3,815	18,507
Fall, 2004	14,752	508	15,722	3,692	19,857
Spring, 2005	14,170	937	15,107	3,807	19,073
Fall, 2005	15,277	814	16,091	4,031	20,122
Spring, 2006	14,482	843	15,325	3,851	19,176
Fall, 2006	15,594	745	16,339	3,834	20,173
Spring, 2007	15,027	1,056	16,083	3,408	19,491
Fall, 2007	15,607	733	16,340	3,845	20,185
Spring, 2008	15,693	776	16,469	3,790	20,259
Fall, 2008	16,073	681	16,754	4,009	20,763
Spring, 2009	16,135	785	16,920	3,795	20,715
Fall, 2009	16,325	671	16,996	4,019	21,015
Spring, 2010	15,732	757	16,489	3,830	20,319
Fall, 2010	16,614	717	17,331	4,172	21,503

\*\*These numbers include Mansfield Apartments as well as Northwood Apartments, Charter Oak and Hilltop Apartments.  
 Since Fall of 2007 these numbers include all complexes that are part of the Residential Life housing stock.  
 Source: Division of Student Affairs, Housing Services, University of Connecticut

**UCONN STUDENTS LIVING ON-CAMPUS AT STORRS, 1989-2010**  
**UPDATED AS OF MAY, 2010**

<u>Acad. Year</u>	<u>Undergrad/ Non-Degree</u>	<u>Grad.</u>	<u>Total</u>
Fall, 1989	8,772	432	9,204
Spring, 1990	8,067	425	8,492
Fall, 1990	8,655	433	9,088
Spring, 1991	7,915	405	8,320
Fall, 1991	8,191	441	8,632
Spring, 1992	7,437	430	7,867
Fall, 1992	7,628	424	8,052
Spring, 1993	6,889	428	7,317
Fall, 1993	7,152	465	7,615
Spring, 1994	6,390	456	6,846
Fall, 1994	6,702	421	7,123
Spring, 1995	6,100	414	6,514
Fall, 1995	6,567	390	6,957
Spring, 1996	6,020	410	6,430
Fall, 1996	6,675	414	7,089
Spring, 1997	6,089	372	6,471
Fall, 1997	6,473	418	6,819
Spring, 1998	5,969	378	6,347
Fall, 1998	7,212	414	7,626
Spring, 1999	6,635	417	7,052
Fall, 1999	7,818	430	8,248
Spring, 2000	7,142	411	7,553
Fall, 2000	8,259	440	8,699
Spring, 2001	7,952	421	8,373
Fall, 2001	9,247	543	9,790
Spring, 2002	8,223	425	8,648
Fall, 2002	9,868	449	10,317
Spring, 2003	9,409	560	9,969
Fall, 2003	10,567	423	10,990
Spring, 2004	10,257	485	10,742
Fall, 2004	10,658	497	11,155
Spring, 2005	10,323	509	10,832
Fall, 2005	11,010	514	11,524
Spring, 2006	10,731	416	11,147
Fall, 2006	11,135	512	11,647
Spring, 2007	10,749	490	11,239
Fall, 2007	10,751	556	11,307
Spring, 2008	10,322	519	10,841
Fall, 2008	11,427	523	11,970
Spring 2009	11,025	492	11,517
Fall, 2009	11,912	403	12,315
Spring, 2010	11,599	372	11,971
Fall, 2010	12,247	299	12,546

\*\*These numbers include Mansfield Apartments as well as Northwood Apartments, Charter Oak and Hilltop Apartments. Since Fall of 2007 these numbers include all complexes that are part of the Residential Life housing stock.  
 Source: Division of Student Affairs, Housing Services, University of Connecticut

Editor: 12/23

On Dec. 9 at 7 p.m., the Mansfield Town Council held what was supposed to be a "public hearing" on the agreement with the developers for the Storrs Center project.

The council put on one heck of a show. First, the public unveiling of this agreement happened at a council meeting the week prior. This is a complex agreement with many risks for the people of Mansfield, yet the council chose to use more than 90 minutes of the "hearing" time to present, not the meat of the agreement, just the downtown sales pitch all over again.

After the sales pitch, all the same downtown cheerleaders got up, one after the other, to cheer the project on. They had not one question to ask.

Have they read the agreement? For the most part these cheerleaders are members

of the board of directors of the Downtown Partnership or subcommittee members of the partnership.

Those of us who came with real "questions" had to stay there until it was our turn.

It was 9:30 before anyone with serious questions was allowed to speak. Many people had left by then. I'm sure I'll be told it wasn't planned that way.

We have all heard the sales pitch, many times over. The public needed a real chance to address the concerns people have with the project. We did not need another pep rally. If this was the plan of the cheerleaders, shame on them. If it was the plan of the council and town management, double shame on them.

This was a public hearing. I guess to the Mansfield Town Council that means the public is welcome to come to hear what they have to say!

Mike Sikoski  
Storrs

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BREAK

2 the Chronicle, Willimantic, Conn., Thursday, December 23, 2010

## Mansfield to utilize more solar panels

By MIKE SAVINO  
Chronicle Staff Writer

MANSFIELD — After experiencing success with two solar panels on municipal buildings, the town announced four more sites that will also hold panels.

Town officials said the town library, senior center and two fire stations now have solar panels, joining E.O. Smith High School and the community center, which both have had units since 2008.

The four new panels were all provided to the town at no cost from DCS Energy, a company based in Glastonbury that has taken advantage of a state program encouraging solar panels.

DCS gets tax credits in exchange for providing the panels and the energy produced to Mansfield is for free, which can then purchase the panels for \$1 after a five-year period.

The panel at the library and one at the fire stations on Route 195, near the Altnaveigh Restaurant, are 4.5-kilowatt systems.

The one at the first station on Route 32, meanwhile, is a 6-kilowatt system and one at the senior center is an 8-kilowatt system.

“Although these are small photovoltaic systems, we estimate that they will supply each building with about a third of its electrical energy and reduce our electric bills by a total of \$600 per month,” said Mansfield Director of Facilities Management Bill Hammon.

He also said a typical house would require a 7-kilowatt system to meet all of its electrical needs.

The town contracted SunEdison, based in Maryland, to install an 83-kilowatt system at the community center in January 2008 and E.O. Smith received a free, 3-kilowatt system from the Connecticut Clean Energy Fund a month later.

The town said the system at the community center provides about one-third of the building’s electrical needs.

Mansfield Town Manager Matthew Hart said the addition of four panels helps the town less reliant on tradition energy sources.

“Each solar panel installed moved the Town of Mansfield closer to our vision of becoming a truly sustainable community,” he said. “We are very fortunate to be able to expand our solar panel program to four additional municipal buildings.”

PAGE  
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# PZC hearing to focus on zoning regulation changes

By MIKE SAVINO 12/24  
Chronicle Staff Writer

MANSFIELD — The planning and zoning commission will host a public hearing next month to gain feedback on some revisions to its regulations.

The hearing will be part of the PZC's meeting Jan. 18, 2011 after the commission unanimously approved the date Dec. 6.

The PZC has been looking at various regulations over the last few months, but has had to wait on holding a public hearing while making some final modifications.

During the Dec. 6 meeting, Mansfield Director of Planning Gregory Padick said the most recent changes ensure the PZC will know about proposals that are being discussed by other land-use boards.

Some of the revisions are intended to give the PZC and other land-use boards the chance to provide more input on larger projects before developers submit formal permit applications to the PZC.

Some PZC members raised concerns they have not received timely notification when devel-

opers meet with other land-use boards in the past and asked for the additional language.

Padick also said the PZC can make additional changes before the Jan. 18 public hearing if members find additional concerns while reviewing the latest draft.

"We're not locked into the wording," he said.

The revision would create a two-step permitting process for larger projects, with developers submitting initial plans for input and guidance from land-use officials before submitting final designs

for the necessary permits.

The proposal would only require that subdivisions involve the creation of a new road or at least four lots to go through the new first step, but the PZC wanted additional language recommending the step for all subdivisions.

The proposed revisions would also allow developments to have up to five homes along a common driveway, up from the three-home limit in current regulations.

The PZC would need a three-fourths majority, though, to approve a proposal that has more than three homes along a common driveway.

Other proposed changes include a requirement for developers to conduct some of the initial roadwork for any homes along the road before the town grants building permits. Currently developers do not need to do any roadwork beforehand, but Padick has said those situations have occasionally caused safety issues.

PAGE  
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# Mansfield council postpones Storrs Center meeting

By MIKE SAVINO 12/18  
Chronicle Staff Writer

MANSFIELD — Inclement weather Sunday and Monday forced the town council to reschedule its meeting to Wednesday to discuss a proposed agreement with the developers of the first phase of the Storrs Center project.

The council had been scheduled to meet in executive session Monday at 6 p.m. to discuss revisions to the proposed agreement, followed by an open meeting at 7:30 p.m. It will now meet Wednesday, with executive and open sessions scheduled for the same times, in the Audrey P. Beck Municipal Office Building.

Mayor Elizabeth "Betsy" Paterson said the council decided Mon-

day to postpone its meeting to avoid having councilmen, town staff and residents driving while the town continued to clear roadways Monday evening.

"I think it was certainly so residents and staff didn't have to be on the road," she said.

Both supporters and opponents of the proposed agreement have come out to various meetings to voice their opinions of the document.

The council has been discussing the proposed agreement with Leyland Alliances LLC, and Education Realty Trust, or EDR, for the first round of construction for the \$220-million mixed-use Storrs Center.

Leyland Alliance is the mas-

ter developer for Storrs Center and has contracted with EDR to build and manage 290 rental units planned for phases 1A and 1B.

The document — currently available on the town's web site, [www.mansfieldct.gov](http://www.mansfieldct.gov) — would spell out the responsibilities of the town and both developers.

The council unveiled a proposed agreement to the public Dec. 1, followed by a public hearing a roughly week later and discussion among councilmen Dec. 13.

Some councilmen raised concerns about the agreement, leading to a revised draft that will be up for discussion Wednesday.

Among other revisions, councilmen asked for additional language for EDR to target a broad range

of tenants after raising concerns about the company's track record of building student housing.

The council has also referred to the planning and zoning commission, which is scheduled to review the agreement on Monday, Jan. 3.

State statutes require the town to refer agreements to the PZC when they involve land acquisition so the commission can ensure the agreements fit with the town's plan of conservation and development.

The council is waiting for a PZC recommendation before holding its own vote, and state statutes require a two-thirds majority by the council for approval should the PZC recommend rejecting the agreement.

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# Stonemill Road residents must take detour

By MIKE SAVINO  
Chronicle Staff Writer

12/29

MANSFIELD — Residents who use Stonemill Road will need to find a detour once a project to replace the bridge begins next spring.

Mansfield Public Works Director Lon Hultgren said the current timeline calls for construction to begin as soon as April and last through the "construction season," which typically lasts well into the fall until weather conditions become a problem.

The town council unanimously authorized Town Manager Matthew Hart to sign an agreement with the state Department of Transportation, a condition of the reimbursement grant

the town is receiving.

The grant will cover 80 percent of the cost to replace the bridge, with a maximum reimbursement of roughly \$1.39 million, according to the agreement.

The bridge replacement is one of two projects included in the \$2.735 million in bonding residents approved in November, with the other being the replacement of the Laurel Lane Bridge.

Hultgren said the town is in the process of finding a contractor for the Stonemill Road project, but the timeline means motorists using the road will need to find a detour for much of next year.

Stonemill Road crosses the Fenton River

and intersects Gurleyville Road, and Hultgren said residents can utilize Gurleyville or Bousa roads, which also intersect with Gurleyville Road, as a detour.

"The detours aren't really convenient, but it's a road that people don't use for travel," he said, adding traffic on Stonemill Road is mostly just area residents.

A DOT inspection of the town's bridges, completed every two years, found the Stonemill Road bridge to be in poor condition.

The inspection found cracking in the concrete portions and rusting in steel portions of the current bridge, as well as voids in one of the abutments.

PAGE  
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Editor: 1/2/30

The Mansfield Town Council will soon authorize the town manager to sign an agreement with the developers of the Storrs Downtown.

Everyone should take a close look at this document and you might not want to accept it.

It is a great deal for the developers but might not be so great for us taxpayers. Remember what we had been told this downtown would be like?

Remember those pretty drawings we have seen over the years? Remember the big tax revenues we were expecting? Remember the size of the nice green and the mixed height of the buildings?

Remember the excitement of having a green town square where all these town functions could be held, farmers market, Festival on the Green etc.? Remember the nice condos and mixed-use residences? Remember the money-making garages?

Take a look at this contract.

### Letters to the Editor

The town green/square has shrunk and is controlled by the developer, if the commercial space houses a grocery store there is no farmers market.

There is no Festival on the Green if it competes with the commercial businesses, yet we must maintain this area. The tax revenues are down to a measly \$380,000. The garages are a must but will not make money. Building heights can be "up to 85 feet".

Do we all realize how this city will look

loaded with buildings this tall? Loaded with students. I'm sorry mixed-use residences. If everyone is complaining now about having students living in their neighborhoods, do we really think people will choose to flock to where students are living.

What if projected tax revenues, small as they are, are even less and costs for police, fire, maintenance, education, etc are higher?

Are you prepared to support the Downtown? Contact your councilors now. This contract will be signed on Jan. 4.

Bonnie Sikoski  
Storrs

PAGE  
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# Mansfield looks at its plans for future

By MIKE SAVINO 12/30  
Chronicle Staff Writer

MANSFIELD — The past year saw town officials and residents start or continue a number of initiatives they hope will improve the town in the future.

Storrs Center, a proposed \$220 million mixed-use project, for example, achieved many milestones and town and project officials hope to break ground in the spring.

The Mansfield Downtown Partnership, the nonprofit organization overseeing the project, received letters of intent from two more businesses this year.

Tailoring by Tima, in February, and Insomnia Cookies, in July, joined a list that also includes Pomfret's Vanilla Bean Café, Moe's Southwest Grill, Storrs Automotive, Wings Over Storrs, Travel Planners, Campus Cuts, Body Language and Cosimo's Italian Restaurant.

Also in July, the Downtown Partnership received a \$4.9 million

grant to build an intermodal hub to accommodate buses, bicyclists and pedestrians, as well as motorists.

In September, Leyland Alliance, the project's master developer, selected Education Realty Trust (EDR) to build 290 rental units included in phases 1A and 1B, scheduled for ground breaking in the spring.

Some residents have raised concerns about EDR and its history of building student housing in other college towns nationwide.

But supporters hope a proposed agreement between Leyland Alliance, EDR and the town, first unveiled publicly on Dec. 1, will help ensure EDR targets a broader range of residents.

Mayor Elizabeth "Betsy" Paterson said the agreement, which was recently revised, and the Storrs Center project in general, are just two of many issues the council is examining as the calendar rolls over.

(Mansfield, Page 4)



Al Malpa University of Connecticut professor Alan Marcus casts his vote on the proposed \$2.17 million athletic facility project for E.O. Smith High School in Storrs at the Audrey P. Beck Municipal Building in Mansfield in September with his two children, Sophie, 2, and Samuel, 4.

# Mansfield looks at its plans for future

(Continued from Page 1)

into 2011.

There are a lot of things developing," she said. Among other issues, the council is "earnestly looking" at possibilities for a school building project.

The council is hoping to have a referendum in May, but must first decide if it wants to build one new elementary school, two smaller ones or renovate the three existing schools. All three projects would also entail renovations to Mansfield Middle School.

A school building project committee recommended the one-school option, but the school board supported the two-school option, and the council has been examining all the factors, including cost.

Another possible project includes Mansonicare, the town's preferred developer for an assisted-living complex for seniors.

A number of seniors raised concerns to the council about delays in the project, but the company

voted in October to continue pursuing the project, which could be located on Maple Road.

Paterson said another issue likely to receive attention is an ongoing police study, which is examining options for police services in town in the future.

Along with partying by University of Connecticut students during Spring Weekend, typically the weekend before the last week of classes, resident troopers have had to deal with large crowds during fall weekends.

State police reported dealing with thousands of students on weekend nights from late August through the end of October.

Town officials have said they want to examine all of the town's policing needs, but also said partying among off-campus students will likely be a major factor.

Paterson said each of these ongoing issues will likely see plenty of discussion during the early part of 2011. "When you have that many important issues

on your plate, there're going to be a lot of meetings," she said.

The council will also need to welcome a new member next year after Deputy Mayor Gregory Haddad was elected in November to replace state Rep. Denise Merrill, D-Mansfield.

Merrill, currently the House majority leader, is leaving her post after she was elected secretary of the state, and both will be sworn into office Jan. 5.

But not everything in town will result in further discussion by municipal boards, as some things actually meant the end of ongoing efforts.

E.O. Smith High School, for example, will have a new track and synthetic turf field after the Regional School District 19 school board's \$2.17 million proposal passed at a September referendum.

Residents in Ashford and Willington, which also sends students to the high school, rejected the proposal, but Mansfield voters

supported it by a large enough margin to approve the project.

School officials had been saying the track was no longer safe for use, but had to scale back work to other fields after voters rejected a \$3.95 million proposal in February 2009.

The case of Suzanne Listro, who ultimately was found not guilty of first-degree manslaughter and risk of injury to a minor, attracted statewide attention.

Listro, a former state Department of Children and Families employee, was accused of shaking Michael Brown Jr., an infant foster child placed in her custody, and killing him in 2008.

She waived her right to a jury trial in February, and Rockville Superior Court Judge William Bright found her not guilty in late March after a 15-day trial.

Despite the final verdict, state officials have pointed to the case as part of the many reasons demonstrating the need for major changes at DCF.

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BREAK

# Town council to vote on project agreement

By MIKE SAVINO 12/30  
Chronicle Staff Writer

MANSFIELD — The town council appears ready to vote next week on a proposed agreement with the developers for the first two phases of the Storrs Center project after reviewing the latest version Wednesday.

The council will hold a special meeting Jan. 4 at 6:30 p.m. in the Audrey P. Beck Municipal Office Building, when it could vote to authorize Town Manager Matt Harr to sign the document.

The agreement would spell out the responsibilities for the town, Leyland Alliance and Education Realty Trust, or EDR, in phases 1A and 1B of the \$220-million mixed-use project.

Leyland Alliance, the sole member of the Storrs Center Alliance, is the project's master developer and has hired EDR to build the 290 rental units included in the first portion of the

project.

The council, which had to reschedule its regular meeting from Monday to Wednesday due to the weather, reviewed the latest draft Wednesday after raising concerns earlier this month.

Town attorney Dennis O'Brien said Wednesday the concerns, including ones about potential tenants in the apartments, were good but he felt revisions would prevent any issues.

Some councilmen pointed to EDR's history of building student-oriented housing near other college campuses and said that was not the intent of Storrs Center, a concern also raised by residents.

They asked for additional language in the contract to address those concerns, and O'Brien told the council Wednesday he was "impressed" with EDR's response, as well as its history of

(Council, Page 4)

(Continued from Page 1)

property management.

The agreement now includes language requiring EDR to market the apartments to the general public and not just undergraduate students at the University of Connecticut.

It also would require on-site management during regular business hours and on-call management 24 hours daily for emergency purposes.

Leyland Alliance Executive Vice President Howard Kaufman said the on-call person would either live in the complex or in a nearby home and would have a beeper to allow for immediate contact.

The latest draft also states the EDR would lease the apartments by the unit, and not by the bed or bedroom, for one-year periods, although EDR has the right to issue shorter leases if it has vacancies.

EDR must also follow "best management practices" to maintain a "first-class" complex, and O'Brien said the town could use experts to define those practices should legal action be necessary.

"That's a commitment to us, it's a commitment to SCA," he said of EDR's agreement to the "strong language." Kaufman, meanwhile, said both Leyland Alliance and EDR were ready to sign to the latest draft if approved by the town.

O'Brien, who has represented both tenants and landlords in the past, also said he was impressed with EDR's record of enforcing leases and managing behavior of tenants in other complexes.

O'Brien said the latest drafts also allowed the town to have more control over the town square, where it can hold weekly farmer's markets and other events.

Councilman Meredith Lindsey did raise a concern that the agreement did not include a land description for a \$3 million tax abatement.

Kaufman said he would try to have one ready in time for Tuesday's meeting, but other councilmen said they did not think the description was necessary because abatement is just on the 290 rental units, and not on any land.

O'Brien, meanwhile, said the town could approve the authoriza-

tion Tuesday with a condition that the council approve a description in the future before Hart can actually sign the agreement.

Lindsey also questioned the town consultant's fiscal analysis of the project, noting projections for town expenses were significantly lower than an analysis completed in 2008.

But Kaufman and Hart said the consultant did a more thorough analysis, while current plans for the first phase of construction are smaller than previously expected.

The council cannot vote on the agreement before Tuesday because is waiting on a recommendation from the planning and zoning commission, which meets Monday.

State statutes require agreements involving town ownership of land to be referred to the PZC so the commission can determine if they fit with the town's plan of conservation and development.

O'Brien said Monday's meeting is the last PZC meeting within its timeframe to make a decision and state law states the a failure to vote would result in an automatic recommendation from the PZC.

But if the PZC votes to not recommend that agreement, the council would need a two-thirds majority to approve authorizing Hart to sign it.

The council hopes to have a vote before current Deputy Mayor Gregory Haddad, elected as state representative in November, resigns once he is sworn into office Jan. 5.

A few residents addressed the council Wednesday, saying the council should take more time to review the agreement before reaching a decision.

They said the agreement as written is not in the town's best interest, raising specific concerns about the parking garage, which the town would own and operate.

Opponents raised concerns that a parking garage built by Leyland Alliance on UConn-owned land nearby would compete, but Kaufman said the two sides are rewriting the lease to prohibit a second garage.

Some residents also said the agreement left the town with all of the risk, and one even urged the council to hold more public discussions with residents before making a final decision.

# Family plans to file suit against UConn for death

By MIKE SAVINO  
Chronicle Staff Writer

STORRS — The family of Jaraf Karzoun — the University of Connecticut student killed during Spring Weekend last year — sent a letter to UConn last week stating they intend to seek civil action.

The family and its attorney, Donald L. Altschuler, sent a letter dated Dec. 30 to acting President Philip Austin, blaming UConn for Karzoun's death and saying the family intends to pursue a claim.

The letter does not specify if Karzoun's parents, Basem and Loryann Karzoun, intend to seek any money and Altschuler could not be reached for comment this morning.

The letter does say UConn failed in its responsibility to protect Karzoun during Spring Weekend, which has a "long history of fights, criminal acts, drug use, overdoses and injuries."

Altschuler also wrote the weekend attracts crowds as large as 10,000, comprised of both students and non-students.

Karzoun was allegedly assaulted by Edi Rapo, who is not

a UConn student, April 23, 2010, outside a pizza restaurant adjacent to the UConn campus.

Karzoun remained in critical condition until he died May 1. Rapo is currently facing second-degree manslaughter, second-degree breach of peace and other charges from the incident.

Rapo, of East Hartford, is slated to appear in Rockville Superior Court April 23.

Altschuler blames UConn for failing to protect Karzoun during Spring Weekend, typically the weekend before the last weekend of classes at UConn.

He also said Rapo has been involved "in at least one altercation prior" to the one with Karzoun, but said police did not arrest Rapo or "escort him from the campus."

Altschuler said the altercation between Rapo and Karzoun started at the Carriage House apartment complex on Hunting Lodge Road, but state police said Karzoun was assaulted outside a pizza restaurant adjacent to the campus.

Altschuler also said UConn generally has not done enough to protect students during Spring Weekend, which he said

(Family, Page 4)

## Family to file lawsuit against UC over death

(Continued from Page 1)  
"had spiraled out of control over the past few years."

He said UConn and state police are aware of large crowds and partying at "apartment complexes, fraternity houses, parking lots and private residences in and around the UConn campus."

"It is clear that the University

of Connecticut took no action to curtail or suspend these activities and could have and should have done so," he wrote.

Altschuler also wrote in his letter that UConn "supported and promoted Spring Weekend as a university-sanctioned event," but UConn spokesman Michael Kirk said that is not true.

"The gatherings associated with

Spring Weekend are in no way sponsored, supported or condoned by the university," Kirk said.

He said UConn does not comment on pending or possible litigation, but did add the university "has worked for many years to discourage these unwanted events and continues to do so now."

Michael Hogan, who was

UConn president when the altercation occurred, formed a Spring Weekend task force to examine ways to scale down or prevent the off-campus parties.

But much of the partying occurs off campus and Kirk has said in the past that UConn officials would need students to "buy in" to any efforts to stop the partying.

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BREAK

# Probate court changes take effect Wednesday

By DAVID HINCHEY  
Chronicle Staff Writer

1/4

For elected probate judges and outgoing sitting judges, Wednesday marks a day of change with the reconfiguration of the court districts becoming official.

Windham residents needing the probate court in Windham will still be able to go to Windham Town Hall.

But they may meet up with folks from Colchester — which used to have a full-time court — as they will have to either come to Windham or take advantage of a satellite court in Colchester two days a week.

Wednesday marks the day of consolidation after the state legislature approved a bill in May 2009 to consolidate the state's probate court system, reducing the roughly 115 current courts statewide to just 54.

Probate courts help families settle wills and estates, make decisions about guardianships for the mentally ill and make decisions regarding parental rights.

In Mansfield, however, residents won't be able to stroll down to Mansfield's town hall. Instead, they will have to travel up Route 195 to Tolland Town Hall for probate matters.

Claire Twerdy, current Mansfield probate judge (which serves Mansfield and Coventry), said she's been trying to get the word out and was sending letters to those with open cases to notify them of the change in court location.

It will be possible some will have had some of their proceedings at the Mansfield court and have them continued in Tolland.

As of Wednesday, Twerdy takes over as  
**(Court changes, Page 4)**

# Court changes take effect Wednesday

(Continued from Page 1)

judge of the Tolland-Mansfield Probate District Judge.

She said there's "some sadness attached" to moving to a new, expanded location and leaving behind the Mansfield court, which had been open since roughly the 1820s.

"It is very sad," she said, but noted the court in Tolland will be a "very nice facility" that is expanded and renovated.

The Tolland-Mansfield Probate District will serve Mansfield, Coventry, Tolland and Willington.

With the history of the Mansfield court, Twerdy said she felt it was important to keep the town's name in the district's new title.

Meanwhile, the Windham-Colchester Probate District will serve the towns of Chaplin, Colchester, Hampton, Lebanon, Scotland and Windham.

Windham Probate Judge Dennis O'Brien, whose last day is today, said the biggest change is the addition of other towns to the probate district.

But don't expect to see a drop off or a change in service due to the changes.

When asked if people would notice a difference, O'Brien said, "You know, I don't think so," adding, "I think it's going to be a nice transition."

"Windham folks should benefit from" having Windham's court being a full-time court, he said.

O'Brien said the probate office would still be on the second floor of Windham Town Hall, but judges will also have access to the town hall meeting room and town hall auditorium if needed.

"It's a great facility," he said, adding there will be some renovations to the probate office.

Judge John McGrath Jr. takes over the reins from O'Brien, who's essentially retiring from the post.

McGrath officially ran unopposed in the November 2010 election, after defeating Colchester judge Jodi Thomas in a primary for the post.

A rematch of the primary was expected in November, but Tho-

mas later dropped out of the race citing personal reasons.

Other probate judges and towns include:

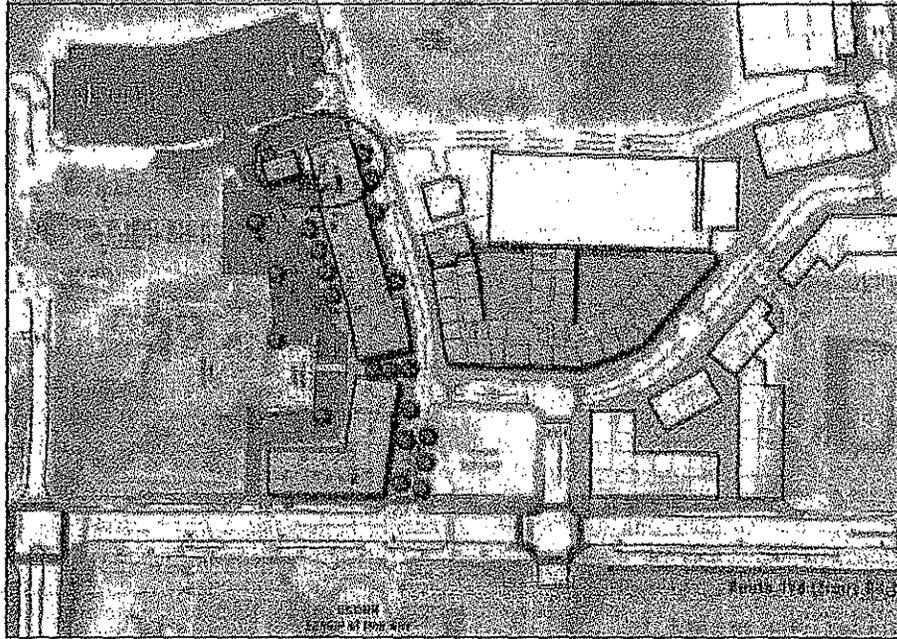
- Charles Norris for the Norwich District probate court, which also serves Franklin.

- Michael Darby, Greater Manchester District probate court, which also serves Andover and Columbia.

- Peter Jay Alter for the Glastonbury-Hebron District probate court, which serves Hebron.

- Leah Schad for the Northeast District Probate District, which serves Ashford and Eastford.

For more information on probate court matters, visit [www.jud.ct.gov/probate/Redistrict/Directory2011.pdf](http://www.jud.ct.gov/probate/Redistrict/Directory2011.pdf).



The Mansfield Planning and Zoning Commission said Monday, in a 5-4 vote, that the first phase of the Storrs Center project meets town land-use plans.

# PZC OKs Storrs Center agreement in split vote

By MIKE SAVINO  
Chronicle Staff Writer

1/4

**Commission approves regulation change.  
See story on Page 2.**

MANSFIELD — With the town council set to vote tonight on an agreement with the developers of the first phase of the Storrs Center project, the planning and zoning commission said in a split vote Monday that it meets town land-use plans.

The PZC reached a 5-4 vote Monday, saying the latest draft of the agreement meets the town's plan of conservation and development.

PZC members Gregory Lewis, Joann Goodwin, Roswell Hall and Peter Plante all voted against the resolution to the town council.

The town council will have a special meeting at 6:30 p.m. in the Audrey P. Beck Municipal Office Building, when it could vote on the draft agreement.

The PZC needed to review the agreement by state law because it involves town ownership of land, but statutes limited the commission's decision to how the agreement fits within the plan of conservation

and development.

Monday's vote means the council needs a simple majority to approve the contract, while a PZC vote against the agreement would have required a two-thirds majority by the council.

The agreement would be between the town, Leyland Alliance LLC — which has formed Storrs Center Alliance LLC — and Education Realty Trust, or EDR, for phases 1A and 1B of the Storrs Center project.

It would spell out the responsibilities for the town, Leyland Alliance, the project's master developer, and EDR, contracted to build 290 rental apartments.

Phases 1A and 1B, comprising roughly \$87.6 million of the estimated \$220 million price tag for the mixed-used proj-

(PZC, Page 4)

# PZC approves Storrs Center agreement

(Continued from Page 1)

ect, would also result in roughly 73,400 square feet of retail space and at least 769 additional parking spaces.

Town Manager Matthew Hart told the PZC Monday the agreement would call for "intelligent land use" and best management practices.

He said the town, as a "co-developer," would be responsible for some infrastructure, including new and improved roadways and a parking garage in the first phase

of construction.

Hart said Leyland Alliance has committed to clean any land that may be contaminated before conveying it to the town and Leyland Alliance Vice President Howard Kaufman estimated the cost of cleanup at \$150,000 to \$200,000.

Hart also said Leyland Alliance would retain any rights to commercial activity around the town green, but the town would be free to hold events and set a policy for the green's use.

Goodwin questioned letting Leyland Alliance retain com-

mercial rights, but Kaufman said Leyland wanted to prevent vendors who would provide competition to the company's commercial tenants. O'Brien said the agreement

Some of the concerns from opposing commission members also focused on the decision to hire EDR, a company with a track record of building student-oriented housing.

"Why did you bring in a student housing developer when the whole point was to avoid student housing?" Lewis asked Hart.

Hart and town attorney Dennis

O'Brien both said the agreement includes language that would require EDR to target a broad range of tenants for "market-rate" apartments and not just students.

Special design guidelines for the project area do not allow for classic dormitory-style apartments and EDR would also need to offer 12-month leases, they said.

But Goodwin noted EDR would be able to offer shorter leases if it cannot fill all of its apartments and said the requirement had "no teeth."

STAFF WRITER FOR COURANT

# UConn Facing Lawsuit

## Parents Of Student Killed File Notice

By **KATHLEEN MEGAN** 1/4  
kathy.megan@courant.com

A lawyer for the family of Jafar Karzoun, the University of Connecticut student who was assaulted during Spring Weekend last year and died days later of his injuries, has notified the university of the family's intent to sue for failure to protect him.

Donald L. Altschuler, the West Haven lawyer for Karzoun's parents, Basem and Loryann Karzoun, said that his research has shown that there have been "problems all along" with the annual Spring Weekend celebration and that the university "did not take appropriate measures to curtail or end it."

In a Dec. 30 letter to Philip E. Austin, UConn's interim president, Altschuler wrote that the university "supported and promoted Spring Weekend as a University sanctioned event, even though the University knew or should have known" that the state police and university police would be unable to handle the large number of participants "in a way to insure that UConn students such as Jafar Karzoun would be safe."

The letter also states that Karzoun's alleged assailant, Edi Rapo, "was involved in at least one altercation prior to his assault on Jafar Karzoun. Police responded to that assault, but did not arrest Mr. Rapo, check his identification, which turned out to be

years to discourage these unwanted events and continues to do so now."

Kirk said that a task force has been studying what to do to scale back Spring Weekend and is expected to issue its recommendations soon.

Altschuler said that although no dollar figure is mentioned in the letter, the family will be seeking millions of dollars. The next step, Altschuler said, will entail bringing the matter before the state claims commission. The commission will decide whether the suit may be pursued against the state.

Rapo, who is free on bail, is scheduled to appear at Superior Court in Rockville on Jan. 21. He faces charges of second-degree manslaughter, tampering with or fabricating evidence, making a false statement, second-degree forgery and breach of peace.

*Courant staff writer Christine Dempsey contributed to this story.*

Hartford, a Manchester Community College student, told police that he threw one punch and didn't intend or expect to knock out Karzoun.

"It is clear from the information that we have reviewed that the activities of Spring Weekend had spiraled out of control over the past few years," Altschuler's letter says. "It is also clear the University of Connecticut, knowing all of the problems associated with Spring Weekend, took no action to curtail or suspend these activities and could have and should have done so."

Michael Kirk, a spokesman for UConn, said the university does not comment on possible or pending litigation.

In an e-mail, Kirk said, "With regard to the letter itself: the gatherings associated with Spring Weekend are in no way sponsored, supported or condoned by the university. UConn has worked for many

## Lawsuit

*Continued from Page B1*

false, nor escort him off campus."

"Had Mr. Rapo been removed from campus at that time, Jafar Karzoun would be alive today," the letter says. "The police force was either understaffed, and/or undertrained and failed to properly exercise its public safety duties."

Karzoun, a 20-year-old junior from Milford, was punched while just off campus, outside a privately owned shopping plaza adjacent to UConn's public safety building. The assault occurred about 1:40 a.m. on April 23 during the Spring Weekend festivities; Karzoun died on May 1.

A police report states that Rapo, of East

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