

The Council will hold a ceremonial presentation at 7:15pm to present two forty-year service awards.



TOWN OF MANSFIELD
TOWN COUNCIL MEETING
MONDAY, April 11, 2011
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.

AGENDA

	Page
CALL TO ORDER	
ROLL CALL	
APPROVAL OF MINUTES	1
PUBLIC HEARING	
1. Proposed Fiscal Year 2011/12 Budget	31
OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL	
REPORT OF THE TOWN MANAGER	
REPORTS AND COMMENTS OF COUNCIL MEMBERS	
OLD BUSINESS	
2. Community/Campus Relations (Item #4, 02-28-11 Agenda)	33
NEW BUSINESS	
3. Compensation for Town Manager	35
4. Appointment of Auditor to Conduct Financial Audit for Fiscal Year 2010/11	37
5. Proposed Fiscal Year 2011/12 Budget	39
QUARTERLY REPORTS (previously distributed)	
DEPARTMENTAL AND COMMITTEE REPORTS	41
REPORTS OF COUNCIL COMMITTEES	
PETITIONS, REQUESTS AND COMMUNICATIONS	
6. Communications Advisory Committee re: Recent Communications	73
7. L. Hultgren re: Demolition of the former UConn Publications Building	75
8. J. Kodzis re: Firearms Training	77
9. G. Padick re: Request to extend Water Supply Plan comment period	79
10. State of Connecticut re: HEARTSafe Community	81
11. CCM re: CCM Day on the Hill	83
12. CIRMA re: Members' Equity Distribution	85

13. Housatonic Valley Council of Elected Officials re: House Bill 5782..... 87

14. Brecht Associates, Inc. – Market Study Executive Summary for the Town of
Mansfield 95

FUTURE AGENDAS

EXECUTIVE SESSION

ADJOURNMENT

SPECIAL MEETING – MANSFIELD TOWN COUNCIL

March 23, 2011

Draft

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 7:00 p.m. in Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

Present: Lindsey, Moran, Paterson, Paulhus, Ryan, Schaefer, Shapiro

Excused: Keane, Kochenburger

II. INTRODUCTION TO THE BUDGET AND REVIEW OF PROCESS

Town Manager Matt Hart introduced the Town Manager's Proposed Budget for 2011/2012 and commended the budget team of Director of Finance Cherie Trahan, Assistant to the Town Manager Maria Capriola, Budget Analyst Alicia Ducharme and Accounting Manager/Treasurer Keri Rowley for their work on preparing this budget.

A power point presentation detailing an overview of the Manager's budget was presented by the Town Manager. (Presentation attached)

As in previous years Council members were asked to "flag" any questions or concerns they might have so that staff would have an opportunity to prepare a response for the next budget session.

Flag – Prepare a listing of the sources of taxes which make up 59.1% of the FY'12 General Fund Revenues.

Mr. Paulhus left for work at 7:30 p.m.

III. MAJOR COST DRIVERS

Director of Finance Cherie Trahan reviewed the major cost drivers in the proposed budget. The Town Manager stated that his proposed budget has been formulated to advance the goals of the Council while maintaining the core services of the Town despite declining revenues.

IV. POLICY CHANGES AND INITIATIVES (ISSUE PAPERS)

The Town Manager and Director of Finance reviewed the eight issue papers driving the budget.

Flag – Provide additional information as to why with all of the new buildings and improvements at the Storrs campus over the last few years has Mansfield's share of the PILOT funds continued to decrease. Mr. Hart and Ms. Trahan will be meeting with the Office of Fiscal Analysis next week and will ask for additional details.

V. GENERAL DISCUSSION

Council members discussed their initial reactions to the proposed budget. Most members felt that before commenting in any detail they needed more time to review the proposal and to see what developments might take place on the state level over the next few weeks.

VI. ADJOURNMENT

Ms. Moran moved and Mr. Schaefer seconded to adjourn at 8:30 p.m.

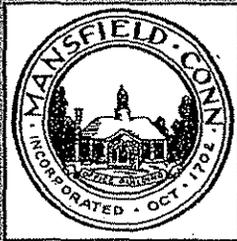
Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

March 23, 2011

Town of Mansfield FY 2011/12 Proposed Budget



Matthew Hart, Town Manager
Cherie Trahan, Director of Finance
Alicia Ducharme, Budget Analyst
Maria Capriola, Asst. to Town Manager

March 23, 2011

Budget Preparation and Analysis

- Approach to Budget
 - Maintain core services and programs despite declining revenues
 - Control and reduce expenditures where feasible
 - Advance key Council goals and objectives
 - Allocate additional General Fund monies for fund balance and capital projects

FY '12 Budget Overview

- General Fund

Town and MBOE	\$ 34,408,490
Region 19 Contribution	\$ 9,924,230
Fund Balance Contribution	\$ <u>250,000</u>
<i>General Fund Total</i>	<i>\$ 44,582,720</i>

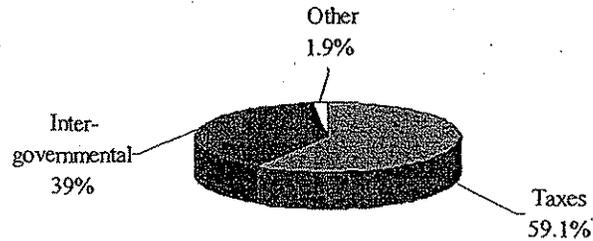
- Capital Fund \$ 2,603,000

- Capital & Nonrecurring Fund \$ 1,055,000¹

¹Includes a \$750,000 transfer to the Capital Fund.

FY '12 General Fund Revenues: \$44,582,720 ¹

FY '12 General Fund Revenues



¹Includes funding for Region 19 and \$250,000 contribution to Fund Balance.

Notes: "Intergovernmental" includes PILOT and other state and federal funds. "Other" includes fees, licenses and other funds.

FY '12 Revenue Outlook

- Grand List increases by .74% to \$ 975,877,153
 - Real estate increases by .6%
 - Personal property increases by 1.03%
 - Motor vehicle increases by 2.43%
 - \$194,366 generated in new revenue from Grand List growth

FY '12 Revenue Outlook (cont'd)

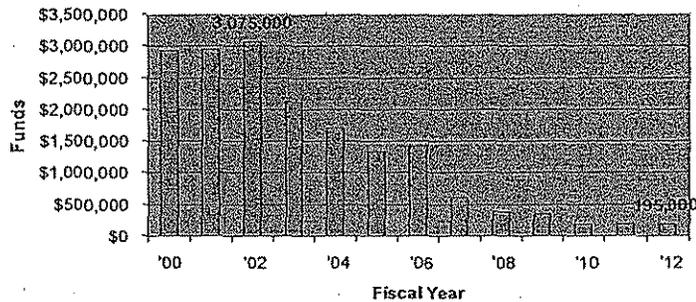
- Non-tax revenue projected to decrease by \$426,300 or 2.29 %
- Decrease in statutory formula grants¹
 - State support for education – decrease of \$78,530 or .75%
 - State support for general government – decrease of \$143,290 or 2%

¹Using Governor's proposed budget estimates.

FY '12 Revenue Outlook (cont'd)

Pequot/Mohegan grants remain relatively flat but significantly less than previous years within the past decade.

Mansfield Pequot/Mohegan Funds:
FY 2000 - FY 2012

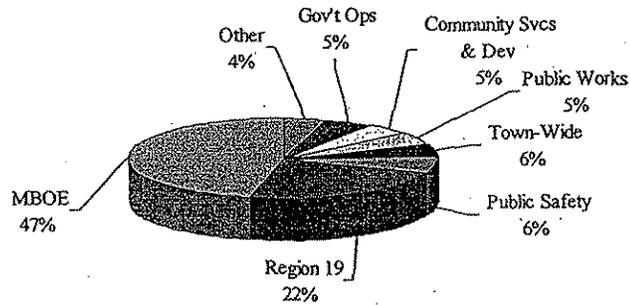


FY '12 Revenue Outlook (cont'd)

- Governor has proposed new revenue options for municipalities
 - Options include conveyance tax, vessel tax, add'l sales tax, occupancy tax and aircraft property tax
 - If adopted by General Assembly, would restore approx. \$214,000 of \$220,000 reduction in state aid
 - Have not budgeted new revenue; Council may wish to add at later date

FY '12 General Fund Expenditures: \$ 44,332,720 ¹

FY '12 General Fund Expenditures



¹Includes Town's expenditures for Region 19. Does not include \$250,000 contribution to Fund Balance.

Notes: "Town-wide" includes insurance and employee benefits. "Government Operations" includes energy costs for the Town. "Other" includes debt service and capital contribution.

FY '12 General Fund Expenditures

General Fund	FY 2010/2011	FY 2011/2012	\$ Amt. Dec/Inc	% Dec/Inc
Town	\$13,113,895	\$13,836,320	\$722,425	5.5%
MBOE	\$20,588,160	\$20,572,170	-\$15,990	-0.1%
Region 19	\$ 9,924,230	\$ 9,924,230	\$0	0.0%
General Fund Total	\$43,626,285	\$44,332,720¹	\$706,435	1.6%

¹Does not include \$250,000 contribution to Fund Balance.

FY '12 Expenditure Trends

- General Government
 - \$217,500 increase from the General Fund for capital projects to a total of \$525,000
 - \$171,910 for contractual salaries and wages
 - \$168,500 increase in the Town's contribution to the Municipal Employee Retirement System
 - State mandated increase
 - In absence of increased contribution to MERS and CIP, general gov't expenditures have increased by \$336,425 or 2.6%

FY '12 Expenditure Trends (cont'd)

- MBOE
 - \$138,030 increase (1.0 %) in MBOE salary costs
 - \$70,200 increase (2.2%) in MBOE employee benefit costs
 - \$175,240 decrease in special education outplacement costs
 - \$64,930 decrease in energy costs
 - \$15,950 net increase in all other operating costs

FY '12 Capital and Nonrecurring Fund: \$1,055,000

- Capital and Nonrecurring Fund
 - \$1,055,000 total budget including:
 - \$750,000 transfer to capital fund
 - \$175,000 transfer to management services fund
 - \$55,000 transfer to compensated absences fund
 - Buy-out for accrued sick leave
 - \$50,000 for parks and recreation activities
 - Teen Center and Bicentennial Pond
 - \$25,000 for property tax revaluation fund

FY '12 Capital Fund Revenues: \$2,603,000

FY 2012 Capital Budget Revenues		
Bonds	\$ 1,555,000	59.7%
CNR transfer in	\$ 750,000	28.8%
LOCIP Grant	\$ 180,000	6.9%
Other	\$ 118,000	4.5%
TOTAL	\$2,603,000	100%

FY '12 Capital Fund Expenditures: \$2,603,000

FY 2012 Capital Budget Expenditures		
Public Works	\$ 1,201,000	46.1%
Community Development	\$ 750,000	28.8%
Public Safety	\$ 270,000	10.4%
General Government	\$ 137,000	5.3%
Community Services	\$ 125,000	4.8%
Facilities Management	\$ 120,000	4.6%
TOTAL	\$2,603,000	100.0%

Impact on the Taxpayer

- Under proposed budget, mill rate increases from 25.71 to 26.97 mills
- New growth in grand list not sufficient to cover loss of non-tax revenue
- Non-tax revenue decrease equivalent to 0.44 mills

Impact on the Taxpayer (cont'd)

Sample Tax Impact:

Average Real Estate Increase 0.6 %

Current Valuation – Median Home	\$ 168,770 ¹
Current Taxes – Mill Rate 25.71	\$ 4,339
New Taxes – Mill Rate 26.97	\$ <u>4,551</u>
Tax Increase	\$ 212
Percentage Increase	4.9%

¹Median home price, 100% of assessed value is \$241,100. \$168,770 reflects 70% of assessed value.

Impact on the Taxpayer (cont'd)

Where the Tax Dollars Go

Education	\$3,131	69%
Public Safety	\$ 290	6%
Town-Wide	\$ 266	6%
Government Ops	\$ 240	5%
Community Dev/Svcs	\$ 221	5%
Public Works	\$ 206	5%
Other	\$ <u>197</u>	<u>4%</u>
TOTAL	\$4,551	100%

Notes: "Town-wide" includes insurance and employee benefits. "Government Operations" includes energy costs for the Town. "Other" includes debt service and capital contribution.

Impact on the Taxpayer (cont'd)

- Factors that may reduce increase in mill rate
 - General Assembly adopts new revenues proposed by Governor
 - Region 19 BOE reduces budget

Key Budget Dates

Town Council Budget Review	March 20-April 14, 2011	Varies
Public Information Session	March 31, 2011	7:00pm
Public Hearing	April 11, 2011	7:30pm
Council Adoption of Budget	April 19, 2011	6:30pm
Public Information Session	April 28, 2011	7:00pm
Region 19 Budget Referendum	May 3, 2011	6am-8pm
Annual Town Meeting	May 10, 2011	7:00pm

*Dates & Times Subject to Revision
Check www.mansfieldct.gov for locations & other meeting information*

PAGE
BREAK

REGULAR MEETING – MANSFIELD TOWN COUNCIL
March 28, 2011

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: Keane, Lindsey, Moran, Paterson, Paulhus, Ryan, Shapiro
Excused: Kochenburger, Schaefer

II. APPROVAL OF MINUTES

Mr. Paulhus moved and Mr. Ryan seconded to approve the minutes of the March 14, 2011 meeting as corrected. The motion passed unanimously.

III. PUBLIC HEARING

1. Small Cities (Community Development Block Grant) Public Hearing – Housing Rehabilitation

The Town Clerk read the legal notice. Assistant to the Town Manager Maria Capriola discussed the application for \$300,000 in funds for the Town's housing rehabilitation program. No public comments were offered and the Mayor closed the public hearing at 7:50 p.m.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Jay Rueckl, South Eagleville Road, expressed his disappointment with how the decision not to go forward with the school building project was made. (Statement attached)

Betty Wassmundt, Old Turnpike Road, urged Council members, during budget deliberations, to question the operation of the Town's government. (Statement attached)

David Freudmann, Eastwood Road, questioned the source accounting for the added hours for the building inspector and the fire marshal; the amount in reserve for the relocation expenses of business in the downtown area and expressed his disappointment that the Council did not wait for the report from the Parking Steering Committee before approving the agreement with EDR.

V. REPORT OF TOWN MANAGER

Report attached.

Council members agreed by consensus that the newspaper articles currently included in the packet would be scanned and offered to the public electronically. The Town Clerk will look at ways to limit the amount of paper used to reprint the minutes included in the packet for Town Council approval.

Staff will contact the work study students to see if someone is available to tape the March 30, 2011 budget meeting.

Mayor Paterson suggested the Town prepare for student celebrations as a result of UConn's participation in the NCAA's final four tournament. The Town Manager reported that contingency plans are underway.

Masonicare will be invited to a future meeting. Prior to the meeting staff will make copies of the Brecht report (market feasibility study on the need for assisted/independent living) available to Council members.

VI. REPORTS AND COMMENTS OF COUNCIL MEMBERS

The Mayor reported that she and a number of other Council members attended the Mansfield Advocates for Children community conversation last Saturday. Mayor Paterson noted it was well attended and was a very good program.

March 28, 2011

Mr. Paulhus noted that during the community conversation one of the speakers commented on the new locks at the elementary school and the new cameras at the middle school.

VII. OLD BUSINESS

2. School Building Project

Mr. Ryan moved that every year during the month of December the school building project be added as an agenda item in order to continue to address where we are as far as maintenance, reimbursement funds, etc. are concerned.

Seconded by Mr. Shapiro the motion passed unanimously.

Council members discussed a number of directions available to them including requesting information on the cost of new media centers for the elementary schools and necessary renovations to the middle school; a referendum designed to get a sense of what the residents would like; the desire to only perform necessary maintenance on the school buildings until the economy turns around so as not to foreclose the idea of new schools in the future; and the role of the projected student enrollment on the project.

Ms. Moran moved and Mr. Shapiro seconded to invite the Board of Education, the School Building Committee and project staff to meet for the purpose of discussing what needs to be done to maintain the schools as they currently exist for the next several years.

The motion passed unanimously.

A budget meeting with the Board of Education is scheduled for April 14th at which the project can be discussed.

Council members requested information from staff on the necessary repairs that will be needed to maintain the facilities for the next couple of years, information on the cost of new media centers for the elementary schools, and projected and past enrollment figures. The Mayor suggested any additional request for information be emailed to the Town Manager prior to the meeting

3. Small Cities (Community Development Block Grant) – Housing Rehabilitation

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

WHEREAS, federal monies are available under the Title I of the Housing and Community Development Act of 1974, 42 U.S.C § 5301, et. seq., as amended, also known as Public Law 93-383, and administered by the State of Connecticut, Department of Economic and Community Development as the Connecticut Small Cities Development Block Grant Program; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of the State of Connecticut Department of Economic and Community Development is authorized to disburse such federal monies to local municipalities; and

WHEREAS, it is desirable and in the public interest that the Town of Mansfield make an application to the State for \$300,000 in order to undertake and carryout a Small Cities Community Development Program and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MANSFIELD TOWN COUNCIL

That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by Part VI of Chapter 130 of the CGS.

That the filing of an application for State financial assistance by The Town of Mansfield in an amount not to exceed \$300,000 is hereby approved and that Matthew Hart, Town Manager is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to

March 28, 2011

execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, to carryout approved activities and to act as the authorized representative of the Town of Mansfield. Motion to approve passed unanimously.

VIII. NEW BUSINESS

4. Proposed Natchaug River Basin Conservation Compact

Mr. Paulhus moved and Ms. Lindsey seconded, effective March 28, 2011, to adopt the proposed Natchaug River Basin Conservation Compact.

Motion passed unanimously.

5. March 2011 Draft UConn Water Supply Plan

The Town Manager noted that both the Planning and Zoning Commission and the Conservation Commission will be reviewing the draft and will submit comments. These comments will be presented to the Council for final approval.

6. Historic Document Preservation Grant

Ms. Lindsey moved and Mr. Paulhus seconded to approve the following resolution: Resolved, effective March 28, 2011, that Matthew W. Hart, Mansfield Town Manager, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant. Motion passed unanimously.

7. WPCA, FY 2010/11 Windham Sewer Budget

Director of Finance Cherie Trahan and Account Manager/Treasurer Keri Rowley explained the proposed budget.

Mr. Paulhus moved and Ms. Lindsey seconded effective March 28, 2011, to adopt the FY 2010/11 Windham Sewer Budget as prepared by town staff.

Motion passed unanimously.

8. WPCA, FY 2010/11 UConn Water/Sewer Budget

Mr. Paulhus moved and Ms. Lindsey seconded, effective March 28, 2011 to adopt the FY 2010/11 UConn Water/Sewer Budget as prepared by town staff.

Motion passed unanimously.

9. Appointment to Mansfield Discovery Depot Board of Directors

Move, effective March 28, 2011 to appoint Council member Denise Keane as the Town Council's representative to the Board of Directors of the Mansfield Discovery Depot, Inc., for an indefinite term.

Motion passed unanimously.

IX. QUARTERLY REPORTS

Distributed

X. DEPARTMENTAL AND COMMITTEE REPORTS

Ms. Lindsey requested clarification on a reference to "UConn planned industrial park" on page 139 of the packet. The Director of Planning updated the Council noting that the Environmental Impact Statement for the road which is planned through the Conn Tech area will be completed by the end of 2011 with construction expected to begin early next year.

XI. REPORTS OF COUNCIL COMMITTEES

Chair of the Committee on Committees Paul Shapiro offered the following recommendations:

March 28, 2011

The appointment of Bryan Klimkiewicz to the Advisory Committee on Persons with Disabilities to fill a vacancy with a term ending June 30, 2013. Motion passed unanimously.

The reappointments of Kelly Kochis, Kim Bova Kaminsky, Scott Lehman, Thomas Bruhn and Blanche Serban and the appointment of Kathryn Niemasik to the Arts Advisory Council. All terms to end March 1, 2013. Motion passed unanimously.

The appointment of Ed Lukoss to fill a vacancy on the Beautification Committee with a term ending on June 30, 2012. Motion passed unanimously.

The appointments to the Commission on Aging of Donald Nolan replacing Mr. Doeg, Joan Terry replacing Ms. Philips and the reappointment of April Holinko. All terms to begin on September 30, 2011 and end on September 30, 2013. The reappointment of Sam Gordon and the appointment of Laurie Grunske McMorrow replacing Mr. Quinn for terms beginning on October 1, 2011 and ending on September 30, 2014. Motion to approve passed unanimously.

The appointment of Sue M. Lipsky to fill a vacancy on the Communication Advisory Committee with a term ending on March 24, 2012. Motion passed unanimously.

The appointment of Richard Long to replace Ms. Fried on the Community Quality of Life Committee. This Committee is an ad hoc committee. Motion passed unanimously.

The appointment of Lesley Dyson Minearo as an alternate to replace Mr. McGarry on the Historic District Commission with a term ending on November 1, 2015. The motion passed unanimously.

The reappointment of Richard Pellegrine to the Housing Code of Appeals with a term ending September 25, 2011. The motion passed unanimously.

The appointments to the Human Service Advisory Committee of Joan Quarto representing the Senior Center Association, Dexter Eddy representing the Mansfield Housing Authority, Ethel Mantzaris representing the Youth Advisory Committee, Jane Blanshard representing the Advisory Committee on Persons with Disabilities, Victoria Nimirowski representing the Windham Area Interfaith Ministries, Sara Anderson representing the Mansfield Advocates for Children, Joan Terry representing the Commission on Aging and Frank Perrotti as an at large member. The motion to approve passed unanimously.

The appointment of Sara Anderson to the Mansfield Advocates for Children for a term ending June 30, 2014. The motion passed unanimously.

Pending an opinion from the Town Attorney the appointments to the Ethics Boards will be postponed. At question is the definition of an "official of the Town" as found in the current Ethics Ordinance and whether or not that definition applies to the recommended citizens.

Mr. Shapiro thanked the former Committee Chair Toni Moran and the Committee on Committee members for their work and members of the community for volunteering.

Chair of the Finance Committee Bill Ryan reported the Committee met with the auditors and reviewed their observations. The Director of Finance will offer suggestions to address those comments. Mr. Ryan noted the report was very favorable.

Chair of the Personnel Committee Toni Moran reported the Committee is continuing to review the various drafts of the Ethics Ordinance. The Committee has completed a

March 28, 2011

review of the Town Attorney's draft and is in the process of comparing his draft with the previous draft of the Personnel Committee and that of the Ethics Board. Once the Personnel Committee has agreed on a draft ordinance it will be forwarded to the Ethics Board and then to the Town Council for further review.

XII. PETITIONS, REQUEST AND COMMUNICATIONS

10. C. Johnson re: Community Center Fee Waiver
11. E. Paterson re: Independent/Assisted Living – Mr. Shapiro recused himself from the discussion. Ms. Keane questioned the use of the term “highest priority” in the letter as that status was not identified in the approved motion. Mr. Hart explained the “highest priority” is a category not a status.
12. M. Hart re: Recommended Commuter Parking Lot/Transit Stop in Mansfield
13. State of CT, Department of Public Health re:HEARTSafe community
14. Chronicle “Letter to the Editor” – 03-08-11
15. Chronicle “Planned updates better than demolish, rebuild” – 03-08-11
16. Chronicle “Mansfield Commission on Aging finalizes long-range plan” 03-12-11
17. Mansfield's PZC OK's reg changes” – 03-14-11
18. Chronicle “Councilors waive fees for seniors” – 03-15-11
19. Chronicle “Status quo in Mansfield” – 03-15-11
20. Chronicle “Letter to the Editor” – 03-16-11
21. Chronicle “Grant to fund study of parties” – 03-19-11
22. Chronicle “We offer these threads, needles” – 03-21-11
23. Chronicle “Mansfield ready to kick off budget season” – 03-22-11
24. Hartford Courant “Fourteen Connecticut Towns Part of Three-Year... - 03-21-11

XIII. FUTURE AGENDAS

Ms. Lindsey requested a workshop on water issues affecting the Town to be held after the budget process and requested a review of EDR marketing campaign for the Storrs Center area.

Ms. Moran noted that a meeting with officials from Masonicare was identified as an agenda item earlier in the meeting.

Ms. Moran moved and Mr. Ryan seconded to move into executive session to discuss the following:

Sale or purchase of real property, in accordance with CGS§1-200(6) (D)

Also to include: Town Manager Matt Hart, Director of Planning Gregory Padick and Open Space Preservation Chair Jim Morrow

Personnel, in accordance with CGS §1-200(6) (A)

Also Included: Town Manager Matt Hart

Motion to approve passed unanimously.

XIV. EXECUTIVE SESSION

Sale or purchase of real property, in accordance with CGS§1-200(6) (D)

Present: Keane, Lindsey, Moran, Paterson, Paulhus, Ryan, Shapiro

Also included: Town Manager Matt Hart, Director of Planning Gregory Padick and Open Space Preservation Chair Jim Morrow

Personnel, in accordance with CGS §1-200(6) (A)

Present: Keane, Lindsey, Moran, Paterson, Paulhus, Ryan, Shapiro

Also Included: Town Manager Matt Hart

March 28, 2011

XV. ADJOURNMENT

The Town Council reconvened in regular session. Ms. Lindsey moved and Mr. Ryan seconded to adjourn the meeting.

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

March 28, 2011

March 28, 2011

To the Town Council:

As a supporter of the two-school option, I am disappointed by your decision to not go forward with that plan. This is an issue on which reasonable people can disagree, and frankly, I was prepared to accept the rejection of the two-school plan, either by you or at referendum. That being said, I am extremely disappointed by how your decision came to pass, and while there are many dissatisfactory elements of that process I could point out, I want to highlight two here.

First, I question some of the arguments made to support the decision to vote against the two-school option. In particular, on repeated occasions the 2006 *Plan of Conservation and Development* was cited as evidence that the objectives of the school building plan are not pressing and are more 'wants' than 'needs'. The *Plan of Conservation and Development* is a land-use document authored by the Planning and Zoning Commission. While it was quoted accurately, the status of the schools was largely a tangential issue for that plan. Both the reports of the Board of Education and the School Building Committee are far more relevant documents concerning the needs of the school system. As evidence of the deficiency of using the PZC document for this purpose, consider this sentence from the Board's report: "The initial request from the Board to the Council in 2005 was for the creation of a building committee 'to review the capacity and condition of the town's four school buildings'" (MBOE report, p. 3). Note the timing of this: The Board's request was made *before* the Plan of Conservation and Development was published. I don't think this reflects a failure of the PZC to adequately consider the schools; I think it is much more a reflection of the fact that the status of the schools was largely tangential to the land use issues that the PZC's report was meant to address.

I think it's important to acknowledge that reasonable people can differ in their assessment of the urgency of the objectives of the school building project, and I am not taking issue with anyone's assessment. However, I do object to decisions being either made or justified on less than the best evidence. Using the PZC report as the basis for a decision on the schools is akin to concluding that the theory of evolution is false because it wasn't mentioned in a prominent book on physics. Whether the conclusion is true or false, it simply doesn't follow from the argument.

My second objection to your decision process is that the decision should have been framed as which of two paths to take, not simply as whether we take a particular path or not. You have, in the classic sense, painted yourselves, and us, into a corner. I believe that you those of you who voted against the two-school plan should have offered a specific alternative, and the relative merits of those two plans should have been discussed. Perhaps that's what you thought you were doing, and that by default it was either the two-school or three-school plan—Option E or Option A—but in fact that's not the case. Doing nothing, which you've done so far, is not the same as endorsing Option A. There is as yet no consensus about the time frame of the maintain-and-repair plan, whether the town will apply for any reimbursement funds from the state, or even what our priorities are for investing in the schools. Simply put, after all this time and effort, we still don't have a plan.

At this time neither the Board of Education nor the residents of this town could possibly glean the Council's priorities with regard to its objectives concerning our schools. To remind you, and to quote from the Board's report: There are substantial potential savings in terms of "maintenance, energy costs, and redundant staffing". There are "current and anticipated needs for roof repairs or replacements, plumbing and electrical work, gym floors, gym partitions, boiler replacements, oil line replacements, and septic field work". There are "temporary, relocatable classrooms... nearing the end of their life cycles" and in need of replacement. There are safety concerns, both with access to the school buildings and with vehicle access and pedestrian safety. And last, but not least, there are clear educational benefits that would result from creating 'improved, dedicated spaces' for special education, 'larger, more uniform' and more adequate classroom sizes, and "state-of-the-art library/media centers".

I'd agree that these objectives are not all equally urgent, and that some are more pressing than others. But at this point it is impossible to know what the Council views as priorities. You would put the School Board in an impossible situation if you don't give it guidance on these issues before sending the matter back to them.

Finally, I want to reiterate that while I disagree with your decision not to go forward with the two-school plan, I don't find it entirely unreasonable. However, I do object to both how you made that decision and some of the evidence used to justify it. I'm here tonight to voice these objections, and to voice my concern that you address the objectives identified by the School Board and do what's in your power to continue to keep our schools strong.

Sincerely,

Jay Rueckl
128 South Eagleville Road

March 28, 2011

From: Betty Wassmuntz, stars

At the budget presentation session, I listened to you discuss how you felt about the increase in the tax burden due to the new budget. I would prefer to hear you discuss the value that you are giving to the tax payers for their money. You are the stewards of the public's money.

For you to assess value, you need to understand the operation of this town's government; you need to question this operation. Last session you were told there would be a new position for a sustainability coordinator. Do you know what such a person will do? I hope you'll tell me. You were told there will be a need for additional building inspection hours due to the Downtown. I think back to Carl Panciera who did all the building inspection when there was a lot of construction in town. We had just Carl and we had Charlie Bradley to do septic inspection. Now we have departments for both building and septic, yet we need more man hours. I wonder why, do you?

I'd like you to question why it takes 50% more employees to operate Mansfield than it takes Coventry to operate. I think Coventry has more residences than does Mansfield.

Instead of listening to you debate how much more money you can reasonably take away from people, I'd like to hear you review programs and departments for efficiency. I'd like to see you seriously set out to regionalize those governmental functions which lend themselves to such. I'd like to see cost containment. What I see so far is continued expansion of Mansfield's government.

Comments & question ^{grammar}
Realistic assessment of preschool required repairs.
I consider it irresponsible for previous councils to
have spent all the Prequot money you had without
properly funding the Fund Balance.

Why did you borrow money from FDR at 8%
interest ~~instead~~ when you could bond at 3%?
Is that responsible use of the citizen's money?

Memo

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Town Employees
Date: March 28, 2011
Re: Town Manager's Report

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

Council Requests for Information/Council Business

- *Council Communications* – A fair amount of staff time and paper is spent clipping and photocopying articles from the Chronicle, Courant.com and other online news sources. Staff has requested that we discontinue this process or move to a paperless system whereby articles will be clipped, scanned, and emailed to the Council rather than reproduced in the packets.
- *Community Center Fee Waiver* – Item number 10 in your council packet is a letter from a citizen requesting a 90% fee waiver for her membership to the Mansfield Community Center. Staff will contact the citizen to discuss the fee waiver application process.
- *Emergency Service Call* - Staff has reviewed the call for service that was brought to the Town Council's attention regarding a response to a child that was choking. Ric Hossack has provided us with a letter from Taylor Tangari, the babysitter that called 9-1-1. Ms. Tangari performed very well and in the best interest of the child in her care by contacting 9-1-1 when she became concerned about the child choking. The 9-1-1 dispatcher that received the 9-1-1 call followed proper procedure and processed the call quickly while providing a calming influence to Ms. Tangari. Mansfield Fire Department personnel, both off-duty and on-duty, responded quickly and arrived in short order. Upon arrival the child was assessed and it was determined that it was OK to allow the child to remain at home with Ms. Tangari and the other caregivers that had arrived on scene prior to the departure of fire department personnel. The fire department plans to acknowledge the efforts of Ms. Tangari, the dispatcher and the MFD firefighters that responded to the call.

Departmental/Division News

- *Emergency Management* - The Town of Mansfield was recertified as a HEARTSafe Community by the Department of Public Health. The three (3) year re-certification recognizes the Town of Mansfield's commitment to placing and maintaining public AEDs (Automatic External Defibrillators) in public buildings, and making training opportunities available to staff and the public. To date, fifteen (15) public use AEDs have been placed in municipal buildings, schools and recreational facilities. All of the AEDs have been purchased and placed in service utilizing a combination of grants from the State and Federal governments. The Mansfield HEARTSafe program is a multi-departmental partnership, (Parks and Recreation, Eastern Highlands Health District, Mansfield Board of Education, Region # 19 and Emergency Management) that is coordinated through the Office of Emergency Management. Fran Raiola, Assistant Director of Emergency Management, is the lead staff member for this program and should be commended for his commitment to this program.
- *Library* – The Friends of the Mansfield Public Library will hold their long-awaited 'February Book Sale' on Saturday, April 2 from 9 - 4 and Sunday, April 3 from 9 - 3. The delay, caused by unusual amounts of snowfall, has had a significant impact on purchasing materials for the Library. No new adult books, DVD's, CD's, reference books or audiobooks will be purchased until the results of the April sale are known. Due to the delay of the February sale, the June sale date has also changed to the *end* of June, with the Library receiving the Friends' June donation in FY 2012-2013 rather than in FY 2010-2011.

Major Projects and Initiatives

- *Independent/Assisted Living Project* - Masonicare plans to purchase the property on Maple Road within the next 90 days. Staff recommends that the Council meet with Masonicare in the near future to discuss Masonicare's planned program. I would also recommend that the Council give some thought to re-establishing the advisory committee to serve as a liaison to Masonicare for this project.
- *Storrs Center Project* – The Mansfield Downtown Partnership is planning to provide a project update to the Council and the community in April; more details to follow.

Upcoming Meetings*

- Regulatory Review Committee, March 30, 2011, 1:15PM, Council Chambers, Audrey P. Beck Municipal Building
- **Special Town Council Meeting**, March 30, 2011, 6:30PM, Council Chambers, Audrey P. Beck Municipal Building
- **Public Information Session on the Manager's Proposed Budget**, March 31, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, April 4, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Beautification Committee, April 4, 2011, 7:00PM, Conference Room C, Audrey P. Beck Municipal Building
- Four Corners Water and Sewer Advisory Committee, April 5, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, April 6, 2011, 5:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Downtown Partnership Board of Directors, April 7, 2011, 4:00PM, Downtown Partnership Office
- Community Quality of Life Committee, April 7, 2011, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Housing Code Board of Appeals, April 11, 2011, 5:00PM, Conference Room C, Audrey P. Beck Municipal Building
- **Public Hearing on the Budget/Town Council**, April 11, 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 860-429-3302 for a complete and up-to-date listing of committee meetings.*

PAGE
BREAK

SPECIAL MEETING – MANSFIELD TOWN COUNCIL

March 30, 2011

Draft

Mayor Elizabeth Paterson called the special meeting of the Mansfield Town Council to order at 6:30 p.m. in Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

Present: Lindsey, Moran, Paterson, Paulhus, Ryan, Shapiro (arrived 7:00 p.m.)

Excused: Keane, Kochenburger, Schaefer

Mayor Paterson asked all Department Heads in attendance to introduce themselves to the Council.

II. BOARD OF EDUCATION BUDGET

Director of Finance Cherie Trahan updated the Council on the Board of Education Budget. The Council will meet with the Board of Education at a Council Budget workshop on April 14, 2011 for an in depth review of their budget.

Flag – Board of Education -Staff will identify the mandated improvements referenced in Item 9 on page 147.

By consensus the Council agreed to make item 4, Programmatic Review, the next item of business.

III. GENERAL FUND REVENUE REVIEW

The Director of Finance discussed the approval of the Region 19 School Budget and its effect on Mansfield's tax warrant and levy. Ms. Trahan also distributed a tax levy increase breakdown which shows that losses in non-tax revenues account for almost half of the proposed total levy increase.

Ms. Trahan provided a summary of available fund balances as requested by Council members. (Handouts attached)

IV. PROGRAMMATIC REVIEW

Each Department Head reviewed the accomplishments and goals of the departments under their control and explained any changes to their budgets.

Flag – Municipal Management – Staff will add a parenthetical note indicating the FTE's listed on page 61 reflect town wide numbers.

Flag – Property Assessment – An explanation of the term, sales ratio information, found on page 84 will be provided.

Flag – Fire & Emergency Services Administration – Information regarding the process of filling vacancies and that process's effect on the overtime budget will be provided.

Mr. Paulhus left at 8:30 p.m.

Flag – Contributions to Area Agencies – Meals on Wheels which serves approximately 25 people with 3800 meals a year has requested full funding of Mansfield's share of the program, approximately \$2700. The Council on Aging supports this funding level. The proposed funding level as found on page 133

March 30, 2011

totals \$1470.00

Flag – Building Inspection – Information regarding the increase to salaries and wages for the proposed 2011/12 FY as found on page 137 will be provided.

V. ADJOURNMENT

Ms. Moran moved and Ms. Lindsey seconded to adjourn at 9:50 p.m.

Motion passed unanimously.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

March 30, 2011

Town of Mansfield
Summary of Available Balances

Fund #	Description	Estimated Balance at June 30, 2011
111	Town General Fund	\$ 1,890,000
240	Town Aid Road Fund	57,090
250	Capital Nonrecurring Fund	8,728
260	Parks & Recreation Fund	93,085
270	Other Operating Fund*	741,372
280	Cafeteria Fund	214,729
612	Cemetery Fund	296,000
812	Solid Waste Fund	185,000
831	Health Insurance Fund **	713,640
832	Workers' Compensation Fund	57,934
Total Estimated Available at 06/30/11		<u>\$ 4,257,578</u>
2010/11 Budgeted Revenues		\$ 43,626,285
Estimated Available - % of Revenues		9.76%

* Primarily Special Education Reserve Fund

** Anticipated excess balance over fully funding of \$2.3mil (Town/Board share only)

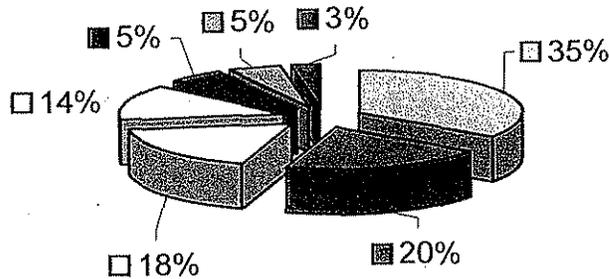
Manager's Proposed Budget 2011/12
Tax Levy Increase Breakdown

Description	Amount	Mill Rate Equivalent
Loss in non-tax revenues	\$ 426,600	0.44
Increase to Fund Balance	250,000	0.26
Increase for Capital Programs	217,500	0.22
State mandated increase in MERS	168,500	0.17
Salaries/Benefits	66,290	0.07
Debt Service	65,000	0.07
Net Other Operating Expenses	35,715	0.04
	<u>\$ 1,229,605</u>	<u>1.26</u>

Preliminary Grand List
Total Levy Increase

\$ 975,877,153
1.26

Proposed Tax Levy Breakdown



- Loss in non-tax revenues
- Increase to Fund Balance
- Increase for Capital Programs
- State mandated increase in MERS
- Salaries/Benefits
- Debt Service
- Net Other Operating Expenses

IF Region 19 goes to zero for all member towns, Mansfield's share = \$9,729,229, a \$194,998 reduction over current year.

ESTIMATED TAX WARRANT AND LEVY
TOWN OF MANSFIELD
2011/12

<u>Amount to Raise by Taxation</u>		<u>Dollars</u>	<u>Equivalent Mill Rate</u>
1. Proposed Budget			
Mansfield School Board	20,572,170		
Town General Government	<u>13,836,320</u>		
Total Town	34,408,490		
Region 19 General Fund Contribution	<u>9,729,230</u>	44,137,720	45.23
2. Plus: Fund Balance Reserve		250,000	0.26
3. Less:			
Tax Related Items	510,000		
Non-Tax Revenues	18,228,630		
App. Of Fund Balance	<u>18,738,630</u>	18,738,630	19.20
Amount to Raise by Taxes (current levy)		<u>\$25,649,090</u>	<u>26.28</u>
<u>Tax Warrant Computation</u>			
1. Amount to Raise by Taxes (current levy)		\$25,649,090	26.28
2. Reserve for Uncollected Taxes		440,000	0.45
3. Elderly Programs		<u>34,300</u>	<u>0.04</u>
Tax Warrant		<u>\$26,123,390</u>	<u>26.77</u>
<u>Mill Rate Computation</u>			
1. Tax Warrant	26,123,390	=	26.77
2. Taxable Grand List	975,877,153		
Proposed Mill Rate	26.77		
Current Mill Rate	<u>25.71</u>		
Increase (Decrease)	1.06		
Percent Increase (Decrease)	4.12%		

IF Region 19 goes to zero for all member towns, Mansfield's share = \$9,729,229, a \$194,998 reduction over current year. AND.....
 IF Legislature approves Municipal revenue increases. Mansfield estimated at \$214,421

ESTIMATED TAX WARRANT AND LEVY
 TOWN OF MANSFIELD
 2011/12

Amount to Raise by Taxation	Dollars	Equivalent Mill Rate
1. Proposed Budget		
Mansfield School Board	20,572,170	
Town General Government	<u>13,836,320</u>	
Total Town	34,408,490	
Region 19 General Fund Contribution	<u>9,729,230</u>	44,137,720 45.23
2. Plus: Fund Balance Reserve	250,000	0.26
3. Less:		
Tax Related Items	510,000	
Municipal tax increases	100,000	
Non-Tax Revenues	18,228,630	
App. Of Fund Balance	<u>18,838,630</u>	<u>19.30</u>
Amount to Raise by Taxes (current levy)	<u>\$25,549,090</u>	<u>26.18</u>
<u>Tax Warrant Computation</u>		
1. Amount to Raise by Taxes (current levy)	\$25,549,090	26.18
2. Reserve for Uncollected Taxes	440,000	0.45
3. Elderly Programs	<u>34,300</u>	<u>0.04</u>
Tax Warrant	<u>\$26,023,390</u>	<u>26.67</u>

Mill Rate Computation

1. Tax Warrant	26,023,390	
	-----	= 26.67
2. Taxable Grand List	975,877,153	
Proposed Mill Rate	26.67	
Current Mill Rate	<u>25.71</u>	
Increase (Decrease)	0.96	
Percent Increase (Decrease)	3.72%	

Every \$100,000 of reduced expenditures or increased revenue is roughly the equivalent of 0.10 mill or 0.38%
 Municipal tax increases at \$200,000:
 Mill rate would be 26.56
 Increase of 0.85 mills or 3.32%

LEGAL NOTICE
TOWN OF MANSFIELD
PUBLIC HEARING
FY 2011/12 BUDGET

The Mansfield Town Council will hold a Public Hearing on the proposed 2011/12 Budget on April 11, 2011 at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Municipal Building, 4 South Eagleville Road.

At this hearing persons may be heard and written communications received. A copy of the proposed budget is available for review on the Town's website (www.mansfieldct.gov.) and in the Town Clerk's office.

Dated at Mansfield, Connecticut this 30th day of March, 2011

Mary Stanton
Mansfield Town Clerk

**PAGE
BREAK**



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant to Town Manager
Date: April 11, 2011
Re: Community/Campus Relations

Subject Matter/Background

At Monday's meeting, I would like to discuss preparations for potential Spring Weekend events as well as other items related to community-campus relations.

**PAGE
BREAK**



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Elizabeth Paterson, Mayor 
CC: Matt Hart, Town Manager
Date: April 11, 2011
Re: Compensation for Town Manager

Subject Matter/Background

As you know, we have recently completed the Town Manager's performance review for his first year. The consensus view of the Council members who participated in the review was very positive in regards to the Town Manager's performance.

During the review process, we discussed a wage increase for the Town Manager, consisting of a 1.5% percent increase in his annual compensation retroactive to July 1, 2010, and an additional 1.5% retroactive to January 1, 2011. The 1.5%/1.5% split increase represents a 2.25% increase for the fiscal year and is consistent with what was awarded to nonunion personnel. In addition, the Town Manager is contributing 15% of premium for participation in the PPO health insurance plan, consistent with nonunion employees.

Financial Impact

If the wage increase is approved, the Town Manager's annual salary would increase from \$127,842 to \$130,730.99.

Recommendation

The following motion is suggested:

Move, to increase the Town Manager's annual salary by 1.5% retroactive to July 1, 2010 and by an additional 1.5% retroactive to January 1, 2011, for an aggregate increase of 2.25% for fiscal year 2011/12.

PAGE
BREAK



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MH*
CC: Maria Capriola, Assistant to Town Manager; Cherie Trahan, Director of Finance
Date: March 28, 2011
Re: Appointment of Auditor to Conduct Financial Audit for Fiscal Year 2010/11

Subject Matter/Background

Section 7-392(c) and 4-232 of the Connecticut General Statutes, as amended, requires that each municipality annually designate an independent public accounting firm to audit the books and accounts of that government. This audit was performed last year by Blum Shapiro & Company, PC, under the second year of a three year contract (with an option to extend to five years).

Financial Impact

Funds are included in the proposed 11/12 budget to cover the audit fees of \$47,300.

Recommendation

If the Finance Committee wishes to recommend the appointment to the Town Council, the following motion is in order:

Move, effective April 11th, 2010 to appoint Blum Shapiro & Company, PC to conduct the financial audit for Fiscal Year 2010/11.

PAGE
BREAK



**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: April 11, 2011
Re: Proposed Fiscal Year 2011/12 Budget

Subject Matter/Background

Since Monday's agenda is relatively light, we would like to use some of our time to discuss the budget, particularly the revenues section that we had tabled at the March 30th workshop.

Please review section D of the proposed FY 2011/12 budget for discussion on this topic.

PAGE
BREAK



MANSFIELD ADVOCATES FOR

CHILDREN

**MEETING
MINUTES
March 2, 2011**

PRESENT: K. Grunwald (staff), J. Higham, Sara Anderson, C. Guerreri, S. Baxter (staff), J. Stoughton (Chair), MJ Newman, M. Laplaca, J. Goldman, R. Leclerc (staff), F. Baruzzi (staff), V. Fry, M. Barton, E. Sofer Roberts, P. Braithwaite, A. Bloom
REGRETS: J.Suedmeyer, A. Bladen, L. Dahn, G. Bent,

ITEM	DISCUSSION	OUTCOME
<p>Call to Order</p>	<p>Chair J. Stoughton called the meeting to order at 6:35 PM.</p> <p>Minutes of the 2/9/11 meeting.</p> <p>Human Services Advisory Board-Sara Anderson will represent MAC.</p> <p>J. Stoughton announced that Emily Gresh has resigned as the Program Assistant for this grant. We will need assistance for the Community Conversation.</p> <p>M. Laplaca has offered to provide an update on the School Building project at a future meeting. F. Baruzzi reported that this will be on the Town Council agenda on March 14, with an opportunity for public comment at that time. There is information on the MBOE website. The decision on the site will be made on March 14. M. Laplaca explained that the Town Council voted to endorse the recommendation for two new schools and to send it to referendum in May. A bonding decision requires a vote of 15% of the registered voters in town. J. Higham asked if MAC should take on a role to educate voters and encourage voter turn-out for the referendum? J. Stoughton pointed out that there is not much time to do this prior to March 14, when the location of the two schools will be decided. M. Laplaca offered to assist MAC members with pulling the information together in bullet points. J. Goldman asked that this be put on the agenda for next month to look at taking a position on this issue.</p>	<p>Minutes were accepted as written.</p> <p>Thank you to Sara for serving as a representative on this committee.</p> <p>Contact Sandy if you know of anyone who may be interested in the Program Assistant position.</p> <p>S. Baxter will send out an email to our mailing list directing people to information on the website.</p> <p>J. Higham and E. Sofer Roberts offered to meet with M. Laplaca to pull together bullet points on the project.</p>
<p>Data Team</p>	<p>S. Baxter reported on the work with the UConn CCEA Data Team to develop a data infrastructure for our Plan. The Executive Council has approved the proposal that was submitted to create a data infrastructure for MAC's plan for Young Children. One of the team members will be meeting with the Executive Council next week to begin to implement this project. J. Goldman asked to see a copy of the proposal that has been submitted. J. Higham pointed out that this will be used to create a Community Report Card.</p>	<p>Executive Council will meet with Bill Waite next week; a plan will be developed for the consultants to work with teams.</p>

Option 1 Grant Renewal	S. Baxter reported that she is completing work on the Renewal Application which will be submitted in the next week. The application includes the self-assessment that was submitted today. Sandy still needs updates from each team on the timeline for the year for this application.	Team Leaders will get updates to Sandy by 3/4. Cross out items that are no longer valid and enter additions in a different color.
Community Conversation	<p>-J. Stoughton pointed out that this is the last meeting before the Community Conversation on March 26. We need to finalize specifics around food, the powerpoint presentation, publicity, childcare and activity for children, room logistics, and electronic needs. The following things need to be done:</p> <ul style="list-style-type: none"> - Finalize invitation list. - A. Bloom offered that the old probate office is in an option for a small group meeting area. Other spaces in the Town Hall are being identified. - Need to identify where childcare will be provided; will need to be flexible in terms of the total numbers of children and adults attending. - F. Baruzzi suggested taping the portion of the meeting that is held in Council Chambers; question raised about whether or not this will capture the essence of the event. - S. Baxter thanked the Board of Ed. For including flyers on the Community Conversation in the Friday folders. - J. Higham and M. Barton have a plan for publicity for the event. <p>-Reminder to Moderators and Reporters that your training is tomorrow (3/3/11 from 4:00PM-8:00PM)</p> <p>-</p>	<p>Review invitation list and confirm for accuracy and inclusion of all of your invitees.</p> <p>Contact Sandy if you can help with logistics between now and the event.</p> <p>We will explore taping the event.</p>
Playground In Storrs Downtown	S. Anderson Reported on a meeting that was held with Cynthia van Zelm last week. She identified one area as a possible site for a playground. Cynthia van Zelm met with the Director of Planning and the developer's Project Manager about this, but it is still not clear whether or not the proposed area needs to be maintained as conservation land. S. Anderson is looking for research that supports the economic benefits of building a playground near commercial space. S. Baxter suggested doing presentations at churches as well to solicit support, or include information in church bulletins. Sara believes that there need to be 10-15 people working on this committee. Kristin Schwab, a professor in landscape architecture at UConn, will be working with the Planning & Design Committee on developing an overall plan for public and green spaces in the downtown.	
Other	J. Higham reported that analysis of the Community Connectedness survey will not be available until some time in May. J. Goldman pointed out that all of the data is combined for all respondents and the team wants to pull out data for specific demographic groups.	Get specific questions about the survey analysis to J. Higham.
Adjournment	Meeting adjourned at 7:40 PM. The next meeting will Wednesday, April 6, 2011, Town Hall Council Chambers at 5:00 PM for Team meetings and 6:30 for full MAC meeting	Agenda topics for April: please send to Sandy

Respectfully submitted,
Kevin Grunwald

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: April 6, 2011



Re: **Monthly Report of Zoning Enforcement Activity**
For the month of March, 2011

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	4	1	13	71	92
Certificates of Compliance issued	1	7	11	80	84
Site inspections	14	7	63	305	380
Complaints received from the Public	1	4	4	34	29
Complaints requiring inspection	1	1	3	26	23
Potential/Actual violations found	2	2	2	23	42
Enforcement letters	4	4	7	84	100
Notices to issue ZBA forms	1	1	1	1	7
Notices of Zoning Violations issued	0	0	2	12	31
Zoning Citations issued	0	0	4	39	46

Zoning permits issued this month for single family homes = 0, 2-fm = 0, multi-fm = 0
 2010/2011 fiscal year total: s-fm = 3, 2-fm = 1, multi-fm = 8

Mansfield Historic District Commission

Minutes, Meeting January 11, 2011
Draft

Members Present: A. Bacon, I. Atwood, G. Bruhn, H. Holt, J. McGarrity, D. Spencer

Others Present: Dan Britton Sunlight Solar Energy, Luba Stepanenko, property owner,
981 Storrs Road

Public Hearing – Installation of Solar Panels at 981 Storrs Road, Spring Hill Historic District:

Dan Britton reviewed the plan to install 14 solar panels on the south side (parking lot) side of the building, which will be visible from the Rte. 195. The remaining panels will be installed on the rear of the building and will not be visible. The panels will be black and will be installed parallel to the roof, 4 inches off the roof. Dan showed photos of installations on other historic structures, including one in Wethersfield.

Committee members felt that the panels, given the shallow pitch of the roof will not be overly obtrusive and, following Section 7-147F of the State Statute for Historic Districts, should not be denied. The Committee noted that any future proposals should be reviewed individually in the context of the specific village. Approval of a certificate of appropriateness was unanimous.

Other Business:

Minutes from the December meeting were not received, and were therefore not approved. No other business was conducted and the meeting adjourned at 8:30 p.m.

Respectfully submitted,

Gail Bruhn
Chairman

From: Mary L. Stanton
Sent: Monday, March 07, 2011 9:28 AM
To: Maria E. Capriola
Subject: FW: Ethics board Minutes

From: Mike Sikoski [mailto:msikoski@sprynet.com]
Sent: Friday, March 04, 2011 7:03 AM
To: Town Clerk
Subject: Ethics board Minutes

3/03/11

Meeting called to order at 4:35 pm

Attendees: Barry, Ferrero, Nesselroth, Sikoski

I. Public comment,

Betty Wassmundt spoke on latest Ethics code draft

Ric Hossack spoke and questioned latest Ethics code draft

II Term and status

Nesselroth spoke as to his term and Nora Stevens term expiring. Were advised to draft a letter to Committee on committees if reappointment was desired.

III Ethics code update

Attorney O'Brien spoke on his draft of ethics code that was presented to Personnel Committee. Sikoski made a motion to ask for a Joint meeting with the Personnel Committee on Monday 3/7/11 at 6PM to discuss the latest draft. Seconded by Barry all in favor. Nesselroth will contact chair of Personnel committee to arrange meeting.

IV Approval of minutes

Sikoski made motion to approve minutes as presented seconded by Barry all in favor

V Adjournment

Barry made motion to adjourn second by Ferrero all in favor 6:10pm

Mike Sikoski

**MANSFIELD DOWNTOWN PARTNERSHIP
PLANNING AND DESIGN COMMITTEE
Community Center, Community Room
10 South Eagleville Road**

Tuesday, February 15, 2011

MINUTES

Members: Steve Bacon, Karla Fox, Manny Haidous, Chris Kueffner, Frank McNabb, Peter Millman, Ruth Moynihan, Betsy Paterson, and Pene Williams

Staff: Cynthia van Zelm and Kathleen Paterson

Presenters: Tim Andre and Norm Goldman (Desman Associates) and Sam Gardner (Gregg Wies & Gardner Architects)

*There were several transportation stakeholders who were invited that attended the meeting.

1. Call to Order

Steve Bacon called the meeting to order at 5:09 pm.

2. Public Comment

David Friedmann expressed concern about whether the UConn bus system would serve the intermodal center as he assumes that many of the customers will be students. He said the UConn system seems to converge at the UConn Co-op. The Peter Pan bus also now stops at the UConn Co-op. Will the intermodal center be in competition with the UConn bus routes? Will the UConn students be underserved if the bus system does not stop at the UConn Co-op?

Janet Freniere, UConn Manager of Transportation Services, said the Partnership has been keeping UConn in the loop on proposed transit plans. She said the intention by UConn is to route buses to the intermodal center, while maintaining stops outside the Co-op. It is envisioned that the Peter Pan bus will stop at both the Co-op and the intermodal center.

Ms. Freniere said that the Megabus system will now be serving the UConn campus with direct service to Hartford and New York City. The bus will depart from the Co-op but plans are for it to depart from the intermodal center in the future.

3. Approval of Minutes from January 25, 2011.

Betsy Paterson moved to approve the Minutes from January 25, 2011 as presented.

Frank McNabb seconded the motion.

The motion passed unanimously.

4. Review and Discussion of Schematic Design for Parking Garage, Intermodal Center, and Village Street

Mr. Bacon introduced Sam Gardner from Gregg Wies & Gardner (GWG) Architects, and Norm Goldman and Tim Andre from Desman Associates.

Mr. Gardner gave a Power Point presentation. He said the intermodal center is funded by a grant from the Federal Transit Administration.

He said a variety of stakeholders have been identified including surrounding neighborhood groups.

Mr. Gardner said the team from GWG is using the Storrs Center design, and sustainability guidelines as their guide for development of the intermodal center.

He said that the facility will be a "green" facility and will meet CT Energy Code.

Mr. Gardner said the goal is for the intermodal center to serve as a central, landmark facility for Mansfield.

Mr. Gardner said since the budget for the intermodal center is fixed, the team is looking at taking advantage of surrounding adjacent spaces such as the garage for car sharing space.

Pene Williams asked if people can rent a car at the intermodal center, and Mr. Gardner replied in the affirmative.

Mr. Gardner said the transit pathway will be Village Street with the road and the intermodal center serving as one seamless transportation system.

He said there will be an opportunity for plazas along the sidewalks along Village Street.

Mr. Gardner said one idea is for bikers to have a facility as part of the project, with showers and bathrooms. The goal is to be able to rent bikes as well.

He said the Beta Group, which is a member of their team, will be working with the transit providers to obtain levels of service and evaluate their demands.

Mr. Gardner said the intermodal facility is being planned to include interactive information kiosks.

Mr. Gardner showed some early schematic designs for the intermodal center which is proposed to be located on the southeast end of the garage. It is proposed to be two stories.

Mr. Gardner said that elevators will connect to the intermodal center and all levels of the garage.

He said there has been discussion of a bike club on the 2nd floor where bikers will have access to lockers and storage.

The public space in front of the intermodal center is proposed to have seating and bus canopies. Signage and the interactive kiosks would be located in that area.

He said one of the goals would be for someone with a smart phone to access scheduling and ticketing information from the kiosk.

In response to a question from Ms. Williams, Mr. Gardner said the intermodal center will not be a mixed-use building.

Peter Millman asked about who comprises the bike riders. Mr. Gardner said the UConn community is expected to make up a good part of the users as well as Storrs Center residents and employees.

Lon Hultgren, Mansfield Director of Public Works, said he sees the commuters as employees – people who bike in and use the bus to get to work. Mr. Hultgren said he wants all modes of transportation to “shake hands” and for the intermodal center to be more than a waiting room. He said one possibility is for a bike operator to operate the intermodal center. Mr. Hultgren said the goal is to find creative ways to staff the intermodal center. He said there was a concern about the public restrooms being unattended so it was important to find a way to staff the restrooms.

Mr. Millman said his concern is that most people at UConn would bike directly to work rather than to the intermodal center.

Lynn Stoddard asked if the intermodal center would provide bus service to people such as her who commute to Hartford. She currently drives to Coventry and takes the bus from there to Hartford. Mr. Hultgren said this has been discussed, but parking spaces will be limited in the garage so this constituency will likely not be a main user at least initially.

Manny Haidous asked about the space for the buses to queue. Mr. Hultgren said that there are two spaces for the buses to pull up to get passengers and potentially room for two buses to queue.

Norm Goldman said he has been working on Storrs Center for some time. Desman Associates competed for the design work on the garage and was chosen by the Town to do this work. He referred to preliminary plans at the front of the room.

Mr. Goldman said that the garage will not be visible from Storrs Road because the TS-2 mixed-use building will be in front of it. He said the garage will have shared footings with the TS-2 building and the intermodal center.

Mr. Goldman said the vehicular entrances to the garage will be off the rear of the building. Pedestrians will enter through the intermodal center. This will help alleviate traffic/pedestrian conflicts.

He said an additional level is an add-alternate.

There will be separate entry and exit lanes.

Shared cars and electric charging stations will be located on the 1st floor.

Residential parking will be located starting on the 2nd level where those parkers will also enter. A device placed on the dashboard of the car will be able to read if one is a residential parker. If one of the residents does not “nest”, they will be billed for the cost of parking.

The lower level will include parking for transient and commercial parkers. There will not be a dead-end point.

The elevators will be enclosed in glass which will help with safety.

The garage will be an open structure all along the east side, north side and part of the south side which will allow air to filter through the facility.

Mr. Goldman and Tim Andre said they are still working on design elements which they want to coordinate with the intermodal center.

Mr. Andre said that cost savings has been achieved as the same estimator, and code consultant is being used for the mixed-use buildings, parking garage, and intermodal center.

Mr. Goldman said the garage will be a 24/7 operation but gates will not allow people to enter the garage after a certain time.

Mr. Goldman said there will be a pay station for entry and exit so no cashier will be needed. A user will be able to use a credit card and cash.

Mr. Goldman said that a parking office is proposed for when/if there is financing available to manage the garage.

Every floor will be colored and numbered as will the elevators.

Ruth Moynihan asked if there are stairways. Mr. Goldman replied in the affirmative and said that the stairs are near the elevators and near Dog Lane, and will be open.

Mr. Goldman said a lighting system is planned that will dim when no activity but a motion sensor will light up the area when a person enters or exits.

Ms. Williams expressed her interest in having a person that would be able to assist her if she has questions about the garage or intermodal center. Mr. Gardner said the proposal is for the intermodal center to have a help desk but it is unclear how often it would be staffed.

Mr. McNabb asked if residents will be guaranteed their parking spot. Mr. Goldman said it will be assigned in the nesting area. To the extent possible, the space will correspond to the floor that one lives on so access is directly from the garage to the residential units. He said residents will have a card that only allows them to access the residential units from the garage.

Ms. Moynihan asked if a resident has to buy a space in the garage. Macon Toledano said that the residential developer EDR has committed to the Town a certain number of spaces that would be leased by residents. It may be possible to sublet a space.

Chris Kueffner asked if there is access to the residential area through the intermodal center. Mr. Goldman said there is no access.

Manny Haidous asked how to deal with snow removal? Mr. Goldman said for the future, they are looking at a PVC system on the roof of the garage that would help with the snow melting.

Mr. Millman emphasized the importance of good lighting and noted that it can make the difference between someone coming back to the downtown or not if the lighting is poor. Mr. Andre and Mr. Goldman agreed and it is their design challenge to make sure lighting is bright; it is not the place to try to save money. Mr. Hultgren asked if a light paint would help with ambient lighting.

Mr. Millman asked if five bays for car sharing are enough. Mr. Goldman said additional cars could be put in other areas if warranted.

Paul Aho asked if the garage noise will affect the living spaces. Mr. Goldman said that none of the walls will be the same, just the footings.

Alex Roe noted the importance of security for personal safety. Mr. Goldman said there will be blue light stations, two on each floor. There will be an intercom with each blue light station. He also said there will be TV monitors to watch activity. It has not been determined yet if the garage will be patrolled. Mr. Gardner noted that the intermodal center lobby is proposed to have glass walls so there will be visual access to see inside. Ms. Roe agreed with Mr. Hultgren that light paint is a good idea.

Mr. Bacon asked about the role of an estimator. Mr. Goldman said an estimator looks at the base cost of a job and makes sure that it is within budget.

Mr. Bacon asked, given the current economy, if garages are being constructed. Mr. Goldman said that Desman is building garages at Hartford Hospital, Danbury Hospital, in NYC and Albany, Norwich intermodal center, and at UMass Medical Center.

Mr. Gardner said with bids low, it is especially important to get bids on any add alternates.

Mr. Goldman said 40 to 50 percent of the cost of a garage is the structure. He said the cost of a garage was \$38 a square foot, went down to \$24 a square foot, and is back up to \$28 a square foot. Now is a good time to order a precast structure.

Greg Frantz asked how many spaces will there be for transient parkers. Mr. Andre and Mr. Goldman said the estimate is 244 for transient parkers and 300 for residential users. This does not include the extra deck.

Mr. Millman asked what would solar panels power? Mr. Goldman said it could power some of the parking services and the intermodal center office. Mr. Hultgren said there is currently no money for solar panels but wanted the structure in place if this becomes possible in the future.

5. Topics for Next Meeting and Set Meeting Date

Ms. van Zelm noted that the next meeting would include continued discussion of the garage, intermodal center, and Village Street design. She said the goal is to submit the zoning permits for the garage and the intermodal center to the Town in approximately two months. She suggested that the Committee meet again on March 15 at 5 pm.

6. Adjourn

Ms. Paterson moved to adjourn the meeting. Mr. Kueffner seconded the motion. The meeting was adjourned at 6:25 pm.

Minutes prepared by Cynthia van Zelm

**MANSFIELD DOWNTOWN PARTNERSHIP
PLANNING AND DESIGN COMMITTEE
Mansfield Downtown Partnership Office
1244 Storrs Road**

Tuesday, March 15, 2011

MINUTES

Members: Steve Bacon, Jon Hand, Chris Kueffner, Frank McNabb, Karin Randolph and Pene Williams

Staff: Cynthia van Zelm and Kathleen Paterson

Guests: Board members Matthew Hart, Toni Moran and Alex Roe

Storrs Center Team: Tim Andre and Norm Goldman (Desman Associates), Sam Gardner (Gregg Wies & Gardner Architects), Lou Marquet and Macon Toledano (LeylandAlliance), Geoff Fitzgerald and Andy Graves (BL Companies), Lon Hultgren (Town of Mansfield)

1. Call to Order

Steve Bacon called the meeting to order at 5:15 pm.

2. Public Comment

There was no public comment.

3. Approval of Minutes from February 15, 2011.

There was no quorum to approve the minutes.

4. Continued Review and Discussion of Schematic Design for Parking Garage and Intermodal Center

Mr. Bacon introduced Mr. Gardner, Mr. Andre, Mr. Goldman, Mr. Toledano, Mr. Fitzgerald, and Mr. Hultgren.

Mr. Bacon said the parking garage, intermodal center, and Village Street will all be subject to zoning permit applications. He reminded the Committee that the process is for the Committee to review the applications and make a recommendation to the Partnership Board of Directors regarding compliance with the design guidelines. The Board holds a public hearing on the applications. Ultimately, the zoning permit needs to be authorized by the Mansfield Director of Planning.

Mr. Bacon noted that a special meeting might need to be held to continue review of the garage and intermodal plans, since the Committee only meets monthly.

Mr. Gardner noted that the team is meeting with the local and regional transit providers this week to assess their needs.

Mr. Gardner opened his presentation with a Power Point and said the goal of the intermodal center is to be the focal point of Storrs Center. A mixed-use building is planned to be attached to the intermodal center. Mr. Gardner said the intermodal center will be part of the garage but will not be built at the same time.

The goal is to have a waiting area with travel information. A mezzanine will look over the waiting area below. There will be an elevator and stairs that connect to the garage and mezzanine. There will also be an area for a possible retail bike operation. There will be a bike storage cage in the garage and showers and changing rooms for bicyclists. Mr. Hultgren noted that a key card will be required to get to the bike showers. There will be a plaza outside the intermodal center with seating and they are looking at some innovative designs.

Mr. Hultgren thought that there will need to be staffing of the intermodal center at event and commuting times.

The pay station for the garage will be in the intermodal center.

Mr. Gardner noted that the Village Street and the other transit pathways will need to be designed to the Storrs Center Design District Design Guidelines. The transit pathways will need to conform to the Federal Transit Administration guidelines as well.

In response to a question from Mr. Bacon, Mr. Fitzgerald said the bus loading will be on the opposite side of the street of the intermodal center as well as in front of it.

Alex Roe said that an intermodal center is "forward-thinking." She encouraged the design team to look at a modern design to celebrate this building. It should be light and vibrant.

Mr. Gardner said the team is continuing to work on the architecture as it works through the critical size and location issues.

Jon Hand noted that he liked the clock, and actually likes a more New England look.

Pene Williams asked for clarification of the purposes of the intermodal center. Mr. Goldman noted that it serves as the main public entry to the garage and potential bike shop. Mr. Hultgren said it will include public restrooms that will be accessible during daylight hours.

Ms. Williams said she would be interested in a cafe in the intermodal area to encourage socializing. Mr. Goldman noted that there may be a kiosk while Mr. Marquet reiterated that retail stores will be adjacent to the intermodal center.

Chris Kueffner reiterated his interest in pocket parks.

Mr. Andre reviewed the current garage design. He said the plan calls for 606 parking spots for both residential users and visitors. He said the residents will be parking in a "nested" area in the garage. Mr. Andre said that the 3rd level will be the nested area and it is where cars with visitors will turn around if spots are filled. However, visitors will know at the point of entry if the garage is filled.

There will be a small reserved area for shared cars and charging stations on the first floor.

Mr. Gardner noted that if the intermodal center is closed, people can still access the garage.

Mr. Andre said there will be elevators in the south corner of the garage. There will be glass doors and a glass curtain wall that will allow sunlight into the lobby and give people a sense of security when they access the garage.

Mr. Andre said that the residential units can be accessed from the garage but they will be controlled with a key card.

Mr. Andre said the team is looking at two options with respect to the north facade – 1) open area with rail or 2) mesh covering. They will likely go with the mesh if it is affordable.

Mr. Fitzgerald noted that it will be difficult to see the garage facade from Dog Lane.

Mr. Andre said the staircase will be open with glass.

He said the garage will be a gray pre-cast structure. Ms. Roe asked why the gray color was chosen. Mr. Andre said initially the issue was funding. Ms. Roe noted her preference for cream/sand color.

Mr. Andre said an awning is planned on the lower garage adjacent to the intermodal design where vehicles pull in.

Mr. Kueffner said he was concerned about the elevator tower. Would it be too hot? Mr. Andre said there is discussion about using the ventilation from the air conditioning in the intermodal center to pass up through the lobby and exhaust out the top. In response to a comment from Matt Hart, Mr. Andre said he thinks he can address the ventilation issue. Mr. Hultgren said the key is to balance ventilation with security.

Mr. Hand noted his concern about the size of the tower. Mr. Andre said it is 55 feet from floor to floor which is within the Storrs Center Special Design District Design Guidelines. Mr. Andre noted that stair towers are not subject to the height restriction. Mr. Toledano noted that the Guidelines allow for 70 feet max.

Mr. Andre said the garage will be designed to allow solar panels on the roof if funding becomes available.

Mr. Andre said there will be a blue light system (two on each floor) and an intercom system in the garage for security.

Mr. Toledano said there is further need for the team to integrate the garage and intermodal center. He asked for any additional input on the tower.

Mr. Bacon said he likes the tower as it makes the garage distinct.

Frank McNabb asked about the access of bikes to the intermodal center. Mr. Fitzgerald thought the access would be from Dog Lane. The streets are designed to be slower with a goal toward easy pedestrian access. Mr. Hultgren noted that the signage in the area will need to be good as there will be various modes of transportation interacting.

5. Review of Village Street preliminary plans

Mr. Fitzgerald showed a map with the Village Street and the connecting transit pathway roads. He noted one important change from the conceptual renderings and that is that the area between the Storrs Commons buildings (in the back) and the project, will now provide more direct access to the garage. The street area will generally serve the purpose of a loading area and be a one way street.

Another important proposal is to change some of the parking on the main Village Street area to angle from parallel parking. It allows for more parking spaces (50 to 60) to be built. There are examples of angle parking in CT downtowns including Madison and Manchester. Andy Graves reviewed the massing of the buildings. Mr. Toledano said that angle parking will call for widening the street in that area from 32 feet to 22 feet.

Mr. Fitzgerald also noted a proposed pocket park area. He noted that the angle parking allows for more room to have pocket plazas.

Mr. Toledano said they are looking for feedback on the one way street and angle parking.

He noted that the scale of the buildings on Village Street are proposed to be two to three stories.

Mr. Toledano said the new plan was shared with Town staff to get their reaction. He said the staff was ok with the proposed changes.

Ms. Roe asked how bikes are handled with angle parking. Mr. Hultgren said the streets will be shared with cars but signage will be included. Ms. Roe expressed concerns about safety.

Ms. Moran said she prefers the angle parking, noting that sometimes people will double park with parallel parking.

Mr. Bacon asked if the parking will still be parallel on the southern side of the Village Street and Mr. Toledano replied in the affirmative.

By consensus, the Committee liked the idea of angle parking.

6. Topics for Next Meeting and Set Meeting Date

Mr. Hultgren said the area for the garage needs to be surveyed and this can be done soon since the snow is gone.

He said the goal is to submit a zoning permit application for the garage and intermodal center in mid-April.

Mr. Bacon asked that the team let the Committee know if it needs a special meeting before its regularly scheduled meeting on April 19.

7. Adjourn

Karin Randolph moved to adjourn the meeting. Mr. Bacon seconded the motion. The meeting was adjourned at 7:00 pm.

Minutes prepared by Cynthia van Zelm



CEMETERY COMMITTEE MINUTES
September 22, 2010
3:30 pm
ROOM B
AUDREY P. BECK BUILDING

Present: Isabelle Atwood (Chair), Rudy Favretti, Mary Landeck, Barry Burnham, Winston Hawkins

Excused: Jane Reinhardt

Staff present: Lon Hultgren, Mary Stanton, Carolyn Stearns (Sexton)

- Mr. Favretti moved and Mr. Burnham seconded to approve the minutes of the 6/23/2010 meeting as corrected. The motion to approve passed unanimously.
- Restoration Work

Chair Isabelle Atwood updated members on restoration efforts in the cemeteries. Ms. Landeck and Mr. Burnham met with Jonathan Appell and reviewed the work needed to be done in the Mt Hope Cemetery. They were both very impressed with his work in Mansfield Center and his approach to the restoration work that needs to be done in the other cemeteries. Mr. Appell has been contracted to proceed with the restorations at a cost of \$4200.00.

Committee members agreed that restoration work will be scheduled one cemetery at a time.

- Maintenance

Mr. Burnham and Ms. Landeck reported on tree work that needs to be done in the Mount Hope Cemetery. Mr. Burnham, Mr. Favretti and Mr. Hultgren will assess the needs there and in the Gurley Cemetery.

Members reported on damage being done by the mowers and trimmers in many of the cemeteries. Ms. Atwood has asked Mr. Dillman to contact her to discuss the damage. Members agreed that if no improvements are made in the near future the Committee will change vendors.

Mr. Hultgren will ask John Clark to address the ruts and settled graves in the cemeteries. Mr. Hultgren reported that mulched leaves will be spread in the new cremation cemetery to address the weed problem. The Town crew will fix the southwest corner of the wall at the Mansfield Center Cemetery and the new patch that needs mending in the wall at the Pink Cemetery. The shed at the New Mansfield Cemetery will need to be painted in the near future.

- Sexton Report

Sexton Carolyn Stearns provided the following report:

- Requested permission to remove the 2x4 lumber that was left after the repair of the Rev Salter monument. Members agreed.
- Suggested the Town approach UConn regarding possible acquisition of land around the Gurley Cemetery. Mr. Hultgren is in discussion with the real estate office of the University and will broach the subject.
- Reported a tree branch is rubbing the 1775 stone of William William in the Gurley Cemetery. Mr. Hultgren will address.

- Reported both the finding of golf balls and woodchucks in the New Mansfield Cemetery. The police have been asked to monitor the area and ask any golfers to aim elsewhere. The family whose plot is currently inhabited by the woodchuck will be contacted regarding the removal of the trees near the grave.
- Noted the existing road in Section D of the New Mansfield Center Cemetery is not the same place as the road on the plan. This discrepancy means that many of the plots in that area cannot be sold. Mr. Hultgren agreed that Public Works could scrape a new road hopefully next year.
- Suggested ways to better identify the sections of the New Mansfield Cemetery for visitors.
- Meeting Dates
By consensus the Committee agreed to approve the following meeting dates for 2011: March 23, June 22, and September 21.
- Other
Mr. Favretti reported seeing lights in back of the Riverside Burying Grounds and agreed to investigate. He will report back to Mr. Hultgren.
Mr. Favretti also updated the Committee regarding plans to use sonar to determine areas that might be available for burials. Mr. Favretti contacted both Mr. Clouette and Mr. Belantoni after the last meeting. Mr. Belantoni, the State Archaeologist, offered to do the work free of charge since he has a similar project in the area. Mr. Favretti recently received an email from Mr. Bellantoni letting him know the person who was to do the sonar project has been ill and the project is on hold. Committee members agreed that Mr. Favretti should pursue other options.

The meeting adjourned at 4:35 P M

Mary Stanton, Town Clerk

TOWN OF MANSFIELD
Sustainability Committee
Minutes of the Meeting
February 23, 2011

Present: Stoddard (chair), Lennon, Matthews, Stafford, Loxsom, Miller, Ed Wazer (guest), Kathleen Paterson (guest), Chrissie Dittrich (guest), Walton (staff)

The meeting began at 5:05pm.

The December 15, 2010 meeting minutes were approved with one correction to the date of the minutes.

The agriculture committee briefed members on Mansfield agriculture. Mansfield has 34 retail outlets and 2 CSAs. The Town owns farmland, which has usage agreements with farmers. Tolland County has had an increase in the number of farmers, but the size of parcels farmed has decreased in acreage with more farms less than 5 acres. There has been the addition of ten new farms in Mansfield since 2000. The sustainability committee could support the agriculture committee by having an overarching definition of sustainability, making connections between Mansfield farm produce and the Mansfield school lunch program, promoting a Right to Farm ordinance, and advocating for farm friendly zoning regulations.

The committee discussed ideas for an Earth Day celebration. It was suggested that the Neighbor to Neighbor Energy Challenge be the focal point. Walton will look into having a Neighbor to Neighbor table at the Storrs Farmer's Market and UConn's April 21 spring fling. Tours of the Community Center's "green" features could be another way to celebrate Earth Day.

At the Town Council meeting on February 14, 2011, Stoddard reported on the Sustainability Committee's first year of activities and outlined the committee's five broad priorities moving forward.

Walton reported that she, the Finance Director and Town Manager met with Kirby Mill owners, Sam and Michelle Shifrin, to discuss the purchase of electricity produced from the Kirby Mill hydro project when it is operational. The Finance Director is checking to see if this purchase will affect the current contract that the Town has with CCM. Walton will follow-up with the finance director.

Stoddard, Walton, Hultgren will be meeting with Cynthia vanZelm and the Storrs Center developers on March 1, 2011 at 5:30 pm to discuss opportunities for Storrs Center to become a model of sustainable development. Walton will send out the meeting notice for members who wish to attend.

Matthews reported that a decision has not been made on the proposed elementary school building project. Among residents there is a strong desire to keep all three elementary schools. Matthews noted that major school repairs are not anticipated in the next five years, so a decision does not have to be made immediately. Governor Malloy has proposed that a larger share of state funds go to school renovation and a smaller share to build new, which could change the decision of whether to build new or renovate.

Lennon and Stoddard met with the Four Corners development committee. The Four Corners Committee had been focused exclusively on water and sewer hook up. Lennon and Stoddard brought a perspective of the triple bottom line of sustainability to the meeting. At the next meeting the committee will discuss how it might interface with the Four Corners Committee.

Walton will walk the committee through the new sustainability WebPages at the next meeting.

The committee affirmed to stay with the 5 pm to 6:30 pm meeting time. The next meeting will be March 23, 2011.

The meeting was adjourned at 7:00 pm.

Respectfully Submitted,

Virginia Walton

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, FEBRUARY 24, 2011

MINUTES

Present: Phil Barry, Harry Birkenruth, Pat Carino, Mark Hammond, Matt Hart,
and Frank Vasington

Staff: Cynthia van Zelm

1. Call to Order

Phil Barry called the meeting to order at 3:15 in Tom Callahan's absence.

2. Approval of Minutes from December 16, 2010

Harry Birkenruth made a motion to approve the minutes. Mark Hammond seconded the motion. The minutes were approved unanimously.

3. Update on Storrs Center

Cynthia van Zelm said the zoning permit for Phases 1A and 1B was approved by the Mansfield Director of Planning on February 9.

She said the former UConn publications building will be the first sign of construction with an anticipated demolition date of April.

Matt Hart said that master developer LeylandAlliance is working on its financing and building permit application for Phases 1A and 1B.

Committee members expressed interest in signage that will indicate that demolition and construction are starting.

4. Update on DRAFT Budget

Ms. van Zelm said that the Partnership's landlord Michael Taylor and Finance Chair Tom Callahan, along with Ms. van Zelm, need to meet about rent on the Partnership office before the budget can be approved by the full Board.

5. Relocation Agreement

Ms. van Zelm reviewed the draft relocation agreement between the Partnership and the Jao Praya restaurant, as drafted by Partnership relocation consultant Phil Michalowski. She said Partnership attorney Lee Cole-Chu had reviewed the agreement. The agreement includes the federally required (Uniform Relocation Assistance Act) \$20,000 relocation payment. Mr. Hart made a motion to endorse the agreement pending review by the Town attorney. Frank Vasington seconded the motion. The motion was approved unanimously.

Mr. Hammond moved to go into Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (D), 1-200 (6) (E) and 1-210 (b) (5).

Patrick Carino seconded the motion.

The motion was approved unanimously.

6. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (D), 1-200 (6) (E) and 1-210 (b) (5).

Present: Committee members Mr. Barry, Mr. Birkenruth, Mr. Carino, Mr. Hammond, Mr. Hart, and Mr. Vasington.

Also Present: Ms. van Zelm

7. Review of December 31, 2010 Financials

Ms. van Zelm said the December 31, 2010 financials had been shared with the full Board of Directors as the January Finance and Administration Committee meeting had been cancelled. The Committee reviewed the financials.

8. Review of Mansfield Downtown Partnership and Storrs Center Alliance Development Agreement

Ms. van Zelm said that she, Mr. Callahan, Mr. Cole-Chu, and Howard Kaufman have been working on changes to the 2004 development agreement between the Partnership and Storrs Center Alliance. Ms. van Zelm said that a final draft should be ready next week and then provided to the Committee for review.

9. AJ Pappanikou Volunteer of the Year

Mr. Birkenruth and Mr. Barry suggested that Committee chairs be solicited for nominations for the AJ Pappanikou Volunteer of the Year award. Ms. van Zelm will e-mail Committee Chairs.

10. Update on Four Corners Sewer and Water Advisory Committee

Mr. Hart said the Town consultant has identified areas owned by the Town along the Willimantic River for potential sources of water for the Four Corners project and the community at-large. The wells in these locations need to be tested in warm weather so this will occur this spring.

11. Adjourn

Mr. Birkenruth made a motion to adjourn. Mr. Vasington seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:25 pm.

Minutes taken by Cynthia van Zelm

Town of Mansfield
CONSERVATION COMMISSION
Meeting of 16 February 2011
Conference B, Audrey P. Beck Building
MINUTES

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

1. The meeting was **called to order** at 7:31p by Chair Quentin Kessel.
2. The draft **minutes of the 19 January 2011 meeting** were approved as corrected.
3. **IWA referrals.**
 - a. **W1471 (Savin Foods, 153 N. Eagleville Rd)** The proposal is to replace the septic system at this commercial property with a connection across N. Eagleville Rd to the UConn sewer line, which lies at the edge of wetlands. The Commission unanimously agreed (motion: Silander, Facchinetti) that no significant impact on wetlands is to be expected, provided standard erosion control measures are employed during construction.
 - b. **W1472 (White Oak Condominiums, Mansfield City Rd)** These condos were constructed on poorly drained land in the pre-IWA era. Building 4 now needs a footing drain with discharge to wetlands. The Commission unanimously agreed (motion: Silander, Facchinetti) that no significant impact on wetlands is to be expected from this project, provided standard erosion control measures are employed during construction.
4. **Natchaug River Basin Conservation Compact.** This compact (drafted by a working group of individuals from towns in the Natchaug River basin, assembled by the Green Valley Institute and The Nature Conservancy) calls for basin towns to “work cooperatively to balance conservation and growth by ... protecting and restoring the natural resources of the watershed,” including “supporting efforts to link and maintain ecologically viable habitats and rural landscapes.” The Commission unanimously endorsed the compact as a useful reminder of environmental responsibilities and urges the Town Council to adopt it.
5. **Agronomy Farm.** Facchinetti has obtained a list (“2010 UConn PSLA Farm Pesticide Use Records”) of 73 chemicals, including pesticides and herbicides, used on the UConn Agronomy Farm, some but not all of which are being tested for in water from the monitoring wells. Significant nitrates in one of the shallow wells suggest that runoff is contaminated with fertilizer – and perhaps other untested chemicals applied to the fields.
6. **Swan Lake diversion history.** Meitzler displayed plans (dated February 1974) for diversion of storm runoff from Swan Lake. They appear to have called for raising the dam at the west end (governing flow to Eagleville Brook) to 602.86 ft, while constructing a drain at the east end so that water above 602.46 ft flows under Rte 195 to Valentine Meadow.
7. **State Issues.** Kessel alerted the Commission to some state issues of concern/interest:
 - a. According to the Windham County Conservation Consortium, management of State Forests is suffering due to inadequate staffing of DEP’s Forestry Division. Its State Lands

Management Program is operating (or not) with half the staff it had fifteen years ago.

b. Some municipal lands are now closed to recreation because courts have ruled that statutory provisions protecting private landowners from liability for recreational use do not apply to them. Legislative remedies have been proposed in S.B. 43 & 90 and H.B. 5254. The Commission agreed that the Chair should prepare a letter to legislators supporting these measures, for review by the Town Planner.

c. Connecticut state statutes require that at least one member of (or staff person for) an inland wetland commission have appropriate training (usually provided by the DEP). H.B. 5097 would require "municipal inland wetlands commissions to state on the record, after convening a public hearing, whether the members of the commission are in compliance with all statutory training requirements." Some observers fear that doing so would make some IWA decisions vulnerable to legal challenge by developers.

8. Dark Sky ordinance. Kessel will attend a Green Valley Institute presentation on 2/28 in Chaplin on preserving a view of the stars in the Last Green Valley.

9. Adjourned at 8:40p. Next meeting: 7:30p, Wednesday, 16 March.

Scott Lehmann, Secretary, 20 February 2011; approved as amended 16 March 2011.

Animal Control Activity Report

REPORT PERIOD	2010/		2011										This FY to	Last FY to
PERFORMANCE DATA	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	date	date
Complaints investigated:														
phone calls	150	168	160	172	137	125	141	129	145				1327	1388
road calls	17	14	9	17	14	15	12	20	20				138	171
dog calls	57	70	62	61	48	69	43	61	72				543	617
cat calls	56	70	78	84	73	39	66	42	39				547	505
wildlife calls	8	2	2	6	5	4	5	5	9				46	69
Notices to license issued	4	2	17	3	1	3	1	5	9				45	108
Warnings to license issued	0	0	59	34	31	42	7	6	0				179	346
General warnings issued	3	2	6	2	3	6	4	5	8				39	52
Infractions issued	0	1	0	0	0	1	1	4	3				10	13
Notices to neuter issued	0	1	0	3	0	0	0	0	2				6	6
Dog bite quarantines	1	0	1	1	1	0	0	1	2				7	5
Dog strict confinement	0	0	0	0	0	0	0	0	0				0	0
Cat bite quarantines	0	2	0	0	0	0	0	0	1				3	1
Cat strict confinement	0	0	0	0	0	0	0	0	0				0	0
Dogs on hand at start of month	4	1	2	1	4	3	5	2	1				23	31
Cats on hand at start of month	16	23	27	13	14	12	13	8	6				132	128
Impoundments	27	35	15	37	16	17	8	8	14				177	183
Dispositions:														
Owner redeemed	6	6	7	9	2	4	5	6	5				50	50
Sold as pets-dogs	5	4	0	2	4	1	1	1	1				19	19
Sold as pets-cats	11	17	21	19	11	6	6	4	5				100	91
Sold as pets-other	0	1	0	0	0	0	0	0	0				1	8
Total destroyed	1	2	2	3	2	3	4	0	0				17	24
Road kills taken for incineration	1	1	0	2	1	0	0	0	0				5	6
Euthanized as sick/unplaceable	0	1	2	1	1	3	4	0	0				12	18
Total dispositions	23	30	30	33	19	14	16	11	11				187	192
Dogs on hand at end of month	1	2	1	4	3	5	2	1	3				22	27
Cats on hand at end of month	23	27	13	14	12	13	8	6	7				123	123
Total fees collected	\$852	\$ 674	\$ 1,011	\$ 920	\$ 760	\$ 328	\$ 598	\$ 295	\$339				\$5,777	\$ 5,412

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF DECEMBER 16, 2010

Members Present: W. Ryan, C. Schaefer

Council Members Present: none

Staff Present: C. Trahan, C. Vincente, S. Benoit

Guests: none

Meeting called to order at 6:36pm.

1. Minutes from 10/12/10 meeting approved as presented
2. The Committee reviewed the Compensatory Time analysis provided by Cherie Trahan in the packet. No additional information was requested.
3. The Committee reviewed & discussed the proposed 2010/11 Budget Transfers and were in agreement to recommend acceptance by the Town Council.
4. Cherie Trahan reviewed the requirement for a schedule of regular meetings and provided a proposed calendar for 2011.
5. Fee Waivers – Curt Vincente & Sherry Benoit discussed the increase in fee waiver applications for recreation programs and community center memberships over the last couple of years. Cherie reviewed the impact on the annual budget. The committee agreed that this issue should be discussed by the Council as a whole.
6. Other Business/Future Agenda Items – none at this time
7. Adjournment. The meeting adjourned at 7:25pm.

Motions:

Motion was made to accept the October 12, 2010 minutes by Carl Schaefer. Seconded by Bill Ryan. Motion so passed.

Motion was made to recommend acceptance of the proposed budget adjustments for 2010/11 to the Town Council by Carl Schaefer. Seconded by Bill Ryan. Motion so passed.

Motion was made to approve the schedule of regular meetings as proposed by Carl Schaefer. Seconded by Bill Ryan. Motion so passed.

Motion to adjourn.

Respectfully Submitted,
Cherie Trahan
Director of Finance

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Monday, March 7, 2011
Beck Municipal Building, Conference Room B
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Peter Kochenburger, Chris Paulhus

Other Council Members Present: Denise Keane

Staff Present: Matthew Hart, Town Manager, Maria Capriola, Assistant to Town Manager, Dennis O'Brien, Town Attorney

The meeting was called to order at 6:30 p.m.

1. APPROVAL OF MINUTES

The meeting minutes of 2/28/11 were moved by Kochenburger, seconded by Moran, and adopted as presented; Paulhus abstained.

3. ETHICS CODE

Town Attorney O'Brien continued reviewing the draft version of the Code he prepared for the Committee. An overview of the discussion is as follows:

- Review began at Section 25-6M.
- The Committee discussed whether or not Section 25-6M should be addressed via the Personnel Rules or the Code.
- Paulhus suggested and the Committee agreed through consensus, that Section 25-7A should state that in the absence of the Chair or Vice Chair, Board members present should elect a temporary chair.
- 25-7B, advisory opinions v. investigative procedures was discussed.
- 25-8C/D, initial investigation procedures and probable cause hearings were discussed.
- 25-8G, the Committee reached consensus that when making decisions about employees, the Board should make recommendations for action and submit them to the Town Manager for consideration. The Committee discussed the impact of collective bargaining and Connecticut labor law on this particular section of the Code. 25-8G can be further refined to address issues related to employees covered by collective bargaining. Through consensus, the Committee also agreed that the Board could make recommendations about public officials and forward them to the appropriate authority. By consensus, the Committee agreed that any language referring to fines should be removed from this section.
- 25-8I, the Committee reached consensus and agreed that the limitation on submitting a complaint should be two years not five.

- 25-9, for practical reasons, the Town Clerk will be responsible for distributing the Code to public officials and the Town Manager's Office will be responsible for distribution to employees.
- The Committee re-visited the issue of whether or not to remove references to "personal" conflict from the Code. The Committee agreed unanimously that the Code should not reference "personal" conflict.
- The Committee also re-visited the topic of disclosure statements, the "one year cooling off period," and which advisory board and committee members should be covered by the Code. Discussion occurred and consensus emerged that boards/committees with final decision making authority should definitely be covered by the Code. Examples include: Building Board of Appeals, Housing Code Board of Appeals, Conservation Commission, Historic District Commission, Ethics Board, Personnel Appeals Board, and the Advisory Committee on the Needs of Persons with Disabilities (ADA Grievance Committee).

The meeting adjourned at 8:35 p.m. The Committee will meet again on March 21, 2011 at 6pm.

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

Town of Mansfield
CONSERVATION COMMISSION
Meeting of 16 February 2011
Conference B, Audrey P. Beck Building
MINUTES

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

1. The meeting was **called to order** at 7:31p by Chair Quentin Kessel.
2. The draft **minutes of the 19 January 2011 meeting** were approved as corrected.
3. **IWA referrals.**
 - a. **W1471 (Savin Foods, 153 N. Eagleville Rd)** The proposal is to replace the septic system at this commercial property with a connection across N. Eagleville Rd to the UConn sewer line, which lies at the edge of wetlands. The Commission unanimously agreed (motion: Silander, Facchinetti) that no significant impact on wetlands is to be expected, provided standard erosion control measures are employed during construction.
 - b. **W1472 (White Oak Condominiums, Mansfield City Rd)** These condos were constructed on poorly drained land in the pre-IWA era. Building 4 now needs a footing drain with discharge to wetlands. The Commission unanimously agreed (motion: Silander, Facchinetti) that no significant impact on wetlands is to be expected from this project, provided standard erosion control measures are employed during construction.
4. **Natchaug River Basin Conservation Compact.** This compact (drafted by a working group of individuals from towns in the Natchaug River basin, assembled by the Green Valley Institute and The Nature Conservancy) calls for basin towns to “work cooperatively to balance conservation and growth by ... protecting and restoring the natural resources of the watershed,” including “supporting efforts to link and maintain ecologically viable habitats and rural landscapes.” The Commission unanimously endorsed the compact as a useful reminder of environmental responsibilities and urges the Town Council to adopt it.
5. **Agronomy Farm.** Facchinetti has obtained a list (“2010 UConn PSLA Farm Pesticide Use Records”) of 73 chemicals, including pesticides and herbicides, used on the UConn Agronomy Farm, some but not all of which are being tested for in water from the monitoring wells. Significant nitrates in one of the shallow wells suggest that runoff is contaminated with fertilizer – and perhaps other untested chemicals applied to the fields.
6. **Swan Lake diversion history.** Meitzler displayed plans (dated February 1974) for diversion of storm runoff from Swan Lake. They appear to have called for raising the dam at the west end (governing flow to Eagleville Brook) to 602.86 ft, while constructing a drain at the east end so that water above 602.46 ft flows under Rte 195 to Valentine Meadow.
7. **State Issues.** Kessel alerted the Commission to some state issues of concern/interest:
 - a. According to the Windham County Conservation Consortium, management of State Forests is suffering due to inadequate staffing of DEP’s Forestry Division. Its State Lands

Management Program is operating (or not) with half the staff it had fifteen years ago.

b. Some municipal lands are now closed to recreation because courts have ruled that statutory provisions protecting private landowners from liability for recreational use do not apply to them. Legislative remedies have been proposed in S.B. 43 & 90 and H.B. 5254. The Commission agreed that the Chair should prepare a letter to legislators supporting these measures, for review by the Town Planner.

c. Connecticut state statutes require that at least one member of (or staff person for) an inland wetland commission have appropriate training (usually provided by the DEP). H.B. 5097 would require "municipal inland wetlands commissions to state on the record, after convening a public hearing, whether the members of the commission are in compliance with all statutory training requirements." Some observers fear that doing so would make some IWA decisions vulnerable to legal challenge by developers.

8. Dark Sky ordinance. Kessel will attend a Green Valley Institute presentation on 2/28 in Chaplin on preserving a view of the stars in the Last Green Valley.

9. Adjourned at 8:40p. Next meeting: 7:30p, Wednesday, 16 March.

Scott Lehmann, Secretary, 20 February 2011; approved as amended 16 March 2011.

PAGE
BREAK

TOWN OF MANSFIELD
Communications Advisory Committee



Patrick McGlamery, Chair

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

March 28, 2011

Dear Town Council Members;

The Communications Advisory Committee would like to commend the Town's staff on two recent communications sent to town residents; the Explanatory Text of the November 2, 2010 referendum and especially the Citizen's Budget Guide for the 2011 Town Budget Meeting.

Recently Leila Fecho, Committee member communicated with Town Clerk Mary Stanton to convey the Committee's wish that on the Town Clerk's official mailers to town residents a clear referral to the Town website be more prominently displayed. The website typically has more complete information on complex items of interest to voting residents. For example, "For more complete information go to".

In fact, the Citizen's Budget Guide, 2011, did highlight the Town website twice. Jaime Russell assured the Committee, that if done properly, a specific, referred URL could be counted, providing Town government knowledge of citizen interest.

Thank you for your attention,

Sincerely,

A handwritten signature in black ink, appearing to read "P. McGlamery".

Patrick McGlamery

PAGE
BREAK



TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS

Lon R. Hultgren, P.E., Director

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

March 21, 2010

Neighbors and Interested Parties (sent via Registered Mail):

Re: Demolition of the former UConn Publications Building

As you may or not be aware, the Storrs Center redevelopment project slated for the area on the east side of Route 195 from just North of Dog Lane to the Post Office Road is scheduled to break ground later this spring.

To make way for the new buildings on Dog Lane, the former UConn Publications building must be removed. A demolition contract has been prepared and is currently being advertised for bids. Assuming a favorable bid is received, the removal of the building should commence in early May of this year.

As an abutter or interested party, please consider this your official notice required by section 29-407 of the Connecticut General Statutes.

If you have any questions, please contact the undersigned at (860) 429-3332 or email HultgrenLR@MansfieldCT.org.

Sincerely,


Lon Hultgren
Director of Public Works

cc:

Matthew Hart, Town Manger ✓
Cynthia vanZelm, Mansfield Downtown Partnership
Tim Veillette, Project Engineer
Lou Marquet, Leyland Alliance
Macon Toledano, Leyland Alliance
Derek Kohl, BL Companies
Robert Sitkowski, UConn Real Estate Office
Alex Rowe, UConn Planning Office
Mike Ninteau, Building Official
Nelson Tereso, CT Department of Economic and Community Development
file

PAGE
BREAK

MWH

Item #8



TOWN OF MANSFIELD

*Resident State Trooper's Office
4 South Eagleville Road
Mansfield, CT 06268
(860) 429-6024 Telephone
(860) 429-4090 Facsimile*

March 30, 2011

Gurleyville Road Area Residents

Dear Mansfield Resident:

This is to inform you that the University of Connecticut Police Department will be conducting firearms training at the outdoor range located on State property owned by the State of Connecticut off Gurleyville Road on Monday, April 11, 2011 through Friday, April 15, 2011.

If you have any questions, please contact the University of Connecticut Division of Public and Environmental Safety at (860) 486-5159.

Sincerely,

Sergeant James Kodzis
Mansfield Resident State Trooper

PAGE
BREAK

**TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT**

GREGORY J. PADICK, DIRECTOR OF PLANNING

Wednesday, March 30, 2011

Mr. Jason Coite
Environmental Compliance Analyst
UConn Office of Environmental Policy
31 LeDoyt Road
Unit 2088
Storrs, CT 06269-2088

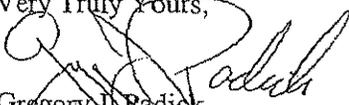
Re: Request to extend Water Supply Plan comment period

Dear Jason:

Mansfield representatives are in the process of reviewing UConn's March 2011 Draft Water Supply Plan and plan to submit consolidated Town comments. Due to existing meeting schedules and a desire to coordinate this review with Mansfield's Conservation Commission, Planning and Zoning Commission/Inland Wetland Agency and Town Council, it is respectfully requested that the University extend the Mansfield comment deadline until Tuesday April 26th. This requested eight (8) day extension will allow appropriate time for Committee and staff review and approval of consolidated Town comments at the April 25th Town Council meeting.

Thank you for your prompt consideration of this extension request. Please contact me (860) 429-3329 if you have any questions.

Very Truly Yours,


Gregory J. Padick
Director of Planning

Cc: Matthew Hart, Mansfield Town Manager
Richard Miller, UConn Director of Environmental Policy



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

Office of Environmental Policy

April 1, 2011

Gregory J. Padick, Director of Planning
Town of Mansfield Office of Planning and Development
Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

Dear Greg:

Please make sure we receive the Town's consolidated comments on the University of Connecticut's draft Water Supply Plan by April 26, 2011, per the request for an extension of the comment period in your letter dated March 30, 2011.

As you know, we are currently holding a public comment period on the draft Water Supply Plan before it has to be submitted to the CT Department of Public Health. This public comment period is not required and we do so voluntarily. The thirty-day duration of the period was selected to allow enough time to incorporate any revisions to the Plan in response to received comments. However, we do want to make sure that the Town and its various departments, agencies and commissions have time to adequately review and to comment, and your requested extension should still allow enough time for us to respond appropriately.

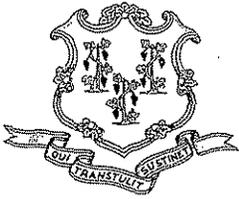
Sincerely,

Jason Coite
Environmental Compliance Analyst

An Equal Opportunity Employer

31 LeDoyr Road Unit 3055
Storrs, Connecticut 06269-3055

Telephone: (860) 486-5446
Facsimile: (860) 486-5477
web: www.ecohusky.uconn.edu



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Item # 10

March 16, 2011

Honorable Elizabeth C. Patterson, Mayor
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Mayor Patterson:

On behalf of the Connecticut Department of Public Health and the American Heart Association, congratulations to your community for having met the renewal requirements of a designated HEARTSafe community.

This three-year re-designation, effective January 4, 2010, recognizes your community's continued commitment to provide improved cardiac response and care to the residents of your community utilizing the "Chain of Survival" of early 9-1-1 access, cardiopulmonary resuscitation, defibrillation and advanced care.

We commend you on your efforts to continue to save lives and improve the health of your community.

Sincerely,

Gary St. Amand
Health Program Associate

Cc: Matthew W. Hart, Town Manager ✓
John Jackman, Fire Marshal
Fran Raiola, Deputy Fire Marshal
Valerie Fisher, Nurse Consultant, Heart Disease and Stroke Prevention Program

Phone:



Telephone Device for the Deaf: (860) 509-7191

410 Capitol Avenue - MS # _____

P.O. Box 340308 Hartford, CT 06134

Affirmative Action ~~and~~ Equal Opportunity Employer

PAGE
BREAK

Sara-Ann Bourque

From: Connecticut Conference of Municipalities [publicpolicy@ccm-ct.org]
Sent: Thursday, April 07, 2011 10:40 AM
To: Matthew W. Hart
Subject: CCM Needs You to attend the CCM "Day on the Hill" events--Wednesday April 13!

Having trouble viewing this email? [Click here](#)



**Please plan on attending
"CCM Day on the Hill"
set for Wednesday, April 13
at the Capitol Complex in Hartford.**

State budget deliberations are at a critical juncture and **MUNICIPAL OPINIONS MUST BE HEARD** if the pro-municipal elements of Governor Malloy's budget-including a PILOT MME fix-are to succeed.

Unlike other governors across the country, Governor Malloy refused to base the state budget on the backs of municipalities and their property taxpayers.

WE NEED YOU

- **9:00 a.m. Legislative Committee Meeting**
Officers' Club, State Armory, Hartford

- AND -

- **11:30 a.m. Press Conference**
Room 2D, Legislative Office Building, Hartford

Because of the importance of this effort to towns and cities across Connecticut, we have invited **ALL municipalities** to attend - *CCM member or not.*

CCM Day on the Hill Schedule

If you have not already done so, **please RSVP to Carolyn Ryan** of CCM of your attendance plans **via email crayan@ccm-ct.org -or- via phone (203) 498-3012.**

CCM LEGISLATIVE COMMITTEE MEETINGS - Agendas and Materials

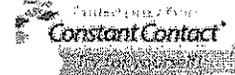
Please note that CCM's Legislative Committee Meeting agendas and materials can now be found online for CCM-members at **CCM's State Legislative Program** site for more information.

If you have not registered for Members-Only access, please [click here](#) to do so.



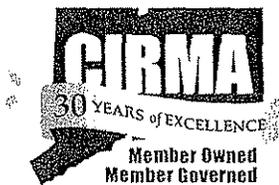
Forward email

 [SafeUnsubscribe](#)



This email was sent to hartmw@mansfieldct.org by publicpolicy@ccm-ct.org | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

CCM | 900 Chapel St | New Haven | CT | 06510



**CONNECTICUT
INTERLOCAL
RISK
MANAGEMENT
AGENCY**

900 Chapel Street, 9th Floor
New Haven, CT 06510-2807
Telephone: 203-946-3700
Fax: 203-773-6971
www.CIRMA.org

CIRMA Board of Directors

- Frank J. Chiramonte
Chairman
First Selectman, Harwinton
- John Elsesser
Vice Chairman
Town Manager, Coventry
- Ryan Bingham
Mayor, Torrington
- Mark D. Boughton
Mayor, Danbury
- Susan Bransfield
First Selectwoman, Portland
- Stephen T. Cassano
Selectman, Manchester
- Robert J. Chatfield
Mayor, Prospect
- Robert M. Congdon
First Selectman, Preston
- John DeStefano, Jr.
Mayor, New Haven
- Matthew B. Galligan
Town Manager, South Windsor
- Sebastian Giuliano
Mayor, Middletown
- Mary Glassman
First Selectwoman, Simsbury
- Timothy C. Griswold
First Selectman, Roxbury
- Barbara Henry
First Selectman, Roxbury
- Scott Jackson
Mayor, Hamden
- Cynthia Mangini
Council Member, Enfield
- Denise Menard
First Selectman, East Windsor
- Richard Moccia
Mayor, Norwalk
- Michael Pace
First Selectman, Old Saybrook
- Elizabeth C. Paterson
Mayor, Mansfield
- Herbert C. Rosenthal
Selectman, Newtown
- Steven Werbner
Town Manager of Tolland
- Bruce A. Wollschlager
President &
Chief Executive Officer



March 16, 2011

Item #12

Hon. Elizabeth Paterson
Mayor
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

RE: Members' Equity Distribution

Dear Mayor Paterson,

It is our pleasure to announce that the CIRMA Board of Directors declared on March 8th, 2011 a distribution of Members' Equity in the amount of \$3,000,000 to be shared among eligible members on a pro-rata basis, against eligible contributions received during the 2009-10 policy year. Town of Mansfield's eligible contribution is the premiums received during the 2009-10 policy period, including payroll audits, retrospective adjustments, and premium-bearing endorsements.

The Equity Distribution for Town of Mansfield is \$19,199.

The Equity Distribution is payable to you on July 25, 2011. Eligibility requires a member to have continuous participation in any program that generated eligible contributions for the member throughout the following periods:

- a) fiscal year of review 2009-2010;
- b) fiscal year of declaration 2010-2011; and
- c) fiscal year of distribution 2011-2012.

If you do not renew for the 2011-12 policy year with the CIRMA program(s) that generated your eligible contributions in 2009-10, you are no longer an eligible member and you will not receive a distribution as defined above. If any member is no longer eligible to receive all or part of their declared distribution, these designated funds will be returned to CIRMA's Members' Equity.

We are very pleased to be able to share CIRMA's financial success with our eligible members, and we look forward to receiving your renewal for 2011-12.

CIRMA's Equity Distribution program is just one of the many ways CIRMA brings value to our members. Our stable rates, expert claims management services, data analytics, and risk management programs enable public entities such as yours to reduce their losses and stabilize their rates, this year, and many years to come.

We look forward to delivering your Equity Distribution in July!

Best Regards,

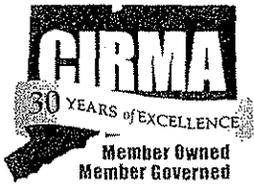
Bruce A. Wollschlager
President and
Chief Executive Officer

David Demchak
Senior Vice President

Steve Bixler
Vice President for Underwriting

Bruce Clinger
Vice President for Claims

cc: Mr. Matthew Hart, Town Manager ✓



March 16, 2011

Dr. Frederick Baruzzi
Superintendent of Schools
Mansfield Board of Education
4 South Eagleville Road
Mansfield, CT 06268

 COPY

**CONNECTICUT
INTERLOCAL
RISK
MANAGEMENT
AGENCY**

900 Chapel Street, 9th Floor
New Haven, CT 06510-2807
Telephone: 203-946-3700
Fax: 203-773-6971
www.CIRMA.org

CIRMA Board of Directors

- Frank J. Chiaramonte
Chairman
First Selectman, Harwinton
- John Elsesser
Vice Chairman
Town Manager, Coventry
- Ryan Bingham
Mayor, Torrington
- Mark D. Boughton
Mayor, Danbury
- Susan Bransfield
First Selectwoman, Portland
- Stephen T. Cassano
Selectman, Manchester
- Robert J. Chaffield
Mayor, Prospect
- Robert M. Congdon
First Selectman, Preston
- John DeStefano, Jr.
Mayor, New Haven
- Matthew B. Golligan
Town Manager, South Windsor
- Sebastian Giuliano
Mayor, Middletown
- Mary Glassman
First Selectwoman, Simsbury
- Timothy C. Griswold
First Selectman, Roxbury
- Barbara Henry
First Selectman, Roxbury
- Scott Jackson
Mayor, Hamden
- Cynthia Mangini
Council Member, Enfield
- Denise Menard
First Selectman, East Windsor
- Richard Moccia
Mayor, Norwalk
- Michael Pace
First Selectman, Old Saybrook
- Elizabeth C. Paterson
Mayor, Mansfield
- Herbert C. Rosenthal
Selectman, Newtown
- Steven Werbner
Town Manager of Tolland

Bruce A. Wollschlager
President &
Chief Executive Officer

RE: Members' Equity Distribution

Dear Dr. Baruzzi,

It is our pleasure to announce that the CIRMA Board of Directors declared on March 8th, 2011 a distribution of Members' Equity in the amount of \$3,000,000 to be shared among eligible members on a pro-rata basis, against eligible contributions received during the 2009-10 policy year. Mansfield Board of Education's eligible contribution is the premiums received during the 2009-10 policy period, including payroll audits, retrospective adjustments, and premium-bearing endorsements.

The Equity Distribution for Mansfield Board of Education is \$4,433.

The Equity Distribution is payable to you on July 25, 2011. Eligibility requires a member to have continuous participation in any program that generated eligible contributions for the member throughout the following periods:

- a) fiscal year of review 2009-2010;
- b) fiscal year of declaration 2010-2011; and
- c) fiscal year of distribution 2011-2012.

If you do not renew for the 2011-12 policy year with the CIRMA program(s) that generated your eligible contributions in 2009-10, you are no longer an eligible member and you will not receive a distribution as defined above. If any member is no longer eligible to receive all or part of their declared distribution, these designated funds will be returned to CIRMA's Members' Equity.

We are very pleased to be able to share CIRMA's financial success with our eligible members, and we look forward to receiving your renewal for 2011-12.

CIRMA's Equity Distribution program is just one of the many ways CIRMA brings value to our members. Our stable rates, expert claims management services, data analytics, and risk management programs enable public entities such as yours to reduce their losses and stabilize their rates, this year, and many years to come.

We look forward to delivering your Equity Distribution in July!

Best Regards,

Bruce A. Wollschlager
President and
Chief Executive Officer

David Demchak
Senior Vice President

Steve Bixler
Vice President for Underwriting

Bruce Clinger
Vice President for Claims

cc: *Maria Capriola*
Cherie Trahan





**HOUSATONIC VALLEY
COUNCIL OF ELECTED OFFICIALS**

OLD BROOKFIELD TOWN HALL
162 WHISCONIER ROAD, BROOKFIELD, CT 06804
203-775-6256 FAX 203-740-9167 HVCEO.ORG

Item #13

COPY TO ELIZABETH PATTERSON

**REQUEST FOR OPPOSITION TO
DISSOLUTION OF HVCEO**

AS REQUIRED BY HOUSE BILL 5782

“AN ACT CONCERNING THE HOTEL TAX”

3/30/2011

**1. PROPOSED INCREASE IN HOTEL
TAX TO MUNICIPALITIES AND REGIONS**

Proposed legislation, committee Bill No. 5782 “An Act Concerning the Hotel Tax,” would increase the hotel tax rate from 12 to 15 percent.

Of the three additional percentage points, one percent reverts to the municipality in which the lodging is located, the second percent to the tourism district with the lodging, and the third percentage point to the regional planning organization, such as HVCEO, hosting the lodging.

There have been various drafts of this bill in previous years, including the direction of increased hotel tax revenues to municipalities and/or regional planning organizations.

HVCEO is not adverse to the hotel tax sharing concept. The Council’s December 2010 Legislative Agenda recommended that legislators “consider an increase in the hotel room tax and sharing with municipalities.”

2. HB 5782 TERMINATES HVCEO

But, there is additional language in 5782 of such significance that it should have been included in the bill title. “An Act Concerning the Hotel Tax” should more accurately read “An Act Concerning the Hotel Tax and Reduction of Regional Planning Organizations from Fifteen to Eight.”

If HB 5782 becomes law HVCEO and the other 14 regional planning organizations must geographically reorganize to be coterminous with eight new economic development districts soon to be defined by the Connecticut Department of Economic and Community Development (CT DECD).

The figure of eight regions was included in last year's PA 10-168 guiding the CT DECD's economic district boundary layout without documentation of its source or reasoning.

HVCEO did not object to that, as the economic district legislation explicitly encouraged coordination with regional planning organizations, and contained no hint of merging them into the new and larger economic districts.

The hotel tax bill would add to the economic districts a function they were not designed for; to be greatly expanded regional planning organizations. As explained below, there are no advantages to the municipalities in the Greater Danbury Area from such an arrangement.

3. TWO BOUNDARY STUDIES IN PROGRESS

There are two regional boundary setting processes currently underway in Connecticut. The first, in progress by CT OPM, is under the authority of 16a-4c passed in 2008, with boundary study results due 1/1/2012.

The second, the laying out of economic districts, is in process by CT DECD under the authority of PA 10-168 dating from 2010 with an anticipated due date of 6/30/2011.

The legislation guiding the CT DECD effort sets eight districts as the maximum. But the CT OPM regional planning organization boundary review has no such maximum number of planning regions determined in advance.

Municipal economic development leaders in our region are aware that the economic development districts are being created. The relationship envisioned would be similar to that established between HVCEO and the CT Department of Emergency Management and Homeland Security Region 5; interregional cooperation providing efficiencies for all, but not mandating nullification of the home region (Greater Waterbury, Greater Danbury, Greater Torrington, Northwest Corner).

In addition, OPM's legislatively defined boundary criteria were selected to be appropriate for defining regional planning organizations, with economic development just one factor among others.

The OPM study is broader and more comprehensive, recognizing that regional planning boundaries should encompass substate units with strong intermunicipal ties to facilitate city – suburban cooperation. The large size of economic development districts proposed for Connecticut excludes them from being tied to logical urban, suburban and rural geographic units.

Legislation guiding the CT OPM effort starts with the premise that municipalities should be grouped into regions based upon the presence of an urban core area, then moving out geographically to measure ties with suburbs. As this is the "Urban Geography 101" underlying the current HVCEO boundary, HVCEO anticipates being revalidated by the upcoming OPM study results.

An HVCEO communication to CT OPM dated 6/30/2010 states "HVCEO will be pleased to cooperate with CT OPM as it conducts a statewide study of regional boundaries as required by State Statute 16a-4c."

But hotel tax bill HB 5782 statutorily invalidates the CT OPM study. Then it substitutes the conclusions of the DECD districting process with its inherent inflexibility. HB 5782 repeals OPM's 161-4c regional boundary study statute and replaces it with:

The secretary of the Office of Policy and Management shall designate or redesignate the boundaries of planning regions so the state contains eight such planning regions.

To the extent that the Governor has designated any economic development district pursuant to subsection (b) of section 32-743, said secretary shall designate or redesignate the planning region to be coterminous with the economic development district.

Consider the many other districts operating in Connecticut. District boundaries by definition need not be tied to a metro area. District formation criteria allow towns to join or be grouped as needed for the service being offered. Health districts and probate court districts come to mind.

In contrast, the central mission of HVCEO is to work for the betterment of an area that has as its primary definition physical features; a city at the center, then suburbs, rural fringe and boundary. For economic districts, efficiency of services is not dependent upon such on-the-ground boundary logic.

Districts serve a function, while regional planning serves a geography. Potential economies of scale from mandating fewer planning regions will not outweigh the damage to the central purpose of regional planning once it no longer bounds a metropolitan area.

Consider taking the minutes of the expanded regional planning organization of the future. The first city and its suburbs discuss their unique issues at one end of the table. The second city and its suburbs do the same at the other end. It just does not work. Dealing with issues common to all municipalities? Do that at CCM or COST.

4. GREATER DANBURY AS A MIDSIZED REGION NOT APPRECIATED BY SOME

Several hundred years and varying economic and geographic influences created relatively small metropolitan areas in Western Connecticut, such as Greater Danbury and Greater Waterbury, rather than one Metro Hartford sized area. Each has its own commuting pattern, regional mall, city center, institutional development, hot issues, etc.

We should be understanding when some legislators, working within the perspective of the state's larger urban areas do not grasp this reality, and assume that two or three city-suburb combinations put together will best serve the municipalities out here.

Continuing from an HVCEO communication to CT OPM of 6/30/2010:

It is also understood that there is a general feeling by many in Hartford that there are 'too many regional planning organizations.' However, what is the driving force behind such opinion?

If you have any research as to cost benefit advantages or better planning projected to be achieved by larger regions, please forward it to our staff for distribution.

Municipal leaders wish to be open to considering 'the other side of the story.' It just has not reached them yet via a spokesperson or research. The 'too many regions' group needs to come forward and make its case.

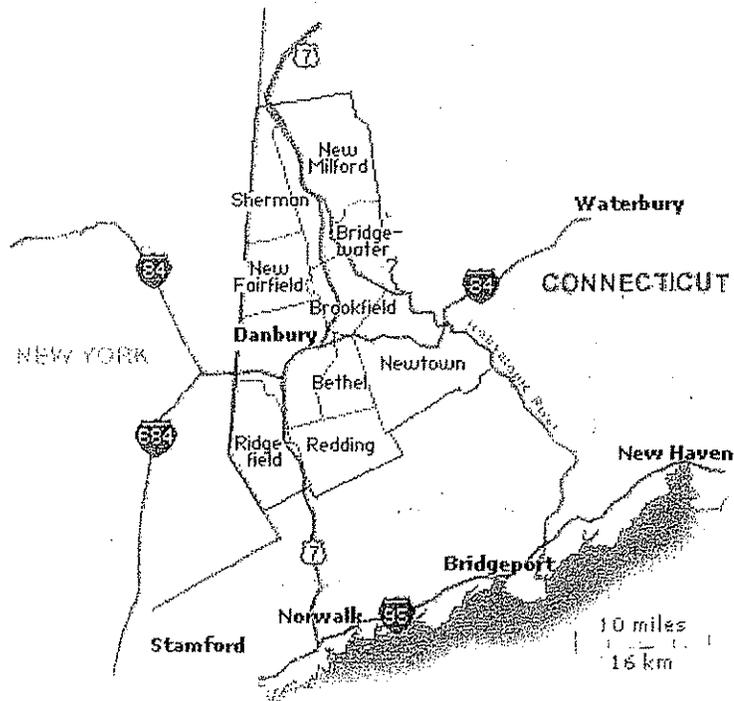
The Legislature is known to be in a mood to regionalize. But Greater Danbury towns are well ahead on that score, having done so years ago. They have ample evidence of working well as a productive regional unit. Our "midsized region" classification nicely matches area geography.

5. CONCLUSIONS

A. We restate that HVCEO will be pleased to cooperate with CT OPM as it conducts a statewide study of regional boundaries under 16a-4c.

The hotel tax bill should not be allowed to invalidate the CT OPM review of regional planning boundaries authorized by the General Assembly in 2008.

We ask our legislators to let the OPM boundary study run its course without interference from HB 5782.



B. Revised regional boundaries should not be determined by the lesser criteria to be imposed by the hotel tax bill. Rather, they should derive from

the legislatively defined criteria utilized in the CT OPM study, the results of which are due January 1, 2012.

Please keep this central point clear: districts serve a function, while regional planning serves a geography. Potential economies of scale from mandating fewer planning regions will not outweigh the damage to the central purpose of regional planning once it no longer bounds a metropolitan area.

C. No evidence has been provided within HB 5782 or by its supporters that the quality of regional planning provided will be improved by the inclusion of Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgefield and Sherman into a much larger planning region with multiple central cities and significantly fewer common interests.

D. The people of Greater Danbury have been secure in their regional identity for some time. This area was a distinct region of Connecticut long before the current regional planning organizations and their boundaries were created.

The HVCEO boundary is identical to the service area of the Greater Danbury Chamber of Commerce. What happens to the region's favorable economic indicators if either one or more Danbury suburbs, or Danbury and its entire related region, is redrawn as a subunit of an adjacent, competing area? Show us how we or the state benefit.

E. And what is the fate of our decades of institutional development? Do we leave the related Housatonic Resources Recovery Authority, the Housatonic Area Regional Transit District, regional septage disposal agreement and regional emergency services agreements as is, or are they to be reorganized to follow the new DECD divisions? Who pays for all this?

F. Area towns realize their regional planning effort must be kept up to date. HVCEO voted unanimously in 2010 to "work cooperatively with the House Democrat's MORE Commission (Municipal Opportunities and Regional Efficiencies), a goal of which is to redesign regionalism so it contributes more to reducing local government costs."

G. Governor Malloy's policy to date has been to provide state leadership on regionalism while not using force. That should continue. We will not cooperate with an ill conceived override of home rule on the Greater Danbury boundary issue.

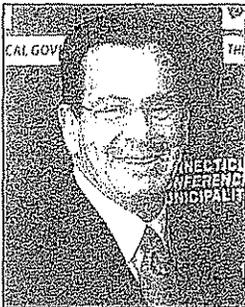
TOWN & CITY

CONNECTICUT CONFERENCE OF MUNICIPALITIES

VOLUME 38, NUMBER 1 • FEBRUARY-MARCH 2011

Governor Malloy, OPM Secretary Barnes seek local leaders support for state budget at CCM meeting

Governor Dannel P. Malloy and his budget chief, Secretary of the Office of Policy and Management (OPM) Ben Barnes, addressed CCM's Legislative Committee Meeting on February 24. The Governor pledged to honor his commitment to Connecticut's towns and cities — support he also expressed in his budget address a week earlier.



"You know me," the Governor said to over 100 mayors, first selectmen, and town/city managers at the CCM meeting.



"When I say I will keep my commitment to maintaining our social safety net and to funding for our local governments, don't be surprised when I do those things," Malloy quipped. He talked about the daunt-

ing nature of the state budget process.

ing nature of the state budget process.

(continued on page 2)

Malloy's new local revenues spell fiscal relief

When Governor Dannel P. Malloy announced his proposed state budget for the next biennium on February 16th, there was welcome news for beleaguered local governments in the form of groundbreaking new state-local revenue sharing and other revenue initiatives that — if adopted by the legislature — will mean more dollars in town coffers and less of a burden on local taxpayers.

The Governor's revenue diversification proposal is a potential game-changer for municipal governments who for the first time would have significant revenue-generating options beyond the local property tax. Malloy's sweeping proposals include providing towns and cities with a portion of the state sales tax and the state hotel tax, and a greater share of the real estate conveyance tax. Many municipal leaders were encouraged that Malloy's proposal makes town and city governments a priority,

despite the difficult fiscal challenges facing the State.

"The Governor's municipal revenue proposals build a foundation upon which to build comprehensive property tax reform," said Jim Finley, CCM Executive Director and CEO.

The Governor's proposed budget includes a total of \$85.2 million in fiscal year 2012 and \$129.3 million in fiscal year 2013.

Specifically, Governor Malloy's local revenue proposals would:

- Eliminate the exemption from property taxes of boats and planes, which would be subject to a tax rate of 20 mills in

(continued on page 3)

CCM leads effort to reject cut in manufacturing PILOT

Governor Dannel P. Malloy's proposed state budget contains a lot of good news for towns and cities, but the proposal to eliminate the Payments-in-Lieu-of-Taxes for Manufacturing Machinery and Equipment (PILOT MME) program represents an annual loss of \$48 million for municipalities and it is particularly damaging to towns and cities that retain a strong manufacturing base.

(continued on page 4)

CIRMA declares a \$3 million Members' Equity Distribution

Eligible CIRMA members have a cash distribution coming their way in July 2011.

CIRMA's newly elected board of directors (see page 10) has approved a \$3 million Distribution of Members' Equity to be paid to eligible members on July 25, 2011, providing some much-needed extra funds during tough economic times.

There are 212 municipalities, school districts, and local public entities currently eligible to receive a distribution. "This is good news! After all the bad news that towns and schools have received about the state budget and reduced revenues, CIRMA's sound fiscal management has allowed us to make this distribution," said Frank Chiaramonte, First Selectman of Harwinton, and CIRMA Chairman of the Board.

To qualify, members must belong to CIRMA for three consecutive years: 2009-10, the year of the financial result;

(continued on page 3)



PAGE
BREAK

MARKET STUDY EXECUTIVE SUMMARY
FOR
Town of Mansfield

Submitted By:
Brecht Associates, Inc.
201 S. 25TH Street – Suite 208
Philadelphia, PA 19103
Telephone: (215) 545-2905
Fax: (215) 545-2905

November 2005

EXECUTIVE SUMMARY

Study Background, Client Background, Objectives And Approach

The Town of Mansfield in Tolland County, Connecticut (Mansfield) requested a market feasibility study to determine whether the local area could support the development of various senior housing options. Mansfield intends to use the results of the study to support the development of guidelines for the evaluation of proposals for various types of senior housing, including active adult communities (AAC) and independent living (IL) or assisted living (AL) communities.

MARKET AREA DEFINITION, REGIONAL PROFILE, SITE DESCRIPTION AND PERCEPTION

Market Area Definition

The Market Area (MA) for a senior housing community is that geographic area from which the majority of residents of the community can be expected to be drawn. The proportion of residents moving from the MA to a senior housing community can range from sixty to ninety percent depending on a number of factors including: the extent to which the area is geographically segmented; the appeal of the MA in general and the site in particular; the sphere of the sponsor's influence; and the extent to which younger family members living in the MA may influence or bring elderly relatives from outside the area to live near them. The percentage of residents that come from outside of the defined MA will come from areas contiguous to the MA (such as other locations in Tolland and Windham counties), as well as more distant areas in Connecticut and other parts of the country. In general, the people relocating from more distant areas are joining family members in the area, or returning "home" from an earlier retirement in another location.

Based on our findings, the market area includes zip codes in Tolland County and Windham County, CT. The Market Area zip codes are presented in the table below (excerpted from Chapter 2, Table 2:1).

TABLE 2:1 Market Area Zip Codes	
<i>Zip Code</i>	<i>Community¹</i>
Tolland County	
06268	Mansfield
06269	Mansfield
06250	Mansfield Center
06251	Mansfield Depot
06237	Columbia
06238	Coventry
06084	Tolland
06279	Willington
Windham County	
06278	Ashford
06235	Chaplin
06226	Willimantic
06256	North Windham
06280	Windham

Regional Profile and Site Potential

The Town of Mansfield lies in the heart of eastern Connecticut, and is the home of the University of Connecticut at Storrs. Presently, there are several locations in Mansfield that may be suitable for development of senior housing units, but no single area has been identified. Based upon evaluation of the current resources in transportation (including roadway access), shopping and services, the general Mansfield area appears able to have many of the features necessary to support a senior housing community.

Area Perception

All interviewees were familiar with Mansfield. In general, Mansfield is felt to be a very acceptable location for senior housing. Much of the surrounding countryside is rural, and Mansfield is considered to be a focal point for area residents, filled with the array of businesses and services that meet the needs of local residents. All of those interviewed recognized that there was a lack of housing options designed

¹ Community names were obtained from the US Postal Service at www.usps.com.

specifically for seniors in Mansfield, and several speculated that any type of senior of housing would “have a line (of prospective residents) up and down the streets”.

None of those interviewed felt that there were any cultural, social or psychological barriers to development of senior housing in Mansfield, and all felt that a Mansfield location was a good choice (as compared to locations in surrounding towns). The University was considered to be a positive aspect of Mansfield, drawing more residents to the area and supporting the local economy.

There were just two cautionary notes with regard to the development of senior housing units in the Mansfield area: the lack of transportation services (e.g., bus service routes) and the lack of public water and sewer services in many parts of the region.

DEMOGRAPHIC TRENDS

Mansfield is a “University town”, and it must be noted that the statistics in the demographic section of the report are inclusive of the student population (to the extent that these individuals were counted appropriately by the last Census). This may cause some of the demographic parameters to be skewed by the presence of the students. However, it should also be noted that the demand analysis for the senior housing units is driven by age and income data specific to the target households (55 to 74 for active adult units, or age 75 and above for independent living and assisted living units), and therefore the results of the demand analysis are not affected by the presence of the student population.

In general, demographic findings are positive. *Population 55 to 74* (the target market for active adult units) in the MA is projected to increase during the trend period (2005 through 2010). Among the *households* in this age segment, nearly 75 percent had incomes over \$35,000 in 2005 and this proportion is expected to increase by 2010. It is this age and income group that represents the target market for active adult housing units in for the “middle income range”². Similarly, at the higher income range, just over 40 percent of the households 55 to 74 had incomes over \$75,000 in 2005, and again, this proportion is expected to increase by 2010.

² The analyses for senior housing units will consider the potential demand for units in two income groups, a middle range of \$35,000 to \$74,999 and a high range of \$75,000+. These income levels were agreed upon by the client.

In considering the target market for independent and assisted living units (age 75 and above), the *population* in the MA is projected to increase during the trend period (2005 to 2010). Among the *households* in this age segment, nearly 41 percent had incomes over \$35,000 (the “middle income group”) in 2005 and by 2010 the proportion of these households will increase. Similarly, at the higher income range, nearly 14 percent of the households 75 and above had incomes over \$75,000 in 2005, and again, this proportion is expected to increase by 2010.

COMPETITIVE ENVIRONMENT

The competitive environment is generally favorable.

Active Adult Units

There are three competitive communities within the MA (Bidwell Village, Glen Ridge Cooperative, and The Village at Crystal Springs) and two communities proximate to the MA (Isabella’s Court and The Village at Hebron).

CCRCs and Independent Living Units

There are no CCRCs or independent living units within the MA. Proximate to the MA, there is one CCRC in Manchester (The Arbors at Hop Brook) and one IL community in Brooklyn (Creamery Brook). Neither of these communities reports a significant resident draw from the MA towns.

Assisted Living Units

There are no truly competitive assisted living units within the MA. Lyon Manor, Inc. is an assisted living community in Willington. This older residential care home also accepts a younger, disabled population, and the community itself is not considered up to contemporary standards. Proximate to the MA, both The Arbors at Hop Brook (a CCRC) and Creamery Brook allow residents to age in place with assisted living services.

QUALITATIVE INTERVIEWS

The results of the qualitative interviews were strongly supportive of the development of senior housing units in Mansfield. The development of assisted living units was of particular interest, although many interviewees were in favor of development of a community with a continuum of care, that is, a community that would offer additional levels of care/housing such as independent living units.

ANALYSIS OF MARKET DEPTH

Active Adult Units

The results of the analysis demonstrate a unit potential of 53 units in 2007, 75 in 2008, 82 in 2009 and 105 in 2010. These figures represent the number of additional units that could be absorbed each year in the market area. The number of age and income-qualified households is increasing slightly each year in the MA which is helping to offset the increasing number of competitive units.

The unit potential actually demonstrates the total number of additional units that can be sustained in the market area in a given year and absorbed over time. In evaluating this figure, it is important to keep in mind that the typical absorption pace in this market is two units per month, resulting in 24 units each year. Based on the results of this analysis, this absorption rate should be achievable and possibly exceeded. It is not possible to predict preferences for specific projects which may influence the absorption rates, and when several projects come to market at the same time, this can have an adverse effect on fill rates for some, or all of the projects.

Independent Living Units

In 2007, at the moderate-income level (\$35,000-\$74,999), there is a unit potential of 48 units. At the higher income level (\$75,000+), the unit potential is 27 units (for a total of 75 units in 2007). These figures reflect the greater number of households in the more moderate-income range. Results are similar for 2010, where unit potential is 54 at the moderate-income level and 35 at the higher income level (a total of 89 units).

Market share rates range from 2.3 percent (moderate income) to 4.1 percent (higher income), indicating that there is growth potential within this market segment. Average market share rates (when competition is present and mature) are typically in the range of 15 percent. Again, results are similar in 2010 and market share ranges from 2.1 percent (moderate income) to 3.3 percent (higher income).

Assisted Living Units

In 2007, the results of the analysis demonstrate a unit potential of 38, at an income level of \$35,000 and above. Similarly, for 2010 the unit potential is 43.

The market share rate is 1.0 percent during both years, indicating that there is growth potential within this market segment.

FINDINGS AND RECOMMENDATIONS

Findings

The summary of findings is represented by each of the individual sections detailed above, and therefore, they are not repeated here.

Recommendations

In general, based on the results of the qualitative interviews, the site analysis (location), and the results of the demand analyses for active adult, independent and assisted living, we believe that conditions may be favorable for the successful development of such projects within the Town of Mansfield. We do, however, have some concerns about the pace of development for additional active adult units, and this is discussed in more detail in Chapter 7 of this report. With respect to independent living and assisted living units, we recommend that the Town of Mansfield seriously consider proposals to develop such units. While we believe that it is feasible to develop a stand-alone assisted living community, development of assisted living units in conjunction with independent living units will provide residents with a continuum of care.

The results of the quantitative analysis indicate that up to 38 assisted living units and 75 independent living units could be supported (in 2007). It has been our experience that smaller numbers of assisted living units are adequate to support residents who move from a community's independent living units. Across the nation, it has been noted that in many communities offering a continuum of care, residents are quite reluctant to move along the continuum to higher levels of care, and do so only as a last resort. In many cases, independent living residents age in place with services, sometimes with periodic stays in assisted living for episodic illness. Although the majority of the interest in developing senior housing units in the Town of Mansfield has been in the area of assisted living units, we feel that a blend of assisted living and independent living units, providing a continuum of care, would be the best fit. This does not mean that we would recommend that the Town turn away a developer that proposed stand-alone assisted living (or independent living) units, it is simply that a community which could provide a continuum of care would offer the most to the Town. Furthermore, based upon the results of the demand analysis, we recommend that any newly developed independent living and assisted living units be targeted at a moderate to middle income senior (\$35,000 to \$74,999). Finally, based on the quantitative findings of this study, it appears that a rental or entrance fee project could be feasible.