



**TOWN OF MANSFIELD
TOWN COUNCIL MEETING
Tuesday, October 9, 2012
COUNCIL CHAMBERS
AUDREY P. BECK MUNICIPAL BUILDING
7:30 p.m.**

AGENDA

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CALL TO ORDER	
ROLL CALL	
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EXECUTIVE SESSION

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

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

ADJOURNMENT

REGULAR MEETING – MANSFIELD TOWN COUNCIL
September 24, 2012
DRAFT

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

I. ROLL CALL

Present: Freudmann, Moran, Paterson, Ryan, Shapiro
Excused: Keane, Kochenburger, Paulhus, Schaefer

II. APPROVAL OF MINUTES

Ms. Moran moved and Mr. Shapiro seconded to approve the minutes of the August 27, 2012 special meeting as presented. Motion passed by all. Ms. Moran moved and Mr. Ryan seconded to approve the minutes of the September 6, 2012 special meeting as presented. Motion passed by all. Ms. Moran moved and Mr. Ryan seconded to approve the minutes of the September 10, 2012 meeting as corrected. Motion passed by all

Mayor Paterson welcomed students from UConn's news writing class.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, asked if the public would be involved in the discussions of the ad hoc committee formed to research a possible responsible contracting ordinance and reiterated his hope that any assisted living project would not be a Town project.

Betty Wassmundt, Old Turnpike Road, asked a number of questions about the proposal to purchase electricity from the Kirby Mill project.

Mr. Freudmann moved and Mr. Ryan seconded to move Item 3, Assisted/Independent Living Project Update, as the next item of business. Motion passed unanimously.

IV. REPORTS OF THE TOWN MANAGER

In addition to his written report Town Manager Matt Hart offered the following comments: As with all committees, the ad hoc committee charged with discussing a potential responsible contracting ordinance will provide opportunity for public comment. Staff will be providing an update on the Kirby Mill hydro project later in the fall. A purchase power agreement at competitive rates is being reviewed.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mr. Freudmann suggested that with the reactivation of the Economic Development Commission the Council should reevaluate whether the MDTP should have the Four Corners and King Hill areas under their purview. The Town Manager noted the MDTP is embarking on a strategic planning process during which the charge of the non-profit agency will be discussed. The MDTP is the appointed municipal development agency for the Town.

Mr. Freudmann questioned what the strategic planning process being undertaken by the EHHD entails and whether the District is looking to expand their role past their statutory responsibilities. The Town Manager noted EHHD's services are dictated both by the statutes and 10 essential services identified as the most critical for municipal entities.

Mayor Paterson expressed her appreciation to all who made the Festival on the Green such a wonderful event. The Mayor expressly thanked Cynthia van Zelm and Kathleen Paterson for all their work.

Ms. Moran reported on her attendance at the official ceremony designating a section of the Willimantic River as a "Natural Recreation Trail." Ms. Moran noted it takes the efforts of many dedicated individuals to make such a designation a reality.

September 24, 2012

VI. OLD BUSINESS

1. Storrs Center Update

The Council will hold a special meeting on October 4, 2012 at 6:00 p.m. to discuss the Storrs Center Project. Mr. Hart confirmed that all EDR leases are for a twelve month period and that leases are by units. Staff will follow up regarding the inconsistency between EDR's reported number of beds leased and the number of existing apartments.

2. Community/Campus Relations

The Town Manager reported that a change in the guest policy at Carriage House Apartments has made the crowds more manageable. Also, the University will be holding a town meeting on October 9th at the student union to discuss student concerns regarding enforcement practices. Mansfield's resident trooper will be in attendance.

NEW BUSINESS

3. Assisted/Independent Living Project

Councilor Shapiro recused himself from participating in any discussion or vote in any matter pertaining to the assisted living project. (Statement attached)

Jon-Paul Venoit, Senior Vice President of Masonicare, updated the Council, noting the lack of water is all that is holding up the project and that the company is committed to building the facility. Masonicare is also looking at additional ways to provide services to the community such as home care, companion homemaking and other methods of assisted living education and assistance. In response to questions, Mr. Venoit affirmed that neither the Town nor the University have made any promises regarding water. Council members discussed the long established need for such services, the need for additional water sources in Town, the cost of units in such a facility, the role of the Town in the process and Masonicare's position as a preferred developer. During the discussion Ms. Moran commented that a general discussion of water in Town was not in order. Mr. Freudmann asked the Mayor to rule on the point of order noting the staff memo referred to the pending EIE and there have been other comments regarding water. Mayor Paterson ruled that a discussion relating to water for the project would be in order but that a general discussion of the water needs of the Town is not in order.

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

Ms. Moran moved and Mr. Ryan seconded the following resolution:

Resolved, effective September 24, 2012, to authorize the Town Manager, Matthew W. Hart, to submit the attached application to the Connecticut Department of Education's Child and Adult Care Food Program (CACFP), to help fund the food service operation at the Mansfield Discovery Depot, and to execute any related grant documents.

The Town Manager will check to see how this year's request compares to prior years. The motion passed unanimously.

5. Taxation of UConn-affiliated Uses

Mansfield Assessor Irene Luciano presented information regarding taxation of UConn/State of Connecticut real estate which is being leased to private companies. Ms. Luciano reviewed the relevant statutes and current real estate and business personal property taxing amounts. (Submitted document attached)

Council members discussed Special Act 85-108 which created UCEPI and CGSS 12-64 (b) and (c). Staff will monitor developments with regards to issues concerning local taxation of the proposed technology park.

Ms. Luciano will provide information as to the type of business Mathew Corporation conducts.

6. Application to Connecticut Main Street Investment Fund – Storrs Center Downtown Enhancement Plan

Mr. Shapiro moved and Mr. Ryan seconded to approve the following resolution:

September 24, 2012

RESOLVED, That the Town Council of the Town of Mansfield, Connecticut, authorize the submission of the funding application – Storrs Center Downtown Enhancement Plan – under the Main Street Investment Fund Program referenced in Section 78 and 79 of the PA 11-1; and identifies, Matthew Hart, Town Manager, as an individual authorized to sign the Main Street Investment Fund application and to administer the project. Such application is attached to and made part of this record. (Application to be found in the 9/24/212 Council packet)
Motion passed unanimously.

7. Farm/Agriculture Tax Abatements – Amendment to FY 2012/13 Operating Budget
Council members discussed the role of the Council in mid-year adjustments to the budget. No action was taken.

VII. QUARTERLY REPORTS

No comments offered.

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered.

IX. REPORTS OF COUNCIL COMMITTEES

No comments offered.

X. PETITIONS, REQUESTS AND COMMUNICATONS

8.B. Anderson (09/10/12) - Connecticut Voices for Children, "About Family Security Issues"

9.B. Anderson (09/10/12) - Worker/Employee Misclassification FAQs Mr. Ryan noted items 8 and 9 are out of order.

10. Legal Notice: Historic District Commission

11. Legal Notice: Zoning Board of Appeals

12. Proclamation in Recognition of October 20-26, 2012 as National Friends of Libraries Week

13. Press Release: \$10.9 Million in Federal Grants Awarded to 31 CT Towns

14. Department of Economic and Community Development re: AWARD LETTER – Small Cities Grant #SC1207801, \$300,000 for Housing Rehabilitation

15. Connecticut Town & City, "Review of state planning regions has huge implication for towns, cities"

16. Naubesatuck Watershed Council re: Hazardous Waste Storage Facility Siting

17. Willimantic River Review, Fall 2012

XI. FUTURE AGENDA

Mr. Freudmann suggested the farm tax abatement offsets be added to the October 22, 2012 agenda at which time he will submit a list of adjustments for consideration. Council members objected since earlier in the meeting the Council decided to take no action on the same issue. Mr. Freudmann reserved the right to request the item be added to a future agenda by a vote of the Council.

XII. ADJOURNMENT

Mr. Ryan moved Mr. Shapiro seconded to adjourn the meeting.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

September 24, 2012

September 24, 2012

TO: Betsy Paterson

FROM: Paul M. Shapiro

SUBJECT: Assisted/Independent Living Project

In accordance with Section 25-7(C) of the Code of Ethics, I will neither participate nor vote in any matter pertaining to the assisted living project.

I am chairman of the board of New Samaritan Corporation, which is primarily a developer and manager of affordable housing for senior citizens. I receive no compensation for this service. New Samaritan owns and operates the Mansfield Center for Nursing and Rehabilitation in town, and was the sponsor of both Juniper Hill Village and Glen Ridge. I am also a member of the board of directors of those two entities. New Samaritan manages Juniper Hill Village and Glen Ridge through its management arm, Elderly Housing Management (EHM).

Before Masonicare was selected as the preferred developer of a potential assisted living project, New Samaritan had expressed an interest in it in being the preferred developer. However, it did not respond to the RFP.

There is a significant overlap between the business interests of Masonicare and New Samaritan and I believe that my participation and vote on any matter pertaining to assisted living creates the appearance of a conflict of interest. Accordingly, I will recuse myself from participating and voting on issues pertaining to the assisted living/independent living matter.

cc: Board of Ethics
Mary Stanton
Matt Hart

Taxation of University of Connecticut and/or State of Connecticut Real Estate Leased to Private Companies:

Per State Statute Sec. 12-64 (b)+(c) listed below, the Town of Mansfield currently taxes real estate which is owned by the University and/or the State of Connecticut but leased to private (taxable) companies.

Sec. 12-64. Real estate liable to taxation. Easements in air space. Separate assessment of the interest of a lessee. Conditions under which lessee of state-owned property is subject to tax.

“(b) Except as provided in subsection (c) of this section, any land, buildings or easement to use air rights belonging to or held in trust for the state, not used for purposes attributable to functions of the state government or any other governmental purpose but leased to a person or organization for use unrelated to any such purpose, exclusive of any such lease with respect to which a binding agreement is in effect on June 25, 1985, shall be separately assessed in the name of the lessee and subject to local taxation annually in the name of the lessee having immediate right to occupancy of such land or building, by the town wherein situated as of the assessment day next following the date of leasing pursuant to section 4b-38. If such property or any portion thereof is leased to any organization which, if the property were owned by or held in trust for such organization, would not be liable for taxes with respect to such property under any of the subdivisions of section 12-81, such organization shall be entitled to exemption from property taxes as the lessee under such lease, provided such property is used exclusively for the purposes of such organization as stated in the applicable subdivision of said section 12-81 and the portion of such property so leased to such exempt organization shall be eligible for a grant in lieu of taxes pursuant to section 12-19a. Whenever the lessee of such property is required to pay property taxes to the town in which such property is situated as provided in this subsection, the assessed valuation of such property subject to the interest of the lessee shall not be included in the annual list of assessed values of state-owned real property in such town as prepared for purposes of state grants in accordance with said section 12-19a and the amount of grant to such town under said section 12-19a shall be determined without consideration of such assessed value.

(c) The provisions of subsection (b) of this section shall not be applicable to any land, building or easement belonging to or held in trust for the state of Connecticut at (1) Bradley International Airport or any other state-owned airport, and (2) any restaurant, gasoline station or other service facility or public convenience as may be deemed appropriate by the Commissioner of Transportation for state highway, mass transit, marine or aviation purposes. In the event a lessee of property, belonging to or held in trust for the state or a constituent unit of the state system of higher education, who is subject to taxation pursuant to the provisions of this subsection or pursuant to subsection (g) of section 4b-38 is delinquent in the payment of such tax, a municipal tax collector may enforce the collection of said tax by all legal means available, except for the filing of a lien on such property.”

Current State/University owned Taxable Real Estate Accounts:

- Celeron Square 7,509,180 Total Assmt (3 accounts)
 - Nathan Hale Hotel 2,271,500 Assmt
 - 35% UConn Co-Op 2,362,640 Assmt
 - Total: 12,143,320
- (12,143,320 X .02716 = 329,812.57 Taxes for 2012/13 FY)

(UConn Shopping Plaza – 1254 Storrs Road was previously taxed, but is being torn down)

Regarding business personal property, if a non-exempt company or business rents space from a tax-exempt entity, including UConn or the State of Connecticut, such personal property is also taxable. We have the following Personal Property accounts, which meet the criteria:

- Sodexho Management Inc. (Gampel Pav) 21,920 Assmt
 - Campus Associates (Nathan Hale Hotel) 709,920 Assmt
 - MacQuarie Equip. Fin. LLC (Nathan Hale) 67,620 Assmt
 - Central Parking Sys of CT, Inc. (Parking Gar) 6,510 Assmt
 - Mathew Corp. (UConn – Storrs Hall) 117,550 Assmt
 - Anthony's Hair Salon (Student Union) 48,060 Assmt
 - Bank of America (Student Union) 4,880 Assmt
 - Blimpie Subs & Salads (Student Union) 6,590 Assmt
 - Panda Café (Student Union) 51,240 Assmt
 - Wendy's (Student Union) 69,480 Assmt
 - People's Bank (Storrs Rd. & UConn Co-Op) 130,860 Assmt
 - UConn Co-Op (2075 Hillside Rd.) 398,330 Assmt
 - Total: 1,632,960
- (1,632,960 X .02716 = 44,351.19 Taxes for 2012/13 FY)

These accounts are not all-inclusive as we also have Personal Property accounts for several leasing companies, such as Coca-Cola and Ikon Office Solutions, who report assets at various locations throughout the Town, as well as UConn.

Regarding real or personal property leased by a tax exempt organization to another tax exempt organization, the Town of Mansfield has adopted a Local Ordinance titled: "Tax Exemption for Property Leased to Charitable, Religious or Nonprofit Organizations [Adopted 9-27-2004, effective 10-22-2004]"

The ordinance reads as follows:

“Sec. 173-43. Title.

This article shall be known and may be cited as the “Exemption of Property Leased to Charitable, Religious or Nonprofit Organizations Ordinance.”

Sec. 173-44. Legislative authority.

This article is enacted pursuant to the provisions of Connecticut General Statutes Sec. 12-81(58), as amended.

Sec. 173-45. Intent and purpose.

This article is designed to implement the provisions of Connecticut General Statutes Sec. 12-81(58), as it may be amended from time to time, to allow the Town to exempt from local taxation certain real and personal property that is leased by a charitable, religious or nonprofit organization from another charitable, religious or nonprofit organization and is used exclusively for the purposes of the lessee charitable, religious or nonprofit organization.

Sec. 173-46. Exemption granted.

Pursuant to the provisions of Section 12-81(58) of the Connecticut General Statutes, the Town of Mansfield does hereby exempt any real or personal property leased by a charitable, religious or nonprofit organization to another charitable, religious or nonprofit organization, provided that the lessor is, as determined by the Assessor, exempt from local taxation as of the date of the applicable tax list; the lessee is, as determined by the Assessor, exempt from local taxation as of the date of the applicable tax list; and the leased property is used exclusively for the purposes of the lessee. Said exemption shall apply to the tax list of October 1, 2004, and to each tax list thereafter.”

Currently, some of the businesses renting space from the University of Connecticut at the Depot Campus and at the Biotechnology Building meet the criteria as set forth in this Local Option and are, therefore, not being taxed. In fact, quite a few researchers utilize the University’s cryogenic equipment and incubators and their research is under patent with the University so that when they eventually leave, their research becomes the property of the University.

- Agirvida Inc. (Bio Science Complex)	119,440 Assmt.
- Escientia Life Sciences (Bio Science Complex)	11,844 Assmt.
- Catelectric Corp. (Chemistry Dept.)	<u>12,070 Assmt.</u>
Total:	143,354
(143,354 X .02716 = 3,893.49 Taxes for 2012/13 FY)	

An updated list of rental spaces from the University has been requested and should be received soon.

Additional legislation:

Special Act 85-108: Creation of University of Connecticut Educational Properties Inc. (UCEPI)

The Special Act authorized the lease of north campus property within a defined area to UCEPI for a total rent of \$1. Additionally, the Act provided that any properties leased or otherwise transferred from UCEPI to a third party would be subject to local assessment and taxation under CGS Chapters 203 and 204. Once a property/building became taxable under CGS 12-53a, the parcel would no longer be included as property of UCONN for the purpose of computing the PILOT payment.

Public Act 96-244: Amendments to UCEPI

The amendment to Special Act 85-108 included in PA 96-244 limited the Town's ability to tax properties leased by UCEPI to third parties to those leased for residential, mercantile and hotel uses. Prior to the adoption of this amendment, any property leased to a third party was subject to local taxes. Furthermore, hotel uses were exempt from local taxes during the first 7 years after opening to guests, with local taxes then phased in over the following 3 years in 1/3 increments. The provisions regarding removal of properties from PILOT calculations remained unchanged.

A final note regarding Celeron Square specifically, the University of Connecticut Educational Properties, Inc. (UCEPI), entered into a Sublease with the ConnTech Development Company on June 16, 1987. The term of the lease is forty-five (45) years commencing on June 16, 1987 and terminating on June 15, 2032. The Construction and Permanent Mortgage Deed and Security Agreement that accompanies the Sublease specifically states that taxes, insurance and repairs are the responsibility of the Grantor ConnTech Development Company. Both documents are recorded in the Mansfield Land Records in Vol. 255, Pgs. 85-98.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager *MWH*
CC: Maria Capriola, Assistant Town Manager; Curt Vincente, Director of Parks and Recreation; Cherie Trahan, Director of Finance
Date: October 9, 2012
Re: Community Center Membership Fees – Year 10

Subject Matter/Background

The Community Center will be entering its tenth year of operation this fall. Each year following the adoption of the original community center fee schedule, the Town Council has approved a fee schedule based on recommendations from staff and the Recreation Advisory Committee. The community center fee schedule is effective for the operating period running from November 1 through October 31.

Last year, in addition to a freeze in membership rates, the Council approved an additional change to the fee schedule - a new one-month membership option. Staff recommended the new one-month membership because we had received requests from potential new members to provide this option and it was clear that the Town was losing opportunities to sell memberships to those looking for a month-to-month option. There are some potential members who are willing to pay a higher fee for a one-month membership in lieu of making a three-month or annual membership commitment. In the competitive market, private sector fitness facilities offer one-month membership options at a higher rate. Staff estimated last year that the community center could sell about 100 potential one-month memberships, bringing in over \$5,000 in additional revenue. Our estimates were largely accurate as we have sold 115 one-month memberships to date (including Home-for-the-Holidays and CRT one-month membership promotions), resulting in \$5,502.50 in new revenue. Along with the one-month membership, the Town Council approved an enrollment fee of \$15 to provide consistency with the enrollment fee charged for three-month and annual memberships. The enrollment fee revenue for the new one-month memberships that we have collected to date is \$421.50, resulting in \$5,924 in new revenue for this new membership option.

Attached you will find a proposed fee schedule that recommends no increase in current membership rates. As you know, after our initial rates were adopted in 2003, we had planned to increase rates incrementally each year to keep pace

with inflation rather than to increase rates by a larger amount every two to five years. Under normal economic conditions, a nominal percentage increase of three to five percent would yield an additional \$13,500 to \$22,500 in revenue. However, due to the continued difficult economic climate, many people are making careful decisions about the use of their discretionary income for memberships and programs. As a result, staff anticipates that an increase in rates may continue to erode the membership base, making it difficult to recruit new members and to increase participation in programs. This could negatively impact the overall financial health of the Recreation Fund and may negate any additional revenue generated through an increase in membership rates. We have looked at possible percentage increases, but have determined that the potential revenue would be minimal in comparison to potential erosion of the membership base. Increased revenue could instead be realized through slight growth in the over-all membership base, which will continue to be the marketing focus in the coming year.

Expenditure reductions in recent years have enabled the Recreation Program Fund to become more stable (see attached budget); however, service reductions have potentially impacted revenue growth.

Although we are not recommending an increase in membership rates for a fifth consecutive year, staff believes a potential *decrease* in rates for residents could result in positive revenue. We have learned through a previous UConn MPA study that members and residents feel that cost is an issue preventing them from renewing their memberships, especially in the continued difficult economy. Staff experimented with a special promotion last spring in which the community center offered a \$99 savings for those members who renewed early or returned after having discontinued their membership. This promotion resulted in 337 members renewing early or returning, which translated into \$101,582 in revenue.

The Recreation Advisory Committee, at its August 15, 2012 meeting, endorsed a recommendation from staff to propose to the Town Council a reduction in resident rates. Staff is now reconsidering this recommendation because a team of UConn MPA students are conducting a comprehensive study of the community center's fee schedule. The study should provide valuable data to assist in the decision-making process and will be complete in April 2013. Staff believes this information will be helpful, especially given the current state of the economy and the volatile nature of operating a membership-based fitness operation.

From staff's perspective, maintaining the current membership fee structure is prudent at this time, especially given that:

- The Recreation Program Fund finished with a positive balance last fiscal year, with a slight gain of \$20,204 in fund balance;
- Expenditures have been contained by staff, with modest expenditure increases expected in the current year;

- Revenues have remained somewhat consistent in recent years, although lower than desired. Slight revenue growth is the goal in the current fiscal year in order to keep pace with modest expenditure increases;
- A UConn MPA survey completed last year indicated that cost remains an issue for many in the community; and
- A current UConn MPA study is underway to provide more detailed information to help guide future fee recommendations.

If the recommended fee schedule is approved, current rates will remain in effect through October 31, 2013. To remain competitive locally, we will also offer as part of our marketing program periodic incentives to attract new members. As indicated above, these incentives have proven successful in the past.

At its upcoming meeting on October 24, 2012, the Recreation Advisory Committee (RAC) will conduct a more formal review of staff's current recommendation. To date, comments from RAC members on staff's revised recommendation are divided.

Financial Impact

The recommended rate freeze is expected to send a positive message to current and future members that we value their buying decision. An increase or decrease in rates could have negative effects on revenue growth and the current economic climate does not provide staff with confidence to modify the rates without additional data. The planned UConn MPA study should assist in this analysis.

Recommendation

Staff recommends that the Town Council approve the proposed fee schedule. If the Council concurs with the recommendation, the following motion is in order:

Move, to approve the Community Center Fee Recommendations for the operating year beginning November 1, 2012 and ending October 31, 2013, as presented by staff in its draft dated October 9, 2012.

Attachments

- 1) Community Center Fee Recommendations - Year 10
- 2) Community Center Party Rental Forms/Rate Sheets
- 3) Facility Comparison Information (2)
- 4) Fiscal Year 2011-12 Budget
- 5) UConn Capstone 2012-13 information

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Ten - Effective November 1, 2012

Proposed 10/9/12

	# in category prior year on 9/1/11	# in category as of 9/1/12	CURRENT RATES	RECOMMENDED RATES
<u>FAMILY/HOUSEHOLD - Annual</u>				
Resident - Full-use	539	517	590.00	590.00
Resident - Off-Peak	32	32	see note 6 below	see note 6 below
Ashford/Willington - Full-use	76	74	650.00	650.00
Ashford/Willington - Off-peak	6	7	see note 6 below	see note 6 below
Non-Resident - Full-use	157	138	685.00	685.00
Non-Resident - Off-peak	3	3	see note 6 below	see note 6 below
(includes 2 people, each addl. person age 17 & under OR FT dependent student 24 & under with proof)	1,843	1,643	30.00	30.00
Additional F/H member age 18 & over, not dependent			50% off indiv. Rate	50% off indiv. Rate
<u>ADULT/CHILD HOUSEHOLD - Annual</u>				
Resident - Full-use	69	84	355.00	355.00
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Willington - Full-use	19	18	390.00	390.00
Ashford/Willington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	38	28	420.00	420.00
Non-Resident - Off-peak	1	0	see note 6 below	see note 6 below
(includes 1 adult and 1 child under age 14, each add'l child under age 14)	186	193	30.00	30.00
<u>INDIVIDUAL - Annual</u>				
Resident - Full-use	347	366	330.00	330.00
Resident - Off-Peak	42	35	see note 6 below	see note 6 below
Ashford/Willington - Full-use	87	82	355.00	355.00
Ashford/Willington - Off-peak	8	7	see note 6 below	see note 6 below
Non-Resident - Full-use	207	218	390.00	390.00
Non-Resident - Off-peak	18	15	see note 6 below	see note 6 below

ANNUAL RATE NOTES:

- 1) Above rates are for annual fee paid in full
- 2) A 3% service charge is added for monthly payments
- 3) Rates may vary slightly from time to time for marketing promotions
- 4) Proof of address/household of residence required for all members age 18 and older
- 5) Full year commitment required. Refunds or Cancellations offered only in extenuating circumstances
- 6) Off-Peak rates will be maintained for existing members who continue, but is no longer available for new members (10/1/08)

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Ten - Effective November 1, 2012

Proposed 10/9/12

	# in category prior year on 9/1/11	# in category as of 9/1/12	CURRENT RATES	RECOMMENDED RATES
<u>FAMILY/HOUSEHOLD - 3 Month Option</u>				
Resident - Full-use	46	45	195.00	195.00
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	5	4	215.00	215.00
Ashford/Wilmington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	27	11	225.00	225.00
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below
(includes 2 people, each addl. person age 17 & under OR FT dependent student 24 & under with proof) additional F/H member age 18 & over, not dependent	138	107	30.00 50% off indiv. Rate	30.00 50% off indiv. Rate
<u>ADULT/CHILD HOUSEHOLD - 3 Month Option</u>				
Resident - Full-use	13	9	120.00	120.00
Resident - Off-Peak	0	0	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	2	4	130.00	130.00
Ashford/Wilmington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	10	11	140.00	140.00
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below
(includes 1 adult and 1 child under age 14, each add'l child under age 14)	32	38	30.00	30.00
<u>INDIVIDUAL - Three Month Option</u>				
Resident - Full-use	56	61	110.00	110.00
Resident - Off-Peak	1	0	see note 6 below	see note 6 below
Ashford/Wilmington - Full-use	12	12	120.00	120.00
Ashford/Wilmington - Off-peak	0	0	see note 6 below	see note 6 below
Non-Resident - Full-use	25	48	130.00	130.00
Non-Resident - Off-peak	0	0	see note 6 below	see note 6 below

THREE MONTH OPTION NOTES:

- 1) Above rates must be paid in full!
- 2) Conversion to annual membership will be pro-rated only within the first month
- 3) No refunds or cancellations for any reason
- 4) Proof of address/household of residence required for all members age 18 and older
- 5) Rates may vary slightly from time to time for marketing promotions
- 6) Off-Peak rates will be maintained for existing members who continue, but will no longer be available for new members

MANSFIELD PARKS and RECREATION DEPARTMENT
Community Center Fee Recommendations
Year Ten - Effective November 1, 2012

Proposed 10/9/12

	# in category prior year on 9/1/11	# in category as of 9/1/12	CURRENT RATES	RECOMMENDED RATES
<u>INDIVIDUAL ONLY - One Month Option</u>				
Resident	n/a	6	50.00	50.00
Ashford/Willington	n/a	1	55.00	55.00
Non-Resident	n/a	3	60.00	60.00

ONE MONTH OPTION NOTES:

- 1) Above rates must be paid in full
- 2) Conversion to annual membership will be pro-rated only within the month
- 3) No refunds or cancellations for any reason
- 4) Proof of address/household of residence required for all members age 18 and older
- 5) Rates may vary slightly from time to time for marketing promotions

Total Memberships - all categories (as of 9/1/11 & 12)	<u>1,846</u>	<u>1,872</u>		
Total Members - all categories (as of 9/1/11 & 12)	<u>4,045</u>	<u>3,879</u>		
			1.00	1.00
Resident - Youth (ages 3-17)			5.00	5.00
Resident - Adult (ages 18-61)			9.00	9.00
Resident - Senior Citizens (ages 62+)			7.00	7.00
Ashford/Willington - Infant/Toddler (under age 3)			2.00	2.00
Ashford/Willington - Youth (ages 3-17)			6.00	6.00
Ashford/Willington - Adult (ages 18-61)			10.00	10.00
Ashford/Willington - Senior Citizens (ages 62+)			8.00	8.00
Non-Resident - Infant/Toddler (under age 3)			3.00	3.00
Non-Resident - Youth (ages 3-17)			7.00	7.00
Non-Resident - Adult (ages 18-61)			11.00	11.00
Non-Resident - Senior Citizens (ages 62+)			9.00	9.00
Discount Book of 10 visits			10 % discount	10 % discount
Guest Pass (with member)			res. rate above	res. rate above

TEEN CENTER FREE FREE

MISCELLANEOUS

Insufficient Fund Fee			25.00	25.00
Freeze Fee (3 month)			20.00	20.00
Fitness Flex Program Package			225.00	225.00
Enrollment Fee			35.00	35.00
Enrollment Fee - One Month Option			15.00	15.00
Credit Card Convenience Fee (online only)			3% per transaction	3% per transaction

FACILITY RENTAL RATES

See attached party rental forms				
Safe Graduation - Out of Town Schools			18/person	18/person
Safe Graduation - E.O. Smith (50% discount)			9/person	9/person



Mansfield Community Center

Family, Fitness & Fun!

PARTY PLANNING FORM

Please take the time to review the information below and return this form to the Mansfield Community Center *with payment in full* to reserve a room for your party. Parties **MUST** be reserved at *least two weeks in advance* for planning purposes. Please call 429-3015 for more information. *Please note that parties must include the Arts and Crafts Room or the Community Room.* Your reservation is not confirmed until we call you. Please pick a second choice in case your first choice is not available.

Name _____ Child's age _____ Child's Gender _____ # of party guests _____
 Phone _____ Email _____ # of extra adults _____
 Address _____

Street _____ City _____ ZIP _____

Community Room Times	
Fri., 7-9 p.m.	Sun., 12:30-2:30 p.m.
Sat., noon-2 p.m.	Sun., 4-6 p.m.
Sat., 4-6 p.m.	

Arts and Crafts Room Times	
Fri., 7-9 p.m.	Sun., 11 a.m.-1 p.m.
Sat., noon-2 p.m.	Sun., 2:30-4:30 p.m.
Sat., 4-6 p.m.	Sun., 5:30-7:30 p.m.

Room requested 1st choice _____ 2nd choice _____

Date requested _____ Alternate date _____

Time requested _____ Alternate time _____

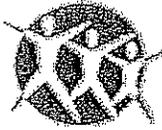
Please check your choices and write the prices in the right column.

		Mem.	Non. Mem.	Price
Community Room (holds up to 50 people)	ROOM ONLY	\$75	\$150	
Community Room WITH kitchen (use of space in refrigerator/freezer, and/or stove)	ROOMS ONLY	\$90	\$180	
Arts and Crafts Room (holds up to 20 people)	ROOM ONLY	\$50	\$100	
Arts and Crafts Room WITH Teen Center (Available on Sat. noon-2pm and all times Sun.)	ROOMS ONLY	\$80	\$160	
SPLASH PARTY PACKAGE (Add on to your room selection) (1 hour of your 2 hour party time in the pool, 1 pool inflatable) Pool Time? _____ (\$15 for additional inflatable) Circle 1: snake star dog saucer If children cannot touch in the shallow end (4ft deep) or swim they MUST have a parent or guardian in the water with them at all times. Therapy pool may not be available.	Up to 10 people	\$40	\$60	
	11+ people	\$65	\$85	
FUN & GAMES PARTY PACKAGE (Add on to your room selection) (1 hour of your 2 hour party time in 1/2 the gym with MCC staff to run your child's favorite games, all gym equipment needed) Gym Time? _____		\$50	\$75	
SLIDE PARTY PACKAGE (Add on to your room selection) (1 hour of your 2 hour party time in 1/2 the gym with the 12 foot inflatable slide and MCC staff to supervise) Gym Time? _____		\$150	\$250	
INDOOR SPORTS PARTY PACKAGE (Add on to your room selection) (1 hour of your 2 hour party time in 1/2 the gym with MCC staff to organized and lead your child's favorite indoor sport) Circle 1: basketball, futsal (soccer), volleyball, kickball, flag football, other: _____ Gym Time? _____		\$50	\$75	
PRE-SCHOOL PARTY PACKAGE (Add on to your room selection) (1 hour of your 2 hour party time in 1/2 the gym with MCC staff to set up our lot toys. Appropriate for ages 5 and under.) Gym Time? _____		\$30	\$45	
Cheese Pizza/Soda or Juice (2-3 slices per person) _____ people @		\$5	\$6	
Ice Cream Cake Name on Birthday Cake _____ Ice Cream Flavor (Circle One) Vanilla Chocolate Both _____ people @		\$3	\$4	
Refundable Security Deposit (returned after the party if no damage is done)(separate check)		\$25	\$25	
Total Party Package (Form will not be accepted and room will not be reserved until payment is made in full)				

Revised Jan. 2012

Credit Cards Accepted in person only

For Office Use Only		
	Date	Initials
Received		



Mansfield Community Center

10 S. Eagleville Road, Storrs, CT 06268, (860) 429-3015

Facility Rental Request Form

Please complete and return this request form to the Mansfield Community Center *with a 50% deposit (refundable if canceled at least 2 weeks in advance of rental date)*. Facilities must be reserved at *least two weeks in advance* for scheduling purposes and are dependant upon seasonal availability. We recommend that you contact staff at 429-3015 to discuss the dates and facilities you are considering before completing and return this form. Please see other side for additional facility rental information. Confirmation of your facility request will be provided by phone and a receipt of deposit will be issued. Reservation is not confirmed until your deposit is received and a receipt has been processed. Alternative date/time choices are highly encouraged.

Renter's Name _____ Agency Name _____

Phone Contact Information _____ Group Size: _____

Address _____ City _____ ZIP _____

Rental Type
 ___ Family/Personal ___ Business ___ School ___ Other (list) _____

Date requested _____ Alternate date _____

Time requested _____ Alternate time _____

Please check your choices and write in prices in right column

**Prices are per facility hour*

Member Non-Member Fee

Community Room (holds up to 50 people)	\$30/hr	\$60/hr	
Community Room WITH serving kitchen (use of space in refrigerator/freezer, and/or stove)	\$45/hr	\$75/hr	
Arts and Crafts Room (holds up to 20 people)	\$20/hr	\$40/hr	
Teen Center	\$25/hr	\$50/hr	
Full Gymnasium (with standard equipment)	\$50/hr	\$100/hr	
½ Gym (with standard equipment)	\$25/hr	\$50/hr	
Main Pool	\$100/hr	\$200/hr	
Therapy Pool	\$50/hr	\$100/hr	
Dance/Aerobics Room	\$40/hr	\$80/hr	
SPECIAL BUSINESS PACKAGE OPTIONS (please inquire about options you may not see here) Typically, 7 a.m.-4 p.m., Monday - Friday	Business Partnership Agency*	All other Businesses	
Lecture Room (seats 35 comfortably with tables, 50 with just chairs)	\$20/hr	\$40/hr	
Add on: ___ audio visual package	\$20 use	\$30 use	
___ serving kitchen	\$30/hr	\$60/hr	
___ coffee service	Free	\$10/10	
12' Inflatable Gym Slide (includes ½ gym)	\$100/hr	\$150/hr	
Full Gym	\$50/hr	\$80/hr	
½ Gym	\$25/hr	\$40/hr	
Pool Use	\$50/hr	\$80/hr	
Pool with basketball or volleyball	\$100/hr	\$150/hr	
Total			

For Office Use Only		
	Date	Initials
Received		

Mansfield Community Center
Area Facility Pricing Comparison (As of September 1, 2012)

Facility	Amenities	Enrollment Fee	Rates	Annual Amount
Cardio Express (Mansfield, Tolland and other locations)	Cardio Equipment, Strength Equipment, 5 Types of Drop-In Group Training Classes, Tanning	\$0 down/\$19.99 month* 12 month contract \$45 down/\$10.00 month* No contract	\$10 One Day (with member) \$15 One Day \$59 One Month \$159 Three Months *All subject to one time \$20 processing fee and \$39 annual maintenance fee	Express \$229.00* No tanning X-Zone \$279.00* With tanning Paid in full
Coventry Fitness	Cardio Equipment, Strength Equipment	One time fee \$49.95* for no commitment \$0* down for 12 month contract \$0 down for students	Regular members \$29.95* a month Student membership 3 months \$75, 1 year \$275 or school year valid till 5/31/12 \$175 Small Group Personal Training \$10 per session	\$359.40 \$275.00
CrossFit (Storrs)	Personal Training, Group Classes Strength Training, Plyometric Equipment	One free trial class 3 Mandatory "On Ramp Classes" for any plan \$125	Unlimited Classes Military/Police/Fire/EMS – \$119 Full Time Student – \$119 Husky Plan 3 Mo. Paid in Full \$300 1 Year Contract – \$139 month 6 Month Contract – \$149 month	Regular annual \$1668 1 Year Pay in Full – \$1,200 (3 1/2 Mo. free)
Super Future Fitness (North Windham)	Cardio Equipment, Strength Equipment, 12 Types of Fitness Classes, Babysitting, Tanning, Sauna	\$19.95 down/\$19.95 month for 1 year \$49.95 down/\$10 month, \$39.95 annual fee. No contract	All inclusive 1 yr contract: \$19.95 down, \$19.95/mo, \$19.95 annual fee Express membership no contract. Gym only, no tanning, no classes no spinning. \$49.95 down, \$10/mo, \$39.95 annual fee. Students \$19.95 down, \$24.95/mo, \$19.95 annual fee no contract 1 Month (30 Days) No Contract for NEW members ALL inclusive	\$279.30 \$209.90 \$339.30 \$5

Facility	Amenities	Enrollment Fee	Rates	Annual Amount
UConn Recreation Center	Cardio Equipment, Strength Equipment, Lap Pool, Indoor Track, Basketball, Volleyball & Badminton Courts, Racquetball, Climbing Center	None	Faculty and Staff (retired F/S) of UConn \$100.00 per semester (Spouse/Domestic partner-\$135.00 per semester) Non-Degree Student Affiliates of UConn \$100.00 per semester UConn branch, medical and law students \$25.00 per semester Alumni of UConn \$135.00 per semester Community Member \$170.00 per semester Guest \$7.00 per day of 5x Guest Card \$30	\$300.00 \$75.00 \$405.00 \$510.00
Mansfield Community Center	Cardio and Strength Equipment, Indoor walking/Jogging Track, Lap Pool, Therapy Pool, Gymnasium, Child Care, Over 30 Types of Fitness Classes, Family Fun Nights & Activities, Teen Center, Parent-Tot Open Gym, Community Room Drop-In Games and Ping Pong, Adult Futsal, Basketball and Volleyball	\$35	Resident- \$28.33/mo Non-Resident- \$33.48/mo Ashford/Willington- \$30.47/mo	\$330.00 \$390.00 \$355.00

Individual Rate comparison only. Most other facilities do not have comparable Family Rates.

MANSFIELD PARKS & RECREATION FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
AS OF JUNE 30, 2012
(With comparative totals as of June 30, 2012)

	Budget	June 30	
	2011/12	2012	2011
REVENUES:			
Membership Fees	\$ 900,000	\$ 808,911	\$ 827,401
Program Fees	641,990	634,007	595,728
Fee Waivers	122,020	128,683	120,316
Daily Admission Fees	63,250	60,158	63,692
Rent - Facilities/Parties	32,000	26,277	31,018
Employee Wellness	20,160	18,620	17,700
Rent - E.O. Smith	11,250	13,100	13,655
Contributions	4,050	6,160	4,462
Sale of Merchandise	5,100	5,085	3,264
Sale of Food	3,200	585	2,793
Other	3,400	4,531	4,367
Total Revenues	1,806,420	1,706,117	1,684,396
OPERATING TRANSFERS:			
General Fund - Recreation Administrative	314,160	314,160	265,760
General Fund - Community Programs	75,000	75,000	75,000
CNR Fund - Bicent. Pond	25,000	25,000	25,000
CNR Fund - Teen Center	25,000	25,000	25,000
Total Rev. & Op Trans	2,245,580	2,145,277	2,075,156
EXPENDITURES:			
Salaries & Wages	1,294,480	1,231,732	1,220,836
Benefits	261,960	254,761	249,822
Professional & Technical	147,100	153,215	142,797
Purchased Property Services	33,600	34,778	42,830
Repairs & Maintenance	22,200	18,049	20,190
Other Purchased Services/Rentals	151,650	125,638	139,368
Other Supplies	8,320	6,355	5,348
Energy	136,750	128,750	136,750
Building Supplies	46,900	41,675	45,825
Recreation Supplies	74,190	80,855	71,059
Equipment	46,100	46,965	35,000
Improvements	2,300	2,300	
Total Expenditures	2,225,550	2,125,073	2,109,825
EXCESS/DEFICIENCY	20,030	20,204	(34,669)
FUND BALANCE, JULY1	88,388	88,388	122,146
FUND BALANCE, End of Period	\$ 108,418	\$ 108,592	\$ 87,477

MEMORANDUM

Town of Mansfield
Town Manager's Office
4 So. Eagleville Rd., Mansfield, CT 062
860-429-33
maria.capriola@mansfieldct.c



To: Deneen Hatmaker, UConn Department of Public Policy

From: Maria Capriola, Assistant to Town Manager

Date: April 30, 2012

Re: MPA Student Capstone Project

OVERVIEW OF THE TOWN

Mansfield

Mansfield, with a population of 26,685¹, is located in the Northeastern portion of the state, better known as Connecticut's Quiet Corner. Home to the University of Connecticut, Mansfield offers the unique blend of rural and suburban living in a university setting. Storrs Center, construction of a new urban center, is underway; Phase 1A of the project which includes both commercial and residential spaces opens in August 2012. Mansfield has a variety of cultural and educational offerings, as well as an abundance of natural resources ideal for activities such as hiking, cycling, and kayaking. Mansfield is a Council-Manager form of government, with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

OVERVIEW OF THE PROJECT

Mansfield Parks and Recreation Department is interested in a research project related to the elasticity of fees charged versus demand for services. The goal would be to gather enough data to determine the optimal level of pricing for membership to the Mansfield Community Center and Parks and Recreation Department programs to maximize revenue. In the past four fiscal years, the Mansfield Community Center has not increased fees for membership due to the continued weak economy and concern that increasing rates would result in loss of memberships. A recent UConn Capstone project in 2011-12 included a survey which revealed that cost impacts membership levels.

Possible areas for review and consideration for this project could include:

- 1) Review of the existing rate structure and make comparative analysis on membership levels as it relates to economic changes
- 2) Analysis of specials that have been offered at discounted rates and the resulting increases in membership that were realized.
- 3) Study of the demographics of the market area and determination of potential for revenue at certain pricing levels.
- 4) Recommendations on fees for residents at rates lower than existing rates and at what increments might revenue be maximized.

CONTACT INFORMATION

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Assistant to Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268
860-429-3339
Maria.Capriola@mansfieldct.org

Curt Vincente,
Director of Parks & Recreation
Town of Mansfield
10 South Eagleville Road
Mansfield, CT 06268
860-429-3015 x109
VincenteCA@mansfieldct.org

Jay O'Keefe,
Asst. Dir. of Parks & Rec.
Town of Mansfield
10 South Eagleville Road
Mansfield, CT 06268
860-429-3015 x104
OkeefeJM@mansfieldct.org

¹ Source Mansfield population numbers are the 2010 CT DPH

University of Connecticut
Department of Public Policy
2012-2013 Capstone Information

Information for the 2012-2013 Capstone Fall and Spring semesters:

1. The team's first steps will be to work with you to define and scope the project so that they can begin to design their research. This year we have a more accelerated schedule than in the past to give the student teams more time in the Spring semester to collect and analyze data; student teams will present their research proposals to Department of Public Policy faculty on Friday, November 2. **To meet this schedule as best as possible, it is important that the teams be able to meet with you or the appropriate organizational representatives between September 6 and September 20 for at least one initial meeting.** You can anticipate that teams will wish to meet at least one or two more times between the middle/end of September and through October, and then again in late November/December to present their research proposals/designs to you.
2. Each team will designate a point-of-contact (POC) who will be your primary contact person for the team. This individual may or may not be the team leader.
3. They will also work with you to develop a Capstone Project Agreement that will list items such as the project overview and research questions, deliverables, a timeline, responsibilities, and any assumptions about the project.
4. Although you will have input into the design process, please remember that the students' assignment, and the basis for a considerable amount of their grade, will be to design the research project. While you may have many valid ideas regarding how the study should be conducted and will have the opportunity to provide that input and feedback, it is ultimately the students' responsibility to design the research to best answer the research questions. The teams will also be advised by two faculty members on their designs - myself and one other faculty member.
5. At the end of each semester I will ask you to complete a brief questionnaire to provide feedback on the student team. A portion of their grade is on professionalism, and these questions will be used to assist me in gauging their communication, organization, project management and the design process. The questionnaire is brief - about 5-6 Likert scale questions - and then a section in which you can provide written feedback if you choose to do so.
6. Below is the planned schedule for the next two semesters. Although it is possible some dates will change, any changes that may affect you directly will be communicated by the student team and/or me as early as possible. The teams will also review the project schedule with you.

Capstone Timeline

- **Thursday, August 30, 2012:** Client organization panel in the 1st Capstone class at the UConn West Hartford campus, 7:00pm-8:30pm

- **By September 6, 2012:** The course instructor will notify the client organizations of their teams. Students will also learn the project and team to which they are assigned.
- **September 6 – 19, 2012:** Teams meet with organizations for initial meeting (or two).
- **September – October 2012:** Teams develop project scope and research design. Please plan to meet with the students during this time at mutually agreed upon dates/time.
- **November 2, 2012:** Student teams present their research proposals to faculty for feedback.
- **Late November/Early December 2012:** Teams present draft research designs to organizations (having incorporated faculty feedback).
- **December 2012 – January 2013:** Teams finalize research design and Institutional Review Board documents.
- **February – April 2013:** Teams conduct research projects.
- **April 2013:** Projects conclude.
- **Friday, May 3, 2013:** Capstone project presentations to client organizations, students, faculty and staff. Final reports are delivered to the client organizations.

7. As a reminder, the Department of Public Policy requests a \$50 contribution per organization to help defray the costs of the projects (e.g. report printing and binding, and data collection via online survey tools). You will receive invoices in the Spring semester, about 4-6 weeks prior to the end of the project. If this amount is prohibitive for your organization's resources, we may waive or reduce it; please contact me to discuss any issues or concerns related to this contribution.



Town of Mansfield
Agenda Item Summary

To: Town Council
From: Matt Hart, Town Manager *Matt*
CC: Maria Capriola, Assistant Town Manager
Date: October 9, 2012
Re: Veteran's Day Ceremonial Presentation Planning Subcommittee

Subject Matter/Background

Per Council's request, staff has placed this item on the agenda so the Council may appoint members to the planning subcommittee for the Veteran's Day ceremonial presentation.

PAGE
BREAK

Town of Mansfield
Parks Advisory Committee
Minutes
March 7, 2012
Secretary – Al Montoya

Present: Sue Harrington, Tom Harrington, Al Montoya, Julianna Barret and Jennifer Kaufman.

- I. The meeting was called to order at 7:35 P.M.
- II. The minutes for the February 1, 2012 meeting were approved with minor changes.
- III. Old Business
 - a. Management plans
 - i. The committee identified several parks that needed updated or new management plans. They are Dorwart, Moss Sanctuary and River Park.
 - b. Park updates
 - i. The Committee will tentatively conduct a walk of Bicentennial Pond to review the space for the handicap walkway on April 4, 2012.
 - ii. Tom reviewed Mt. Hope and noted that the condition of the park was good.
 - iii. Julianna reviewed Dorwart and noted that there was some evidence that residents were biking on the trails there. The impact was not very significant.
 - iv. Jennifer noted that Shelter falls has a large tree that has fallen across the river. The Parks Department has reviewed it to ensure that it is not creating damage to the river. In addition to this, the map has been taken down and will be replaced.
 - v. It was noted that the bushes in front of the blind in Common Fields will need to be trimmed.
 - c. Parks projects/grants/initiatives
 - i. Several potential Eagle Scout projects were identified: Mt Hope Bridge, Dorwart Bridge, Kiosks for Merrow Meadow, Eagleville and River Park, Moss Sanctuary Bridge, Wet are in back of Merrow Meadow and numerous benches and picnic tables.
 - d. Spring programs
 - i. There were several upcoming programs that were discussed to include: Bird & Breakfast on Mother's Day, Trails Day (Dorwart) and programs planned by the Willimantic Alliance

- IV. New Business
 - a. CIMA Event
 - i. Jennifer updated the committee on the upcoming CIMA events beginning on March 27, 2012. These events are a collaboration between the Town of Mansfield and the University of Connecticut.
 - b. Walktober 2012
 - i. The applications for Walktober are due by 1 April 2012.
 - ii. The Committee identified numerous areas for this event to include: Sawmill Brook Preserve, Dorwart, Fifty-foot cliff and a scavenger hunt.
 - c. Star Party
 - i. The spring Star Party is scheduled for March 23, 2012.
- V. The meeting was adjourned at 8:35 P.M.

Respectfully submitted, Al Montoya, Secretary

Minutes
Parks Advisory Committee Meeting
April 4, 2012
Mansfield Middle School Lower Parking Lot (near Soccer Field)
Meeting with then Adjourn to a Classroom at MMS
6:00 pm
Chair: Sue Harrington
Secretary: Al Montoya

- I. Welcome
- II. Attendance: Tom Harrington and Dan Vitullo
- III. Approval of Minutes- March Minutes were not approved because of lack of a quorum.
- IV. Old Business- None Discussed
- V. New Business
 - Bicentennial Pond Universal Access Trail (site walk)-Tom and Dan walked the proposed site of the Universal Access Trail.
- VI. Announcements
 - Open Space Action Plan- Presentation to the Town Council April 9, 2012
- VII. Items for next agenda
- VIII. Adjourn- Meeting adjourned at 7:30 pm

Minutes

Parks Advisory Committee Meeting
Mansfield Community Center Conference Room

June 6, 2012

7:30 pm

Chair: Sue Harrington

Secretary: Al Montoya

- I. Welcome
- II. Attendance: Al Montoya, Sue Harrington, Tom Harrington
- III. Approval of Minutes-No Quorum for April or May
- IV. Old Business- Members presented updates on the parks that they had visited and discussed recent and upcoming programming.
- V. New Business
 - Upcoming Events- No summer events planned
 - Eagle Scout Projects- Jennifer discussed the bridge at Dorwart Property that Pratik KC is considering for his project. Also, there is another student considering developing kiosks for Mansfield Parks along the Willimantic River Greenway to highlight the National Water Trail.
- VI. Announcements
- VII. Adjourn- Meeting Adjourned at 9:00 pm

**MANSFIELD DOWNTOWN PARTNERSHIP
PLANNING AND DESIGN COMMITTEE
Mansfield Downtown Partnership Office
Town Hall – Conference Room B**

Tuesday, June 19, 2012

MINUTES

Members: Steve Bacon, Laurie Best, Manny Haidous, Chris Kueffner, Frank McNabb, Peter Millman, Betsy Paterson

Staff: Cynthia van Zelm

Guest: Lon Hultgren, Mansfield Director of Public Works; Macon Toledano, Senior VP of Planning and Development at LeylandAlliance

1. Call to Order

Steve Bacon called the meeting to order at 5:02 pm. Mr. Bacon said that Pene Williams had resigned from the Committee. Paul Aho, who attended the meeting, expressed interest in serving on the Committee. Cynthia van Zelm said she had previously approached the next person on the waiting list but had not heard back from her. Mr. Bacon and Ms. van Zelm will confer and a new Committee member will be appointed by the next meeting.

2. Public Comment

There was no public comment.

3. Approval of Minutes from January 17, 2012, February 21, 2012, and March 20, 2012

Betsy Paterson made a motion to approve the January 17, 2012 minutes. Peter Millman seconded the motion. Laurie Best, Frank McNabb, and Chris Kueffner abstained. The motion was approved.

Ms. Paterson made a motion to approve the February 21, 2012 minutes. Mr. Millman seconded the motion. Ms. Paterson, Ms. Best, Mr. McNabb, and Mr. Kueffner abstained. The motion was approved.

Ms. Paterson made a motion to approve the March 20, 2012 minutes. Mr. Millman seconded the motion. Ms. Best, Mr. McNabb, and Mr. Kueffner abstained. The motion was approved.

Mr. Bacon made a motion to modify the agenda to move the agenda item of "Review of Site Plan for Temporary Town Square" to before the "Update of Storrs Center" agenda item. Ms. Paterson seconded the motion. The motion was approved.

4. Review of Site Plan for Temporary Town Square

Mr. Bacon said a group of staff and Board members including him, had reviewed a preliminary drawing of a temporary town square plan. He said that as part of Phase 1B, the area for the town square needs to be used for traffic to get to the construction site. Businesses and apartments will be

open in Phase 1A and the goal is to provide a temporary town square that can be used by residents and visitors.

Macon Toledano, Senior VP for Planning and Development for LeylandAlliance, presented a revised temporary town square to the Committee for review and comment.

Mr. Toledano said Dog Lane is expected to be complete in July with sidewalks and businesses will start to open. A temporary town "triangle" is planned for late summer. Lon Hultgren, Mansfield Director of Public Works, said a temporary road will need to be put in where part of the town square will go to allow someone to make a left turn on to Storrs Road as the new Dog Lane will be a right turn only. This will cut the square into a triangle. *(Note: the new Bolton Road extension will allow a left and a right on to Storrs Road/there will be a traffic light at that intersection).*

Mr. Toledano said the building at 1254 Storrs Road is expected to be demolished by the end of July.

He said the goal is to put in some trees along the temporary road in containers so they can be re-used. There is also a berm planned between the triangle and the temporary road. Mr. Toledano said the temporary public space would include the oak tree as well as a perhaps a bench in that area. He said that turf will be placed in the triangle and sod will also be planted.

Mr. McNabb asked what events are planned for the square. Ms. van Zelm said the goal is to have the *Festival on the Green*, concerts, and possible vendor kiosks on the square.

Mr. Millman asked if the temporary road will be paved. Mr. Hultgren noted that the temporary road will take up part of the 1254 Storrs Road access road which is already paved. Mr. Millman said it will be important to provide a sign that indicates that it is a temporary road. Mr. Toledano suggested that it could also say "construction detour."

Manny Haidous asked about the schedule for the TS-2 building. Mr. Toledano said it will open in August 2013. The Village Street should be started in August of 2012 with construction until spring 2013.

Mr. Haidous asked where people will turn around who are moving into Phase 1A this summer. Mr. Toledano said residents will be able to load behind the TS-1 building. The adjacent surface lots and the garage will be open by move-in. Move-ins will be staggered.

Ms. Paterson asked about the timing on the commercial tenant move-ins. Mr. Toledano said that some of the spaces are ready to turn over but need the sidewalk to be done in the front of the storefronts along Dog Lane so that safe access can be provided. He said the goal is to move the tenants in 1254 Storrs Road (Body Language, Skora's, Travelplanners, the Leyland office, and the Oaks on the Square office) in early July.

Mr. Millman asked if there would be a sidewalk on the temporary road. Mr. Toledano said there would not be a sidewalk on the temporary road. Mr. Millman said he thinks pedestrians will naturally cut over on the temporary road so he cautioned that it will be important to flag this potential issue. Mr. Toledano said it will need to be monitored.

Mr. Bacon asked if the turf for the town triangle will be permanent. Mr. Toledano said that will be determined once the design is complete.

Mr. Bacon asked about outdoor furniture on the triangle. Mr. Toledano said that they have shown a few benches near the oak. There is the thought of placing some temporary benches as well. People could even set up their own chairs.

Mr. Bacon noted that the light poles adjacent to the square will have power for events.

Mr. Toledano reiterated that the Leyland team wants to help the businesses be as successful as possible so the town square needs to be attractive.

The Committee approved the design of the town triangle by consensus.

Ms. van Zelm said the next step is to obtain Mansfield Director of Planning and Development Linda Painter's sign-off on the design.

Mr. Bacon thanked Mr. Hultgren and Mr. Toledano for their work.

5. Update on Storrs Center

Mr. Hultgren said that Village Street is expected to go out to bid next week. He is working on the final review of the intermodal transportation center plans and expects the plans can go out to bid in about a month.

In response to a question about the work on Storrs Road to Liberty Bank, Mr. Hultgren said that work should go out to bid this summer.

6. Adjourn

Ms. Paterson made a motion to adjourn. Mr. McNabb seconded the motion. The motion was approved. The meeting adjourned at 5:45 pm.

Minutes prepared by Cynthia van Zelm

DRAFT MINUTES, HUMAN SERVICES ADVISORY COMMITTEE
June 20, 2012

PRESENT: Ethel Mantzaris (YSB), chair; Jane Blanshard (Disabilities), secretary; Sara Anderson (Advocates for Children); Dexter Eddy (housing Authority); Kevin Grunwald (ex officio); Lorraine Kenowski (at large); Bev Korba (Senior Center); Victoria Nimirowski (WAIM); Joan Terry (Commission on Aging).

ABSENT: Sara Anderson (Advocates for Children); Ron Baker (First Baptist Church).

The meeting was called to order by the chair at 2 p.m. The minutes were accepted.

Kevin met with representatives from Food Share this week. They are planning to bring in a food truck every other week, alternating between a refrigerated truck and one without refrigeration. They will bring produce and dairy products. There will be no eligibility requirements; anyone may have access to the food. They are looking for a sponsor who will find eight to ten volunteers to manage the distribution.

Victoria pointed out that she would volunteer, but not on extremely hot days. Kevin agreed that they need a larger pool of volunteers because some people would feel reluctant to brave bad winter weather, too. When school is in session they can probably get UConn volunteers.

Joan asked if it would involve heavy lifting. Kevin said that a requirement would be the ability to lift ten pounds. The time commitment would be only about an hour. The site is under discussion. Wright's Way parking lot is not quite big enough because the truck is large. The largest concentration of low-income residents at the north end of town is Hunting Lodge Road, but this is primarily students.

We need to publicize the need to observe fair housing regulations and to have a complaint process in effect. Human Service is developing this service. Kevin reported that someone said Glen Ridge is discriminating because it requires an applicant to be able to take care of himself. Private ownership does not release the housing from the rules. Jane pointed out that we expect new members to participate in the cooperative for at least a few years before they become incapacitated. A person who feels discriminated against would have to file a complaint.

Youth Services is starting Mansfield Challenge on June 23. It takes 7th and 8th grade kids on a wilderness challenge. This has been offered for a number of years. There is no charge, but we have been soliciting donations. They rent canoes, do rock climbing, take long hikes—no matter what the weather. Also a number of kids get camperships at Holiday Hill, Camp Mansfield, and the 4H Camp. Those on fee waiver can use it for up to four weeks of camp.

Senior Services will schedule fewer evening activities at the Senior Center this summer, once a month. There will be a picnic in July and a movie of the queen. Masonicare is hosting a barbecue in August. There is a slight charge for this. They will have some promotional material.

Public transportation? Kevin said that he had presented his letter to the disabilities advisory committee and they endorsed it. It has not been sent because he needed to wait for this committee to endorse it as well. We voted to send the letter. Kevin said it would be in the Council packet for their next meeting.

Kevin said we could probably invite the staff to our next meeting. If we meet in July there might be a lot of people away. We were trying for a mission statement that says what makes us unique, what is our actual purpose, what are we doing? Food Share's is "When Hunger Goes Away, So Will We." It's an easy thing to remember that tells you who they are, but they are focused on only one thing. We want to focus on something that says, "We do this, but we don't do that." Any other thoughts? Ethel: The shorter the better. Perhaps eliminate "with no additional fees." Kevin: we will continue our attempt to prioritize.

Ethel: Number VI on the agenda has to be done by the staff. It is not appropriate for us to do this. Kevin said the committee hasn't identified what we would like to accomplish. Ethel said that one goal would be for us to be familiar with what is going on in the department, and perhaps offer suggestions if needed.

Ron has not been able to come because of funerals; Kevin will check with him but thinks he is interested. Jane says she is retiring from public service. Kevin says she is supposed to be on for three years.

Next meeting: July 18. We will skip August.

Meeting adjourned at 2:30.

Respectfully submitted,
Jane Blanshard



CEMETERY COMMITTEE MINUTES

June 20, 2012

3:30 pm

ROOM B

AUDREY P. BECK BUILDING

Present: Rudy Favretti (Acting Chair), Barry Burnham, Winston Hawkins, Jane Reinhardt, Keith Wilson

Staff present: Mary Stanton, Mary Landeck (Sexton), Lon Hultgren

- Mr. Favretti moved and Mr. Burnham seconded to approve the minutes of the 3/21/2012 meeting with one correction. The motion to approve passed unanimously.
- Sexton Mary Landeck reviewed the activities and issues in the cemeteries. Committee members agreed to the following actions:
 - ✓ A letter will be sent to Mr. and Mrs. Bollinger denying their request to place a memorial monument for their son near the existing bench. The Bollingers do not own a plot in the cemetery.
 - ✓ A sign similar to the one in Mansfield Center will be placed in the Gurley Cemetery. Mr. Favretti will send Mr. Hultgren the contact information for the sign maker and the Sexton will provide the wording.
 - ✓ Based on staff's recent plotting of the Gurley Cemetery there are areas that can be designated for cremation plots including some open areas amongst existing plots and areas along the road and wall. The Public Works Department will review plans for moving the road.
 - ✓ The Sexton will place caution tape to protect the newly planted grass along the new road in the Mansfield Center Cemetery. The damaged post will not be replaced until the Committee decides whether or not it is needed.
 - ✓ A letter regarding the specifications for excavating graves will be sent to Mr. Clark. A note indicating all leftover materials from gravesite shall be removed from the premises will be added.
 - ✓ The Sexton will check to see if the fill has been placed in the Jacobs Cemetery
 - ✓ By consensus the Committee agreed to approve the proposal, in the amount of \$9375, offered by Jonathan Appell to restore graves in the Mansfield City Road, Wormwood Hill Road, Woodland Road cemeteries and the Riverside Burying Ground.
- Maintenance Schedules and Issues
The Committee decided to solicit bids for the maintenance of the Gurley Cemetery and the Riverside Burial Grounds. Mr. Hultgren will provide specifications, including a section on the care required while mowing and weed whacking, for the September meeting.
- Restoration

Discussed in the Sexton's Report

The meeting adjourned at 4:19 p.m.

Mary Stanton, Town Clerk

TOWN OF MANSFIELD
Ethics Board
Thursday, July 5, 2012
Audrey Beck Municipal Building, Conference Room B

Minutes

Members Present: Lena Barry, John DeWolf, Saul Nesselroth, James Raynor, Nora Stevens
(Chair)
Staff Present: Maria Capriola, Assistant Town Manager

The meeting was called to order at 5:01pm.

I. PUBLIC COMMENT

Ric Hossack, Middle Turnpike Road. Mr. Hossack expressed disappointment with the Code approved by Council. He also thanked the Board for their efforts during the revision process.

Elizabeth Wassmundt, Old Turnpike Road. Ms. Wassmundt commented on Board member participation during Council's deliberations of the Code.

Mike Sikoski, Windham. Mr. Sikoski spoke to his disappointment with the Code approved by Council, Board member participation during Council's deliberations of the Code, and staff assigned to the Board.

II. APPROVAL OF 11/3/2011 MINUTES

Mr. Nesselroth made the motion, seconded by Mr. Raynor to adopt the minutes. The minutes were approved as presented (Barry, Nesselroth, Raynor, Stevens in favor with DeWolf abstaining).

Ms. Barry voted during the meeting of 7/5/12 since Mr. Smith was not able to attend the meeting.

III. UPDATE ON REVISIONS TO ETHICS CODE

Ms. Stevens and Mr. Nesselroth offered remarks regarding the Code adopted by Council in May 2012.

IV. COMMUNICATIONS

Board members reviewed and discussed the legal opinion provided by Town Attorney O'Brien (re: Board member participation on political committees) and the memo from the Mansfield Board of Education (re: BOE plans to adopt a similar Ethics Code and its request to have BOE employees removed from the Town's Ordinance).

V. DISTRIBUTION OF ETHICS CODE

Ms. Capriola reviewed some of the plans for hard copy and electronic distribution of the Code to employees and to public officials. Training on the new Code was discussed; the Board has agreed to assist in developing training materials. New hire packets include information on the Ethics Code.

VI. ADJOURNMENT

Mr. Nesselroth made the motion, seconded by Mr. DeWolf to adjourn the meeting. Meeting adjourned at 5:41pm

Respectfully Submitted,
Maria E. Capriola, Assistant Town Manager *on behalf of Lena Barry, Secretary*

Town of Mansfield
CONSERVATION COMMISSION
Meeting of 18 July 2012
Conference B, Audrey P. Beck Building
MINUTES

Members present: Aline Booth (Alt.), Neil Facchinetti, Quentin Kessel, Scott Lehmann.
Members absent: Joan Buck (Alt.), Robert Dahn, Peter Drzewiecki, Frank Trainor, John Silander.
Others present: Tom Boyle (Eagleville Development Group), Grant Meitzler (Wetlands Agent), Linda Painter (Town Planner), Nathan Wojtajna (UConn student)

1. The meeting was called to order at 7:33p by Chair Quentin Kessel. Alternate Aline Booth was designated a voting member for this meeting.

2. The draft minutes of the 20 June 2012 meeting were approved as written.

3. **PZC 1214-3: Beacon Hill Estates Section II, Mansfield City Rd.** After reviewing comments on its Off-Site and Neighborhood Influences Inventory Plan and Site Analysis Plan, Eagleville Development Group has submitted a Conceptual Yield Plan and Conceptual Layout Plan for a second phase of the Beacon Hill Estates subdivision on Mansfield City Road.

The yield plan proposes that regulations allow seventeen 2-acre lots to be developed on the property (with two driveway cuts on Mansfield City Rd. and two connected access roads from Mansfield City and Beacon Hill Roads). The layout plan proposes fourteen lots (50K ft² minimum) in the eastern portion of the property, clustered along an access road ("Wyllys Farm Road") from Beacon Hill Road, plus three large lots (170K ft² and up) in the western part of the property, accessed by a common driveway from the new access road. This common driveway would have to cross a north-south wetland that bisects the property.

Undeveloped frontage on Mansfield City Road would be maintained by an open space dedication. Three additional open space dedications encompass the wetland (save for the driveway corridor); two of them are contiguous with Town or State land. In all, 26 acres would be dedicated to the Town as open space. According to Tom Boyle, 98% of (the length of) stone walls on the property would be preserved, primarily by utilizing them as lot boundaries.

Booth wondered if the open space dedication of Mansfield City Road frontage could be replaced by conservation easements on larger lots without opening up the possibility that their owners could sell the frontage for development. Monitoring a conservation easement on private property may be less onerous for the Town than managing an open space dedication. Painter indicated that a conservation easement would be legally sufficient to prevent future development.

Kessel observed that the open space dedication, while generous in terms of area, is fragmented. No dedicated open space connects the Town and State land, limiting the reach of a future trail system and the recreational use of dedicated open space by subdivision residents. The three lots in the western portion are considerably larger than necessary; trimming and shifting them a bit would permit a more useful dedication of connected open space.

The Commission had hoped that development of the western portion could be avoided entirely, so as to preserve a large tract of interior forest and avoid a road or common driveway across the wetland. Painter suggested that it might be possible to squeeze more lots into the eastern portion, but that doing so would probably require sacrificing stone walls and undeveloped frontage on Mansfield City Road. It is conceivable that the western portion of the property could be preserved through a program administered by the Connecticut Department of Revenue Services (DRS) that allows tax credits for donations to approved projects, such as open space acquisition. However, the DRS's tax-credit "budget" is limited, and the Town has no

experience with this program.

The Commission was not up to formulating a comment to the PAC on the subdivision plan and agreed to let the minutes reflect the discussion. Mr. Boyle left the meeting.

4. Hazardous Waste Transfer Station. Painter reported that an advisory committee on relocating UConn's hazardous waste transfer station has met and aims to nominate 5-6 potential sites for an Environmental Impact Evaluation (EIE). The present location behind Horsebarn Hill may be among them, despite its being in a public water supply watershed. Various stakeholders (including UConn, the Town of Mansfield, the Naubesatuck Watershed Council) are represented on the committee.

5. Water Issues.

- a. The **Water Source Study for the Four Corners Area** has added proposals from Hartford's MDC to its EIE process. MDC water would arrive via a new pipeline routed along US 44 or I-84. Painter indicated that the cost of such a pipeline would be very large (on the order of \$100M) and that zoning changes in corridor towns would be required by DEEP to keep the project from becoming an engine of sprawl.
- b. Kessel attended the Town Council's 12 July **Workshop on Water Supply Issues** and was impressed by the quality of the presenters and their patience in answering questions. Former Council member (now State Rep.) Greg Haddad was among those raising the issue of governance, emphasizing the importance of the Town's having a say in how any new water is allocated.
- c. Painter reported that UConn has moved to **Stage II Water Conservation** today (18 July), as flows in the Fenton and Willimantic Rivers continue to decline in the absence of significant rainfall.
- d. Nathan Wojtajna is working on a project to sharply reduce **Hockanum's use of UConn water** at the former Mansfield Training School greenhouses by capturing rainwater runoff from the roof for use in watering plants.

6. Agricultural Ordinances. The Town Council will be considering several proposed ordinances relating to agriculture, among them, the Right-to-Farm ordinance that the Commission discussed at its March meeting. Lehmann will send the relevant portion of the March minutes to Painter to forward to the Council as the Commission's comment.

7. Adjourned at 8:53p. Kessel will e-mail members to determine whether a quorum can be assembled for the scheduled August meeting on 15 August.

Scott Lehmann, Secretary, 20 July 2012; approved 19 September 2012.

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
TOWN HALL
CONFERENCE ROOM B**

THURSDAY, AUGUST 23, 2012

MINUTES

Present: Chair Harry Birkenruth, Phil Barry, Mark Hammond, Bill Simpson and Frank Vasington

Staff: Cynthia van Zelm

1. Call to Order

Chair Harry Birkenruth called the meeting to order at 9:10 am.

2. Approval of Minutes from June 29, 2012

Phil Barry made a motion to approve the minutes of June 29, 2012. Bill Simpson seconded the motion. The motion was approved.

3. Relocation Update

The Committee reviewed the interim relocation claim from Husky Pizza. Construction is underway and Phil Michalowski, the Partnership's relocation consultant, has recommended an interim payment to assist with their expenses for the fit-out. The Committee gave provisional approval of the claim pending some outstanding questions to be reviewed with Mr. Michalowski, Howard Kaufman of LeylandAlliance, and Matt Hart, Mansfield Town Manager.

The Committee reviewed how much has been spent on relocation claims and an estimate for future claims.

4. Storrs Center and Business Plan Follow-up

The Committee reviewed suggestions by Committee member Tom Callahan on the revisions to the benchmarks to measure Storrs Center success. Cynthia van Zelm briefly went over the revisions. Mr. Birkenruth asked Committee members to review prior to the next meeting and provide comments. The Committee discussed the value of the benchmarking and the fact that it is an iterative process.

5. Review of June 30, 2012 Financials

The Committee reviewed the Partnership's end of the fiscal year financials. Mr. Birkenruth suggested that the Committee review the best resources for the Partnership's Fund Balance. This review will also be part of the Board's upcoming strategic planning session as well. The Committee approved the June 30, 2012 financials.

6. Adjourn

The meeting adjourned at 10:30 am.

Minutes taken by Cynthia van Zelm

**MANSFIELD DOWNTOWN PARTNERSHIP
MEMBERSHIP DEVELOPMENT COMMITTEE MEETING
Mansfield Town Hall, Conference Room B
August 27, 2012
8:30 AM**

MINUTES

Present: Frank McNabb (Chair), Dennis Heffley, June Krisch, Betty Wexler

Staff: Cynthia van Zelm

Guest: John Armstrong

1. Call to Order

Frank McNabb called the meeting to order at 8:35 am.

John Armstrong is the interim Director of Off-Campus Student Services at UConn (Jim Hintz's previous position) and would like to serve on the Committee.

2. Approval of Minutes from May 21, 2012

June Krisch made a motion to approve the minutes of May 21, 2012. Dennis Heffley seconded the motion. The motion was approved unanimously.

3. Update on Storrs Center

Cynthia van Zelm updated the Committee on the status of Storrs Center including new businesses and the status of road construction and parking.

4. Update on Membership

Ms. van Zelm said as of August 15, 2012, there were 310 Partnership members for \$16,738 in membership donations. She said 49 people had not renewed. Committee members thought that some members may not have rejoined because they thought there was no need with Storrs Center opening. Mr. McNabb said it will be important to emphasize that membership matters since there are many phases left and work to be done to manage Storrs Center.

5. Update on Membership Outreach and Volunteer Calendar

Ms. van Zelm passed around the volunteer calendar for people to sign up to help with events over the next few months including the school open houses.

Mr. McNabb and Mr. Heffley agreed to staff a table at Rentschler Field at the September 8 UConn football game. **Ms. van Zelm will call UConn Athletics to request a table.**

Mr. McNabb put together a list of effective outreach measures from last year and asked for the Committee to review the list and provide comment. Mr. McNabb reiterated that he thought these events were very helpful to get the word out about the Partnership and Storrs Center.

Ms. van Zelm said she would work to get an article out in the Reminder News for October.

Mr. McNabb asked that the membership section be reviewed on the Partnership website. Ms. van Zelm said the website would be reviewed after the *Festival on the Green*.

6. Discussion of Membership Brochure

Ms. van Zelm passed out this year's brochure and Mr. McNabb asked everyone to review prior to the September meeting. Ms. Wexler suggested that all the new businesses be listed in the brochure.

Mr. Armstrong and Ms. Krisch will review the events at Jorgensen and suggest two events where the Partnership might want to have a table – for the September meeting.

Ms. Wexler and Mr. Armstrong suggested that the Alumni Association and the Dairy Bar would be good places for brochures.

7. Other

The Committee agreed to meet on the last Tuesday of the month at 8:00 am due to a conflict with the current schedule.

John Armstrong will check with student leaders to see if there is interest in serving on the Committee.

8. Adjourn

The next meeting date will be September 25 at 8:00 am.

The meeting adjourned at 9:15 am.

Minutes taken by Cynthia van Zelm.

Town of Mansfield Traffic Authority
Minutes of the Meeting – August 28, 2012

Present: Hart, Hultgren, Meitzler, Raiola, Courmoyer, Paterson (Guest)

The meeting was called to order at 10:35 AM. The minutes of the August 2, 2012 meeting were reviewed and no corrections made.

Ravine Road (Directional Signs to UConn) – no progress, still waiting for DOT response.
Walk Facing Traffic Signs for South Eagleville Road – still waiting for DOT response.
Route 275 pedestrian and bicycling safety concerns – still waiting for DOT response.
Route 89 at Mt. Hope Road intersection project status – DOT to be contacted for an update.
Construction traffic issues in Storrs Center – Move in traffic from last week was discussed. The signals were placed on flash at the peak traffic in order to restore traffic flow.
Commercial traffic on Bone Mill Road – Peter Pan Bus is yet to be contacted to request they use Route 44/195 to get to the campus.
Willowbrook Road traffic concerns – signs are up, Engineering is studying other traffic diversion/calming measures, but reported very, very low traffic on the road.
Removal and maintenance of signs on Route 195 for UConn – Hultgren will follow up with DOT (note: DOT did respond that any sign work has to be approved by them and provided a contact for these requests).
Employee parking areas around the Town Hall and Community Center – once the parking plan map is located and updated as necessary; it will be circulated to Town employees with a reminder.
Speed hump request for Davis Road – traffic will be classified now that UConn is back in session.
AI No Toes Motorcycle Run for Diabetes – Approved with the usual conditions to abide by all traffic laws, notify emergency services and coordinate with the Resident State Trooper's office.
7th Annual Bike Run/Benefit in Memory of Katy Michelle Waugh -- Approved with the usual conditions to abide by all traffic laws, notify emergency services and coordinate with the Resident State Trooper's office.
Celebrate Mansfield Parade – Paterson described the proposed route, which would be the same as last year and the matter was discussed. The event and road closure of Route 195 from Rte 275 to Dog Lane from 11:45 AM to 12:30 PM on Sunday September 23, 2012 was approved. The Storrs Road contractor will be asked to cordon off any construction areas on the Friday preceding the parade.
Route 195 safety at the Liberty Bank plaza driveway(s) – this matter was discussed briefly – Hultgren reported that this matter had previously been referred to the DOT and they responded that any road modifications at this location would be the responsibility of the Town or the plaza owners. It was also noted that the proposed walkway and steep bank on the west side of the road in this area precluded any widening of the road at this location (for bypassing stopped or turning traffic).
Birch Road roundabout – this facility may need maintenance and an appearance upgrade. It was referred to the DPW for investigation and action.

The meeting was adjourned at 11:00 AM.

Respectfully submitted,

Lon Hultgren
Director of Public Works

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent 
 Date: August 30, 2012

Re: *Monthly Report of Zoning Enforcement Activity*
For the month of July, 2012

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	13	14	14	13	14
Certificates of Compliance issued	7	4	12	7	12
Site inspections	28	41	44	28	44
Complaints received from the Public	5	8	0	5	0
Complaints requiring inspection	4	3	0	4	0
Potential/Actual violations found	3	3	0	3	0
Enforcement letters	13	6	7	13	7
Notices to issue ZBA forms	1	0	2	1	2
Notices of Zoning Violations issued	2	3	5	2	5
Zoning Citations issued	5	5	2	5	2

Zoning permits issued this month for single family homes = 0, 2-fm = 0, multi-fm = 0
 2012/2013 fiscal year total: s-fm = 0, 2-fm = 0, multi-fm = 0

To: Town Council/Planning & Zoning Commission
 From: Curt Hirsch, Zoning Agent
 Date: September 26, 2012

Re: *Monthly Report of Zoning Enforcement Activity*
For the month of August, 2012

Activity	This month	Last month	Same month last year	This fiscal year to date	Last fiscal year to date
Zoning Permits issued	14	13	7	27	21
Certificates of Compliance issued	13	7	12	20	24
Site inspections	32	28	30	60	74
Complaints received from the Public	3	5	2	8	2
Complaints requiring inspection	2	4	2	6	2
Potential/Actual violations found	1	3	1	4	1
Enforcement letters	6	13	5	19	12
Notices to issue ZBA forms	1	1	0	2	2
Notices of Zoning Violations issued	2	2	2	4	7
Zoning Citations issued	0	5	2	5	4

Zoning permits issued this month for single family homes = 0, 2-fm = 0, multi-fm = 0
 2012/2013 fiscal year total: s-fm = 0, 2-fm = 0, multi-fm = 0

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**Town of Mansfield
Department of
Human Services**

Memo

To: Connecticut Public Transportation Commission

From: Human Services Advisory Committee, Advisory Committee on the Needs of Persons with Disabilities, Mansfield Commission on Aging, Mansfield Advocates for Children

CC: Mansfield Town Council

Date: 10/1/2012

Re: Public Hearing on Public Transportation Issues

We are writing as advisory committees to the Mansfield Town Council that are concerned about what we see as significant unmet public transportation needs for many residents of the Town of Mansfield. As you solicit input regarding how public transportation is working and what might be done to improve it in this state, we would like to offer the following observations:

- For the past two years funding for the State Matching Grant for Elderly and Disabled Demand Responsive Transportation has been reduced by 25% after the grant is awarded. This grant enables the Town of Mansfield to provide transportation to medical appointments outside of the region served by our Dial-A-Ride services, and for many seniors and residents with disabilities this is the only service available to meet this need. This reduction will necessitate cuts to this service for this fiscal year.
- There is a narrow corridor that is serviced by WRTD's Storrs-Willimantic bus, which is not accessible to many residents in this rural community. The bus does not go to key community sites including the library, public schools and playgrounds, and it is not uncommon for parents with young children to walk along dangerous roads to access these facilities. While the bus does stop at several senior housing locations, gaps in the scheduled service over the course of the day can make use of the bus impractical for seniors who may not be able to be away from home for extended periods of time.
- The requirement for residents with disabilities to be within $\frac{3}{4}$ mile of the fixed route service to utilize the ADA transportation makes it difficult for many to use this service. While that requirement may be appropriate in a more densely populated urban area, it is impractical in a rural community where individuals may not be able to live that close to a fixed transit route.
- The UConn/Mansfield pre-paid fare program is an important service, and makes public transit financially accessible to all residents. We support the continuation of this program.
- While the new intermodal center will be a great resource for this community, there needs to be a way for residents to use public transportation to access this center. Once again, the existing fixed route service is only accessible to a small percentage of our residents.

We appreciate having the opportunity to express these concerns, and would be happy to provide additional information to further your understanding of these issues.

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TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

September 27, 2012

Mr. Robert Stein
Chairman
Connecticut Siting Council
Ten Franklin Square
New Britain, Connecticut 06051

Subject: Proposed Interstate Reliability Project

Dear Mr. Stein:

On behalf of the Mansfield Town Council, I would like to thank you and your colleagues on the Connecticut Siting Council for considering the impacts that the proposed project will have on the residents and businesses of the Town of Mansfield. I understand that the hearings have now been completed, and as you continue in your deliberations I wanted to take the opportunity to once again urge the council to require mitigation measures if the project is approved. I have attached for reference the April 24, 2012 letter from Mayor Elizabeth Paterson which elaborates our concerns and the requested mitigation measures.

Additionally, I understand that Northeast Utilities is open to a conditional approval for the Hawthorne Lane alternative. While this request may seem unusual and may not have been used by the Siting Council in the past, the use of such a conditional approval is critical to the future of the Hawthorne Lane neighborhood. Without the relocation of the transmission lines as proposed in the alternative, this neighborhood stands to suffer irreparable damage from the placement of a new transmission line in the proposed location.

As referenced in the attached letter dated August 31, 2012 from Anthony Mele, the transfer of the conservation easement approved by the Town Council has not yet been finalized due to delays in acquiring mortgage subordinations for some of the homeowners. These subordinations are required for the new conservation easement to be placed on their properties and the existing conservation easement over the alternative transmission corridor to be removed. As you may be aware, addressing issues such as these with larger national banks can take some time due to the volume of customers they serve and a lack of familiarity with the situation.

Just as Northeast Utilities has indicated a willingness to continue to work with the property owners on this issue, we are hopeful that the Siting Council will take the same approach and afford them more time to complete this transaction by issuing a conditional approval as described in Mr. Mele's letter. As you are aware, the project proposed by Northeast Utilities represents a significant undertaking that will dramatically change the landscape that you had an opportunity to view on your tour in April.

I thank you for your assistance and continued consideration of the Town's requests with regard to this project. If you have any questions regarding these recommendations, please contact Linda M. Painter, Director of Planning and Development at (860) 429-3330 or painterlm@mansfieldct.org.

Sincerely,



Matthew W. Hart
Town Manager

Cc: Linda Roberts, Executive Director, Connecticut Siting Council
Anthony Mele, Northeast Utilities
State Senator Donald Williams
State Representative Gregory Haddad
United States Representative Joseph Courtney
Mark Paquette, Executive Director, Windham Region Council of Governments
Town Council
Planning and Zoning Commission
Conservation Commission
Agriculture Committee

TOWN OF MANSFIELD
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268-2599
(860) 429-3336
Fax: (860) 429-6863

September 25, 2012

Mr. Dimple Desai
Community Development Director
Office of Policy and Management
Intergovernmental Policy Division
450 Capitol Avenue, MS#54ORG
Hartford, CT 06106-1379

Re: Town of Mansfield Application to the Main Street Investment Fund for the Storrs Center
Downtown Enhancement Plan

Dear Mr. Desai:

I am pleased to submit a Main Street Investment Fund application for funding for the Downtown Enhancement Plan for Storrs Center – one of the Town of Mansfield's critical economic development projects. Storrs Center will create jobs in our local community and add significant tax revenue to the town of Mansfield. Storrs Center is a priority project for the Mansfield Town Council and at its September 24, 2012 meeting, the Town Council unanimously endorsed a grant application to the Main Street Investment Fund program. Please see the attached resolution from the Town Council.

The Town of Mansfield, in association with the University of Connecticut and private property-owners, has been working for years to help plan the transformation of an existing commercial area on Storrs Road (Route 195) into a vibrant and economically successful mixed-use downtown that will be the heart of our community.

We are very pleased that the first phase of construction is complete with the apartments opening to full capacity on August 15, and businesses opening over the summer and into late fall. This mixed-use retail/residential/commercial project with a variety of shops, restaurants and cafés, a town square, office space, and market rate housing will truly enhance the quality of life and learning in the community.

With our goal of a great college downtown in sight, we would like to request that the State consider a \$500,000 grant from the Main Street Investment Fund for Storrs Center for façade improvements, signage, street lighting, planters, and street lights to serve the retail shops,

restaurants, offices, and residences for the current and next phases of Storrs Center. This additional funding is needed to complete the streetscaping and amenities to provide a fully functioning, attractive Storrs Center downtown area for shoppers, walkers, residents, and visitors.

More detail on the Storrs Center funding request is in the attached application.

Funding through the Main Street Investment Fund for the Storrs Center project will greatly promote this exciting economic development and community enhancement project. We appreciate your consideration of our request. Please feel free to contact me at (860) 429-3336 for project details or regarding any question that you may have concerning this application.

Thank you again for your assistance.

Very truly yours,



Matthew W. Hart
Town Manager

CC:

State Senator Donald E. Williams, Jr. w/o attachments
State Representative Gregory Haddad w/o attachments
✓ Mansfield Town Council w/o attachments
Mansfield Downtown Partnership, Inc., Board of Directors w/o attachments
Cynthia van Zelm, Mansfield Downtown Partnership Executive Director
Cherie Trahan, Mansfield Director of Finance
Lon Hultgren, Mansfield Director of Public Works
Howard Kaufman, Principal and Managing Member, Storrs Center Alliance

Attachments:

- 1) Main Street Investment Fund Application with attachments including the Town of Mansfield resolution authorizing the submittal of the Application
- 2) Letter of support from State Senator Donald E. Williams, Jr., and State Representative Gregory Haddad

Assisted/Independent Living Project Background: October 9, 2012

In 2005 the Town of Mansfield contracted with Brecht Associates Inc. to conduct a market study to evaluate the potential for developing various types of senior housing communities in the Town. That study indicated that based on qualitative interviews, site analysis, and results of the demand analyses for active adult, independent and assisted living, the conditions were favorable for the development of such projects.

Advisory Committee

On February 12, 2007, the Town Council adopted the following resolution to establish and issue charge to an Assisted/Independent Living Advisory Committee:

WHEREAS, the Town Council wishes to recruit and select a qualified developer to construct and operate an independent/assisted living facility within the Town of Mansfield; and

WHEREAS, the Town Council desires to establish an Advisory Committee to assist with this task:

NOW, THEREFORE BE IT RESOLVED THAT:

A nine-member Independent/Assisted Living Committee is established for an indefinite term and is authorized to perform the following charge:

1. Make best efforts to keep the public informed of the status of the developer selection process, and solicit public comment when appropriate. Such efforts could include conducting one or more public information meetings, and maintaining a project status report on the town's website.
2. Review draft request for qualifications (RFQ) prepared by staff and finalize the document.
3. Identify an inclusive list of potential developers and distribute the RFQ to them along with a copy of Brecht Associates' Market Analysis. (The RFQ shall be posted on the Town's website as well.)
4. Review the responses to the RFQ and select a "short list" of developers. Interview selected developers (in a closed process), who shall be asked to make a presentation and respond to relevant issues/questions including, but not limited to, the following:
 - Vision for an independent/assisted living facility: relevant experience with other projects that the developer has been involved with that are similar including both completed and planned projects, and an overall description of the developer's approach to the planning, financing, state and land approval processes and requirements, construction, marketing and operation of the facility.
 - Proposed scope of services, including experience with the delivery of services that will be provided under the umbrella of this facility. Innovative ideas are encouraged, including services that may be offered to non-residents of the facility, and can include partnerships or collaborations with other organizations.

- Understanding of the recommendations of the market analysis as they pertain to the needs and interests of seniors and their ability to afford this type of facility. Proposals for setting aside a designated number of units as “affordable” will be encouraged. Included in this should be a demonstration of an understanding of the importance of UConn in this community, along with any potential role that they may play.
 - Timing of anticipated approval process and start of construction: descriptions of phases (if contemplated), and expectations for occupancy.
 - Expectations/proposals for site selection and/or site acquisition and associated zoning requirements.
 - Collaboration: willingness and interest in working cooperatively with key stakeholders including the Town, university, and seniors in the planning, implementation and ongoing operation of the facility.
 - Innovation: creative ideas for the development and use of the facility including innovative designs, marketing, shared use of space and promotion of the facility as a resource for seniors in this area.
5. Based on the responses to the RFQ and refinement of site selection options, ask one or more qualified developers to respond to a Request for Proposal (RFP) for this project. If more than one qualified developer is identified, review the proposals, rank those organizations, and interview representatives from the top-ranked organization(s) to confirm their qualifications, interests and commitment to the project. References shall be checked at this time.
 6. Based upon the results of the RFP process, recommend to the Town Council one or more qualified developers for further consideration. (The Town Council shall interview the qualified developer(s), and appoint a preferred developer. At this point, the Town Council and the preferred developer shall agree upon a scope of services that will become the basis of an agreement between the Town and the preferred developer.)

The following individuals were appointed to the Committee by the Town Council:
 Community Members Appointed: Susanna Thomas, George Cole, Jane Ann Bobbitt, Nancy Sheehan, John Brubacher, Amy Kenefick (later replaced by Cynthia Collins);
 Staff: Kevin Grunwald, Matt Hart, Greg Padick

Process:

This advisory committee began meeting regularly in March of 2007, and conducted an extensive review of national and regional developers of senior residences. As a result of that research a Request for Qualifications (RFQ) was released in June of 2007, and qualifications were received from the following developers: Benchmark/Hawthorne Partners, the Long Hill Company, and Masonicare. Each of these developers was asked to make a presentation to the committee, and a representative group of committee members visited facilities that they currently owned and operated. Subsequently a Request for Proposal (RFP) was released to those three developers in March of 2008, and proposals were received from Long Hill Associates and Masonicare. These two developers were then given an opportunity to make a presentation to the committee and

to respond to specific questions generated by their proposals, which were held on May 1, 2008.

Proposed Developers:

The Long Hill Company:

The Long Hill Company (TLHC) is a wholly-owned, for-profit subsidiary of United Methodist Homes (UMH), a 501(c)(3) not-for-profit organization based in Shelton, CT. Chartered in 1874, UMH owns and operates facilities that collectively provide a full spectrum of senior services to approximately 2700 residents. TLHC provides management, consulting, and development services to the Senior Living Industry. In addition to these services, TLHC has entered into strategic alliances and joint venture operations with other organizations. They have paired with hospital systems, home health agencies, proprietary health care providers, community organizations, housing providers and other operators of long term care facilities in connection with both turn-around and start-up projects.

Long Hill has recently adopted a model of care at their facilities called "Planetree."

According to their website, "Planetree Continuing Care supports the relationships that sustain a healthy and meaningful life for residents and their caregivers. A Planetree community nurtures the body, mind and spirit of all of its members. A Planetree community offers a range of options to support an individual's autonomy, lifestyle, and interests. There are opportunities for personal growth, self-expression, and spiritual fulfillment. Wellness programs include exercise, stress management and a variety of healing modalities that are responsive to individual interests."

To quote from Long Hill's proposal, "The Long Hill Company (THLC) envisions a residential community that is fully integrated into the Mansfield/UConn community at large. The community will provide a fulfilling lifestyle for its residents through its interactions with the University, our staff, other residents and their families. The community will focus on the Planetree Continuing Care Philosophy of creating relationship-centered caring environments. Sponsorship of the project will be through THLC's parent organization United Methodist Homes, a Connecticut-based not-for-profit. Our plan involves assuming the roles of the developer, owner and operator of the community."

"The focus of the community will be on individuals between the ages of 75 and 100 years requiring or desiring some assistance with chores or the activities of daily living. Programs will be incorporated that will interest and engage the residents. Program development will begin with market research within the greater Mansfield senior provider network. This network consists of medical practitioners, healthcare providers,

social service providers, senior service agencies and local municipalities.”

Masonicare:

Masonicare of Wallingford, Connecticut, identifies itself as the state's leading provider of healthcare and retirement living communities for seniors. Masonicare's roots date back to 1750, when Connecticut's first Masonic Lodge was chartered. In 1889 Connecticut Masons began a charitable fund that became The Masonic Charity Foundation of Connecticut. In 1895 they dedicated an 88-acre homestead in Wallingford as The Masonic Home. At its inception, The Home's mission was to care for the elderly and orphans with Masonic connections. During the ensuing years Masonicare grew exponentially and greatly expanded its healthcare services and retirement living options. The organization is now open to all - not just Masons. They state that; “At Masonicare, we believe in caring for the whole person - mind, body and spirit. We're dedicated to continuing the “ageless commitment to caring” that has been the cornerstone of our organization for more than 100 years.”

As the result of a recent planning process, Masonicare has identified a series of strategic initiatives that will “create a well-coordinated fully integrated continuum approach to senior care that provides a range of choices to seniors. The strategic goal of this new model is to keep people independent in the community longer by reducing their need for skilled nursing facilities.” The proposal that they submitted integrated these strategic initiatives by “designing a senior community that provides the maximum flexibility in apartment unit design to enable individuals to remain at home longer by having additional support services available as needed. An Assisted Living Services Agency (ALSA) would be licensed through Masonicare VNA to provide licensed care to anyone needing it living in the community. Masonicare at Home would provide non-licensed care, such as homemaker services, to anyone needing it living in the retirement community. Masonicare's philosophy is to provide a full continuum of care for the seniors it serves.” To that end, they have had preliminary discussions to collaborate with the New Samaritan Corporation's Mansfield Center for Nursing and Rehabilitation if they are selected to build this facility. This collaboration would provide Masonicare with the ability to create a “mini-continuum” of care that would include direct access to skilled nursing facility services for residents.

Selection Criteria:

After the developers' presentations were made, the committee met to review the proposals and to formulate a recommendation to the Town Council. The following selection criteria (see attached table) were developed to assist them in their recommendation of a preferred developer: 1) Overall Responsiveness to the RFP; (2)

General Appeal of the Proposed Concept; (3) Responsiveness to Unique Community Needs; (4) Innovation; (5) Practicality/Affordability; (6) Philosophy of Service Delivery; (7) Evidence of a Collaborative Approach. The committee evaluated the two proposals and the developers against these criteria to come to their recommendation to the Town Council.

Recommendation:

The majority of the committee agreed to recommend Masonicare as the preferred developer of an Independent/Assisted Living facility in the Town of Mansfield. This was not a unanimous recommendation, but there was consensus that either developer would be capable of building a quality facility. The feeling of the majority of the committee members was that Masonicare is the better organization to work with the Town and University to resolve various implementation issues, particularly infrastructure, site selection, zoning and financing, that still must be resolved. This opinion was based on Masonicare's record of success in Connecticut, their fiscal strength and their clear and strong commitment to this project and northeast Connecticut. Other positives were their interest in addressing multiple elements of the retirement/over 55 market and not just frail elderly and their initiative to work closely with Mansfield's Center for Nursing and Rehabilitation to develop a full continuum of services. The Committee also felt that their broader focus would be considered an asset by the University of Connecticut and faculty union, who it was anticipated would be key stakeholders in this project.

Committee members did have some concern about Masonicare's pricing models, but expected that the planned market research would result in multiple rental and purchase options that would be economically feasible in our local market. Some concerns were also raised regarding the impact that Masonicare would have on other service providers who are already operating in this community.

In reviewing these two proposals, members of the committee were impressed with Long Hill's "relationship-centered" Planetree approach, their quality staffing and their Middlewoods of Farmington facility. Members were less impressed with their conservative market orientation and apparent lack of interest in longer term market needs for our increasingly aging population. Long Hill's focus is on a 70 unit facility, and they seemed to be somewhat hesitant about the market potential in this area and some issues related to site selection. Masonicare's focus is oriented toward meeting both short term and longer term needs, which the committee felt would ultimately support and enhance the infrastructure of senior services currently available in Mansfield. The Brecht analysis did anticipate a slowly growing market which will need to be addressed. The committee's vision was that Mansfield will become increasingly popular as a retirement location, as noted in a recent issue of Connecticut Magazine, and that the market would likely strengthen over time, particularly if there is a strong provider present.

Town Council Action:

In 2008 the Mansfield Town Council passed the following resolution: *“Move, effective August 11, 2008, that the Mansfield Town Council recognizes Masonicare as a “preferred developer” to develop, build and operate an assisted/independent living facility for seniors in the Town of Mansfield. This designation by the Town Council represents the Town’s interest in working collaboratively with Masonicare to facilitate the development of this project.”*

Assisted/Independent Living Proposal:
Selection Criteria

Criteria	3	2	1
Overall responsiveness to the requirements outlined in the RFP.	3 (Highly responsive to most or all requirements in the RFP)	2 (Somewhat responsive to the requirements of the RFP)	1 (Failed to respond to most requirements of the RFP)
General appeal of the concept presented in the proposal.	3 (Concept is well-developed and would meet the needs of residents)	2 (Concept is lacking in some detail and may not meet all service needs)	1 (Concept is vague or lacking in some critical design elements)
Responsive to the unique needs of this community.	3 (Proposal is customized to Mansfield and would work well here)	2 (Proposal appreciates our unique needs but may not be fully responsive)	1 (Proposal does not take our unique community needs into consideration)
Innovation	3 (Proposal is highly innovative and anticipates future conditions)	2 (Some innovative concepts but overall approach is not new)	1 (The approach to services is not especially new or innovative)
Practicality/Affordability	3 (Overall plan is practical and could be implemented effectively)	2 (Some elements of the proposal may not be practical or affordable here)	1 (Unlikely that this proposal would be successfully implemented)
Philosophy of service delivery	3 (Philosophy of service delivery is well-developed and consistent with community standards)	2 (Philosophy may be unclear or out of touch with community sentiment)	1 (Philosophy is poorly articulated or inconsistent with community expectations for this facility)
Collaborative approach	3 (Approach outlined in the proposal demonstrates a high degree of willingness to work with the community in this project)	2 (Some intent to work collaboratively but ideas may not be fully developed)	1 (Little willingness or intent demonstrated to work collaboratively)

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TOWN OF MANSFIELD
Senior Center

MANSFIELD SENIOR CENTER
303 MAPLE ROAD
MANSFIELD, CT 06268-2599
Tel: (860) 429-0262
Fax: (860) 429-3208
E-Mail: SeniorCenter@mansfieldct.org

“Celebrating the Living and Remembering the Fallen”

September 1, 2012

Dear Veteran:

After several years of hosting a “Veteran’s Recognition” at the Mansfield Senior Center, we have decided to move this event to the gym at the Mansfield Community Center to accommodate up to 300 veterans and their spouses. “The Celebration of the Living Veterans” luncheon is scheduled for 11:00 AM to 1:00 PM on Friday, November 9, 2012.

The Committee is in the process of contacting Mansfield business owners to seek sponsors of “The Celebration of the Living Veterans” to cover the entire cost of this event. Our intent is to honor Veterans of all wars, in a manner that requires only their presence. In addition to the luncheon, there will be a formal ceremony that is designed to recognize all of Mansfield’s veterans. Parking will be available at the Community Center, and transportation will also be provided from the Mansfield Senior Center.

For planning purposes, we would like to get some indication of how many individuals plan on attending. To that end, we are requesting that you submit the following information by October 15:

Name of Veteran: _____, Spouse: _____
Phone Number _____ e-mail _____
Branch of Service: _____

Kindly, title all correspondence, “Veterans” and send your emails to DaintonCH@mansfieldct.org, or mail your response to the Mansfield Senior Center, 303 Maple Road, Storrs, CT 06268. You may also hand in the information at the Senior Center desk. Thank you for your interest.

Sincerely,

The Veteran’s Committee; Anthony W. Kotula, Chair

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Town of Mansfield
Proclamation in Recognition of October 14 – 20, 2012 as
Freedom from Workplace Bullies Week

WHEREAS, the Town of Mansfield has an interest in promoting the social and economic well-being of its citizens, employees and employers; and

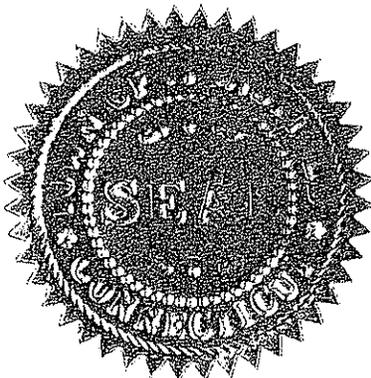
WHEREAS, that well-being depends upon the existence of healthy and productive employees working in safe and abuse-free work environments; and

WHEREAS, research has documented the stress-related health consequences for individuals caused by exposure to abusive work environments; and

WHEREAS, abusive work environments are costly for employers, with consequences including reduced productivity, absenteeism, turnover, absenteeism and injuries; and

WHEREAS, protection from abusive work environments should apply to every worker, and not be limited to legally protected class status based only on race, color, gender, national origin, age, or disability;

NOW, THEREFORE, I, Elizabeth C. Paterson, Mayor of the Town of Mansfield, do hereby proclaim October 14 – 20, 2012 as *Freedom from Workplace Bullies Week*. On behalf of the Mansfield Town Council, I commend the Workplace Bullying Institute for raising awareness of the impacts of and solutions for workplace bullying in the U.S. and encourage all citizens to recognize this special observance.



Elizabeth C. Paterson
Elizabeth C. Paterson
Mayor, Town of Mansfield
October 9, 2012

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