

TOWN OF MANSFIELD

SPECIAL TOWN COUNCIL MEETING
BUDGET WORKSHOP

Monday, April 15, 2013

Mansfield Public Library
Program Room
6:30pm

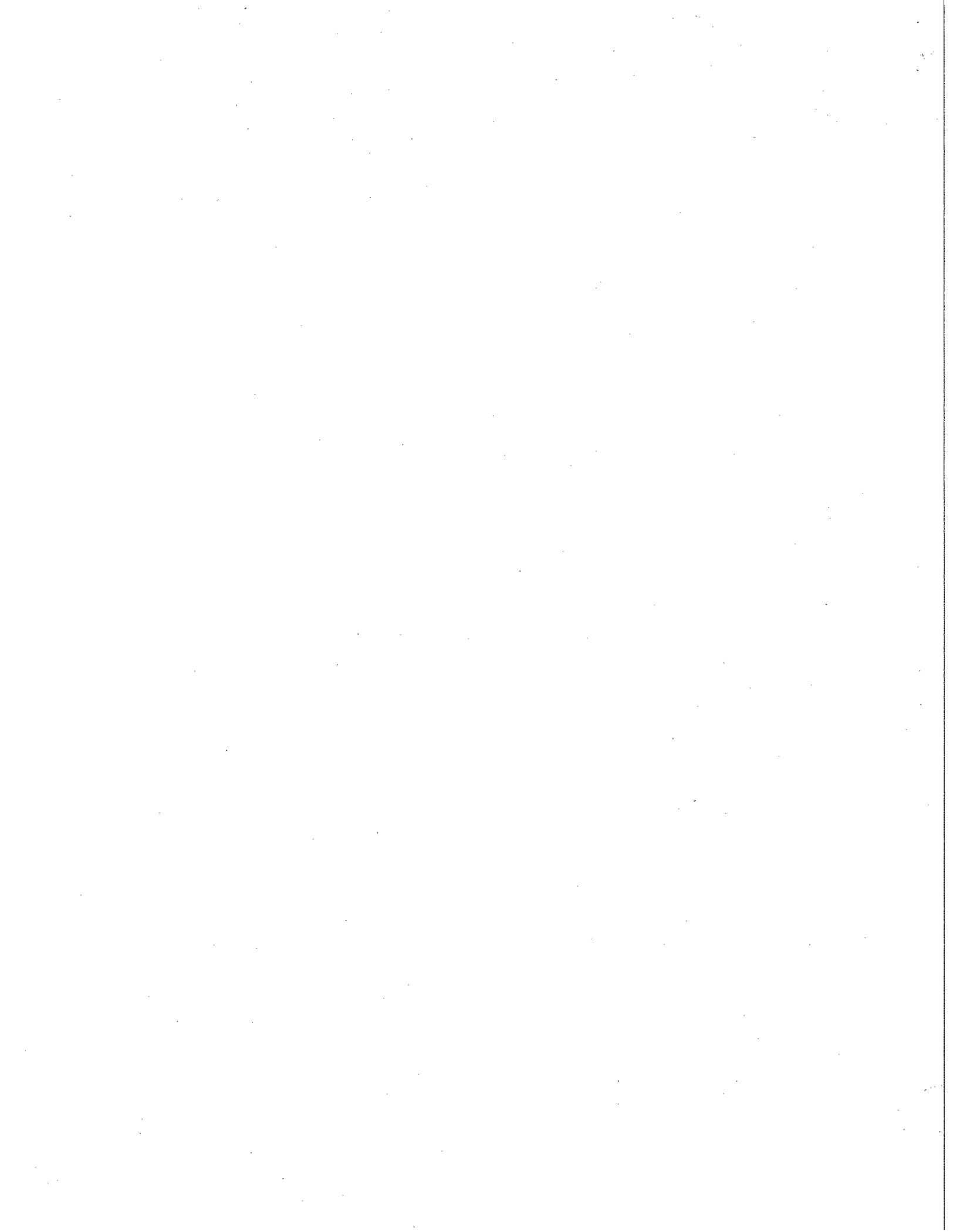
A G E N D A

Work Session

Call to Order/Roll Call

1. Staff Reports
2. Capital Improvement Program (Sec. J, p. 203-219)
 - a. Community Services
 - b. Public Safety
 - c. Facilities Management
 - i. School Building and Technology Needs
3. Downtown Partnership (Sec. W, p. 273-275)
4. Discussion of Proposed Budget/Council Questions

Adjournment



Mansfield Senior Center Association, Inc.
303 Maple Road, Storrs, Ct. 06268

April 9, 2013

Elizabeth C. Paterson, Mayor
Matthew Hart, Town Manager
Beck Municipal Building
4 South Eagleville Road
Storrs, Ct. 06268

Dear Mayor Paterson,

As President of the Mansfield Senior Center Association I am writing to you on behalf of our Executive Board to express our deep concern for the Mansfield Senior Center's 2013/14 budget.

We fully recognize that these are very difficult times for the Town. However, over the past few years the Senior Center's budget has suffered several cuts, and we fear that any further decreases will have a most unfortunate effect on the services provided to our seniors by the Senior Center and its staff.

The cuts referred to include the partial withdrawal of staff support for *Sparks*, the Center's newsletter, the replacement of one full-time clerical employee with a part-time employee, and most recently the replacement of a full-time Licensed Clinical Social Worker with a part-time social worker of lower requirements. As of this date it has not been possible to replace even this position, due at least partially to the fact that it is not full-time.

Already the Coordinator has been forced to eliminate some programs that do not fully support themselves. The Senior Center staff is presently working at full capacity. Further cuts will only worsen this situation and compromise the standards of care that the Center has been proud to offer. Realistically, the Senior Center needs an increase in its budget to handle the demands that are being made upon it now, and which will only increase in the future.

We hope that as you work on the new budget you will keep in mind the cuts that have already been made in the past.

Very truly yours,

Rita Braswell,
President

April 3, 2013

Mansfield Senior Center Association, Inc.
303 Maple Road
Storrs, CT 06268

Elizabeth C. Paterson, Mayor
Matthew Hart, Town Manager
Beck Municipal Building
4 S. Eagleville Road
Storrs, Ct. 06268

Dear Mr. Hart,

As the president of the Mansfield Senior Center Association, I am writing to you on behalf of our Executive Board about the need for a new Senior Center building.

As you know, the oldest WWII baby boomers are celebrating their 67th birthdays in 2013. Within a few years the Mansfield Senior and Wellness Center will need a larger facility and more parking to serve this large cohort of retiring seniors.

The current Senior Center building cannot be enlarged enough to provide suitable space. Since the property is hemmed in on all sides by roads and Wright's Way, expanding the parking lot is also unfeasible. However, the current location of the Center is ideal because it is near or adjacent to three senior housing complexes, and near the site of Masonicare's proposed independent living facility on Maple Road.

We believe that the Town needs to take steps now to assure the eventual acquisition of a suitable building site as close as possible to the general area of the current Senior Center. The property at 113-121 South Eagleville Road appears to be such a site. It is on the bus line, has a sidewalk, and is close to UConn's sewer and water lines. It also abuts the land belonging to the Algonquin Gas Company, which could be a source of natural gas to heat a new Senior Center building.

This may be an optimal time for the Town to get an option to buy this property. We believe that the two older houses on this site are occupied by tenants. One of the owners, Richard Chak, died recently. We believe that the current owners, Philip Chak and Patricia Lewis, are Richard Chak's son and daughter. We are concerned about the possibility that the property may be put on the market in the near future.

Therefore we request that you investigate the appropriateness of the 113-121 South Eagleville property for a building site for a new Senior Center.

We also request that the Town obtain a first option to buy the property at 113-121 South Eagleville Road in order to preserve the possibility of building the new Senior Center facility there in the foreseeable future.

We are eager to discuss this proposal with you, and we are looking forward to your serious consideration of our request.

Sincerely,

Rita Braswell
President, MSCA

DRAFT

Human Services Advisory Committee Minutes of March 20, 2013 Meeting

Present: Ethel Mantzaris (YSB), chair; Ron Baker (Member At Large); Dexter Eddy (Housing Authority); Bev Korba (Senior Center); Joan Terry (Comm. on Aging); Kevin Grunwald (Staff)

Absent: Sara Anderson (Advocates for Children); Fred Goetz (Advisory Comm. on the Needs of Persons with Disabilities); Lorraine Kenowski (Member At Large); Victoria Nimirowski (WAIM)

Guests: Lida Bolikur, Matt Hart, Town Manager; Bettejane Karnes, Toni Moran, Town Council Member; Linda Savage

As chair of the Town Council's Personnel Committee Toni Moran explained the position of the committee regarding the three vacancies in the Human Services department. The committee feels this is a good time to look at the structure of the personnel in the department. They are looking for information regarding the client base serviced by each position.

Matt Hart said that all three vacant positions are included in the new budget plus funds are proposed to increase the hours for the transportation coordinator and to restore the Youth Service Bureau's challenge program. One of the main questions that needs to be answered is: do we want to provide counseling services or referral services? He also feels it is important to look at the senior services and adult services positions to see how they can best serve the needs of the community.

Matt circulated a memo that included three questions that will hopefully provide information to help decide how to shape the future of the Human Services department. Each of the representatives on the Advisory Committee was asked to meet with their committees to discuss the questions. A special meeting of this Advisory Committee will be held on April 3 at 2:00 p.m. to present the results of the discussions.

Matt also brought up a request from the Mansfield Nursing and Rehab Center asking that the new van be made available for them to transport patients to medical appointments. After some discussion, it was the consensus of the Advisory Committee that it is too early to expand the services beyond the trips currently proposed. Once the Town's needs for the van have been established the MNRC request could be reconsidered.

The minutes of the February 20, 2013 meeting were approved as submitted.

Highlights – Kevin reported the following activity for the department.

- The FoodShare program continues to be utilized by an increasing number of residents. Residents of Juniper Hill are picked up by our van to bring them to the distribution site.
- The hours of the transportation coordinator have been increased from 10 to 15 per week to allow time for the coordinator to drive the new van on trips.
- A grant will be submitted asking for funds to renew the program that provides drivers to take residents to medical appointment outside the local area.
- Fixed route trips with the new van began this week and will continue for three months. At that point usage will be reviewed.
- The Town Council approved the submission of the Small Cities grant to request funds for a playground.

Recommendations Regarding this Committee's Future – Kevin circulated a memo written on behalf of our committee regarding our assessment of the continuation of the committee. The recommendations included in the memo were approved with one change. The at large representative should read *recommended* rather than *required*.

Respectfully submitted,
Joan Terry, secretary

Next Meeting
April 3



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Matt Hart, Town Manager
CC: Maria Capriola, Assistant to Town Manager; Kevin Grunwald, Director of Human Services
Date: February 14, 2011
Re: Grant Application - Wheelchair Accessible Van for Elderly/Disabled

Subject Matter/Background

The Town of Mansfield has the opportunity to submit a grant application to the Connecticut Department of Transportation (ConnDOT) to purchase a wheelchair-accessible van for elderly/disabled transportation. Purchase of this vehicle would enable us to enhance the transportation services, particularly the volunteer driver program, that the Town currently provides to this group of residents. The application must be approved by the Board of the Windham Council of Governments, which is responsible for prioritizing multiple applications from the region and encouraging regional coordination of services.

Financial Impact

The Section 5310 grant from the Federal Transit Administration pays 80 percent for the cost of a vehicle, not to exceed \$40,000. Staff estimates that the Town's 20 percent match for the grant would total approximately \$10,000, which we would fund via the capital budget. Staff will develop a more accurate estimate for the match as well as anticipated maintenance, fuel and insurance costs for the vehicle if the Council decides to authorize the application.

Recommendation

Staff recommends that the Town Council authorize the Town Manager to submit the grant application. (If the grant is awarded, staff would seek a separate approval action from the Council to authorize the purchase of the vehicle.) The purchase of a wheelchair accessible van would enhance the transportation services currently offered by the Town to seniors and people with disabilities, by providing transportation to medical appointments outside of the Dial-A-Ride region for residents who use a wheelchair. It would also enable us to become more efficient in bringing groups of residents to specific locations or events.

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

Move, effective February 14, 2011, to authorize the Town Manager, Matthew W. Hart, to submit a grant application to the State Department of Transportation to purchase a wheelchair-accessible van for elderly/disabled transportation.

**STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION**

**APPLICATION FOR CAPITAL ASSISTANCE
FOR
PRIVATE NONPROFIT ORGANIZATIONS
AND
ELIGIBLE LOCAL PUBLIC BODIES
TO PROVIDE
TRANSPORTATION SERVICES FOR
ELDERLY PERSONS AND PERSONS WITH DISABILITIES**

FEDERAL TRANSIT ADMINISTRATION'S
SECTION 5310 PROGRAM
Federal Fiscal Year 2011 Grant Cycle

*Applications must be received by both the Department of Transportation
and the Regional Planning Organizations no later than Friday, March 25, 2011.
Neither the Department nor the Regional Planning Organizations will
review late applications.*

CONNECTICUT DEPARTMENT OF TRANSPORTATION
OFFICE OF TRANSIT & RIDESHARING, ROOM 1143 NE
P.O. Box 317546
NEWINGTON, CT 06131-7546
ATTN: ELLEN LAWRENCE

General Information Concerning the Section 5310 Program
Please Read this Page Thoroughly

This application must be completed in its entirety. Please do not make changes to this application or submit old applications. This is the only application that will be accepted.

Additional information may be obtained by calling (860) 594-2912

- Applicants must read the information listed below. Applications will be reviewed and prioritized for funding by the Regional Planning Organizations and the Department of Transportation.
- The Section 5310 grant for Federal Fiscal Year 2011 will be awarded as follows: The Federal Transit Administration (FTA) will pay 80% of the cost of a vehicle, but the total FTA grant amount shall not exceed \$40,000. The remaining balance of the vehicle cost must be funded by the awarded recipient. For example: A \$50,000 vehicle will be funded \$40,000 by FTA and \$10,000 funded by the recipient.
- If State funds become available, the State may fund some or all of the non-federal share, but only to the extent that the total State and Federal share combined together shall not exceed \$40,000 per vehicle.
- In order to be eligible for replacement, a vehicle must have reached the end of its useful life or the vehicle must have excessive maintenance costs that are documented and submitted with the application. Please do not submit maintenance documentation if the vehicle being replaced has reached the end of its useful life. Useful life is defined as 5 years of age or 125,000 miles for a bus and 4 years of age or 100,000 miles for a van.
- A vehicle being submitted for replacement must have reached the end of its useful life prior to submittal of this application.
- Applicants must be private nonprofit organizations or eligible local public bodies. As defined by the Federal Transit Administration (FTA), an eligible public body is one approved by the State to coordinate services for elderly persons and persons with disabilities; or which certifies to the Governor that no nonprofit organizations or associations are readily available in an area to provide the service. The certification form for local public bodies has been included in this package and must be completed and submitted with the application.
- All private nonprofit organizations that submit an application must be registered with the Secretary of the State's office.
- Applications must be filled out in duplicate, with one copy forwarded to your local Regional Planning Organization (RPO) and the other submitted to the Connecticut Department of Transportation (ConnDOT). Completed applications received by the due date will be reviewed and prioritized by both ConnDOT and your local RPO. Applicants will receive notice of grant approval/denial prior to June 10, 2011.

- Grants are awarded on a competitive basis. The average number of grants awarded over the past five years is 30 per year, statewide.
- Criteria for evaluating the applications can be found in Appendix G.

If your organization is awarded a vehicle grant:

- All recipients of Section 5310 funding must purchase wheelchair accessible vehicles in accordance with procedures established by ConnDOT and FTA.
- Insurance requirements are listed on page 11 and must be adhered to by each applicant applying for Section 5310 funding.
- All recipients of Section 5310 will be required to submit Quarterly Operating Reports and Quarterly Maintenance Reports. Please refer to Appendix F.
- The State will not provide payments until a fully executed agreement is in place, the grantee receives the vehicle(s) and forwards the following completed documents to ConnDOT:
 - The Invoice Summary and Processing (ISP) form,
 - A proof of vehicle acceptance form,
 - A copy of the Certificate of Origin(s),
 - The completed CON-32 Certificate of Insurance Form,
 - The Post-Delivery Federal Motor Vehicle Safety Standards (FMVSS) Certification Requirement,
 - The Post-Delivery Purchaser's Requirements Certification, and
 - The Interim Bus Testing Program forms.

Be aware that no payments can be issued between June 20 and July 31 of any calendar year.

- Applicants should have sufficient financial resources to cover the total cost of the vehicle in the event the vehicle arrives and must be paid for prior to receipt of grant funds.
- For any vehicle purchased with Section 5310 funding, ConnDOT must be listed as first lien holder on the motor vehicle registration.
- Vehicle titles will be retained by ConnDOT until the useful life of the vehicle has lapsed or the vehicle is transferred from the recipient agency.
- Vehicles must be registered in accordance with the rules and regulations of the Connecticut Department of Motor Vehicles.
- From the time of grant award, it takes approximately 15-18 months for physical delivery of vehicles.

FTA Section 5310 CT-16-0037
Federal Fiscal Year 2011

Certification for Private Non-Profit Organizations
and Eligible Public Bodies

Title 49 U.S.C. 5310(a)(1) authorizes funding for public transportation capital projects planned, designed and carried out to meet the special needs of elderly individuals and individuals with disabilities.

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate the funds apportioned to it to a governmental authority that certifies that there are not any non-profit organizations readily available in the area to provide the special services.

I Matthew Hart, Town Manager certify that there are no non-profit
(Name of Authorized Official)

organizations serving the Town of Mansfield
(Name of Eligible Public Body)

which meet the special needs of elderly individuals and individuals with disabilities.

Signature of Authorized Official

March 24, 2011
Date

Please follow directions carefully and complete all sections of this application. ConnDOT and the Regional Planning Organizations will not review, evaluate or prioritize incomplete applications.

I. GENERAL INFORMATION

Legal Name of Applicant Organization: Town of Mansfield

Primary Address: Street 4 South Eagleville Road
P.O. Box # _____
City/Town Storrs
County Tolland
Zip Code 06268

Name of Project Director: Kevin Grunwald

Title of Project Director: Director of Human Services

Telephone Number: (860) 429 - 3314

Fax Number: (860) 429 - 7785

Email Address of Project Director: grunwaldk@mansfieldct.org

Nine-digit Federal Employer Identification Number: 06-600 -2032

Is your organization incorporated? _____ yes no

If you answered "YES", a copy of your organization's Articles of Incorporation MUST BE ATTACHED.

(The Department of Transportation has Articles of Incorporation on file for those applicants who were awarded a Section 5310 grant last year. All other grant recipients must attach Articles of Incorporation if your organization is incorporated).

(Place a check mark next to the question that best fits your organization).

Does your organization serve primarily urban populations? _____ Yes No

Does your organization service primarily rural populations? Yes _____ No

I _____ (Project Director) certify that the information in this application is true to the best of my knowledge.

Name of Organization: Town of Mansfield

Current Services:

1. Describe the general services (non-transportation) currently provided by your organization. List the different programs of your agency and its activities.

The Mansfield Department of Human Services exists to enhance the well-being and to help meet the basic human needs of all residents. This is accomplished by offering a wide range of services and by working in collaboration with other community and area agencies. The department pays particular attention to the needs and empowerment of residents who are potentially at risk or in need of services. The Department assists residents through three service divisions: Adult Services, Senior Services and Youth Services. General Fund expenditures are supplemented by grants and contributions from many public and private sources that provide support for several programs as well as individuals with emergency financial needs.

The Adult and Administrative Services Division provides administrative and supervisory oversight to all three service divisions in the Department, including grant writing and grants management. Adult services include information, referral and counseling relating to a wide range of concerns and problems, as well as providing support services to various citizen committees. In addition, the Office serves as the Town's Municipal Agent for Elderly and Fair Housing. Lastly, the Adult and Administrative Services Division processes elderly/disabled tax relief applications, and coordinates community holiday giving programs. Emergency financial assistance is provided from the Special Needs Fund, which is supported by private donations.

Senior Services provides opportunities for seniors aged fifty-five and over to maintain and improve their physical, mental, social and emotional well-being so that life is stimulating, full and enjoyable. Seniors are involved in various creative, educational, recreational and social activities at the Mansfield Senior Center. The Senior Center offers a wide range of activities including support groups, computer classes, health programs, exercise classes, bingo, art classes, chorus, meals, trips and volunteer opportunities. The Wellness Center also offers health screenings, immunization, social services, case management and medical services through a variety of programs.

Under the Youth Service Bureau staff provide programs that respond to the needs of Mansfield youth and their families. These programs support and advocate for the social and emotional development of our town's youth. Clinical services include: individual counseling, family counseling, group counseling, crisis intervention, psychiatric assessment, medication management and multi-family therapy group. Staff also serve as the social workers for the public schools. Several initiatives focus specifically on the needs of families with young children including school readiness, information and referral and community planning.

2. If your organization has a website, please put the website address here.
www.mansfieldct.gov

Name of Organization: Town of Mansfield

3. Is your organization presently providing transportation services? yes no
4. If your organization is providing transportation services to the elderly and persons with disabilities, please answer the following questions.

A) Please fill in the hours of each day that your organization operates transportation. Provide the ridership by day of the week.

	Begin (AM/PM)	End (AM/PM)	# of Passengers
Sunday			
Monday	8:30 AM	4:30 PM	1
Tuesday	"	"	1
Wednesday	"	"	1
Thursday	"	"	1
Friday	"	"	1
Saturday			

B) Please list the types of trips your organization provides. Ex: (Medical, Nutrition, Employment, etc.)

We currently offer a volunteer driver service that provides rides to a variety of locations including doctor's appointments, shopping trips and trips to the beauty parlor, etc.

C) Please list the towns to which your organization operates transportation.

Transportation is offered within the State of Connecticut.

D) Does your organization charge any fares?

No

E) Does your organization operate a fixed route, dial-a-ride, mixed, etc? Please explain.

While we subsidize both a regional Dial-A-Ride and a fixed route service through General Fund contributions to the municipal budget, the Town does not operate those services.

Name of Organization: Town of Mansfield

5. Current Vehicle Fleet

List your present equipment. Please fill in all boxes for each vehicle listed. If you have more than six vehicles in your fleet, you may use additional sheets, but **you must include all of the information requested below.**

	Vehicle 1	Vehicle 2	Vehicle 3
Vehicle Reg. # (License Plate)	No vehicles currently.		
Vehicle ID #			
Type (car, van, bus, etc.)			
Passenger Capacity			
Model Year			
Current Mileage			
Special Equip. (lift, ramp, etc.)			
Original Funding Source of Vehicle (Sect. 5310, fund-raising, DDS, etc.)			
Are you planning to replace this vehicle with this application? (y/n)			

Name of Organization: Town of Mansfield

Current Vehicle Fleet (cont'd)

	Vehicle 4	Vehicle 5	Vehicle 6
Vehicle Reg. # (License Plate)			
Vehicle ID #			
Type (car, van, bus, etc.)			
Passenger Capacity			
Model Year			
Current Mileage			
Special Equip. (lift, ramp, etc.)			
Original Funding Source of Vehicle (Sect. 5310, fund-raising, DDS, etc.)			
Are you planning to replace this vehicle with this application? (y/n)			

Name of Organization: Town of Mansfield

6. If your organization has a vehicle that does not meet minimum useful life requirements to be eligible for replacement (4 years or 100,000 miles for a van, 5 years or 125,000 miles for a bus), but needs to be replaced due to excessive maintenance, please complete this page. Do not complete this information if your vehicle has reached the minimum useful life.

Describe the major component problems. These may include, repeated engine replacement, excessive brake and transmission replacement, excessive repairs during warrantee period due to design flaw, or repair cost more than replacement cost. Please attach to this application copies of the repair bills or letters that have been submitted to the vendor and/or original equipment manufacturer.

Name of Organization: Town of Mansfield

II. PROPOSED TRANSPORTATION PROJECT

Number of vehicles being applied for: One

Which type of vehicle do you intend to purchase? Please check one.

Lift-equipped **Mini-Bus** carries from 11 – 20 passengers _____

Lift-equipped **Van** carries 10 or less passengers X

The following requirement will be included in the agreement between the State of Connecticut and applicants selected for funding.

Automobile Liability Insurance: One Million Dollars (\$1,000,000) for vehicles with a seating capacity of ten (10) or less passengers, (b) One Million Five Hundred Thousand Dollars (\$1,500,000) for vehicles with a seating capacity of eleven (11) through fourteen (14) passengers, and (c) Five Million Dollars (\$5,000,000) for vehicles with a seating capacity of fifteen (15) passengers or more, for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and shall include comprehensive and collision to provide for repair and replacement of vehicle(s).

Commercial General Liability including Contractual Liability Insurance, providing for a total limit of not less than One Million Dollars (\$1,000,000) single limit for all damages arising out of bodily injuries to, or destruction of, property including the loss of use thereof in any one accident or occurrence. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of Two Million Dollars (\$2,000,000) for all damages during the policy period.

Workers' Compensation Insurance shall also be carried in accordance with the requirements of the laws of the State of Connecticut and the laws of the United States respectively.

Seating capacity of vehicle for each vehicle being applied for:

How Many Ambulatory Passengers	How Many Wheelchair Passengers
Veh 1 <u>8-9</u>	Veh 1 <u>1-2</u>
Veh 2 _____	Veh 2 _____

Vehicle will be used to: (PLEASE CHECK ONE PER VEHICLE BEING APPLIED FOR).

	Replace	Expand	Start New
	Existing Veh.	Service	Service
Veh 1	_____	<u>X</u>	_____
Veh 2	_____	_____	_____

List all towns to be served. Please underline primary service location: Serving residents of the Town of Mansfield, with service to surrounding towns, primarily east of the CT River.

Location at which vehicle will be housed: Mansfield Senior Center

The following information should be provided for the vehicle(s) for which you are applying.

1. Type of service to be provided:

_____ % fixed route

80% demand responsive (dial-a-ride)

20 % other (explain) scheduled group trips and outings.

100% total

2. Target population - Place a check mark next to the type(s) of person(s) to be served:

physically disabled (not elderly) mentally disabled (not elderly)

elderly and mentally disabled elderly and physically disabled

elderly (not qualifying as disabled)

3. Do you serve any other populations than what is listed above?

If so, what type of populations?

None

Name of Organization: Town of Mansfield

Concerning the vehicle(s) for which you are applying:

4. Estimate number of individuals in the following groups to receive service:

2 Black _____ Pacific Islander

6 Hispanic _____ American Indian

6 Asian _____ Alaskan Native

_____ Other

5. Estimate number of elderly and/or disabled individuals to receive service per day:

1 physically disabled (not elderly) 1 mentally disabled (not elderly)

1 elderly and mentally disabled 2 elderly and physically disabled

2 elderly (not qualifying as disabled)

6. Estimate the number of one-way passenger trips to be provided on the vehicle for which you are applying. A one-way passenger trip consists of transporting one individual from a pick-up point to his/her destination. (e.g. ten individuals transported to a medical site and returned to their homes would constitute twenty one-way passenger trips).

4 trips per day 50 trips per month

7. When will your organization provide service on the vehicle for which you are applying?
(Check all that apply).

_____ in the evening X out of region _____ for 6 or more hours per day

_____ through a coordinating entity X on weekends

NOTE: Please use realistic numbers in the above estimates. If you are selected, you will have six months to achieve these ridership goals or the State may require that the vehicle be returned to the Section 5310 program.

Name of Organization: Town of Mansfield

8. Describe in detail the proposed service by explaining the system of scheduling, dispatching, hours of operation, establishment of trip purpose.

This service will be coordinated by our Volunteer Transportation Coordinator. She will handle all scheduling and coordinating use of staff and volunteer drivers, and will attempt to coordinate scheduling of trips for the most efficient operation. Recreational trips will be scheduled on evenings and weekends if we are able to recruit a sufficient number of drivers.

9. Will your organization prioritize trip purposes? (Yes or No)

Yes, with priority given to medical trips.

10. How will your organization let the target population know about the availability of service?

We will use all of our regular media outlets including the Senior Sparks newsletter, the town's website, public access television and the Willimantic Chronicle. Once we receive the van we will host a public event to notify residents about this enhanced service.

Name of Organization: Town of Mansfield

11. Describe the special efforts which are planned to serve low income elderly and/or disabled persons and the benefits to be derived from the proposed service to the elderly and/or disabled users.

We will work with local agencies that serve this population regularly including Generations Health Clinic, the Access Agency, WAIM and the Mansfield Housing Authority to publicize the availability of this service. Our Advisory Committee on the Needs of Persons with Disabilities will also take the lead on making this information available to the general public. The primary benefit of this enhanced service is that it will enable us to provide transportation in a more cost-effective way, while expanding our capacity to provide wheelchair accessible transport outside of the existing Dial-A-Ride region.

Name of Organization: Town of Mansfield

III. ASSESSMENT OF OTHER LOCAL RESOURCES

1. Describe transportation now being provided to the elderly and/or persons with disabilities by other nonprofit organizations in your proposed service area including days and hours of operation, fares, types of passengers, etc.

The Windham Region Transit District (WRTD) currently provides the following transportation services in Mansfield

Fixed Route Bus Service:

Storrs-Willimantic Bus serves Mansfield, Storrs and Willimantic Monday through Saturday. This service does not operate on Sunday. The Storrs-Willimantic bus provides service between the Holiday Mall in Storrs and Gateway Commons (Shaw's) in Willimantic. This route serves UConn, East Brook Mall and ECSU's Noble Hall using Route 195, Main Street inbound and Valley Street outbound.

Route 195 Express Service offers an evening run Monday through Saturday during Fall and Spring UCONN semesters, from the UCONN campus, through Foster Drive, past ECSU, and into downtown Willimantic.

Willimantic City Bus serves Willimantic and North Windham Monday through Saturday. This service does not operate on Sunday.

Route 32 Commuter Bus provides service along Rt. 32, connecting Willimantic to Norwich and Foxwoods® Resort Casino, seven days a week.

Willimantic-Danielson Bus service is provided between Willimantic, Chaplin, the Route 97 commuter lot in Hampton, and Ocean State Plaza in Brooklyn, where it connects with the Northeast Connecticut Transit District (NECTD).

All WRTD services are open to the general public. Residents of Mansfield may obtain a “**free fare**” card that allows them to use the fixed route bus service at no charge within the Town of Mansfield. Cards may be obtained by showing proof of residence at the Mansfield Senior Center, the Town Clerk’s Office, or the Department of Human Services.

Other WRTD Services:

WRTD offers **Dial-A-Ride** and **ADA paratransit** demand-response services in addition to their fixed route services. Dial-A-Ride may be used for rides to anywhere within the ten-town Windham Region (Ashford, Chaplin, Columbia, Coventry, Hampton, Lebanon, Mansfield, Scotland, Willington and Windham), including: medical appointments (first priority); shopping (preferably in groups); personal business; nutrition sites; Senior Center activities; social & recreational activities; and work.

Americans with Disabilities Act (ADA) Paratransit Services: Passengers who are certified ADA eligible and who are traveling within a 3/4 mile radius of a WRTD fixed-route bus (the Willimantic City Bus or Storrs-Willimantic Bus), may use Dial-A-Ride as paratransit during the hours of the fixed route service operation

Hours of Operation:

Dial-A-Ride

Monday - Friday, 8:00 a.m. - 4:00 p.m.

ADA Paratransit

Monday - Friday, 6:20 a.m. - 7:31 p.m.

Saturday, 6:20 a.m. - 6:44 p.m.

Transportation to Medical Appointments: Transportation may be available for medical appointments outside of the Dial-A-Ride region for seniors and people with disabilities through the Town of Mansfield's municipal grant. Rides are primarily provided by homemakers who use their own vehicles. This service is funded by a municipal grant from the State Department of Transportation, and there is no fare for these rides. The Town of Mansfield gratefully accepts donations from its users or any other interested parties to support this service.

Other Transportation Services: The Town of Mansfield currently provides van service weekly from Glen Ridge Retirement Community, Juniper Hill and the Mansfield Senior Center/Wrights way to the Mansfield Public Library, Big Y, the Eastbrook Mall, the Willimantic Food Co-op and Walmart. The trip currently starts at Glen Ridge at 1:00 PM on Mondays, and leaves Walmart for the return trip at approximately 2:45. This service is funded by a municipal grant from the State Department of Transportation, and there is no fare for the rides. The Town of Mansfield gratefully accepts donations from its users or any other interested parties to support this service.

Name of Organization: Town of Mansfield

2. Describe bus, taxi, and wheelchair accessible service available in your proposed service area[†] and why this service does not meet your transportation needs.

The Town of Mansfield is in a rural area of the state, and consequently we face inherent challenges in serving this region with public transit. There are no local taxis, and the fixed-route service only serves a very circumscribed area. While Dial-A-Ride may be used for rides to anywhere within the ten-town Windham Region (Ashford, Chaplin, Columbia, Coventry, Hampton, Lebanon, Mansfield, Scotland, Willington and Windham), it is not uncommon for residents to have medical appointments in Manchester, Hartford, Farmington, and at the West Haven VA Hospital. While we have been able to serve some of those needs through our municipal grant and our volunteer transportation program, having a wheelchair accessible van will go a long way towards meeting the transportation needs of all of our residents.

[†]Local public bodies and nonprofit organizations are expected to maintain public records that document procedures and efforts made to obtain private sector participation and the rationale used in making public/private service decisions.

Name of Organization: Town of Mansfield

3. Federal Transportation legislation requires a Locally Coordinated Public Transit Human Services Transportation Plan before the State of Connecticut can access funds for the Section 5310 plan. Projects to serve the elderly, people with disabilities or low income workers must be derived from this plan. Appendix A describes this planning process. Your RPO can help your agency be included in the planning process. The success of your application will be affected by the extent to which you coordinate with existing services provided in your region. **Describe plans to coordinate and/or combine your proposed service with the existing transportation services in your proposed service area, indicating efforts made toward regional coordination of service.** (Please see Appendix D and Appendix E for definitions of coordinated transportation). **ATTACH purchase of service agreements, interagency agreements or documentation of unsuccessful coordination efforts.** (Use additional sheets if necessary).

While we do not have any immediate plans to coordinate or combine our proposed service with surrounding towns, we are always willing to work with the Windham Region Transit District and the Windham Council of Governments to explore opportunities for collaboration.

Name of Organization: **Town of Mansfield**

Attach evidence of efforts made to notify other public and private transit and paratransit providers of your proposed service. This MUST include:

4. Copies of the Public Notices placed in major newspapers in the proposed service area. A copy of the tear sheet showing the dates published and cost. (See Appendix B).
5. A list of agencies and operators contacted. (See Sample Letter of Notification, Appendix C). The applicant, whenever practical, must request individual sign-offs from public and private for-profit transit operators in the service area stating that, "the services the for-profit or public operator is able to provide are not designed to meet the special needs of elderly and/or disabled proposed in the application".
6. Written comments from interested parties.

Name of Organization: Town of Mansfield

In order for the State to make the required assurance to FTA, each **public body** and **private nonprofit organization** applying for Section 5310 funding must provide to the State information addressing the following. **This section MUST BE COMPLETED IN ITS ENTIRETY or your application cannot be processed.** (Use additional sheets if necessary).

7. Does your transportation system currently utilize a private operator - such as a taxi/livery company - for all or part of your transportation requirements? If yes, please describe.

We currently sub-contract with the Windham Region Transit District to provide dispatch services for transportation that is supported by our municipal grant.

Transportation is provided outside of the Dial-A-Ride service region by Ace Taxi of Manchester and Companions and Homemakers.

If no, please describe methods for periodically reviewing your transportation services to determine whether they can be provided more efficiently by the private sector.

8. Please describe all forums, meetings, hearings or other opportunities for involving the private sector early in the service development process.[†]

We have not had to address this issue.

9. Please describe the process for reviewing any private sector transportation service proposals offered for consideration and the rationale for inclusion or exclusion.

We have not received any proposals from private sector transportation services.

10. Please list the criteria used for making public/private service decisions, including the methodology for making cost comparisons when there are two or more operators interested in providing service.

We have utilized private providers when the service is not within our current capabilities. We have not had to make a cost comparison between two or more operators.

11. Please give a description and status report of any unresolved complaints received from private operators.

None.

11. Please describe the local mechanism for resolving conflicts or complaints involving private operators.

We have not had to address this issue.

[†]Public body applicants must afford an adequate opportunity for a public hearing, and such hearings must be held if someone with a significant economic, social or environmental interest in the matter requests a hearing.

Name of Organization: Town of Mansfield

IV. PROPOSED PROJECT BUDGET (MUST BE COMPLETELY FILLED IN).

1. Estimate reasonable annual OPERATING expenses for the vehicle(s) for which you are applying:

salaries	<u>-0-</u>
maintenance	<u>\$1000</u>
fuel	<u>\$1600</u>
insurance	<u>\$1000</u>
overhead	<u>-0-</u>
other	<u>-0-</u>
TOTAL	<u>\$3600</u>

2. Indicate expected sources and dollar amounts of funds to be used to meet OPERATING expenses for the vehicle(s) for which you are applying. Please list specific funding sources, along with an estimation of your chances for obtaining this funding. **EACH COLUMN MUST BE FILLED IN.**

<u>Funding Source</u>	<u>Dollar Amount</u>	<u>Probability of Funding %</u>
Town of Mansfield	\$3600	100%

3. Indicate expected sources and dollar amounts of funds to be used to provide the non-federal share of the CAPITAL expenses for the vehicle(s) for which you are applying. Please list specific funding sources, along with an estimation of your chances for obtaining this funding. **EACH COLUMN MUST BE FILLED IN.**

<u>Funding Source</u>	<u>Dollar Amount</u>	<u>Probability of Funding %</u>
Town of Mansfield	\$10,500	100%

Name of Organization: Town of Mansfield

V. MAINTENANCE OF PROJECT EQUIPMENT

1. Maintenance of Project Equipment is a priority of ConnDOT. Describe in detail your maintenance plan or the maintenance required by your service contract agreement.

The vehicle will be maintained by the Town's Public Works Department mechanical staff. This consists of 3 full-time mechanics who maintain all Town vehicles with the exception of fire trucks.

2. What is the schedule for maintenance on your vehicle?

The maintenance schedule for most vehicles is every 4000 miles or 4 months; whichever comes first.

3. Please explain who performs the maintenance on your vehicles.

The Department of Public Works employs a lead mechanic and 2 mechanics. All have considerable experience in maintaining all manner of vehicles and equipment.

4. If your organization subcontracts maintenance, who is the subcontractor?

We do not sub-contract vehicle maintenance. However, we do sub-contract body work, painting, and occasional large repairs (engine rebuilds, transmission repairs, etc.).

Appendix A

Community-Based Transportation Service Planning

The Connecticut Department of Transportation and regional planning organizations across the state are working together on a community planning process for Federal Transit Administration (FTA)-funded transportation of older adults (60+), persons with disabilities and individuals with low incomes. The plan will determine how those funds will be spent in Connecticut and will be developed through a process that includes representatives of public, private and nonprofit human services transportation providers and participation by the public. At this time the process only covers the three FTA-funded programs described below. In the future, it could encompass additional federally-funded and state-funded programs.

Frequently Asked Questions

What is Human Services Transportation?

For the purposes of this planning effort, it is defined as transportation services for persons with disabilities, older adults (60+), and individuals with lower incomes. This could include services provided by public transit agencies, municipalities, human service agencies and private providers such as taxi or medical livery companies.

Why are we doing community-based transportation planning?

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law on August 10, 2005. This law establishes programs and funding for the Federal Transit Administration through federal fiscal year 2009 and requires the development of Locally-Coordinated Public Transit Human Services Transportation Plans. These plans will determine how transportation funding for the three programs listed below will be spent. Lacking long-term authorization of a new federal transportation act, it is assumed that the programs and requirements will stay the same until reauthorization.

What types of programs will the locally-coordinated transportation plan include?

SAFETEA-LU requires that three federal programs be included in the plan. These are the:

- Section 5317 New Freedom Program,
- Section 5316 Job Access and Reverse Commute program (JARC), and
- Section 5310 Vehicle Grant program to serve Older Adults and People with Disabilities.

How much funding is there?

	5316	5310	5317	Total
FFY 2006	\$1,121,532	\$1,364,251	\$1,034,018	\$3,519,801
FFY 2007	\$1,182,172	\$1,440,108	\$ 971,833	\$3,594,113
FFY 2008	\$1,280,686	\$1,560,638	\$1,049,820	\$3,891,144
FFY 2009	\$1,503,190	\$1,669,623	\$1,210,107	\$4,382,920

FFY 2010	\$1,437,226	\$1,645,694	\$1,187,649	\$4,270,569
----------	-------------	-------------	-------------	-------------

What can the communities and the state do with these funds?

- *Section 5317 New Freedom* projects must assist individuals with disabilities with transportation. The projects must be for new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act (ADA.)
- *Section 5316 JARC* projects must improve access to employment and employment related activities for low-income workers.
- *Section 5310* provides vehicle grants to non-profit agencies or municipalities to provide transportation to seniors and people with disabilities.

Why should I get involved?

As an agency, you can represent the needs of people your agency serves. As an individual you can let us know your own needs and make those needs a part of the planning process. If you already operate a Section 5310 vehicle or are interested in applying for one, you should be involved, since future program priorities are being considered.

How do I get involved? Who do I contact?

You can get involved by attending regional meetings or by responding to a survey concerning human services transportation needs. Contact the Department at dotadmin.ctrides@ct.gov or Transit Administrator, P.O. Box 317546, Newington, CT 06131 and we will direct your inquiry to the right place.

Do I have to attend meetings?

No. We can keep you informed about what is going on in your region by adding your name to the mailing list for the region.

What will happen during the planning process?

During the planning process, partners will do the following:

1. Build a database of interested participants.
2. Inventory available services.
3. Identify gaps in service and unmet travel needs.
4. Develop proposals to address gaps in service.
5. Evaluate and select proposals to address gaps in cooperation with a panel of planning partners.
6. Prepare a list of selected projects for each region.
7. Adopt the final list in the Statewide Transportation Improvement Program and apply for FTA funds.

When will this happen?

The first plan was in place in spring 2007. An update was completed in 2009. FTA requires an update every four years at a minimum.

APPENDIX B

PUBLIC NOTICE

A public notice must be placed in a major newspaper with the greatest appropriate readership in the proposed service area on two occasions, one week apart. A minimum of fifteen days response time must be provided. The second public notice must be published no later than March 10, 2011 in order to allow for the fifteen day response time. Any public notice that appears after this date will not be accepted for this grant application. In order for this application to be considered, both copies of the public notice and a copy of the tear sheet(s) (paid invoice from the newspaper) must be attached to this application.

The notice should be consistent with the following format:

Public Notice
to
Bus and Taxi Operators

The (Name of Your Organization) _____, is applying for a capital grant under Section 5310 of the Federal Transit Act, as amended, to (replace/acquire) vehicles to be used in meeting the special transportation needs of the (elderly and/or disabled) in the (geographic area to be served).

Any interested transit or paratransit operator in the proposed service area may review the proposed application by contacting (Name, Address, and Phone Number of person in your organization to be contacted).

A public hearing will be held if requested by interested parties.

Any comments should then be sent to (Name of your Organization) with a copy to the (Regional Planning Organization in your area).

APPENDIX C

**SAMPLE LETTER OF NOTIFICATION
TO
PRIVATE TRANSIT AND PARATRANSIT OPERATORS**

Date

Private Transit and
Paratransit Operators
Proposed Service Area, CT

To Whom It May Concern:

I have enclosed a copy of the legal notice that will appear on (date) in the (major newspaper in proposed service area). The notice will be published again on (date).

Please call me if you have any questions.

Very truly yours,

Executive Director/Authorized Official
Private Nonprofit Organization/ Public Body

Enclosure

APPENDIX D

DEFINITION OF COORDINATED TRANSPORTATION

Whenever possible, Section 5310 recipients should coordinate with other local providers of transportation services, in order to enhance opportunities for cost effective operations.

Coordination is equal parts cooperation, calculation, negotiation and flexibility, resulting in reduced costs and fewer headaches in providing needed transportation services for your clients. Above all, coordination begins with...."we."

The concept of coordinated transportation can be likened to a pie - you can partake of one piece, several pieces, or the whole pie. How much coordination you want depends on your organizational structure, your budget and the transportation needs of your clients.

Let's take a look at a few of the more common coordination approaches and definitions so that we're all talking the same language. This is also the first step in helping you decide just how much participation you want in a coordinated effort.

RIDE SHARE:

Two or more separate agencies transporting to the same general vicinity alternate to pick up all clients in that area. Each agency retains management functions for vehicle operation, maintenance and administration of their own transportation system. Cost savings are realized from making fewer vehicle trips for the same number of passenger trips.

TIME SHARE:

One agency allows another agency to use a vehicle during idle times on a cost reimbursement basis. The agency retains management functions for vehicle operations, maintenance and administration of the transportation system. Costs to the owner agency are reduced by the income received from "renting" the vehicle to the other agency. The renting agency has fewer headaches since they won't need to purchase and maintain their own vehicle.

OPERATIONS COORDINATION:

Two or more separate agencies combine or centralize all activities necessary to transport passengers (routing, scheduling, dispatching). Or, an agency contracts this function out to a specified transportation provider via a purchase of service agreement. Participating agencies retain management functions for maintenance and administration. Vehicle operations functions are delegated. Cost savings are realized either through increased productivity which reduces cost per passenger trip, a reduction in necessary staff positions or through the income received from the purchase of service agreement, depending on the type and extent of participation by the agency.

MAINTENANCE COORDINATION:

Two or more separate agencies combine or centralize all or part of activities related to taking care of vehicles (maintenance, parts purchasing, vehicle storage). Or, an agency contracts this function out to a specified transportation provider. Participating agencies retain management functions for operations and administration and any portion of maintenance responsibilities retained. Cost savings result from pooling space requirements for storage and bulk purchasing of parts as well as possible reduction of staff positions.

ADMINISTRATIVE COORDINATION:

Two or more separate agencies combine all activities related to ensuring that transportation is provided safely, reliably and efficiently under a single transportation manager, whose responsibilities include personnel (drivers, dispatchers), training, major purchases, or insurance. Or, an agency contracts this function out to a professional transportation manager or firm. Participating agencies may retain management functions related to operations and maintenance, although this approach is more successful when combined with operations and/or maintenance coordination.

COORDINATED TRANSPORTATION SYSTEM:

Combining all the parts shown previously by contracting with a separate organization for the complete responsibility of providing transportation services. The terms, cost, accountability and reporting requirements are spelled out in a negotiated purchase of service agreement, which also can include management of a participating agency's vehicles. Savings include increased productivity which reduces cost per trip, as well as reductions in costs for transportation staff, overhead, maintenance, insurance and many other areas.

APPENDIX E

ESTIMATING COSTS OF COORDINATING TRANSPORTATION SERVICES

In this section, passenger trip data plus the transportation expenses previously identified are combined to give you a general picture of the per-trip or per-vehicle hour cost of transportation.

A detailed cost analysis is not always necessary for determining how much and what type of coordination best meets the needs of your organization. Employing several basic formulas will give you enough information to decide how coordinating will save you money.

To calculate the cost per trip and cost per hour, you will need to determine the annual number of passenger trips provided by your agency and the annual number of vehicle hours needed to provide those trips. A passenger trip is a one-way trip for one person from origin to destination. If your agency brings individuals from several locations to a common destination on a regularly-scheduled basis, you would count each client's one-way ride as a passenger trip. Rides back to the point of initial pickup are counted as another passenger trip for each client. A vehicle hour is the sum of the hours when a vehicle is being used to transport clients, plus the hours when a vehicle is not carrying passengers but has a driver on duty.

The formula for calculating cost per trip is the annual expense divided by the annual passenger trips. For example, if your agency provides 10,000 annual passenger trips at an annual cost of \$40,000, you have a current cost of \$4 per trip. To determine a starting point for negotiating costs under a coordination agreement, you will want to back out your unavoidable costs. Let's assume that \$2,000 of your annual expense is unavoidable, such as a share of the agency insurance premium, or agency overhead. Under coordination, you can negotiate a cost of up to \$3.80 per trip without any change to your current budget. If you purchase services from a transportation provider, you are freed from responsibilities like routing, scheduling, maintenance, hiring drivers and other activities involved in operating your own transportation system.

To calculate your cost per vehicle hour, divide the annual expense by the number of vehicle hours. Continuing the above example, let's assume that 2,000 vehicle hours are required to provide 10,000 passenger trips. Using \$40,000 as your annual cost, you would have a \$20 cost per vehicle hour. Under coordination, the cost per hour would be offset by the increased use of the vehicle made possible by contracting the vehicle management to a transportation provider. Under the terms of a purchase of service agreement, the transportation provider could also be responsible for all the costs associated with providing a fully-trained driver. This is particularly attractive to agencies that utilize professional or para-professional staff to also perform the duties of a driver.

APPENDIX F

SECTION 5310 QUARTERLY OPERATING REPORT

QUARTERLY MONTHS OF: _____

DATE PREPARED: _____

- 1) ORGANIZATION NAME: _____
- 2) VEHICLE LICENSE (MARKER) PLATE NUMBER: _____
- 3) ODOMETER READING: _____

INSTRUCTIONS FOR ONE-WAY TRIPS PROVIDED – TYPES OF PASSENGERS & TRIP PURPOSE:

In #4 & #5, record the number of one-way trips provided, NOT the number of individuals that are receiving service. A one-way trip should be recorded each time a passenger boards the vehicle. For example, a ROUND TRIP for a single individual will account for 2 ONE-WAY trips, because the passenger boarded the vehicle on 2 different occasions.

4) TYPES OF PASSENGERS

-60 DISABLED (WHEELCHAIR) _____
-60 DISABLED _____
-60 OTHER _____
+60 ELDERLY _____
+60 DISABLED (WHEELCHAIR) _____
+60 DISABLED _____
TOTAL: _____

5) TRIP PURPOSE

MEDICAL _____
EMPLOYMENT _____
NUTRITION _____
SOCIAL/REC _____
EDUCATION _____
SHOP/PERSONAL _____

ESTIMATE THE NUMBER OF INDIVIDUALS IN THE FOLLOWING GROUPS THAT RECEIVE SERVICE:

_____ BLACK
_____ HISPANIC
_____ WHITE
_____ ASIAN/PACIFIC ISLANDER
_____ AMERICAN INDIAN/ALASKAN NATIVE

- 6) TOTAL MILES DRIVEN FOR THE QUARTER _____
- 7) TOTAL NUMBER OF DAYS OPERATED FOR THE QUARTER _____
- 8) AVERAGE NUMBER OF HOURS IN SERVICE PER DAY _____
- 9) AVERAGE NUMBER OF MILES DRIVEN PER DAY _____
- 10) NUMBER OF GALLONS OF FUEL USED FOR THE QUARTER _____

11) QUARTERLY OPERATING EXPENSES:

PERSONNEL _____
INSURANCE _____
MAINTENANCE _____
REPAIRS _____
FUEL _____
MISC. _____

SECTION 5310 SAMPLE OPERATING REPORT

SECTION 5310 MAINTENANCE & REPAIRS REPORT

MONTHS OF: _____

ORGANIZATION NAME: _____

LICENSE (MARKER) PLATE NUMBER: _____

	AMOUNT
Lube, Oil, Filter	
Tune Up (Plugs, Points, PVC, Filters, etc.)	
Tires (Replace, Repair, Balance)	
Brake System (Adjust, Bleed, Replace, Repair)	
Cooling System (Compressor, Pump, Fan, Motor, Coolant)	
Heating System (Hoses, Clamps, Radiator Repairs, Belts)	
Transmission (Replace, Repair, Fluid, etc.)	
Drive Train (Drive Shaft, Universal Joints, Differential, Axles, etc.)	
Electrical (Battery, Alternator, Belts, Lamps, Switches)	
Exhaust System	
Suspension (Front & Rear Springs, Shocks, Ball Joints, Tie Rod Ends)	
Lift	
Engine (Carburetor, Manifolds)	
Other (Specify)	

SECTION 5310 SAMPLE MAINTENANCE & REPAIRS REPORT

APPENDIX G

The following is a list of criteria that will be used in evaluating all applications.

1. Legal Notice, Complete Application and Submission Deadline. Application must be completed entirely with both Legal Notices published within the required timeframe.
2. Eligibility for Replacement. Vehicle proposed for replacement must be 4 years old or have 100,000 miles for a van and 5 years old or have 125,000 miles for a bus or have documentation of excessive maintenance costs.
3. Planning Process. Priority will be given to nonprofit organizations and local municipalities who have taken part in the LOCHSTP process.
4. Experience of Applicant Organization. Priority will be given to applicants with experience in providing transportation services to the elderly and disabled.
5. Excessive Maintenance. Priority will be given to applicants who have vehicles with excessive maintenance and show documentation of maintenance repairs in the application.
6. Replacement of Equipment. Priority will be given to providing vehicle assistance for replacing vehicles that exceed the minimum Federal Transit Authority (FTA) useful life standards.
7. Assurances that Elderly and Disabled Persons will Receive Transportation Services. Priority will be given to programs which are available to all elderly and disabled persons without eligibility restrictions.
8. Assurances that Efforts Include Serving Minority Applicants. No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
9. Utilization of Equipment. Effective utilization of the equipment should be demonstrated with reliable estimates of the number of individuals that will receive service, and the total number of passenger trips to be provided. Priority will be given to vehicles that will be utilized evenings, weekends, out of region, more than six hours per day, and/or are available for a coordinating entity.

10. Degree of Need in the Applicant's Proposed Service Area for Transportation Services. Clear demonstration of the lack of accessible transportation through existing public and private transportation providers.
11. Coordination. Priority will be given to regional coordinated applications for use in transportation programs to ensure maximum vehicle utilization, especially in light of United We Ride, the consolidation of many programs at the federal and state level, and the Locally Coordinated Public Transit Human Service Agency Transportation Plan (LOCHSTP).
12. Probability of Sufficient Operating Funds. Assurances must be made that funds will be available to cover all operating costs, i.e., salaries, overhead, insurance, fuel, maintenance, etc. Applicants are encouraged to coordinate their needs with other service providers in order to reduce these costs to individual agencies.
13. Probability of Sufficient Capital Funds. The Federal Transit Administration (FTA) will pay 80 percent of the cost of a vehicle not to exceed \$40,000. Assurances must be made that sufficient funds will be available to cover the non-federal share of the cost of the vehicle.

APPENDIX H

The following information was gathered to try to better explain the options available for procurement of vehicles when Federal Transit Administration (FTA) funding is involved. It is NOT an official regulation, but an attempt to explain in plain language the options available to FTA grant subrecipients for the Sections 5310 and 5317 programs.

Subrecipients can procure their vehicles through:

Option A - Greater New Haven Transit District (GNHTD) procurement contract

Option B - Conducting a small purchase procurement for less than \$100,000

Option C - Conducting a procurement for over \$100,000

Many of the requirements do not take effect until the procurement is greater than \$100,000. But, even though the Federal Grant awarded may be less than \$100,000, if the items being procured are included in a purchase for more than \$100,000, then option B can no longer be used.

Option A Procuring a vehicle off of the GNHTD contract

The Greater New Haven Transit District (GNHTD) procures small buses and vans using a competitive process that is reviewed by FTA. GNHTD includes an allowance for other public and non-profit entities using FTA funding (grant recipients) to purchase off of their contract. There is an annual procurement event held at Connecticut Department of Transportation headquarters in Newington where grant recipients can place a vehicle order through GNHTD. The advantage is that the process is already in place, so it is relatively easy for the grant subrecipient to procure a vehicle without dealing with the extra burden of ensuring compliance with the federal procurement requirements. There may also be an advantage to being part of a larger vehicle order, with set prices which may be lower than if purchasing only one or two vehicles. Disadvantages are that this event is held only once a year and grant recipients can only choose from the vehicle types (small bus or converted high-top vans) and options available on the GNHTD contract.

Option B Conducting your own procurement for less than \$100,000

If the total procurement is not greater than \$100,000, the grant recipient may follow the **small purchase process** which is described below:

1. The Second Party shall develop a generic specification which will encourage participation by as many vendors as possible. Specifications must include all applicable federal mandates. The Second Party must ensure that the specifications have not been written with a specific vehicle or vendor in mind.

Refer to FTA's Best Practices Procurement Manual and Appendix B of this Agreement.

2. The second party shall select a minimum of three (3) (if available) reputable prospective manufacturers/vendors and shall secure formal written quotes from them.

- These quotes must be attached to the vehicle specifications.
- Must itemize any vehicle options.
- Must be signed by the manufacturer/vendor.
- A statement must be included with the price quote which attests that the prices are valid for a minimum of ninety (90) days.

3. The second party must be able to demonstrate that contact has been made with several manufacturers/vendors extending beyond the second party's immediate area.

4. All information shall be forwarded to the State for comparison to price quotes received by purchasers of similar vehicles before initiating purchase. At this time the second party shall indicate the manufacturer/vendor from which the vehicle will be purchased. If bids come in over \$100,000 another procurement process must take place (See Option C), but documentation should still be forwarded to the State of the process that was followed and the bids received.

5. The State then can either provide a written approval or discuss the matter further with the second party until a resolution is reached and a written approval can be sent.

6. Once the procurement is approved by the State, a confirmed purchase order must be provided to the State within ninety (90) days, unless specified otherwise by the State. Purchase order **must** state **model, make, year, delivery price, options floor plan and vehicle identification number.**

Option C Conducting your own procurement for more than \$100,000

- Sealed Bids
- Competitive proposals
- Noncompetitive proposals (sole source)

For any of these processes, please review **FTA Circular 4220.1F** November 1, 2008, rev. April 14, 2009 as well as FTA's Best Practices Procurement Manual, which can be found at http://www.fta.dot.gov/documents/BPPM_fulltext.doc.

Additional Options

Additional options for procurement may be available, such as purchasing off of the contracts in place with the Connecticut Department of Administrative Services or by purchasing off of a contract in another state (similar to Option A.) Each of these options would require determining whether those contracts contain all the applicable FTA and State requirements.

Documentation – (How to satisfy an auditor, the State, and the FTA)

1. Vehicle procurement
 - a. The requisition (or purchase request).
 - b. What specifications were used?
 - c. When were quotes requested?
 - d. From who were the quotes requested?
 - e. When were quotes received?
 - f. What quotes were received?
 - g. Copy of the written approval from the State.
 - h. Copy of the purchase order.

2. Reimbursement from the State

There must be a fully executed Agreement between the State and Second Party, and the vehicle must be delivered before payment can be requested. Information on the documentation required to request payment from the State for the vehicle is included in Article 7 of this Agreement. The following is a summary:

- a. A vehicle acceptance form must be completed,
- b. A manufacturer's/vendor's invoice must be submitted,
- c. A completed "Invoice Summary and Processing Form" (ISP) must be submitted,
- d. A copy of the certificate of origin must be submitted,
- e. A completed Certificate of Insurance (Con-32 form),
- f. The State will provide payment in the form of a check.

Application Checklist

Please complete this checklist prior to submitting your application.

Did you remember to:

- Attach** a copy of your organization's Certification for Private Non-Profit Organizations and Eligible Public Bodies?
- Attach** a copy of your organization's Articles of Incorporation if you were **not** a prior year Section 5310 recipient?
- Attach** purchase of service agreements, interagency agreements or documentation of unsuccessful coordination efforts?
- Attach** copies of Public Notices published in a major newspaper and copies of the tear sheets? [APPENDIX B]
- Attach** a list of agencies and operators contacted, notifying them of your Public Notice? [APPENDIX C]
- Attach** any written comments received from interested parties?
- Clearly **list** all vehicles currently in operation and **identify** vehicles to be replaced by this application? (refer to pages 7 and 8)

Please allow time for delivery of this application. One copy must be submitted to ConnDOT, and another to your local Regional Planning Organization. They must be received by 4:00 p.m. on Friday, March 25, 2011.

We suggest you review your application for accuracy. If you are selected as a grant recipient, this application will become part of your contract with the State of Connecticut.

Please do not submit information beyond what is requested for the application.

TOWN OF MANSFIELD
OFFICE OF THE FINANCE DIRECTOR

CHERYL TRAHAN, Director of Finance



Response to Citizen Budget Questions – 3 (revised 4/15/13)

Date: April 8, 2013

Question: Wouldn't it be free to bring waste from municipal buildings to the transfer station? Is the Transfer Station only for residential collection? The concern is the cost of refuse pickup at Town buildings.

Response: There is a difference between commercial and residential refuse collection and disposal. The transfer station is for residents only (non-commercial), and for residential (small) quantities only. All refuse taken to the transfer station is paid for at the gate, as the transfer station has to pay hauling fees and tipping fees for the refuse taken there. Refuse from the schools would still have to be hauled there and then re-hauled to the disposal point along with the other refuse. The transfer station is not set up to handle larger quantities of refuse from the schools or Town buildings. The Town does not regulate commercial refuse – it is contracted by the owners/businesses on the open market.

Question: Why the increase in street lighting expense? Is it all for Storrs Center lighting?

Response: This is for additional street lights that have been installed per the Town's policy to install streetlights at intersections, public facilities and locations needed for public safety on Town roads. Some of the costs are for Storrs Center, but not all of them. When we can identify the cost of Storrs Center related lighting, it will be covered by Storrs Center tax revenues.

Question: What is the \$108,000 in the Transportation/Walkways CIP account for? Is it all for easements?

Response: In addition to easements for the North Eagleville Road project, this item funds construction and repairs to sidewalks, bus stops and inspection services on walkway projects that we aren't reimbursed for by grants. It is also used as local match for walkway/bikeway projects, and costs for these projects that aren't covered by grants. Examples: Local costs for the North Eagleville walkway, inspection costs for the walkway to the Liberty Bank plaza.

Question: How much was put into fund balance in FY 2011/12?

Response: On a budgetary basis \$301,584 was transferred to Fund Balance on June 30, 2012. Of this amount, \$184,010 was included in the FY 2012/13 budget, \$66,512 was collected in revenues in excess of budget and \$51,062 was available from unspent expenditure appropriations.

Question: How much property (in value) have we lost from the grand list in the past few years for properties transferred to the State and therefore no longer taxable?

Response: From 2009 – 2013, a net \$3,520,500 went from taxable to exempt on the grand list. This is broken down as follows:

DATE	NEWOWNER	ADDRESS	ASSESSMENT	PREV OWNER
TAXABLE TO EXEMPT:				
02/05/09	JOSHUA'S TRUST	MULBERRY RD	\$ 28,350	LUCE
07/17/09	TOWN OF MANSFIELD	STORRS RD/WINWOOD	128,240	CROSSEN
08/11/10	JOSHUA'S TRUST	WILLINGTON HILL RD	66,500	LOF
04/30/10		MULBERRY RD	208,670	DORWART
11/22/10	TOWN OF MANSFIELD	BIRCHWOOD HGHTS	5,390	OSSEN
12/15/10	SISTERS OF ADORATION	95 BIRCHWOOD HGHTS	200,340	PAPANIKOU
06/02/10	UNITED SOC & MENTAL HEALTH	153 HUNTING LODGE RD	197,960	
04/27/11	CT INSTITUTE FOR THE BLIND	96 BROOKSIDE LANE	170,800	CIL
12/27/12	TOWN OF MANSFIELD	MANSFIELD CITY RD	44,660	MARSHALL
08/05/13	TOWN OF MANSFIELD	HICKORY LANE	18,550	OSSEN
08/08/13	UNIVERSITY OF CT	29 A KING HILL RD	226,100	TNOP INC
08/08/13	UNIVERSITY OF CT	29 KING HILL RD	124,880	TNOP INC
08/08/13	UNIVERSITY OF CT	17 KING HILL RD	1,100,120	TNOP INC
08/08/13	UNIVERSITY OF CT	HUNTING LODGE/KING HILL	24,990	TNOP INC
08/28/13	NATCHAUGH HOSPITAL	151-155 STORRS RD	449,680	MEYA-YOLANTA
	TOTAL 2009 - 3/2013 TAXABLE TO EXEMPT		\$ 5,032,230	

DATE	NEWOWNER	ADDRESS	ASSESSMENT	PREV OWNER
EXEMPT TO TAXABLE:				
2010 AND	STORRS CNIR ALLIANCE LLC	14 DOGLA - Parcel C	\$ 208,880	UCorn
2011	STORRS CNIR ALLIANCE LLC	1254 STORRS RD PHASE 1C	127,270	UCorn
	STORRS CNIR ALLIANCE LLC	Dog La - Phase 1D area	8,270	UCorn
	STORRS CNIR ALLIANCE LLC	Dog La - Prop Bldg TS2	10,840	UCorn
	STORRS CNIR ALLIANCE LLC	Dog La - Prop Bldg DLI & Gara	2,440	UCorn
	STORRS CNIR ALLIANCE LLC	1266 Storrs Rd Prop TS1	112,000	UCorn
	STORRS CNIR ALLIANCE LLC	2 SO EAGLEMILLE - POST OF	499,270	UCorn
10/19/12	STORRS CNIR ALLIANCE LLC	PHASE 2 A AREA	27,530	UConn
	STORRS CNIR ALLIANCE LLC	PHASE 2 B AREA	70,160	UConn
	STORRS CNIR ALLIANCE LLC	PHASE 4 AREA (Incl 1214,122)	485,070	UConn
	TOTAL 2010 - 10/19/2012 EXEMPT TO TAXABLE		\$ 1,511,730	

NET TRANSFERRED TAXABLE TO EXEMPT \$ 3,520,500

TOWN OF MANSFIELD
OFFICE OF THE FINANCE DIRECTOR

CHERYL TRAHAN, Director of Finance



Response to Citizen Budget Questions - 6

Date: April 11, 2013

Question: What other entities besides EHHD are allowed to take gas from the Town facility fuel supply? Perhaps does the Partnership people or Region 19 administrators or Board of Education administrators or possibly some town employees?

Response: Region 19, EHHD, Mansfield Housing Authority, and Windham Hospital Paramedics can fuel up agency/municipal vehicles only and are all billed for the fuel they dispense at our cost per gallon. No private vehicle use is allowed under any circumstances.

Durham buses fill up with diesel fuel at the bus facility for bus transportation for our schools. If they make trips other than for Mansfield, they are billed for the fuel they use for those trips. This is a limited amount of usage and not significant.

Question: Did the transfer of Bank America and Alliance Bank to the University take place prior to 10/1/2012? And was that then included in the Grand List?

Response: These parcels last transferred on 07/03/2006. The current owner is Campus Crossing, LLC and the parcels are on the taxable grand list. There has been no recent transfer, although there have been title searchers in. The total assessment for both properties is \$952,350.



Response to Council Budget Questions - 2

Date: April 15, 2013

Question: What agencies do we provide vehicle maintenance to? How do we charge them for this?

Response: We only provide vehicle maintenance to EHHD, no other agencies. A vehicle maintenance tracking system is used to track the repairs and maintenance on all vehicles serviced at the garage. A report is generated for all vehicles owned by EHHD and they are billed on a quarterly basis for parts and labor (hourly rate, no benefits). It is appropriate that they be charged a labor rate factoring in benefits. We will begin doing this immediately. I estimate the benefit charge for EHHD's vehicle repairs to be approximately \$300-400/year.

Question: Please provide a copy of the actual health insurance claims experience report.

Response: See the attached Anthem Blue Cross Monthly Claims – Annual Basis analysis for the years 2000 – 2013 (through March).

Question: Clarification of aggregate stop loss coverage and individual stop loss coverage.

Response: Health insurance premiums are calculated to cover 100% of expected claims. Aggregate stop loss insurance coverage at 125% of expected claims would pay for any actual claims in excess of 125% of overall expected claims. So if our expected claims are \$6,000,000, our premiums paid into the fund (both employer and employee) would be enough to cover this \$6,000,000. If our actual claims exceed this amount, our reserve would need to cover up to 25% of \$6,000,000 or \$1,500,000. Anything in excess of \$7,500,000 would be covered by the aggregate stop loss insurance.

Individual stop loss coverage at \$175,000 means that the fund is responsible for the first \$175,000 of any individual's claims. After that, the individual stop loss insurance would pay the claims. Therefore, any catastrophic claim would cost the Town no more than \$175,000 – the insurance would cover the rest.

Question: What portion of the Health Insurance fund balance is allocated to the Town, the Mansfield Board of Education and Region 19? Please provide a breakdown.

Response: On a strictly contract proration of the fund, the Town would account for approximately 32%, Region 19 approximately 28% and Mansfield Board approximately 40%. The Benefits Management Team has on its agenda to review the fund balance allocation as well as drafting a Health Fund management plan.

Question: What will Michael's Craft Store and Cumberland Farms add to the grand list?

Response: Cumberland Farms 2012 pro-rate is for an assessment of \$243,640. For the October 2013 Grand List, the full assessment will be \$728,910 (\$1,041,300 = 100% value), but there is an offset of \$142,730 (\$203,900 = 100%) which will be coming off as a result of the merger of the former Kathy John parcel with the gas station parcel.

The Michael's addition will add an assessment of \$614,180 this year (2012 pro-rate) and will add an assessment of \$862,610 (\$1,232,300 = 100%) to the overall Mall value for the October 2013 Grand List.

Question: Confirm that the number of total ridership in the transportation program refers only to riders in the volunteer program (P.164)

Response: The projected ridership of 35 riders for this fiscal year was just for the van transportation. It's difficult to get an unduplicated count of riders for the three different transportation options, but we believe that we have approximately 175 unduplicated riders a year.

TOWN OF MANSFIELD
OFFICE OF THE FINANCE DIRECTOR
 CHERYL TRAHAN, Director of Finance



Response to Council Budget Questions - 3

Date: April 15, 2013

Question: Please provide a comprehensive list of all service improvements requested in the Proposed Budget.

Response: The table below reflects the service improvement requests along with the page reference for where you can find additional information in the Proposed Budget.

Service Improvement Request	Cost	New/Restored/ Incr. Service	Page Ref.	Funding Source
Town-wide Direct Mail Newsletter	\$ 15,000	Restored	P. 27,85-87	G/F Taxes
.11 FTE Office Assistant	\$ 3,820	Restored	P. 10,85-87	G/F Taxes
Part time Systems Librarian	\$ 18,550	New	P. 9,27, 166-169	G/F Taxes
Increase Senior Services Transportation Coordinator 5 hrs./week	\$ 5,670	Increase	P. 2,10,28, 163-165	G/F Taxes
Summer Challenge Program	\$ 6,000	Restore	P. 2,28, 160-162	G/F Taxes
Volunteer Firefighter Incentive Program	\$ 7,550	Increase	P. 128-131	G/F Taxes
Total G/F Tax Supported	\$ 56,590			
9 month State Trooper	\$ 60,000	New	P. 2,9,12,27, 86,119-121	Storrs Ctr. Taxes
Part-time Firefighter	\$ 30,000	New	P. 12,27, 128-132	Storrs Ctr. Taxes
Additional Grounds Maint. Overtime	\$ 10,850	Increase	P. 12,27, 146-148	Storrs Ctr. Taxes
Total Storrs Center Tax Supported	\$100,850			

Correct p. 86

- Assist developer and MDP with recruitment of commercial and retail tenants, and planning future phases of project.

Goal: Continue coordination of various environmental initiatives. ♦

Objectives:

- Complete pump station design and water supply testing for Four Corners water and sewer project.
- Complete environmental impact evaluation (EIE) for UConn/Town water supply project and determine next steps.
- Monitor and participate in environmental impact evaluation (EIE) process for UConn main accumulation area.

Goal: Continue preparation of a comprehensive economic development program for the Town of Mansfield. ♦

Objectives:

- Assist with preparation of housing and economic development strategy, under *Mansfield Tomorrow* initiative.
- Continue to staff new Economic Development Commission (EDC) and focus on business retention and recruitment.
- Continue initiatives such as *Local First Mansfield* holiday shopping campaign, designed to promote local business.

Goal: Continue implementation of the Police Services Study Alternative Two "Enhanced Trooper Model," as endorsed by Council. ♦

Objective:

- Hire one trooper as of July 1, 2013, bringing the total number of troopers assigned to Mansfield to eleven (including the sergeant).

Goal: Improve tradition of open and transparent government. ♦

Objective:

- Develop web-based Town newsletter and enhance social media applications (e.g. Facebook) to highlight municipal projects and initiatives and to improve communications with residents and the general public.

♦ Denotes accomplishment, goal or objective links to the Town's nine strategic vision points.
Municipal Management = linkage to Government, Housing, Sustainability & Planning, Public Safety.

Correct P. 171

WRTD (WINDHAM REGIONAL TRANSPORTATION DISTRICT). Provides fixed route buses in Mansfield.

WRTD ADA TRANSPORTATION SERVICE. Provides transportation for persons with disabilities, with extended service in compliance with Americans with Disabilities Act (ADA) regulations.

WRTD PRE-PAID FARE. Allocation funds Mansfield's portion of WRTD Willimantic/Mansfield fixed route bus service budget.

VETERANS' ADVISORY PROGRAM. Assists Veterans with information and access to veteran's benefits.

Description	FY 11/12 Actual	FY 12/13 Adopted	FY 12/13 Amended	FY 12/13 Estimated	FY 13/14 Proposed
Agencies:					
Dial-A-Ride	42,260	39,200	39,200	39,200	39,200
WINCOG	19,330	20,380	20,380	20,380	23,900
WRFSOA-McSweeney Senior Ctr	6,500	1,630	1,630	1,630	
United Services, Inc	8,000	8,000	8,000	8,000	8,000
WRTD-Windham Reg TransDst	38,510	38,510	38,510	38,510	38,640
Meals On Wheels	2,700	2,700	2,700	2,700	2,700
Sexual Assault Crisis Services	4,000	4,000	4,000	4,000	4,000
CT Legal Services	5,000	5,000	5,000	5,000	6,000
NECASA	800	800	800	800	800
WRTD-Disable Transport	31,380	17,070	17,070	17,070	17,070
WRTD-Pre-paid Fare	23,000	24,000	24,000	24,000	24,000
Comm Companion & Homemaker	4,000	4,000	4,000	4,000	4,000
Eastern Highlands Health Distr	113,959	120,350	120,350	120,350	122,010
Mansfield/UCONN Transp.	500	500	500	500	500
Holy Family Shelter	3,000	3,000	3,000	3,000	3,000
Veterans' Services	10,000	10,000	10,000	10,000	10,000
Windham Area Interfaith Minist	2,500	2,500	2,500	2,500	2,500
Perception Programs		500	500	500	1,000
Windham Area No Freeze Proj	2,500	1,200	1,200	1,200	1,200
TOTAL EXPENDITURES	317,939	303,340	303,340	303,340	308,520

Correct P 237

DEBT SERVICE FUND - LONG TERM DEBT - 300 FUND

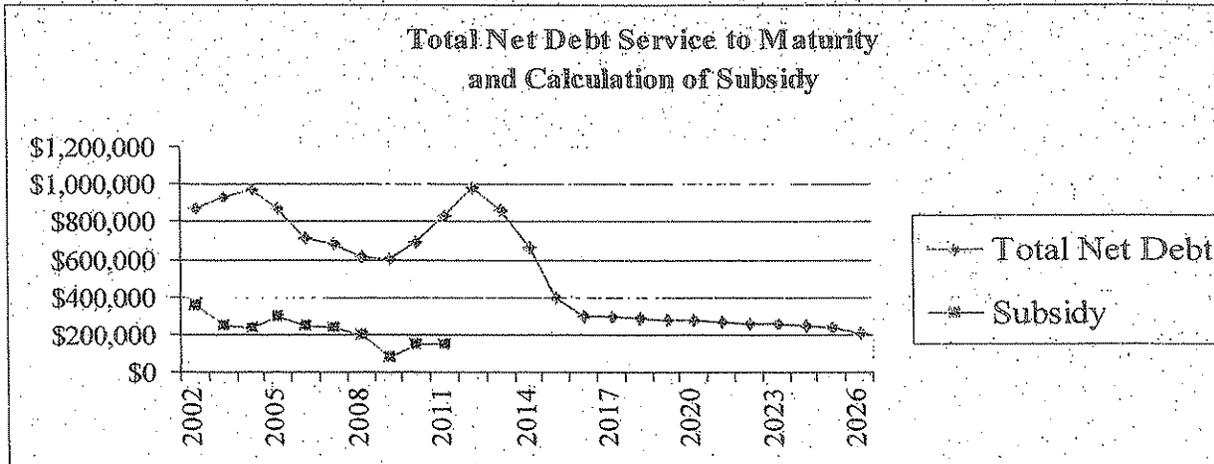
The Debt Service Fund is used to account for the accumulation of resources and the payment of general long-term debt principal, interest and related costs.

FY 2012/2013 Accomplishments

- Ended Fiscal Year 2011/12 with a fund balance of \$79,431.
- Anticipate ending Fiscal Year 2012/13 with a fund balance of \$45,369 after reducing outstanding bonded debt by \$460,000.

FY 2013/2014 Trends & Key Issues

- This budget includes debt service payments for the 2004 G.O. bond issue and the 2011 G.O. bond issue, paying off the 2004 bond issue in its entirety and reducing outstanding debt by \$365,000.
- Also included are the annual payments for the 2008/09 and 2009/10 lease purchase programs. This will be the final payment on the 2008/09 lease purchase.
- The current Debt Service payment from the General Fund is \$675,000, a reduction of \$150,000 from FY 2012/13.
- Principal outstanding 6/30/13 is \$2,985,000 with \$1,445,000 of authorized but unissued bonds, \$1,040,000 of which is for Open Space.
- Future debt offerings are not projected here.



ISSUE PAPER

STAFFING CHANGES

A summary of staffing changes for FY 2013/2014 is as follows:

Inspection (Building, Engineering, Fire) Services

- The Storrs Center Project requires a tremendous amount of staff time and additional staff hours have been needed to support the code inspection workload associated with the project. The project requires plan reviews, meetings, inspection and documentation on a vast scale. Meanwhile, it is important to maintain the quality and timely inspection services for the greater Mansfield community. Four temporary inspectors (Building, Engineering (2), Fire Inspector) have been hired. Three inspectors work 1-3 days per week depending on workload and departmental needs and one inspector works five days per week. Permit fees, grant revenues, and other fees associated with the Storrs Center project and Storrs Road improvements fund the costs associated with the temporary inspectors' work hours. Budgeted costs to Storrs Center reserve fund: \$52,800.

Library/Information Technology (Service Improvement)

- The proposed budget includes funds for a 25 hour per week (.71 FTE) Systems Librarian to bring digital literacy to the community, while promoting knowledge of Town resources and activities through effective, coordinated public communications using both modern and traditional methods to ensure that it reaches all members of the community. Some resources have been reallocated within the Library's budget to help fund this service improvement. After reallocated funding is applied, budgeted costs to the General Fund are: \$18,550.

Police (Service Improvement)

- Staff has budgeted one additional full-time trooper for 9 months of the year as a service improvement for FY 2013/14. Resident Troopers are provided to Mansfield as a contracted service with the Connecticut State Police. The addition of one full-time trooper will bring the total number of full-time equivalent sworn officers assigned to Mansfield to 11.32. In January 2012, the Town Council endorsed Alternative Two (the enhanced Trooper Model) outlined in the police services study. Alternative Two called for the gradual addition of four troopers assigned to Mansfield. An additional trooper was added in FY 2012/13. The additional trooper budgeted for FY 2013/14 reflects the second of the four recommended additional troopers. Budgeted cost to the General Fund: \$60,000, paid for with Storrs Center tax revenues.
- Based on workload and departmental need the Administrative Assistant position for police has been changed from full-time to part-time. The position is budgeted at 25 hours per week (.71 FTE). Savings to the General Fund budget: \$15,380.

Public Works - Engineering

- The Engineering Division currently has a high volume of work due to numerous capital projects such as the creation of Village Street, Storrs Road and Dog Lane streetscape improvements, intermodal center/parking garage, and bridge replacements. A part-time (17.5 hours per week) temporary office assistant has been included in the budget to aid the Division's professional staff in processing Department of Transportation, Department of Economic and Community Development, and Federal Transit Administration required paperwork associated with these projects. Budgeted cost to the Capital Fund (Storrs Center Reserve): \$15,000.

Public Works – Grounds Maintenance

- Beginning July 1, 2013 Public Works will no longer perform grounds maintenance services (except for snow removal and parking lot maintenance) for Regional School District #19. As a result of the loss in contractual revenue, one less groundskeeper position is budgeted in the Grounds Maintenance Division for FY 12/13. Savings to the General Fund budget: \$75,815.

Senior Center (Service Improvement)

- The proposed budget includes funds to increase the Senior Services Transportation Program. The budget proposes increasing the Senior Services Transportation Coordinator position from 10 to 15 hours per week (.43 FTE). The increase in hours is meant to accommodate transportation demands resulting from the acquisition of a Senior Services van and a pilot fixed route program. Budgeted cost to the General Fund: \$5,670.

Town Manager's Office (Service Improvement)

- An office assistant has been budgeted at four hours per week (.11 FTE) to assist the Manager's Office with special projects and research assignments. Additional cost to the General Fund \$3,820.

Retirements

- The Town expects a number of retirements of long-serving employees in 2013. As a result, lower salaries have been budgeted for replacement staff. Departments anticipated to be significantly impacted by retirements are Human Services and Public Works.

Fire and Emergency Services

- Overlapping and multiple calls for service, administrative duties and inspections assigned to the fire captains, and the introduction of fire service response to Storrs Center are challenging the department's ability to meet service level expectations, especially during certain times of the days and the week. The department is proposing that over a period of three to five (3 - 5) years an incremental increase in staffing levels during select periods will afford the town a method of insuring the department's effectiveness while managing cost.
- Department staffing would be increased in fiscal year 13 / 14 by one (1) part time firefighter Monday through Friday during the Day Shift (6:30 a.m. – 6:30 p.m.) or during periods of increased call volume and/or limited availability of response personnel. If this proposal is accepted the number of on duty firefighters during the M-F Day Shift would increase from four (4) to five (5). Cost to Storrs Center Revenues: \$30,000.

Funding options for school building/technology needs-Finance Committee Meeting - 4/8/13

Technology & School Repairs	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
Scenario #1: All cash to capital by year 5; No cash to capital Yr. 1; Total borrowing \$600,000					
Cash to Capital	-	400,000	300,000	300,000	400,000
G.O. Bonds	400,000	-	100,000	100,000	-
Based on 5 Yr. Forecast:					
Estimated Mill Rate	27.85	28.54	29.69	30.87	31.65
Estimated Mill Rate Change	0.69	0.69	1.15	1.18	0.78
Percentage Change	2.52%	2.48%	4.03%	3.97%	2.53%
Median home increase	\$ 117				
Scenario #2: All cash to capital by year 5; Total borrowing \$600,000					
Cash to Capital	100,000	400,000	200,000	300,000	400,000
G.O. Bonds	300,000	-	200,000	100,000	-
Based on 5 Yr. Forecast:					
Estimated Mill Rate	27.95	28.54	29.59	30.87	31.65
Estimated Mill Rate Change	0.80	0.59	1.05	1.28	0.78
Percentage Change	2.93%	2.11%	3.68%	4.33%	2.53%
Median home increase	\$ 136				
Scenario #3: All cash to capital in year 2 & 5; Total borrowing \$500,000					
Cash to Capital	200,000	400,000	250,000	250,000	400,000
G.O. Bonds	200,000	-	150,000	150,000	-
Based on 5 Yr. Forecast:					
Estimated Mill Rate	28.05	28.54	29.64	30.82	31.65
Estimated Mill Rate Change	0.90	0.49	1.1	1.18	0.83
Percentage Change	3.30%	1.75%	3.85%	3.98%	2.69%
Median home increase	\$ 152				
Scenario #4: All cash to capital year 1; No borrowing					
Cash to Capital	400,000	400,000	400,000	400,000	400,000
G.O. Bonds	-	-	-	-	-
Based on 5 Yr. Forecast:					
Estimated Mill Rate	28.25	28.54	29.79	30.97	31.65
Estimated Mill Rate Change	1.10	0.29	1.25	1.18	0.68
Percentage Change	4.03%	1.03%	4.38%	3.96%	2.20%
Median home increase	\$ 186				

Region 19 considerations:

- Enrollment fluctuations are the biggest concern
- Last year for Columbia students "influx" is FY 2014/15
- Debt Service drops off in FY 2017/18
- Two years with approximately \$575,000 increases for Mansfield - FY 2015/16 and FY 2016/17

Recommend a phased in approach to cash to capital:

- Take advantage of the 1.5% projected increase in the Region 19 contribution in FY 2014/15
- Hold the cash to capital fairly flat for FY 2015/16, reduce back down if absolutely necessary
- "Even out" mill rate impacts as much as possible
- Aim for all cash to capital by year 4 or year 5 the latest.

Main question is: How much, if any, do you want to put cash-to-capital in proposed FY 13/14?

The out years can be phased in a number of ways, with a target of all cash to capital by year 4 or 5.

Current authorized but unissued bonds = \$1,445,000: \$1,040,000 Open Space
\$ 405,000 Dump Trucks, Ambulance

Each \$100,000 = .10 mills = \$17