



**TOWN OF MANSFIELD  
TOWN COUNCIL MEETING  
Monday, September 9, 2013  
COUNCIL CHAMBERS  
AUDREY P. BECK MUNICIPAL BUILDING  
7:30 p.m.**

**AGENDA**

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**FUTURE AGENDAS**

**EXECUTIVE SESSION**

- 16. Pending Claims and Litigation, in accordance with CGS §1-200(6)(B)

**ADJOURNMENT**

*Following adjournment per CGS §1-200(2) the Council will meet to discuss strategy and negotiations with respect to collective bargaining for units represented by CSEA.*

SPECIAL MEETING – MANSFIELD TOWN COUNCIL

August 8, 2013

DRAFT

Prior to the beginning of the meeting Mayor Paterson noted the passing of former Town of Mansfield employee, John Jackman. Mr. Jackman served as the Emergency Management Director, Fire Marshal and as Deputy Fire Chief for many years. John was an independent spirit who loved life and those around him. He will be missed by the Mayor and by the Town. Mayor Paterson requested a moment of silence in his honor.

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

I. ROLL CALL

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

Excused: Paulhus

II. WATER SUPPLY PROJECT

Town Manager Matt Hart welcomed those present and outlined the evening's agenda.

a. Record of Decision, Environmental Impact Evaluation – Potential Sources of Water Supply

UConn Associate Vice President of Infrastructure Planning & Strategic Project Management Thomas Callahan and Senior Environmental Analyst Jason Coite presented information on the history, purpose, issues and the process used in Environmental Impact Evaluation and the subsequent Record of Decision recently endorsed by the UConn Board of Trustees. The approved recommendation names CT Water Company (CWC) as the preferred alternative and Windham Water Works (WWW) as a feasible alternative.

Council members discussed CWC's role in providing water to off campus sites, CWC's use of UConn's existing infrastructure, UConn's obligation to provide water to certain Town residents under existing consent decrees and CWC's ability to provide sufficient water resources.

b. Report on Governance Issues

Teno West, Esq. and Bruce Tobey Esq. of Pannone, Lopes, Devereaux and West LLC compared key governance elements of the two identified sources of water and what those options would mean to the Town of Mansfield. Attorney West noted that a number of the discussed considerations will be the subject of negotiations among the three entities.

Council members discussed the Town's role in determining how off campus water would be allocated, the role of the advisory committee, the use of zoning regulations in determining the distribution of water to individual parcels; and the issues to be negotiated in any agreement.

c. Sewer Project Update

Town Manager Matt Hart updated the Council on the Four Corners Water and Sewer Project. Preliminary designs for the sewer pump station and the distribution lines have been completed and the Town is moving toward completion of the final designs.

August 8, 2013

d. Next Steps

Ms. Moran moved and Ms. Keane seconded, effective August 8, 2012, to refer the Record of Decision to the Planning and Zoning Commission, Conservation Commission, Four Corners Water and Sewer Advisory Committee, and the Sustainability Advisory Committee for input on key issues for the Town to consider in proceeding with the Connecticut Water Company alternative, with the recommendations of the Commission and Advisory Boards to be available to the Council within thirty days.

The motion passed unanimously.

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL

Unidentified, asked for information regarding the role and capacity of the UConn sewer treatment plant and if the Town has considered gray water treatment.

Jason Coite noted the capacity of UConn's sewer treatment plant exceeds both the current and projected demands. Mr. Hart commented that the Town and the UConn are interested in conservation efforts and will look at all alternatives.

Meg Reich, Bassetts Bridge Road, representing the Willimantic River Alliance as both its President and its Representative to the Four Corners Water and Sewer Advisory Committee spoke to the need to address the placement of the water and sewer pipes to minimize road disruptions during construction; the ability of the Planning and Zoning Commission to create an overlay to minimize the impact and to require CWC to gain approval prior to pipe placement in environmental sensitive areas: and the options for crossing the Willimantic River.

Art Smith, Mulberry Road, thanked the League of Woman Voters for the panels held to discuss water issues and reiterated the need to consider the secondary cost of privatization of the water supply. Mr. Smith questioned the extent to which privatization will affect the ability of residents to avail themselves of the Freedom of Information laws.

IV. ADJOURNMENT

Mr. Ryan moved and Mr. Shapiro seconded to adjourn the meeting at 9:15 p.m.

Elizabeth Paterson, Mayor

Mary Stanton, Town Clerk

August 8, 2013

REGULAR MEETING – MANSFIELD TOWN COUNCIL  
August 12, 2013  
DRAFT

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

I. ROLL CALL

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

II. APPROVAL OF MINUTES

Mr. Paulhus moved and Mr. Schaefer seconded to approve the minutes of the June 19, 2013 special meeting. Mr. Shapiro requested the word "that" be added to the first line of Item 2, Fiscal Year 2013/14. The motion passed as amended with all in favor except Ms. Keane, who abstained. Mr. Paulhus moved and Mr. Schaefer seconded to approve the minutes of the July 22, 2013 meeting as presented. The motion passed with all in favor except Mr. Ryan, who abstained.

Mayor Paterson noted there is no public hearing this evening.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, on behalf of an interested citizen, asked for information on the interest rate of the C-Pace program loan as compared to taking out a second mortgage. Mr. Hossack asked the Council to not take any action on the program.

Dean Pallotti, 200 Turnpike Road in Willington, asked about the status of the Responsible Contractors Ordinance, as he did not see any reference to the issue on the agenda.

Mayor Paterson responded to Mr. Pallotti.

Mr. Shapiro raised a point of order noting that members of the public cannot raise a point of order and that responses to citizen comments are not to be offered during public comment.

Mayor Paterson was in agreement with the points of order and responded that Mr. Pallotti's question will be answered at a later point in the meeting.

Tulay Luciano, Brookside Lane, requested that the Town share any documents in their possession which indicate whether the Next Generation Project or the Tech Park will have a negative effect on Mansfield. Ms. Luciano urged the Council to hold a forum to discuss these issues.

IV. REPORT OF THE TOWN MANAGER

In addition to his written comments Town Manager Matt Hart reported the following:

- The Board of Education has begun contract negotiations with the teachers and noted the Council may send a representative to these meetings. By consensus Council members agreed to appoint Councilor Ryan, Chair of the Finance Committee, to represent the Council.
- The citizen's question about interest rates and the C-PACE program will be answered during a presentation about the program, Item 3.
- The Ad hoc Committee on Responsible Contractors is planning to schedule two meetings in early fall to hear from representatives of the area tech schools and to meet with local contractors.

V. REPORTS AND COMMENTS OF COUNCIL MEMBERS

August 12, 2013

Mayor Paterson listed the items on the agenda for the benefit of those residents viewing from home.

By consensus the Council agreed to move Item 3, Presentation: Commercial Property Assessed Clean Energy (C-PACE) Program, as the next item of business.

#### VI. OLD BUSINESS

##### 1. Storrs Center Update

The Town Manager reported the Storrs Center force accounting information will be available at a future meeting. Mr. Hart also noted 175 full and part time jobs have been created by the business committed to Storrs Center. These do not include construction jobs. Also, the Town Square concept design and financing alternatives will be presented at the September 10, 2013 Council meeting.

##### 2. Community/Campus Relations

The Connecticut Department of Energy and Environmental Protection has rescheduled the public hearing on the North Hillside Road project to September 10, 2013. Mr. Hart reported the walkway and bicycle lane are still part of the project, but the suggested traffic light at the intersection of 275 and Sycamore Drive has not been included.

The secondary growth impact of Next Generation CT has been discussed by Town and UConn staff. UConn will present an update on the projects, including mitigation plans regarding traffic, housing, public safety, etc., at an upcoming Council meeting. Mr. Hart will inquire as to whether an environmental impact evaluation will need to be done to assess the impact of the Tech Park and Next Generation CT project.

#### VII. NEW BUSINESS

3. Presentation: Commercial Property Assessed Clean Energy ("C-Pace") Program  
Genevieve Sherman representing the Clean Energy Finance & Investment Authority (CEFIA) provided background on the Commercial Property Assessed Clean Energy ("C-PACE") agreement's financing structure; discussed the statutory requirements; the role of the Town and the benefits to the business owners who participate. Director of Finance Cherie Trahan and Collector of Revenue Christine Gamache discussed the administrative requirements and the reimbursements the Town would receive from CEFIA for any expenditures incurred.

Ms. Keane moved and Mr. Ryan seconded the "Resolution to Approve Commercial Property Assessed Clean Energy ("C-PACE") Agreement," as presented on page 12 of the August 12, 2013 Town Council packet.

Motion to approve passed with all in favor except Mr. Freudmann who voted nay.

##### 4. Cancellation of August 26, 2013 Regular Town Council Meeting

Mr. Paulhus moved and Mr. Schaefer seconded to cancel the August 26, 2013 regular meeting of the Mansfield Town Council.

The motion passed unanimously.

#### VIII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments offered.

#### IX. REPORTS OF COUNCIL COMMITTEES

Mr. Shapiro, reporting for Personnel Committee Chair Toni Moran, urged members to complete their Town Manager evaluations by August 16, 2013.

Mr. Ryan, Chair of the Finance Committee, reported the Committee addressed the following at their last meeting:

- Completed a review of the cost allocations of the Finance Department
- Reviewed the accounting system used for Storrs Center
- Announced that preliminary reports for FY2012/2013 indicate \$552,000 will be allocated to Fund Balance. This additional revenue will bring the Town's ratio of fund balance to total budget to about 6.5%.

August 12, 2013

Mr. Kochenburger announced the Committee on Committee will next meet on September 13, 2013 and that the Ad Hoc Ordinance Development and Review Subcommittee which is discussing possible amendments to the Fee Waiver Ordinance will meet tomorrow morning, August 13, 2013, at 7:30 a.m.

X. PETITIONS, REQUESTS AND COMMUNICATONS

5. E. Paterson/M. Hart re: Main Street Investment Fund
6. Connecticut Department of Energy and Environmental Protection re: Notice of Rescheduled Public Hearing
7. CIRMA re: Members' Equity Distribution – Assistant Town Manager Maria Capriola explained the two insurance products, Liability, Auto and Property Insurance and Workman's Compensation Insurance, purchased by the Town and the accounting of the Members' Equity distribution checks received by the Town.
8. Government Finance Officers Association re: Certificate of Achievement for Excellence in Financial Reporting
9. Human Rights Campaign re: Municipal Equality Index
10. Mansfield Minute – August 2013

XI. FUTURE AGENDA

No items offered.

XII. ADJOURNMENT

Mr. Paulhus moved and Mr. Shapiro seconded to adjourn the meeting at 8:50 p.m. The motion passed unanimously.

Elizabeth C. Paterson, Mayor

Mary Stanton, Town Clerk

August 12, 2013

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Lon Hultgren, Director of Public Works; Linda Painter, Director of Planning  
**Date:** September 9, 2013  
**Re:** Community Water and Wastewater Issues/Water Supply Project

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**Subject Matter/Background**

Connecticut Water Company President Eric Thornburg and other company representatives plan to attend Monday's meeting to introduce themselves to the Town Council and to highlight some of the key points of the proposed water supply project.

In addition, staff will review:

- 1) the input we have received from our commissions and advisory committees regarding the CWC alternative; and
- 2) the future capital funding we have budgeted for this project in the capital improvement program.

**Attachments**

- 1) Conservation Commission re: Town Council Request for Comments on the ROD for Supplemental Water
- 2) Four Corners Advisory Committee re: CT Water Company Proposal
- 3) Planning and Zoning Commission re: Town Council Referral: Connecticut Water Company Proposal
- 4) Sustainability Advisory Committee, Draft Minutes, 08/27/13 Special Meeting

TO: MANSFIELD TOWN COUNCIL

FROM: MANSFIELD CONSERVATION COMMISSION, Quentin Kessel, Chair

DATE: AUGUST 24, 2013

CC: Four Corners Water and Sewer Advisory Committee, Sustainability Advisory Committee

SUBJECT: TC REQUEST FOR COMMENTS ON THE ROD FOR SUPPLEMENTAL WATER

At the Town of Mansfield Town Council (TC) meeting on August 8, 2013, the Council referred the Record of Decision (ROD) and its choice of the Connecticut Water Company (CWC) to the Mansfield Conservation Commission (CC) for comment. The forwarding of the following comments was agreed to at the CC August 21, 2013 meeting. Not only was the ROD considered, but also comments made at the TC meeting by representatives of the University and the law firm of Pannone, Lopes, Devereaux & West (PLDW) on the governance of the proposed water system for the Town of Mansfield and the University of Connecticut. Further input was provided by the numerous citizens who attended our August meeting and provided well-reasoned input on this matter.

The CC believes that the Town of Mansfield should insist upon an equitable agreement between the Town, the University, and the CWC. This agreement must be transparent and fair to the taxpayers of Mansfield and should provide an adequate water supply to meet the stated needs of the University and Mansfield into the future

PLDW states that "With regard to growth management off-campus, Mansfield's authority through its zoning regulations would be controlling." At the September 4, 2012 Special Meeting of the PZC Regulatory Review Committee, Mansfield Director of Planning and Development, Linda Painter, stated that she would work with the EIE on a timeline to ensure that new regulations are adopted prior to the submission of permits to the DEEP and coordinated with the upcoming POCD update. As noted below, the CC recommends a moratorium on lot- and sub-division approvals along any proposed pipeline route until the proposed overlay zone, or a similar measure to prevent undesirable development along the pipeline route is a part of Mansfield's PZC regulations.

The CC is concerned about statements made by the University's Tom Callahan at the August 8, 2013 TC meeting that the Tech Park legislation would put the University in charge of any off-campus improvements somehow related to the Tech Park: "Section 92 *The university shall have the charge and supervision of all aspects of the project* authorized under this section (as provided for pursuant to UConn 2000), as provided in section 10a-109n of the general statutes. Such *charge and supervision shall extend to any off-campus improvements* undertaken as part of said project. The *university shall work in consultation with the town of Mansfield regarding any on-site or off-site utilities* that are financed pursuant to this section." (slide 3, emphasis in original) This is an odd statement to make when the Tech Park is projected to increase water demand by about only 10% over the next 45 years – sort of like the tail wagging the dog. Also, Mr. Callahan's statement about "normalization" of the University role in Town development

decisions (slide 14) is worrisome. This does not seem to bode well for an equitable governance agreement between the Town and the University. The CC recommends that the Town pursue legal opinions on the intent and extent of the powers granted to the University by Public Act 11-57. The Town's rights, or lack of rights should be established before entering into negotiations with the University and CWC.

In these negotiations, it is important to protect the taxpayers of Mansfield from unreasonable charges. No agreement should, by itself, result in assessment fees for non-users and forced hookups to the new system. The CWC is run as a profit-making business. One can only assume that the seemingly generous offer of the CWC to front the money for the pipeline and other improvements will be more than recaptured by the water-use fees charged the Town of Mansfield and the University. CWC rates may be regulated by PURA, but these rates will certainly take into account the capital costs of establishing the new system. How does the University plan to use the \$8 million in tech Park funding for water and the \$18 million for water in the Next Generation funding now that CWC has offered to pay these costs? An analysis should be provided to determine whether a portion of this \$26M invested into the infrastructure costs that CWC has proposed to assume might not make long-term fiscal sense (through lower water rates to the Mansfield and the University).

Footnote 2 to Table 1-1 in the ROD raises several questions:

Footnote 2 includes 0.35 mgd from the Fenton well field in their safe yield, when during the summer there are periods it is not appropriate to pump any water from the Fenton wells.

There is also reference to Well D, which has been scheduled for repairs. Have these repairs been carried out, and if not, when will they be? The CC notes that inadequate maintenance of the Willimantic River well fields resulted in over-pumping from the Fenton in the 1990s and early 2000s.

The CC hopes the plan to move Pumping Station A farther from the Fenton River will be implemented at some point. This is projected to increase the yield from this portion of the Fenton River aquifer while lessening its impact upon the river itself.

The following section numbers refer to the ROD.

2.2.13 (p. 37). "UConn submits that reliance upon the Mansfield overlay zone ... addresses the need to mitigate potentially more intensive development resulting from the availability of a pipeline water supply."

The CC members have no knowledge of this overlay zone. The CC recommends a moratorium on lot and sub-division approvals along any proposed pipeline route until the overlay zone, or some other form of protection, is a part of Mansfield's PZC regulations (*cf.* Mansfield's recent moratorium on subdivisions, while those regulations were rewritten).

2.12. "Any new developments in the Eagleville Brook drainage basin will need to show that there will be no net increase in storm water runoff for storm events up to and including the 1% annual chance storm event to be consistent with the TMDL and the requirements of the Floodplain Management certification."

There should be a clear statement detailing just who will be responsible for the implementation of this requirement and how it will be overseen and enforced.

2.18. MDC Statement: The CC notes that unless service connections to other municipalities were allowed along the proposed pipeline to UConn, UConn might have to own and maintain the pipeline from East Hartford. Not only would the MDC option have been more expensive to the Town of Mansfield, but the additional interconnections might have encouraged undesirable urban sprawl (induced development).

CWC Statement: The CC was impressed with the CWC's stated support of Mansfield's interests, especially not having a "wheeling fee" for the transfer of water through the University system and support of establishing a formal governance structure and a Customer Advisory Council. As stated earlier regarding the agreement, this governance structure should be transparent and establish an equitable governance process.

The CC believes it is logical to bring the additional water by a route entering the UConn system along the to-be-constructed Tech Park road. This should minimize disturbance, if the work is coordinated with the road construction, and deliver the water more directly to the UConn storage system.

**TOWN OF MANSFIELD**  
**FOUR CORNERS SEWER AND WATER ADVISORY COMMITTEE**



Kenneth Rawn, Chair

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To: Mansfield Town Council

From: Kenneth Rawn, Chair

Copy: Planning and Zoning Commission  
Conservation Commission  
Sustainability Committee

Date: August 28, 2013

Subject: Town Council Referral: Connecticut Water Company Proposal

Pursuant to the Council's request, the Four Corners Sewer and Water Advisory Committee has reviewed the Connecticut Water Company (hereinafter "CWC") proposal. It submits the following recommendations for consideration in negotiating an agreement (hereinafter "the Agreement") with CWC.

1. **Recommended Route.** The Four Corners Sewer and Water Advisory Committee recommends that the following be identified as the Town's preference for routing of the connection between the CWC system in Tolland and the University's water system:

South on Route 195 to the intersection of Route 44; West on Route 44 to the intersection with the new North Hillside Road, and south on North Hillside Road

This recommendation is based on the fact that the preferred route would serve the majority of the Four Corners Water and Sewer Service Area, minimizing the amount of local distribution pipes that would need to be installed.

2. **Coordination with Sewer System Construction.** The Agreement should require that the water project be constructed simultaneously with the Four Corners sewer project and the lines should be placed in the same trench.
3. **University Service Area.** The Committee believes that any agreement between CWC and the University should include a more specific definition of what is considered to be on-campus versus off-campus. Specifically, the Committee notes that the University's core campus area is very different from a description of campus that might include all properties owned by the University. Given the extensive land holdings of the University and the remote location of some of these properties, the Committee is concerned that future extension of water service to these areas could induce development pressure in those areas. Furthermore, any Agreement should also differentiate between existing

core campus properties and future land acquisitions by the University.

4. **Water Allocation.** The Agreement should specify a minimum amount of water to be provided to Town customers to ensure that sufficient water is available to meet current and future Town needs. This minimum allocation could be established through a minimum number of gallons per day that would need to be available or as a percentage of water made available to the University.
5. **University Water Supply.** The Agreement should include a statement of intent as to how the current University water supply will be used once this new source is on-line. It is our understanding that the CWC will only be supplementing the current supply, not replacing it. Given previous stream flow concerns during dry periods, the Agreement should identify whether the CWC supply will be used during low stream flow periods to allow for decreased water production at the current wellfields.
6. **Financing.** The Town should look to CWC to finance as much infrastructure as possible, including the local water distribution system for Four Corners and the Four Corners sewer system.
7. **Local Land Use and Tax Policy.** The Council should consider the impact of the water line on property values and the associated tax implications in areas where more intense development is not contemplated. While the Four Corners is identified as redevelopment area where higher property values are anticipated based on availability of infrastructure and development potential, the proposed pipeline does extend through areas that are intended to remain more rural in character. The Committee is concerned that property values may escalate in these areas due to the presence of a water main, even if land use and zoning policies preclude more intense development. Escalating land values and the associated property tax increases could force property sales or increase development pressure in areas where it is not desired.
8. **Water Service Area.** The initial Four Corners water service area should have the same boundaries as the Four Corners sewer service area. Future expansions of the water service area should be planned and approved by the Planning and Zoning Commission as part of the Plan of Conservation and Development.
9. **CWC Advisory Committee.** The specific scope and membership of the proposed CWC Advisory Committee should be identified in the Agreement. Areas of focus should include major capital improvements such as system extensions and identification of possible future service areas, conservation measures, and feedback on proposed rates. Composition of the Committee should include regional representation as well as other major stakeholders.
10. **Other Commission/Committee Recommendations.** The Committee endorses the recommendations of the PZC with regard to development controls and coordination, as well as the recommendations of the Sustainability Committee with regard to use of Best Management Practices and water conservation/efficiency.

If you have any questions regarding this recommendation, please feel free to contact me or Linda Painter, Director of Planning and Development.

TOWN OF MANSFIELD  
PLANNING AND ZONING COMMISSION



JoAnn Goodwin, Chair

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To: Mansfield Town Council

From: JoAnn Goodwin, Chair

Copy: Conservation Commission, Four Corners Sewer and Water Advisory Committee, Sustainability Committee

Date: September 5, 2013

Subject: Town Council Referral: Connecticut Water Company Proposal

Pursuant to the Council's request, the Commission has reviewed the Connecticut Water Company (hereinafter "CWC") proposal. It submits the following recommendations for consideration in negotiating an agreement (hereinafter "the Agreement") with CWC.

- **Recommended Route.** The Commission recommends that the following be identified as the Town's preference for routing of the connection between the CWC system in Tolland and the University's water system:

South on Route 195 to the intersection of Route 44; West on Route 44 to the intersection with the new North Hillside Road, and south on North Hillside Road (Pipeline segments 12A, 13, 14, 20 and 21)

This recommendation is based on the finding that this route would promote smart growth development patterns and reduce the potential for induced growth in inappropriate areas.

- **System Extensions.** While the potential for CWC to finance the Four Corners local distribution system is understandably appealing to the Town, this option does have the potential to increase demand for development as CWC looks to recover its capital investment. Therefore it is imperative that the Agreement specifically address the process through which system extensions will be approved. Ideally Town approval will be required before any system extension may be constructed. If the Council is unsuccessful in achieving this level of control, at minimum the Agreement should include a specific process that allows for PZC input on extensions.
- **Development Controls.** As noted above, the Commission is very concerned with the potential for increased development pressure in areas proximate to the new water system. The Agreement should be clear that the PZC is the controlling agency

for future development and that CWC has no jurisdiction or authority to approve service connections that would violate zoning regulations. Since this is merely a restatement of the law, there is no negotiation on this point. Furthermore, the Commission intends to develop new Plan of Conservation and Development policies and Zoning Regulations to manage service connections in areas proximate to the water system. The Agreement should specify that CWC will not object to any policies or zoning regulations that the Commission proposes to manage growth in the area of the water system or to address future concerns of water supply on a town wide basis. The Commission also notes that it is prepared to adopt development moratoriums if need be to prevent undesirable development prior to approval of new zoning regulations.

- **Water Allocation.** The Agreement should specify a minimum amount of water to be provided to Town customers to ensure that water is available for Town needs and not merely secondary to University demands. This minimum allocation should account for current usage, projected water usage by existing off-campus customers, the projected demand for Four Corners and the assisted living project, all as adjusted to compensate for potential underestimating of demand.
- **Coordination.** The Agreement should provide a process for coordination during the design and construction process that allows for PZC input on design decisions and includes regular status updates, particularly with regard to routing decisions, so that the Commission has sufficient time to react and adopt zoning regulations. These same provisions should be applied to any future system extensions.

CWC should also be advised that an Inland Wetlands License may be needed based on how and where the new transmission main is installed. Detailed plans should be submitted to the Town's Inland Wetlands Agent as early as possible in the design process to determine the extent of wetland impacts.

- **Sewer System Construction.** To minimize impacts and improve efficiency, the Agreement should stipulate that the Four Corners sewer project should be constructed concurrently with the water project. The same provision should be provided for any future water and sewer extension projects.
- **Fire Suppression.** The Agreement should require installation of fire hydrants along the entire length of the water main in Mansfield at appropriate locations as determined by the Mansfield Fire Department.

If you have any questions regarding this recommendation, please feel free to contact me or Linda Painter, Director of Planning and Development.

**DRAFT**  
Sustainability Committee  
Minutes of Special Meeting

August 27, 2013

Present: Lynn Stoddard, Vera Ward, Kristen Schwab, Matt Hart, Susanna Everett, David Freudmann (guest), Leigh Duffy (guest), Betty Wasmundt (guest), Susan Spak (guest), Linda Painter (staff), Virginia Walton (staff)

The meeting was called to order at 5:30 by Stoddard.

Introductions were made.

Hart and Painter framed the discussion of the water supply project. At the same time that the Town was looking at its water supply for future needs, the University of Connecticut was also looking for more water to support the tech park. It is estimated that the University will need 2 million gallon per day at full build-up, and the current wells would not be able to supply this. The University had an environmental impact evaluation completed for three water supply proposals. Of the three, the University Board of Trustees identified the Connecticut Water Company (CWC) as the preferred option. The Connecticut Water Company currently operates in about in 50 Connecticut towns and has managed the University's systems over the past several years as well as small systems in Rolling Hills Mobile Home Park, the Birchwood Heights and Pinewoods Lane developments.

The Town retained its own legal counsel to focus on how the system could be governed as well as providing advice to the Town Council. Council's August 8, 2013 recommendation was to solicit feedback from key commissions and advisory committees.

Staff will draft a letter from the sustainability committee that recommends the agreement between the Town and the CWC places emphasis on the following:

- Water conservation , water reclamation and reuse, funding efficiency measures for new customers or renovations,
- Implementation of best management practices for energy use and water efficiency at their facilities and with end users,
- Implementation of best practices for storm water management,
- Routing the pipeline along Route 195 where there is the infrastructure to support smart growth patterns,
- The advisory committee should be tasked with promoting conservation measures and providing community education,
- The advisory committee should have regional representation (from source to service areas) and include environmental groups,
- The Town should have approval authority over future extensions, and
- A commitment to actively participate in regional water supply planning.

A special meeting will be scheduled for Thursday, September 5, 2013, in place of the regular meeting on September 11, 2013, at which time the draft letter to the Town Council will be reviewed.

Other agenda items will include comments on the assessment tool. The assessment material will be resent with the draft meeting minutes.

The meeting was adjourned at 6:54 pm.

Respectfully Submitted,

Virginia Walton

DRAFT



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Linda Painter, Director of Planning and Development  
**Date:** September 9, 2013  
**Re:** Community-Campus Relations/Next Generation Connecticut Initiative

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**Subject Matter/Background**

University Master Planner and Architect Laura Cruickshank and Vice Provost Sally Reis will attend Monday's meeting to provide the Town Council with an update concerning the *Next Generation Connecticut* initiative. Ms. Cruickshank and Dr. Reis will also discuss ideas on how the university could collaborate with the Town to address community and secondary growth impacts generated by the project.

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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Lon Hultgren, Director of Public Works; Cherie Trahan, Director of Finance; Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership  
**Date:** September 9, 2013  
**Re:** Transportation Center Operations Plan

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**Subject Matter/Background**

The construction of the Nash-Zimmer Transportation Center will be completed this October. Staff has been working for several months to develop an operations plan and budget for the center and have reviewed the plan with the Town Council, the Sustainability Advisory Committee, the Parking Steering Committee, the Mansfield Downtown Partnership (MDP) Board and the MDP's Finance and Administration Committee. The attached proposal has been through several iterations and revisions to make it as comprehensive as possible.

During our preparation of the plan, we considered whether the Town or the MDP would be in the best position to operate the center. Because the MDP has limited resources and is focused on the construction phases of Storrs Center, staff recommends that the Town's Department of Public Works assume oversight of the transportation center for the short-term with the possibility of transitioning this responsibility to the MDP in the future.

To control costs, we suggest that the transportation center's operating hours be trimmed from our original proposal of 90 hours a week to 76 hours a week, with allowances made for extended evening or weekend hours as special events dictate. Under this proposal, the center's operating schedule would run from 7:00AM -7:00PM on weekdays, 9:00AM-6:00PM on Saturdays and 10:00AM-5:00PM on Sundays.

The proposed staffing plan is same as we previously discussed, with activities coordinated by a 20-hour per week Transportation Coordinator, supported by Central Parking staff at 50-60 hours per week, a shared Town/UConn Research Fellow at 10-20 hours per week and up to 15 hours per week of paid attendants/receptionists. We would also intend to recruit volunteers/ambassadors to help staff the center during its open hours. The budget to operate the Center for the remainder of the 2013-14 year is included

the attached operations plan. As we discussed previously with the Town Council, the operating budget for the Center would be funded with Storrs Center revenues.

### **Financial Impact**

As discussed above, the Department of Public Works would maintain oversight of the transportation center and the operating budget would be funded by revenues from the Storrs Center project. Other municipal departments (e.g. Facilities Management, Finance, Human Resources and Information Technology) would provide support services as necessary.

### **Legal Review**

The services of the Transportation Research Fellow would be provided under the terms of a Memorandum of Understanding (MOU) between the Town and the University of Connecticut. The Town Attorney has reviewed and approved the form of the MOU.

### **Recommendation**

Staff recommends that the Council approve the operations plan for the transportation center and authorize me to execute the MOU with UConn for the transportation research fellow.

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

*Move, effective September 9, 2013 to: 1) approve the Nash-Zimmer Transportation Center Operations Plan and Budget as prepared by staff; and 2) to authorize the Town Manager to execute the Memorandum of Understanding between the Town of Mansfield and the University of Connecticut for the Storrs Center Intermodal Center Living Laboratory.*

### **Attachments**

- 1) Transportation Center Operations Plan and Budget, dated August 28, 2013
- 2) MOU between the Town of Mansfield and the University of Connecticut for Storrs Center Intermodal Center Living Laboratory

**Nash-Zimmer Transportation Center (NZTC)  
Operations Plan and Budget Proposal**

**Contents:**

1. Introduction
2. Center Features
3. Operating Schedule
4. Functions and Activities
5. People or Groups available to perform or help perform the NZTC Functions
6. Collaboration with UConn – Shared Research Fellow
7. Collaboration with local bike vendor(s) – Bicycle Information, Repairs and Supplies
8. Role of the Downtown Partnership
9. Staffing Composite and Proposed Operating Budget

**Appendices:**

- A. Budget

Revised as of August 28, 2013

Lon R. Hultgren, PE, Director of Public Works

Cynthia A. van Zelm, Executive Director, Mansfield Downtown Partnership

## 1. Introduction

Most of the costs of the new roads in Storrs Center (Royce Circle and Wilbur Cross Way) that parallel Route 195/Storrs Road from Dog Lane to the Post Office were paid for by a \$4.9M grant from the Federal Transit Administration (FTA). That grant was specifically applied for to both build this new roadway system (transit pathways) AND an intermodal transportation center (Nash-Zimmer Transportation Center – NZTC) to facilitate bus and bicycle transportation to and from the new downtown development. It is important to note that the \$3.4M that is being used for the construction of these roads would not have been available were it not for the Town's plan to construct this transportation center at the juncture of the new roadways and the southern end of the new parking garage.

Working with our architect (hired by another \$490,000 FTA grant), the design for a 2 story building to serve as a mini-bus station/traveler information hub with space dedicated to bicycle commuting was completed. This building is also designed to be the main pedestrian entrance to the parking garage and contain public restrooms near the middle of the Storrs Center development. Construction of this ITC facility is now underway, and it is expected to be completed in October.

By virtue of its location near the Town Square, the parking garage and the commercial area, this Transportation Center is positioned to become a mini-community center for travelers and visitors of Storrs Center. We envision it to be a welcome and information center as much as it is a hub for travelers.

The first floor of the building was designed so that the bus/information/restroom areas could be operated by someone in the bicycle commuting area, or by the persons managing the adjacent parking garage. (A staffing presence will be required while the center is open to the public because of the public restrooms, which would be an attractive nuisance if left unattended). This shared operations plan is also essentially true in the reverse – a person staffing the bus/information area can provide staffing for the bicycle commuting area.

This document sets forth a plan and budget for operating this transportation center.

## 2. Center Features

### A. Bus waiting and information areas

- Next bus system displays (both inside the building and outside at the 3 bus stops)
- Next bus system application (smart phones)
- Information desk, displays
- Wi-Fi
- Video wall with transportation guidance, maps, interactive "how do I get there" kiosk and local business and community information
- Public restrooms

### B. Car sharing depot in the adjacent parking garage (Town/UConn "Hertz on Demand" system accessed via the internet)

### C. Four electric charging stations in the adjacent parking garage integrated with the parking garage payment system

### D. Bike Commuting Area

- Bike plaza on the eastern side of the building

- Outdoor, minimum security bike racks
  - Higher security, enclosed bike storage areas in the adjacent parking garage (up to and including fully locking bike lockers in an indoor swipe-card only area as well as valet bike parking)
  - Showers and lockers (also with swipe-card only access) on the 2<sup>nd</sup> floor
  - Bike repair and potential retail shop
  - Bike sharing node
- E. As noted above, the design of the first floor of the building is such that the adjacent parking garage access system can be operated from the transportation center, and the information/bus waiting area can be operated by persons staffing the bike commuting area.
- F. Office space on the second floor above the bike commuting area is being made available for the Mansfield Downtown Partnership.

### 3. Operating Schedule

Unlike the adjacent garage, which has to be accessible 24-7 for residents who live in the adjacent buildings, the Transportation Center has been constructed so that it can be closed every night and at times when commuter services and public restrooms are not needed. There is a roll-up doorway that separates the center from the garage and elevator lobby. When that doorway is down, access to the garage is still possible, but access into the transportation center is cut off.

Initially we are proposing that the bus and information areas of the ITC be open to the public 76 hours per week as follows:

Monday through Friday:	7AM to 7PM (12 hours a day or 60 hours per week)
Saturday:	9 AM to 6PM (9 hours per week)
Sunday:	10AM to 5PM (7 hours per week)
Other times or special events:	As needed

The bicycle commuting facilities showers and locker rooms (located both in the adjacent garage area on the first floor and on the second floor of the ITC building) will be open 24-7 for bicyclists that have enrolled in a bicycle "commuting club", which will give them swipe cards that will open the doors to the locker rooms, showers and bike storage area. The first floor bicycle commuting area will be set up initially to serve bike commuters with information, pumping & cleaning facilities, spare parts and repair referrals through a local bike shop. Formal drop-off, repair and bicycle related activities will be scheduled as the center develops its clientele.

The hours of operation for the center are our best estimate of when it needs to be open. This would include the AM and PM commuting hours as well as the early evening. As the usage patterns of the center take shape, these hours can be adjusted upwards or downwards.

### 4. Center Functions and Activities

Here is a list of the functions and activities that are expected to be performed at the center.

Activity	Frequency
1. Greeting travelers and guests/giving information	All times as needed
2. Maintaining/updating information systems and displays	Every Day
3. Coordinate bus transportation (loading and use of stops,	Continuously/as needed

schedules, next bus system, etc.)	
4. Administering bike commuting facilities (sign-ups, swipe cards, storage areas, repair arrangements, etc.)	Every Day or as needed
5. Coordinating bike and car sharing systems	As needed
6. Ticketing (via independent kiosk)	As needed
7. Marketing and outreach to center users (travelers, guests of Storrs Center, other potential center users)	Continuously
8. Equipment maintenance and upkeep	Continuously/as needed
9. Security	Continuously
10. Facility inspections and Housekeeping	Every Day
11. Cleaning/Janitorial	Every Day or as needed
12. Open/Close	Every Day

**5. People or Groups available to perform or help perform the Center functions**

<b>Person or Group</b>	<b>Potential Tasks</b>
Central Parking Garage Managers and Attendants	1,4,9,10,12
NZTC Transportation Coordinator	1,2,3,4,5,7,8,9,12
Bus system operators (UConn, WRTD, Peter Pan, others)	2,3,6,7
Paid attendants	1,2,4,5,9,12
Bike commuting area/repair staff	1,4,5,7,8,10,12
Town's Information Technologies (IT) Department	2,8
Mansfield Downtown Partnership Staff	1,2,3,4,5,7,10,12
Paid contractors	2,8,10,11
Town's Building Maintenance Department	8,11
Town's Public Works Department	7,8,11
Volunteers	1,3,4,7,9,10,12
Transit Research Fellow (see below)	1,2,3,4,5,7,10,12

**6. Collaboration with UConn – Shared Transit Research Fellow**

UConn's Civil Engineering Department has an Assistant Professor (Dr. Nicholas Lownes) whose specialty is Transit and Transit Systems Innovation. He consults regularly with the DOT on various bus, rail and other transit matters, and has expressed an interest in having the Town's Transportation Center become a "living transit laboratory." Such an arrangement will serve the Town well assuring that the center is more than an average bus station. As such, we have negotiated an agreement with Professor Lownes to share in the cost of a Transit Research Fellow to both help run the center and do transit-related research. We believe this is a tremendous opportunity to keep the center on the cutting edge of transit research and technology – something that will be welcomed by the greater Mansfield community (which has a history of supporting transit). The Research Fellow's time will be split between helping to operate the center (per the tasks listed above) and doing transit research leading to new and better transit coordination methodologies. We have included the Town's share of this Fellowship in the center operating budget presented in Appendix A.

**7. Collaboration with local vendor(s) – Bicycle Information, Repairs and Supplies**

Through an RFQ process, an agreement is being negotiated with a local bike shop proprietor to provide bicycle repairs, supplies and expertise for the bike commuting area of the center. At a minimum, this will likely

include drop-off and pick-up of bicycles for repairs as well as consultation on bicycle matters. As the construction of other buildings in the ITC's immediate area (the north end of Wilbur Cross Way) near completion, it is possible to include a full-service bike shop in the center as well.

#### **8. Role of the Downtown Partnership**

While we believe that the MDP is uniquely positioned to assume the role of the center's overall administration, i.e., be the agency that hires the Transportation Coordinator and attendants, coordinates the marketing and outreach, liaisons to the agencies using the center, administers the equipment and cleaning contracts, and so on, initial discussions with the MDP's Finance Committee revealed concerns that the MDP staff is still very busy with their initial activities to create and maintain a truly vibrant Town center. The second floor of the building (immediately over the bike commuting area) will be finished off to give the MDP office space in the middle of the development and a permanent presence in the center. In future years, after the MDP's move into the building and after the transportation center has operated for a year or more, the MDP staff should be able to assume the oversight of the center. However, for the center's initial year (2013-14), it is recommended it be run by and overseen by the Town DPW. Regardless of the oversight, funding for the center's operation is being provided by Storrs Center revenues.

#### **9. Staffing Composite and Proposed Operating Budget**

Providing staff to run the center and its functions is proposed to be composed of several groups all coordinated by a Transportation Coordinator. Of the 76 hours that the center is open, 5-15 hours per week can be covered by the Transportation Coordinator; 50 or more hours per week will be covered by Central Parking's garage attendants (since they will be able to operate the garage from the center and will be present much of the week); 10 hours per week will be covered by the Transit Research Fellow; and 5 to 15 hours per week will be covered by paid attendants, volunteers or other Town staff. For budgeting purposes, the most conservative case (no volunteers) is assumed. The proposed budget is included in Appendix A. It requires \$59,500 for the remainder of 2013-14. As noted above, funds from the Storrs Center reserve account will be used for this purpose.

#### **Conclusion and Recommendation**

Establishing a Town presence through the Nash-Zimmer Transportation Center located near the middle of the new downtown development is not only recommended, it is required by virtue of the FTA grant the Town used to build much of the Storrs Center infrastructure. The modest staffing and operations budget proposed and included in Appendix A will begin this operation in a way that will serve both commuters and visitors to Storrs Center.

Appendix A			8/28/2013
<b>Nash-Zimmer Transportation Center</b>			
Initial opening plan, staffing and budget			
<b>Schedule of Hours:</b>	Weekdays 7 am to 7 pm		
	Saturdays 9 am to 6 pm		
	Sundays 10 am to 5 pm		
	Other times as event needs dictate		
<b>Staffing:</b>	Transportation Coordinator		
	Shared Research Fellow		
	Paid attendants		
	Parking Garage staff		
	Volunteers		
<b>Budget:</b>	<i>Item/Description</i>	<i>Budget \$</i>	<i>Budget \$ *</i>
		<i>(2013-14)</i>	<i>(2014-15)</i>
	Transportation Coordinator, 20 hrs/week @ \$26.91/hr	\$21,000	\$28,000
	Research Fellow, 50% graduate student annual costs, 10 to 20 hrs/week, 12 month position	**	\$23,500
	Paid attendants, up to 15 hrs/week @\$12/hr	\$7,000	\$9,000
	Parking Garage staff, 50-60 hrs/week	N/A	N/A
	Custodial (contractor)	\$22,000	\$29,000
	Utilities at \$1,000/month	\$10,000	\$12,000
	Supplies and materials	\$2,500	\$2,500
	Contingencies	\$6,000	\$3,000
	<i>subtotal:</i>	\$68,500	\$107,000
	Offsetting rent for 2nd floor offices	\$9,000	\$12,000
	<i>net cost:</i>	\$59,500	\$95,000
	* Assumes Town oversight in 2nd year; add 5% admin fee (\$5,000) for MDP oversight.		
	** \$23,500 to be funded from 12-13, so it is not included in the first budget year total		

Memorandum of Understanding – Project No. [REDACTED]

Memorandum of Understanding

Between

Town of Mansfield

and

University of Connecticut

for

“Storrs Center Intermodal Center Living Laboratory”

This Memorandum of Understanding (hereinafter referred to as “MOU”) is by and between the Town of Mansfield (hereinafter referred to as “MANSFIELD”) and the University of Connecticut (hereinafter referred to as “UCONN”).

MANSFIELD provides a broad range of services and as part of the Town’s plans for growth and development takes a strong leadership role in the planning, design and construction of Storrs Center – Storrs Center is a mixed-use town center and main street corridor at the crossroads of the Town of Mansfield, Connecticut and the University of Connecticut. Located along Storrs Road (Route 195) adjacent to the University, the Town Hall, the regional high school, and the Mansfield Community Center, Storrs Center includes a new town square across from UConn’s School of Fine Arts complex. Storrs Center also includes an intermodal center (IMC) & parking garage which are conceived and designed as an integrated transportation facility providing interconnections for transit, car, bike and pedestrian users. The intermodal center has numerous functions: A portal for transportation users with access to information, ticketing, waiting, restrooms & travel services; ADA-access to all levels of the parking garage; public landmark at the center of the village; and bike services including storage, repair, shower/changing areas & information.

Similarly, UCONN serves the people of Connecticut through its teaching, research and public service activities carried out on its campuses. For purposes of this MOU, cooperative projects are defined as any activity of interest where joint participation between MANSFIELD and UCONN will improve the capacity of MANSFIELD to provide enhanced services to the people of the Town of Mansfield and will develop the ability of UCONN to further its teaching, research and public service missions. Acknowledging the commonality of interests involved, MANSFIELD and UCONN enjoy mutual benefits by entering into a cooperative working association with each other under terms that will aim towards achieving their respective missions and, thus, maximize the benefits for both resulting from the unification of purpose and sharing of resources.

**WITNESSETH, THAT:**

**WHEREAS,** MANSFIELD provides a broad range of services for the Town of Mansfield and plays an important role in the Storrs Center development in concert with the Mansfield Downtown Partnership; and,

WHEREAS, UCONN, acting through its respective campuses provides teaching, research and public services for the people of Connecticut; and,

WHEREAS, both parties agree that the people are best served when the resources and expertise of its public entities are shared to address topics of common interest; and,

WHEREAS, UCONN is authorized to enter into this MOU under Sections 10a-104, 10a-108 and 10a-110 to 10-110g of the General Statutes of Connecticut as amended to date; and,

WHEREAS, the purpose of this MOU is to outline the terms of the agreement between the MANSFIELD and the UCONN outlining responsibilities and fees for UCONN's Connecticut Transportation Institute (CTI) to provide research and technical support services for the Storrs Center Intermodal Center Living Laboratory; and,

WHEREAS, MANSFIELD is authorized to enter into this MOU under Section 7-148(c) of the General Statutes of Connecticut and Section C103 of the charter of the Town of Mansfield, as amended to date;

**NOW, THEREFORE, KNOW YE THAT:**

MANSFIELD and UCONN enter into this Memorandum of Understanding between the Town of Mansfield and the University of Connecticut to conduct a research and technical study for "Storrs Center Intermodal Center Living Laboratory," under the terms and conditions specified below. These terms and conditions remain in full force and effect, until amended or terminated.

**1. TERM**

The term of this MOU shall begin on August 23, 2013 and shall expire on August 22, 2014. This MOU shall be in effect upon the signature of the MANSFIELD Town Manager and the Executive Director of the University of Connecticut's Office for Sponsored Programs. This MOU may be modified or superseded in its entirety at any time by mutual written agreement of both parties.

**2. SCOPE OF RESPONSIBILITIES**

UCONN will be responsible for completing the following activities in order to develop an innovative, vibrant living laboratory at the Storrs Center IMC:

A.) IMC Basic Tasks

- 1.) UCONN staff will be responsible for: Basic tasks associated with the general operation of the IMC, for example, maintaining traveler information on the bus ITS system, ITS system updating, coordinating activities and initiatives of the IMC with Mansfield and transit operators, assisting with the coordination of the bicycle commuting activities and the public outreach efforts on behalf of the IMC.

B.) Annual travel surveys of IMC travelers, including bike commuters and pedestrians.

1.) UCONN staff will be responsible for:

- a.) Designing the survey instrument with feedback from Town of Mansfield
- b.) Executing the survey on a predetermined date or set of dates.
- c.) Analyzing responses and providing data and summary report to the Town of Mansfield and Mansfield Downtown Partnership.

C.) Living Laboratory Development

1.) UCONN staff will be responsible for:

- a.) Developing a microsimulation model of the intermodal center and Storrs Center Development for use in studying multi-modal transportation interactions in downtown environments.
- b.) Coordinating regularly with the Town of Mansfield and Mansfield Downtown Partnership and responding to research questions posed by both.

### 3. PROJECT IDENTIFICATION AND PROPOSAL

The work to be carried out during the period of this MOU is described in the proposal (hereinafter referred to as "Proposal") for the project identified below. The Proposal is attached hereto and incorporated as part of this MOU. There are three tasks in the work plan: Basic Tasks, Annual travel Surveys and Living Laboratory Development.

### 4. PROJECT FUNDING

- (A) Funds, facilities, assigned personnel or other contributions made by either party shall be available only for the work described in this MOU.
- (B) Neither MANSFIELD nor UCONN is obligated to expend funds or to make payments in excess of the amounts specified in this MOU and any relevant Amendments.
- (C) For multiple-year projects, future participation may be contingent upon town council, legislative or congressional appropriations to MANSFIELD and/or UCONN.

The total project cost for the period of this MOU shall not exceed \$23,250.

Federal Funds: \$ 0

Town Funds: \$ 23,250

Other Funds: \$ 0

Total Funds: \$ 23,250

MANSFIELD agrees to pay UCONN a maximum of \$23,250 for the services provided in Section 2. UCONN shall bill MANSFIELD on a monthly / quarterly basis. MANSFIELD shall pay approved invoices within 30 days. The following fees are as calculated for two years:

Proposed 2012 Budget (1 year)

UConn Salary:

Project Director/Principal Investigator – Professor Lownes	\$ 0
Graduate Assistant – AY (Level II)	\$ 10,606
Graduate Assistant – Summer (Level II)	\$ 3,536
Fringe Benefits	\$ 2,369
<b>Total Salary and Fringe Benefits</b>	<b>\$ 16,511</b>

Tuition \$ 3,437

Total Direct Costs \$ 19,948

Indirect Costs: \$ 3,302

Total 2013-2014 Budget (1 year) \$ 23,250

5. PRINCIPAL INVESTIGATOR(S)

- (A) UConn shall assign the Principal Investigator(s) for each project conducted under this MOU.
- (B) The Principal Investigator(s) or, in his/her/their absence, his/her/their supervisor shall provide technical leadership and conduct the activities of the project, including all progress reports, technical reports, and other project deliverables.

The following individual(s) are designated as Principal Investigator(s):

Name: Nicholas E. Lownes, Ph.D., P.E.  
Title: F.L. Castleman Assistant Professor of Engineering Innovation,  
Organization: University of Connecticut  
Address: 261 Glenbrook Rd., Unit 3037  
Storrs, Connecticut 06269  
Telephone: (860) 486-2717  
Fax: (860) 486-2298  
E-Mail: nlownes@enr.uconn.edu

6. PROJECT ADMINISTRATORS

- (A) The Project Administrator(s) shall be the contact person(s) for the business aspects of this MOU, including all invoices, payments and project amendments.
- (B) All related correspondence shall be directed to the Project Administrator(s) so designated in this MOU.

The following individuals are designated as Project Administrators to serve as contacts for business matters:

#### TOWN OF MANSFIELD

Name: Lon Hultgren  
Title: Public Works Director and Town Engineer  
Organization: Town of Mansfield  
Address: 4 South Eagleville Road (Route 275)  
Storrs-Mansfield Connecticut 06268  
Telephone: (860) 429-3332  
Fax: (860) 429-6863  
E-Mail: [HultgrenLR@MANSFIELDCT.ORG](mailto:HultgrenLR@MANSFIELDCT.ORG)

#### MANSFIELD DOWNTOWN PARTNERSHIP

Name: Cynthia Van Zelm  
Title: Executive Director  
Organization: Mansfield Downtown Partnership  
Address: PO Box 513  
Storrs-Mansfield Connecticut 06268  
Telephone: (860) 429-2740  
Fax: (860) 429-2719  
E-Mail: [vanzelmCA@MansfieldCT.org](mailto:vanzelmCA@MansfieldCT.org)

#### UNIVERSITY OF CONNECTICUT

##### Contractual Matters:

Name: Dr. Antje Harnisch  
Title: Interim Executive Director, Office for Sponsored programs  
Organization: University of Connecticut  
Address: University of Connecticut  
Office for Sponsored Programs  
438 Whitney Road Extension, Unit 1133  
Storrs, Connecticut 06269-1133  
Telephone: (860) 486-3622  
Fax: (860) 486-3726  
E-Mail: [osp@uconn.edu](mailto:osp@uconn.edu)

##### Fiscal Matters:

Name: Dana Husereau  
Title: Grant Manager

Organization: University of Connecticut  
Address: University of Connecticut  
Office for Sponsored Programs  
438 Whitney Road Extension, Unit 1133  
Storrs, Connecticut 06269-1133  
Telephone: (860) 486-3622  
Fax: (860) 486-3726  
E-Mail: osp@uconn.edu

7. **PROGRESS REPORT(S)**

UCONN will provide a progress report, on a semi-annual basis, in accordance with the provisions specified below:

UCONN will provide MANSFIELD with an electronic ADOBE® Portable Document Format (PDF) document, which is to be received no later than three (3) working days after the end of the reporting period.

8. **INDEPENDENT CAPACITY**

- (A) The parties agree that employees of MANSFIELD, in the performance of their duties and activities under this MOU, shall continue to be in the legal status of MANSFIELD employees and not as employees of UCONN.
- (B) Likewise, employees of UCONN, in the performance of their duties and activities under this MOU, shall continue to be in the legal status of UCONN employees and not employees of MANSFIELD.

9. **CHANGES IN THE PROPOSAL**

- (A) The scope of work, budget, period of performance, specification of deliverables, or any other part of this MOU shall be amended by mutual agreement of the parties to this MOU.
- (B) This MOU need be formally amended only for significant project changes as defined in Section 10(A) above, an increase or decrease in the amount of funding, an extension to the project or early termination of the project.
- (C) Refer to Section 11 regarding provisions for changes in the approved budget.

10. **PROJECT COSTS**

Project costs shall include all necessary costs for the work conducted under this MOU, in accordance with the approved budget. Project costs may include, but are not limited to, the following:

- (A) Compensation for all personnel directly engaged in the performance of work conducted under this MOU, including reimbursement to other employers for the services of borrowed personnel.
- (B) Fringe benefits shall be charged at rates that are in effect at the time of execution of this MOU, as established by the State of Connecticut Office of the State Comptroller and by UCONN.
- (C) Tuition shall be charged at a rate not to exceed 60% of the UCONN in-state graduate tuition cost in effect at the time of execution of the work by the graduate student and further pro-rated by the student's effort on the project, consistent with UCONN policy and implementation guidelines for charging tuition to externally sponsored projects.
- (D) Reimbursements for travel costs or similar expenses shall be governed by the relevant collective bargaining Agreements in effect between MANSFIELD or UCONN and its employees, and/or applicable State of Connecticut, MANSFIELD or UCONN policy.
- (E) Any other necessary direct costs and expenses incurred in the conduct of the work under this MOU.

**11. CHANGES IN BUDGET**

In the event that a transfer of funds between budget categories, contained in the approved budget is required, UCONN may make cumulative transfers among direct cost categories of up to ten percent (10%) of the total approved budget, without approval of MANSFIELD. Larger changes require prior approval of MANSFIELD. In no case, however, will MANSFIELD be responsible for expenses in excess of the approved total amount.

**12. INVOICES AND PAYMENTS**

- (A) UCONN shall submit invoices to the Town no later than forty-five (45) calendar days after the end of each billing period, for payment for a billing period not to exceed a calendar quarter. The invoice shall indicate the total costs incurred for the billing period in accordance with the provisions of Section 13.(C) below.

Invoices shall be submitted to:

Town of Mansfield  
 Finance Department  
 4 South Eagleville Road (Route 275)  
 Storrs-Mansfield Connecticut 06268  
 Attention: Cherie Trahan, Finance Director

- (B) Payments to the University for work specified shall be based upon the following dated and signed certification:  
 "The undersigned hereby certifies that payment of the sum claimed under the cited MOU is proper and due and that information on the fiscal report is correct and such detailed

supporting information is on file, available for certification and/or audit purposes, and that all services called for by the MOU to the date of this billing, \_\_\_\_\_, have been met.

\_\_\_\_\_  
Director or Appropriate  
Title

\_\_\_\_\_  
Date

- (C) MANSFIELD agrees to pay UCONN an amount not to exceed the total amount of the approved budget contained in the Proposal, for the contract period, established in accordance with the provisions of Section 3(C).
- (D) Final payment will be processed following completion of all services called for in this MOU, as well as receipt of all project deliverables. The final payment to UCONN shall include the amount invoiced for the final billing period plus any amount withheld on previous billings, in accordance with the provisions of Section 12.(C)(1).

**13. FISCAL RECORDS**

- (A) UCONN will maintain an accounting system that is adequate to segregate and accumulate reasonable, allocable and allowable costs and maintain accounts and records in accordance with generally accepted accounting principles consistently applied.
- (B) All books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this MOU shall be maintained and such records shall be made available during regular working hours for inspection by authorized representatives, during the period of this MOU and for three years thereafter.
- (C) These records shall reflect total project costs including documentation of MANSFIELD and UCONN contributions, and all third-party contributions, to the project. Copies of project records shall be furnished, if requested.
- (D) UCONN shall preserve all of its records and accounts concerning the implementation of this MOU including, but not limited to, any records, books, or other documents relative to charges, including charges for extra work, alleged breaches of the Project Agreement, settlement of claims, or any other matter involving UCONN's or Subcontractor's demand for compensation by MANSFIELD for a period of not less than three (3) years from the date of the termination of this project under this MOU. If any litigation, claim, or audit is started before the expiration on the three (3) year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.
- (E) Permit the authorized representatives of MANSFIELD to perform an annual inspection and audit of all data and records of the University relating to its performance under this MOU.

**14. SUBCONTRACTS**

UCONN shall obtain written approval from MANSFIELD before entering into any subcontract with another party/parties to perform all or a part of the approved Proposal.

15. **SUBLETTING, ASSIGNMENT or TRANSFER**

Neither party shall sublet, sell, transfer, assign or otherwise dispose of its right title or interest in this MOU, or any part thereof, without the written consent of the other party.

16. **OWNERSHIP**

(A) **Funding Acknowledgement Statement**

The title to all products of research generated under this MOU shall reside with UCONN. However, UCONN grants to MANSFIELD, the United States Government, and the general public, a non-exclusive, irrevocable, royalty-free, worldwide license in such work products to use, reproduce and prepare derivative works. UCONN may use any of the data excluding any protected/personal information, plans and reports completed under the terms of this MOU for whatever purpose and may distribute products in any way. However, the following text must appear on the inside front of any reports or publications: "This report was prepared by the University of Connecticut, in cooperation with the Town of Mansfield. The opinions, findings and conclusions expressed in the publication are those of the author(s) and not necessarily those of the Town of Mansfield. This publication is based upon publicly supported research and is copyrighted. It may be reproduced in part or in full, but it is requested that there be customary crediting of the source."

17. **INTELLECTUAL PROPERTY**

(A) The terms "Invention" or "Discovery," as used herein mean any invention or discovery of UCONN conceived or first actually reduced to practice in the course of or under this MOU, and includes any art, method, process, machine or manufacture, design or composition thereof, or any variety of plant, which is or may be patentable under the Patent Laws of the United States of America or any foreign country.

The periodic reporting requirements defined in this MOU shall include disclosure of potentially patentable inventions or discoveries first conceived or reduced to practice since the prior report. UCONN shall have title to such inventions or discoveries. UCONN shall have the right to file patent applications on such inventions and discoveries. UCONN shall give written notice of its intention to file a patent application with respect to any such discovery or invention within sixty (60) days after disclosure to MANSFIELD. If UCONN becomes the owner of any patent with respect to any invention or discovery covered by this paragraph, it shall grant to MANSFIELD a paid-up, royalty-free, nonexclusive, irrevocable license, with the right to sublicense to practice or have practiced for or on the behalf of governmental agencies, either Federal, State, or municipal agencies including counties and townships, or quasi-governmental agencies, the patented invention or discovery. Any royalties from sales in the private sector or outside the United States shall be assigned to UCONN. With respect to inventions or

discoveries covered by this paragraph which are not patented or patentable, such inventions or discoveries shall be jointly owned with each party having the unrestricted right to practice or have practiced the same on its behalf.

- (B) 37 CFR, Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," is herein by reference made part of this MOU.

## 18. PUBLICATION RIGHTS

### (A) Copyright Provision

(1) UCONN shall be free to copyright material developed under this MOU with the provision that MANSFIELD reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes, as specified in Section 16.(A)(1).

### (B) Publication Disclaimer Statement

(1) No reports, articles, papers or publications may be published by UCONN without the written authority of MANSFIELD except as provided for in the following items:

All reports, articles, papers or publications shall contain the disclaimer: "This report [article, paper or publication] does not constitute a standard, specification or regulation. The contents of this report [article, paper or publication] reflect the views of the author(s) who is(are) responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the views of the Town of Mansfield."

### (C) Unauthorized Publication Disclaimer Statement

(1) It is anticipated that, in addition to interim and final reports that may be specified in this MOU, UCONN may wish to publish papers or articles based, in whole or in part, on information developed under this MOU. UCONN shall have the right to so publish provided the manuscript is submitted to MANSFIELD for concurrence. MANSFIELD will have forty-five (45) calendar days to review the manuscript. If no response is provided by MANSFIELD at the end of the specified period, UCONN may proceed with publication. In the event of nonconcurrence by MANSFIELD, UCONN may publish the manuscript provided the following statement is included: "The Town of Mansfield does not concur with the findings and conclusions of the manuscript."

## 19. GOVERNMENTAL REQUIREMENTS

- (A) The parties agree to comply with all Federal and State of Connecticut ordinances, laws, regulations and policies, as applicable to their respective organizations, including by reference: 49CFR Part 18.36(b) through (i) addressing federal procurement procedures;

applicable Public Acts addressing Equal Employment Opportunity (PA 88-351, PA 89-253) and Non Discrimination (PA 91-57, Section 16); Executive Order Nos. Three, Seventeen and Sixteen, including those amended or enacted in the future; the Guidelines to Executive Order Three; the Regulations of the United States Department of Transportation (Title 49, Code of Federal Regulations, Part 21), issued in implementation of Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4; and, Appendix CR.

- (B) UCONN agrees to comply with 49CFR Part 18.36(b) through (i) addressing federal procurement procedures. UCONN further agrees to provide UCONN's procurement procedures that will be used under this MOU to MANSFIELD for approval.

20. **TERMINATION OF MOU**

- (A) This MOU may be terminated in its entirety by either party upon ninety (90) days written notice to the other party. This MOU may be terminated by MANSFIELD at any time if UCONN fails to comply with all Federal and State of Connecticut ordinances, laws, regulations and policies, as applicable to their respective organizations, or fails to perform in accordance with the terms and conditions set forth in this MOU. UCONN will immediately act to minimize project costs upon issuing or receiving such notice, and will submit to MANSFIELD a report describing all work completed to date.
- (B) MANSFIELD will reimburse UCONN a percentage of the total project cost that is equal to the percentage of work completed.
- (C) Upon receipt of written notification from either party that this MOU is to be terminated, UCONN shall immediately cease operations on work stipulated in this MOU and assemble all material that has been prepared, developed, furnished or obtained under the terms of this MOU, that may be in its possession or custody and shall transmit the same to MANSFIELD on or before the ninetieth (90<sup>th</sup>) day following the receipt of the written notice of termination. Said material shall include, but not be limited to, documents, plans, computations, drawings, notes, records, correspondence, and other deliverables.
- (D) In the event of termination of this MOU, UCONN shall permit the authorized representatives of MANSFIELD to inspect and audit all data and records of UCONN relating to its performance under this MOU until the expiration of three (3) years after termination of this project under this MOU.

UCONN further agrees to include in all its subcontracts here under a provision to the effect that the subcontractor agrees that MANSFIELD, or any of the Town's duly authorized representatives, shall until the expiration of three (3) years after termination of the project under the subcontract, have access to and the right to examine any directly pertinent books, documents, papers, and records of such subcontractor, involving transactions related to the subcontract.

21. APPROVALS

This MOU is subject to the approval of:

- (A) For MANSFIELD: the Town Manager or his designee
- (B) For UCONN: the President, or his/her designee.

SIGNATORY SHEET FOR MEMORANDUM OF UNDERSTANDING

TOWN OF MANSFIELD

UNIVERSITY OF CONNECTICUT

APPROVED:

APPROVED:

Date:

Date:

By: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature

Authorized Signature

Name: Matthew W. Hart

Name: Dr. Antje Harnisch

Title: Town Manager

Title: Interim Executive Director

Town of Mansfield

Office of Sponsored Programs



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MH*  
**CC:** Maria Capriola, Assistant Town Manager; Lon Hultgren, Director of Public Works; Cynthia van Zelm, Executive Director of the Mansfield Downtown Partnership, Inc.  
**Date:** September 9, 2013  
**Re:** Town Square Design and Funding Plan

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**Subject Matter/Background**

Storrs Center has long been conceived to include a town square as part of its mix of shops, restaurants, offices and housing, and is an essential component of the Downtown Mansfield Master Plan, the Storrs Center Municipal Development Plan, and the Storrs Center Special Design District Design Guidelines. The town square will serve as a significant cornerstone of the downtown and will provide an important venue for performances, festivals, art shows, reading a book, or having a meal.

In January 2013, staff issued a Request for Qualifications (RFQ) to retain a consultant to assist the Mansfield Downtown Partnership in the design of the town square and ultimately selected the landscape architecture firm of Kent+Frost from Mystic for this project. Over the last few months, a project team has worked with Kent+Frost to solicit input and to refine the design. On April 23<sup>rd</sup>, the project team held an initial meeting to collect feedback from key stakeholders, including members of the Town Council, and followed this initial session with a meeting on June 11<sup>th</sup> to report back on the preliminary design. The project team presented the conceptual plan to the Partnership's Planning and Design Committee on July 16<sup>th</sup> and to its Board of Directors on August 1, 2013.

Under the process prescribed by the Storrs Center Special Design District regulations, the Town's Department of Public Works has submitted a zoning permit application for the town square to the Director of Planning and Development, and referred the application to the Partnership Board of Directors for its recommendation. The Partnership Board will hold a public hearing on the application at 7:00PM on September 17, 2013 in Town Council Chambers. The Director of Planning and Development will then make her recommendation on whether the application adheres to the Storrs Center Special Design District Regulations and Design Guidelines.

The project team's goal is to commence construction of the town square this fall and to complete the project in the summer of next year, after winter shutdown.

The design plan for the town square is comprehensive. Based on the feedback the team received, it combines a paved plaza, lawn, shade trees, planting beds, seat walls, performance pavilion, shade structure, benches, movable seating, lighting, bike rack and sculpture. The current preliminary budget to include all proposed elements of the project totals \$1.1 million. Approximately \$750,000 has already been committed to that budget: \$250,000 from the Town using the Main Street Investment Fund Grant and in-kind resources; \$250,000 from the University of Connecticut; \$125,000 from master developer LeylandAlliance; and \$125,000 from co-developer EdR. The Partnership is working on a fund-raising plan to raise the remaining funds.

At Monday's meeting, Lon Hultgren, Director of Public Works, and Cynthia van Zelm, Executive Director of the Mansfield Downtown Partnership, will provide an overview of the proposed design.



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager; Lon Hultgren, Director of Public Works; Cynthia van Zelm, Executive Director of the Mansfield Downtown Partnership, Inc.  
**Date:** September 9, 2013  
**Re:** Notice of Grant Award – Main Street Investment Program Fund

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**Subject Matter/Background**

On September 24, 2012, the Town Council authorized submittal of a grant application for \$500,000 to the State of Connecticut's new Main Street Investment Fund Program for public space improvements in Storrs Center. The new program provides grants to municipalities with populations less than 30,000 or that are eligible for the Small Town Economic Assistance Program (STEAP), to promote economic growth and job creation in commercial town centers. The state legislation allows a portion of the proceeds of the grant to be used to provide a one-time reimbursement to owners of commercial property for eligible expenditures that directly support or enhance an eligible project as described above. The maximum reimbursement for such eligible expenditures is set at \$50,000.

On July 11<sup>th</sup> of this year, the State awarded a \$500,000 grant to the Town of Mansfield. The Town plans to use the monies from the Main Street Investment Fund to enhance the public spaces of Storrs Center. At the time of the grant submittal last September, we planned to use the grant to fund decorative street lights on Dog Lane, and some of the street lights on Royce Circle and Wilbur Cross Way; street trees on Dog Lane, Royce Circle and Wilbur Cross Way; sidewalk planters on Dog Lane; tree planters for the Town Square; decorative concrete pavement in the Royce Circle and Wilbur Cross Way bump-outs; and wayfinding signage for Phase 1A and the Town Square. The total amount of the Town request was \$490,000. Private property owner and master developer Storrs Center Alliance planned to use the remaining \$10,000 for façade improvements on the private buildings in Storrs Center.

When the Town was notified about the approval of the grant, staff reviewed the components that were planned for the use of the \$500,000. As almost a year had gone by since the grant was submitted, we had already funded and constructed some of the elements, including the street trees, street lights and

planters on Dog Lane. Consequently, staff met with Connecticut Department of Housing staff to see if some of the funding could be reprogrammed to address components that still needed to be funded in Storrs Center, particularly the town square. The Department of Housing has agreed to the changes, which are reflected in the attached spreadsheet as part of the grant's scope of work. This would allow the Town to use the grant for the critical and visible town square that is nearing design completion. The components of the town square that we would plan to fund from the grant include electrical service, lights, green space and plantings. As originally contemplated, the grant would also fund street lights and street trees on Wilbur Cross Way and Royce Circle, and the storefront facades.

### **Financial Impact**

The grant would help defray real costs that the Town and the master developer Storrs Center Alliance would incur over the course of the project's development.

The Main Street Investment Fund Program does not require a local match but the Town will be providing in-kind services of approximately \$13,000 for tree planting.

### **Legal Review**

Staff has submitted the grant agreement to the Town Attorney for his review. We will report his determination at Monday's meeting.

### **Recommendation**

For the reasons discussed above, Staff recommends that the Town Council authorize the Town Manager to sign the Notice of Grant Award with the Connecticut Department of Housing.

If the Town Council supports this recommendation, the following resolution would be in order:

### **RESOLUTION AUTHORIZING THE APPROVAL OF THE MAIN STREET INVESTMENT FUND PROGRAM NOTICE OF GRANT AWARD FOR THE STORRS CENTER DOWNTOWN ENHANCEMENT PLAN**

*RESOLVED, that the Town Council of the Town of Mansfield, Connecticut, authorizes approval of the Main Street Investment Fund Program Notice of Grant Award for the Storrs Center Downtown Enhancement Plan, and identifies, Matthew Hart, Town Manager, as an individual authorized to sign the Notice of Grant Award and administer the project. Such Notice of Grant Award is attached to and made part of this record.*

**Attachments**

- 1) Notice of Grant Award from the CT Department of Housing to the Town of Mansfield



Evonne M. Klein  
Commissioner

Department of Housing

**Connecticut**  
still revolutionary

**NOTICE OF GRANT AWARD**

The State of Connecticut, acting herein by the Department of Housing, hereby makes the following grant award in accordance with Connecticut General Statutes ("CGS") § 4-66h, as amended by section 2 of Public Act 13-234, the grant solicitation, and the attached grant application, if applicable.

Grantee Town of Mansfield  
Address Audrey P. Beck Building  
4 S. Eagleville Road  
City/State/Zip Mansfield, CT 06268-2599  
Town Code 078  
State Agency Code DOH46930  
Federal Employer ID No. 06-6002032

DOH Grant No. MS-13-078-01  
Project Title Storrs Center Downtown Enhancement Plan  
Date Of Award July 11, 2013  
Period Of Award From: August 1, 2013 To: June 30, 2015  
Amount Of Award State: \$ 500,000 Grantee Match: \$ 23,760 Other: Specify \$ n/a  
Total Budget \$ 523,760  
Grantee Fiscal Year From: July 1 To: June 30

**My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that:**

1. I have the authority to execute this agreement on behalf of the grantee; and
2. The grantee will comply with all attached Grant Conditions and Special Conditions, if any.

BY: \_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Typed Name and Title of Authorized Official Date

FOR THE STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING

BY: *Evonne M. Klein*  
Signature of Authorized Official

Evonne M. Klein, Commissioner  
Typed Name and Title of Authorized Official 8/29/13  
Date

**For DOH Business Office Use Only**

DEPT	PROG	FUND	SID	ACCOUNT	PROJECT	CHART 1/2	BR
DOH46930	51005	12052	43524		DOH000001025000	n/a	n/a

MAIN STREET INVESTMENT FUND – NOTICE OF GRANT AWARD

Approved as to Form:

**OFFICE OF THE ATTORNEY GENERAL**

By: \_\_\_\_\_

Name:

Title:

Duly Authorized

Dated: \_\_\_\_\_

STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING  
505 HUDSON STREET, 2<sup>ND</sup> FLOOR  
HARTFORD, CT 06106

MAIN STREET INVESTMENT FUND PROGRAM

GENERAL GRANT CONDITIONS

**SECTION 1: Use of Grant Funds.**

The Grantee agrees to expend the grant funds (the "Grant" or "Grant award") awarded pursuant to this agreement (the "Agreement") for allowable purposes only and to comply with all of the terms and conditions of the Grant award and any related documents that set forth its obligations as Grantee. Grant funds shall not, without the advance written approval of the State of Connecticut (the "State"), acting herein by its Department of Housing ("DOH"), be obligated prior to the start date or subsequent to the end date of the Grant period.

**SECTION 2: Fiscal Control.**

The Grantee shall maintain accounting records and establish policies and provide procedures to assure sound fiscal control, effective management, and efficient use of Grant funds. The Grantee shall establish fiscal control and accounting procedures to assure proper disbursement of, and accounting for, grant funds. Accounting procedures must provide for the accurate and timely recording of receipt of funds by source, expenditures made from such funds, and unexpended balances. Controls must be adequate to insure that expenditures charged to grant activities are made for allowable purposes only.

**SECTION 3: Retention of Records and Records Accessibility.**

3.1 All services performed by Grantee shall be subject to the inspection and approval of the State at all times, and Grantee shall furnish all information concerning the services. The State or its representatives shall have the right, at reasonable hours, to inspect or examine the part of the plant or place of business or any books, records, and other documents of Grantee or its subcontractors or subgrantees pertaining to work performed under this Agreement and shall allow such representatives free access to any and all such plants, places of business, books and records. The State or its representatives will give the Grantee or its subcontractors or subgrantees at least twenty-four (24) hours notice of such intended examination. At the State's request, the Grantee or subcontractors or subgrantees shall provide the State with hard copies or an electronic format of any data or information in the possession or control of the Grantee, subcontractor or subgrantee which pertains to the State's business under this Agreement.

3.2 The Grantee shall retain and maintain accurate records and documents relating to performance of services under this Agreement for a minimum of three (3) years starting from the date of submission of the final expenditure report with the following qualifications and shall make them available for inspection and audit by the State or its representative(s):

- a. If any litigation, claim or audit is started before the expiration date of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved; and
- b. Records for the purchase of equipment (i.e., non-expendable, tangible personal property) acquired with grant funds shall be retained for three years after the final disposition of said property.

3.3 Any subcontractor or subgrantee under this Agreement shall retain and maintain accurate records and documents relating to performance of services under this Agreement for a minimum of three (3) years from the expiration of the subcontract or subgrant and shall make them available for inspection and audit by the State or its representative(s).

3.4 The Grantee must incorporate this paragraph verbatim into any agreement it enters into with any subcontractor or subgrantee providing services under this Agreement.

**SECTION 4: Insurance.**

The Grantee agrees that while performing any service specified in this grant, the Grantee shall maintain sufficient insurance (liability and/or other), according to the nature of the service to be performed, so as to "save harmless" DOH and the State from any insurable cause whatsoever. If requested, certificates of insurance shall be filed with the State prior to the award of funding.

**SECTION 5: Conflict of Interest.**

No person who is an officer, employee, consultant or review board member of the Grantee shall participate in the selection, award or administration of a contract, subcontract, or subgrant or in the selection and supervision of an employee if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the officer, employee, consultant, review board member or any member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ any of the above, has a financial interest in the entity or firm selected for the contract, subcontract, or subgrant or when the individual employee is related to any of the foregoing persons.

**SECTION 6: Reports.**

The Grantee shall submit such reports as the State shall reasonably request and shall comply with all provisions regarding the submission of such reports. Reports shall include, but not be limited to, revised project narratives, revised budgets and budget narratives, progress reports, financial reports, cash requests, grantee affirmative action packets, and subgrantee packets and budgets. Funding requisitions may be withheld by the State until complete and timely reports are received and approved.

**SECTION 7: Funding Limitation.**

Funding of this project in no way obligates the State to fund the project in excess of this grant, beyond the period of this grant, or in future years.

**SECTION 8: Revised Budget.**

If the grant amount and/or the distribution of funds between categories of funds, as identified on the Notice of Grant Award, is different from the amount and/or the distribution in the grant application budget, the Grantee agrees to submit to the State a revised budget and budget narrative equal to and in the same distribution as the grant award not later than thirty (30) days after signing of the grant. Funding requisitions will be withheld until the revision is received and approved.

**SECTION 9: Audits.**

9.1 In accordance with the following conditions, the Grantee agrees to conduct and submit to the State two completed audit packages with management letters and corrective action plans for audits of each of the fiscal years included in the period of this grant and any amendments thereto.

9.2 If the Grantee meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes ("CGS"), the Grantee is required to submit a State Single Audit Report to the State. CGS§ 4-231 requires those non-state entities which expended a total amount of State Financial Assistance equal to or in excess of \$300,000 in any fiscal year to have either a single audit or a program-specific audit conducted for such fiscal year. A program-specific audit may be conducted if the Grantee received State financial assistance from the State for the Grant and it is the only State financial assistance that the Grantee has received during this fiscal period. The State Single Audit Report should be filed with the State no later than six months after the end of the audit period.

9.3 Each Grantee subject to a federal and/or state single audit must have an audit of its accounts performed annually. The audit shall be in accordance with the DECD Audit Guide, located at <http://www.ct.gov/ecdcwp/view.asp?a=1096&q=249676>, and the requirements established by federal law and state statute. All Grantees not subject to a federal and/or state single audit shall be subject to a project-specific audit of its accounts within ninety (90) days of the completion of the project or at such times as required by the Commissioner. Such audit shall be in accordance with the DECD Audit Guide. An independent public accountant as defined by generally accepted government auditing standards (GAGAS) shall conduct the audits. At the discretion and with the approval of the Commissioner, examiners from the State, including DOH, may conduct project-specific audits.

**SECTION 10: Unexpended Funds and/or Disallowed Costs.**

If project costs are less than the Grant amount, and/or any project costs have been disallowed, the Grantee shall return the unexpended/disallowed funds to the State no later than sixty (60) days following closeout of the Grant.

**SECTION 11: Nondiscrimination and Affirmative Action.**

11.1 The Grantee agrees and warrants that in the performance/administration of the Grant award it will not discriminate nor permit discrimination against any person or group of persons on the grounds of race, color,

religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Grantee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State.

11.2 The Grantee agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Grantee that such disability prevents performance of the work involved.

11.3 The Grantee agrees, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the State Commission on Human Rights and Opportunities ("CHRO").

11.4 The Grantee agrees and warrants that in the performance of the grant such Grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State, and that employees are treated when employed without regard to their sexual orientation.

11.5 The Grantee agrees to provide each labor union or representative of workers with which such Grantee has a collective bargaining agreement or other contract or understanding and each vendor with which such Grantee has a contract or understanding, a notice to be provided by CHRO advising the labor union or workers' representative of the Grantee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment.

11.6 The Grantee agrees to comply with each provision of this section and CGS §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by CHRO pursuant to CGS §§ 46a-56, 46a-68e and 46a-68f.

11.7 The Grantee agrees to provide CHRO with such information requested by it, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Grantee which relate to the provisions of this section and CGS § 46a-56.

11.8 If the Grant is a public works contract, the Grantee agrees and warrants that the Grantee will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

11.9 Determination of the Grantee's good faith efforts shall include but shall not be limited to the following factors: The Grantee's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as CHRO may prescribe that are designed to ensure the participation of minority business enterprises in public works projects. The Grantee shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts. For the purposes of this Section, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons who are active in the daily affairs of the enterprise, who have the power to direct the management and policies of the enterprise and who are members of a minority, as such term is defined in subsection (a) of CGS § 32-9n; "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; "good faith efforts" includes, but is not limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements; and "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

11.10 The Grantee shall include the provisions of subsections 11.1 to 11.8, inclusive, in every subcontract or purchase order entered into in order to fulfill any obligation of a grant with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the CHRO. The Grantee shall take such action with respect to any such subcontract or purchase order as CHRO may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with CGS § 46a-56; provided, if such Grantee becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by CHRO, the Grantee may request the State enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

11.11 For the purposes of this entire Section 11, "Grantee" includes any successors or assigns of the Grantee, "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced, and "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders. For the purposes of this section, a "Grant" does not include a grant where each grantee is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in CGS § 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in CGS § 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

**SECTION 12: Executive Orders.**

This Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Agreement as if they had been fully set forth in it. The Agreement may also be subject to the applicable parts of Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. If Executive Orders 7C and 14 are applicable, they are deemed to be incorporated into and are made a part of the Agreement as if they had been fully set forth in it. At the Grantee's request, DOH shall provide a copy of these orders to the Grantee.

**SECTION 13: Americans with Disabilities Act.**

This section applies to those grantees, which are or will become responsible for compliance with the terms of the Americans with Disabilities Act of 1990, as amended (the "ADA") during the Grant award period. The Grantee represents that it is familiar with the terms of the ADA and that it is in compliance with the law. Failure of the Grantee to satisfy this standard either now or during the term of the Grant, as it may be amended, will render the Grant voidable at the option of the State upon notice to the Grantee. The Grantee warrants that it will hold the State harmless from any liability, which may be imposed upon the State as a result of any failure of the Grantee to be in compliance with the ADA.

**SECTION 14: Independent Contractor.**

The Grantee shall act as an independent contractor in performing this Agreement, maintaining complete control over its employees and all of its subcontractors. Before hiring outside consultants or entering into contractual agreements with persons, partnerships or companies, the Grantee will notify the State of the contractor's identity.

**SECTION 15: Non-Supplanting.**

The Grantee shall not use State funds conveyed by the Grant to supplant any local funds, if a municipality, or other state funds, if a State agency, which were budgeted for purposes analogous to that of the State Grant funds. The State may waive this provision upon request and for good cause shown, when it is satisfied that the reduction in local funds or other State funds, as the case may be, is due to circumstances not related to the Grant.

**SECTION 16: Indemnification.**

The Grantee, hereby, agrees to indemnify, defend and save harmless the State of Connecticut, including, but not limited to, DOH, its respective officers, employees and agents for any breach of this Agreement.

**SECTION 17: Special Grant Conditions.**

The Grantee agrees to comply with the attached Special Grant Conditions, if any, which have been issued in connection with this Grant award, and which are hereby made a part of this award.

STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING  
505 HUDSON STREET, 2<sup>ND</sup> FLOOR  
HARTFORD, CT 06106

MAIN STREET INVESTMENT FUND PROGRAM

SPECIAL GRANT CONDITIONS

Check applicable box, if required.

1. The Grantee agrees to complete and submit to DOH a revised project narrative not later than thirty (30) days after signing this Grant award. The Grantee must contact DOH program staff at \_\_\_\_\_ regarding the required revisions.
2. The Grantee must submit to DOH for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category by more than 10% of the budget category or by more than \$500, whichever is greater, or (2) which places resources in a budget category not previously funded. Significant changes in the use of funds within a budget category, while not requiring a formal budget revision, should be reported to DOH by letter.
3. The Grantee must submit to DOH for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category or (2) which moves resources between budget categories or (3) which moves resources to a line-item not previously approved by DOH.
4. The Grantee, including all other recipients of assistance under the grant, whether by contract, subcontract, or subgrant, upon request, agrees to cooperate with research and evaluation efforts of DOH or any party designated by DOH for such purpose. The Grantee further agrees that such cooperation includes but is not limited to: (1) collecting and maintaining project data, including client data, (2) supplying project data to DOH or its designee; and (3) permitting access by DOH or its designee to any and all project information whether stored by manual or electronic means.
5. It will be the sole responsibility of the Grantee, and its staff, to insure that any report, article, computer program, database or other product or publication, whether oral or in writing, resulting from the performance of duties pursuant to this grant application and grant award, protects the privacy of confidential information and complies with confidentiality and privacy rights and obligations created by any federal and state law, court rules, or rules of professional conduct applicable to the work performed by the Grantee.
6. The Grantee agrees to and shall comply with the **scope of work** (which is part of the **Application**) for the Grant, a copy of which is attached hereto, as the same may be amended from time to time with the consent of the State.
7. If applicable, the Grantee shall grant to other Connecticut municipalities and/or the State, limited, non exclusive and royalty-free license to use any proprietary Computer Software or related electronic applications and all updates, upgrades and modifications developed pursuant to this Grant, but excluding third-party software. For the purpose of this Grant "Computer Software" means (i) computer programs that comprise a series of instructions, rules, routines, or statements, regardless of the media in which recorded, that allow or cause a computer to perform a specific operation or series of operations; and (ii) recorded information comprised of source code listings, design details, algorithms, processes, flow charts, formulas, and related material that would enable the computer program to be produced, created, or compiled.
8. If applicable, during the term of this Grant, including any extension thereof, Grantee and, if applicable, Grantee's subcontractor, shall install, run and maintain all upgrades, enhancements, and new releases of Grantee's proprietary Computer Software and Grantee's subcontractor's Computer Software and provide copies of such to all third parties granted a license to use such Computer Software.

# Application

## Main Street Investment Fund

### 1. APPLICANT INFORMATION

Municipality: Town of Mansfield

Mailing Address: Audrey P. Beck Building, 4 S. Eagleville Road

Name of Authorized Official: Matthew Hart Title: Town Manager

Telephone #: 860-429-3336 Fax #: 860-429-6863

Email: hartmw@mansfieldct.org Municipality FEIN number: 06-6002032

Municipal population as per the latest federal decennial census: 20,720

STEAP Municipality  Yes  No

Grantee's Fiscal Year: From July 1 To June 30

Total Project Cost: \$523,760 Amount of Funding Requested: \$500,000

Name of Project Contact: Cynthia van Zelm Title: Ex. Direc., Mansfield DT Part.

Telephone #: 860-429-2740 Fax #: 860-429-2719

Email: vanzelmca@mansfieldct.org

### 2. LOCAL APPROVALS

- a. Submit a certified resolution adopted in the last 60 days by the Town's legislative body (or, in the case of a town where the town meeting is the legislative body, the Board of Selectmen):
- Authorizing submission of this grant application;
  - Identifying the individual who can sign the grant application and administer the grant.

The certified resolution should be signed by the City or Town Clerk and embossed with the corporate seal. See **Appendix A** for sample resolution.

- b. Submit a certified statement from the town manager or town engineer that the work performed or to be performed has received proper building permits and that the work has been or will be inspected by the town.

### 3. PRIVATE OWNER INFORMATION (APPLICABLE ONLY if the applicant is seeking funds to reimburse owner of commercial/private property)

Owner Name: Storrs Center Alliance LLC

Project Address: 1 Dog Lane, 9 Dog Lane

Owner Business Name and Address: Storrs Center Alliance LLC, PO Box 878, 233 Route 17,

Tuxedo, NY 10987

Main Street Investment Fund Application – 6-12

OPM/IGP

Contact Name: Howard Kaufman Title: Principal and Managing Member Telephone  
#: 845-351-2900  
Fax #: 845-351-2922 Email: hkaufman@leylandalliance.com  
Total Project Cost: \$20,000 Amount of Funding Requested: \$10,000

**4. PROJECT INFORMATION**

Is there a "plan" that is previously approved by the governing body of the municipality to develop or improve town commercial centers to attract small businesses, promote commercial viability, and improve aesthetics and pedestrian access?  Yes  No

If no, your municipality is not eligible for funding under this program. If yes, please submit a copy of the plan including the approval of the governing body.

In 1000 words or less, summarize how the project will attract small businesses, promote commercial viability, and improve aesthetics and pedestrian access: Please see attached.

**Municipal Project**

Project Title: Storrs Center Downtown Enhancement Plan

Is property owned by the municipality?:  Yes  No

If no, who is the property owner and does the applicant have proper authorization/access agreement from the owner to enter the property or work on the property? \_\_\_\_\_

Is project ready to be implemented  Yes  No.

What is the total project cost? 490,000. Provide a copy of the estimates.

Source of these estimates: Architect/Engineer  Contractor  Municipality

Are there other sources of funds for this project:  Yes  No Amount: \$13,760 in-kind

Is the project consistent with the State Conservation and Development Policies Plan?  Yes  No Explain Please see attached.

Eligible activities to be funded by this grant: Please see attached.

**Owner/s of the commercial private property** (APPLICABLE ONLY if the applicant is seeking funds to reimburse owner of "commercial" private property)

Project Title: Storrs Center Downtown Enhancement Plan

Is the project complete?  Yes  No

Has the town reviewed the invoices for the costs to be reimbursed?:  Yes  No

Provided/attached invoices for reimbursement?:  Yes  No

Has the town conducted final inspection of the project?:  Yes  No

Who performed the work? Explain.

Is the project consistent with the State Conservation and Development Policies Plan?  
 Yes  No Explain See information under Municipal Project.

Provide reasons for town recommendations for eligible activities to be reimbursed by this grant:  
The Town of Mansfield is dedicated to developing a sustainable and attractive downtown. These activities will allow the downtown to meet those goals.

Are there other sources of funds for this project:  Yes  No Amount: \$10,000

**5. PROJECT PLAN**

Submit a detailed project plan which describes (1) the proposed use of the grant funds; (2) the way in which the use of the funds will develop or improve town commercial centers to attract small businesses, promote commercial viability, and improve aesthetics and pedestrian access; (3) a schedule for (a) the use of the funds; and (b) completion of the project; AND (4) project drawings/plans.

**6. PROJECT BUDGET (see Appendix B for a sample budget)**

ELIGIBLE PROJECT EXPENDITURES	TOWN SHARE	STATE SHARE	OTHER SOURCE* Private
1. Street Lights	\$4,560.00	\$349,600.00	\$ _____
2. Street Trees	\$9,200.00	\$32,200.00	\$ _____
3. SW Planters	\$ _____	\$10,000.00	\$ _____
4. Tree Planters	\$ _____	\$15,800.00	\$ _____
5. Dec.Pavement	\$ _____	\$48,000.00	\$ _____
6. Signage	\$ _____	\$34,400.00	\$ _____
7. Facade Improvs.	\$ _____	\$10,000.00	\$10,000.00
8.	\$ _____	\$ _____	\$ _____
9.	\$ _____	\$ _____	\$ _____
10.	\$ _____	\$ _____	\$ _____
<b>Total Project Expenditures</b>	<b>\$13,760.00</b>	<b>\$500,000.00</b>	<b>\$10,000.00</b>

\* Identify other source – such as Private owner or Federal, etc. Use this column to show the reimbursement to commercial private owner.



My signature below, for and on behalf of Town of Mansfield, indicates  
Name of Grantee  
acceptance of the following and further certifies that:

1. I have the authority to submit this grant application;
2. I will comply with the General Grant Conditions and Special Conditions, if any;
3. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
4. I understand that should this grant application be approved, such state funds shall be expended within the time frame specified in the Notice of Grant Award (NOGA);
5. I understand that requests to extend the grant end date shall be submitted in writing to the Office of Policy and Management no later than thirty (30) days before the grant end date as specified in the NOGA;
6. I understand that unexpended funds shall be returned to the State of Connecticut within sixty (60) days of the grant end date;
7. I understand that if this organization meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236; as amended, of the Connecticut General Statutes, the organization is required to submit a State Single Audit, at its own expense, no later than six (6) months after the end of the audit period. If this organization is not required to submit a State Single Audit, the organization is required to submit a final accounting of the grant expenditures within sixty (60) days of the grant end date; and
8. I hereby certify that the statements contained in the responses to this application and accompanying documents are true to the best of my knowledge and belief and that I know of no reason why the applicant cannot complete the project in accordance with the representations contained herein.

Matthew W. Hart  
Authorized Official

Matthew W. Hart  
Print Name

Town Manager  
Title

09/25/2012  
\*Date:

\* The application must be signed subsequent to the adoption of the resolution by the local legislative body.

September 26, 2012

**Town of Mansfield Application to the CT Office of Policy and Management Main  
Street Investment Fund – September 2012**

**Storrs Center Downtown Enhancement Plan**

**1. APPLICANT INFORMATION**

Please see attached application.

**2. LOCAL APPROVALS**

Attached please find a September 24, 2012 certified resolution from the Mansfield Town Council authorizing submittal of the Storrs Center Downtown Enhancement Plan application to the Main Street Investment Fund Program (*Attachment 1*).

Please find a certified letter from Town Manager Matthew Hart with respect to the required Town of Mansfield building approvals (*Attachment 2*).

**PRIVATE OWNER INFORMATION**

Attached please find a commitment letter from Howard Kaufman, Principal and Managing Member of LeylandAlliance dba in Storrs Center as Storrs Center Alliance. Leyland Alliance is the Mansfield Downtown Partnership, Inc.'s master developer for Storrs Center.

**3. PROJECT INFORMATION**

**In 1,000 words or less, summarize how the project will attract small businesses, promote commercial viability, and improve aesthetics and pedestrian access:**

The purpose of Storrs Center is to develop Mansfield's downtown into a vibrant and economically successful mixed-use destination. For over eleven years, the Mansfield Downtown Partnership, Inc. ("Partnership"), the Town of Mansfield's municipal development agent for Storrs Center, has worked with the Town of Mansfield and the University of Connecticut to develop a true college downtown - a main street - where none has existed.

In 2004, the Partnership selected LeylandAlliance to be its master developer. This team has worked together since then to bring the Storrs Center downtown to fruition. The first phase of the Storrs Center downtown (1 Dog Lane, 9 Dog Lane, and 11 Dog Lane or Phase 1A) opened in

August 2012 with 127 market rate apartments. Eight businesses are currently open on the first floor with seven more to open between late September and November. Storrs Automotive is also open at 11 Dog Lane. Of the 28,000 rentable square feet of commercial space, all but two spaces are leased with 1,500 rentable square feet still available. The space is represented by a combination of local, regional and national restaurant and service businesses. Many were local businesses relocated from space that was demolished as part of the Storrs Center project. In August of 2013, Phase 1B (1 Royce Circle) with 195 additional apartments will open with over 42,000 rentable square feet of commercial development on the first floor including the second Storrs location of the UConn Co-op bookstore and University of Connecticut Health Center medical offices. This accounts for about 75 percent of the commercial space available in Phase 1B.

One of the key motivations for creating Storrs Center was to provide more amenities that would be attractive to residents, visitors, and University of Connecticut students, faculty and staff. The lack of a strong commercial core that was attractive and inviting was seen as both a challenge to the great quality of life in Mansfield and a concern for the ability to bring in additional tax revenue as state resources were declining. *Please see attached before and after photos and images which show how the new downtown is changing the landscape of Storrs, creating an attractive, walkable business district.*

The Storrs Center downtown is well on its way to becoming a destination in the region. Funding from the Main Street Investment Fund will allow the new and relocated businesses to thrive in a setting that will improve their buildings through signage, and façade improvements. Because the downtown will be pedestrian oriented it is important to provide streetscape elements such as street lighting, planters, street trees, and wayfinding signage to enhance the customer experience. Signage will help in the success of the businesses and lighting is a safety issue. Storrs Center has been funded through a combination of public (close to \$25 million) and private funding (approximately \$66 million for phases 1A and 1B). Many of these important elements being requested through the Main Street Investment Fund have not been able to be funded under current budgets.

The Main Street Investment Fund Program funds will allow the Storrs Center downtown to be the center of commercial activity for Mansfield. A focus for the downtown has been to recruit and retain a healthy percentage of small businesses. These businesses will be economic drivers for the community, creating additional tax revenue and jobs. Furthermore, the new businesses will stimulate additional economic activity in the surrounding area.

With respect to economic impact and job creation, the first phase of the Storrs Center project is projected to generate approximately 165 retail jobs and nine building, parking and grounds management jobs. In addition, the project has supported and will support hundreds of construction related jobs at the project site on a temporary basis during the construction period. Construction workers will generate additional sales and activity for existing and new shops and retailers in the vicinity of the project area.

The construction of Village Street/Wilbur Cross Way is estimated to create 25 temporary construction jobs and approximately 74 retail/commercial jobs and four property/maintenance jobs, based on square footage.

Some of the key benefits to a healthy downtown in Storrs include the following:

- Business-owners and owners of commercial properties in the downtown will benefit from the retention and strengthening of existing businesses and the creation of new business opportunities; eight businesses are being relocated to the new Storrs Center;
- Town residents, including University of Connecticut students, will benefit from an increase in locally-available goods and services and employment opportunities and the establishment of a new community center that will enhance the community's quality of life;
- The Town of Mansfield will benefit from an enhanced commercial tax base. The net tax revenue to the Town is expected to be \$7.5 million over a 20-year period for Phase One only. With Phase One, the private developers Storrs Center Alliance and EdR will become the largest taxpayers in Mansfield, increasing the Town's Grand List by four percent;
- University of Connecticut students, staff, and visitors will benefit from increased off-campus amenities and an overall improvement of the University atmosphere, which will enhance the recruitment of students and faculty (University of Connecticut recruitment statistics indicate that a major reason students do not choose to attend the University is the lack of off-campus amenities);
- The planned technology park at the north campus of the University of Connecticut creates great synergy with Storrs Center with the additional employees at the technology park being able to utilize the housing, shops and restaurants at Storrs Center; in addition, the University plans to hire close to 300 new faculty over the next few years who will likely patronize Storrs Center;
- The State of Connecticut will share in all of the above-noted benefits, and accordingly, the State's commitment to the UConn 2000 and 21st Century UConn programs and the overall effort to enhance the University of Connecticut's reputation as a prominent

national university and an appropriate "flagship" for the State's higher education system will be advanced.

#### **Project Location and Commercial Center Maps:**

Attached is a project location map showing Storrs Center in the context of the Town of Mansfield.

Attached is a Concept Plan for the entire Storrs Center, and a Concept Plan that shows the specific area where funding is being requested from the Main Street Investment Fund Program grant (Phases 1A, 1B, Town Square, Royce Circle, and Wilbur Cross Way).

*See Attachment 3 for all maps.*

*Please see Attachment 4 for information on the plans approved by the Mansfield Town Council (and others) that promote a town commercial center. Relevant excerpts from the plans and links to the plans on the Mansfield Downtown Partnership website ([www.mansfieldct.org/mdp](http://www.mansfieldct.org/mdp)) are included as well.*

*Project cost estimates are included in Attachment 5.*

#### **Municipal Project**

##### **Is the project consistent with the State Conservation and Development Policies Plan:**

Storrs Center is designated as a "Neighborhood Conservation Area" within the 2005-2010 Conservation and Development Policies Plan for Connecticut. Neighborhood Conservation Areas 'can entail a wide variety of development, such as commercial, industrial, and/or urban-scale density residential uses.' The intent of these areas is to 'promote infill development and redevelopment in areas that are at least 80% built up and have existing water, sewer and transportation infrastructure to support such development.' The mixed-use nature of Storrs Center and its location adjacent to the University of Connecticut main campus, E.O. Smith Regional High School, and the Mansfield Town Hall and Community Center make it ideally suited for the type of development envisioned in Neighborhood Conservation Areas.

In addition to the policies specific to Neighborhood Conservation Areas, the Storrs Center development also implements the following Growth Management Principles contained in the Plan and associated policies:

- Growth Management Principle 1: Redevelop and Revitalize Regional Centers and Areas with Existing or Currently Planned Physical Infrastructure
  - Policy: Focus urban design to help old and new neighborhoods to function by mixing housing types and land uses, creating meaningful central places, and

- introducing new forms of open space. These communities should be distinguished by attractive design, and a diversity of people, places, open space, recreational opportunities, transportation options and economic opportunity.
- **Policy.** Support existing communities and neighborhoods by targeting state resources to support infrastructure improvement and development in areas where the infrastructure is already in place.
- **Policy:** Focus resources to promote and encourage the revitalization and reuse of town center main streets in rural community centers, regional centers and older suburban towns.
- **Growth Management Principle 3: Concentrate Development Around Transportation Nodes and Along Major Transportation Corridors to Support the Viability of Transportation Options**
  - **Policy:** Promote compact, transit accessible, pedestrian-oriented mixed use development patterns around public transportation stations and along public transportation corridors.

In recognition of the project's consistency with the state and regional policy plans, the Mansfield Planning and Zoning Commission (PZC) stated as part of its approval of the Storrs Center Special Design District on June 18, 2007: "1. The subject Storrs Center Special Design District Regulations promote goals, objectives, and recommendations contained in Mansfield's 2006 Plan of Conservation and Development. The revisions are also consistent with goals and recommendations contained in the 2002 Windham Region Land Use Plan, and the 2005-2010 Conservation and Development Policies Plan for Connecticut." *The June 20, 2007 approval letter from the Mansfield PZC is attached.*

**Eligible activities to be funded by this grant:** Façade improvements, signage, lighting, landscaping, street trees, sidewalk and tree planters, and decorative concrete pavement.

## 5. PROJECT PLAN

### Proposed Use of Grant Funds:

The Town of Mansfield plans to use funds from the Main Street Investment Fund to enhance the public spaces of Storrs Center. Funds will be used to provide decorative street lights on Dog Lane, Royce Circle and Wilbur Cross Way; street trees on Dog Lane, Royce Circle and Wilbur Cross Way; sidewalk planters on Dog Lane; tree planters for the Town Square; decorative concrete pavement in the Royce Circle and Wilbur Cross Way bump-outs; and wayfinding signage for the Phase 1A and the Town Square.

Storrs Center Alliance plans to use funds for façade improvements on the buildings at 1 Dog Lane and 9 Dog Lane.

**Identify the activities to be conducted and who will be conducting these activities: If consultants or other entities are conducting these activities, identify these entities including their selection process and provide a copy of their contracts.**

None of the activities to be conducted are underway yet. However, street lights for Dog Lane have been ordered and street trees for Dog Lane will be ordered in September 2012. The Town of Mansfield will be purchasing these through the Town's normal procurement process as it will with other proposed elements.

Storrs Center Alliance will seek bids for its work and look at competitive pricing.

**Schedule for the use of funds and completion of the project. Identify and explain the management plan that will be used to undertake the project.**

If funding is awarded, the funds will be utilized immediately and within one year. Funds can be expended immediately for the Dog Lane street lights and tree work. Work on the Town Square will start and be completed in fall 2013. Construction of Wilbur Cross Way will start this fall and be completed by late summer 2013.

Improvements to the Phase 1A buildings can begin immediately as construction has been completed.

A signage program will be in place within a year.

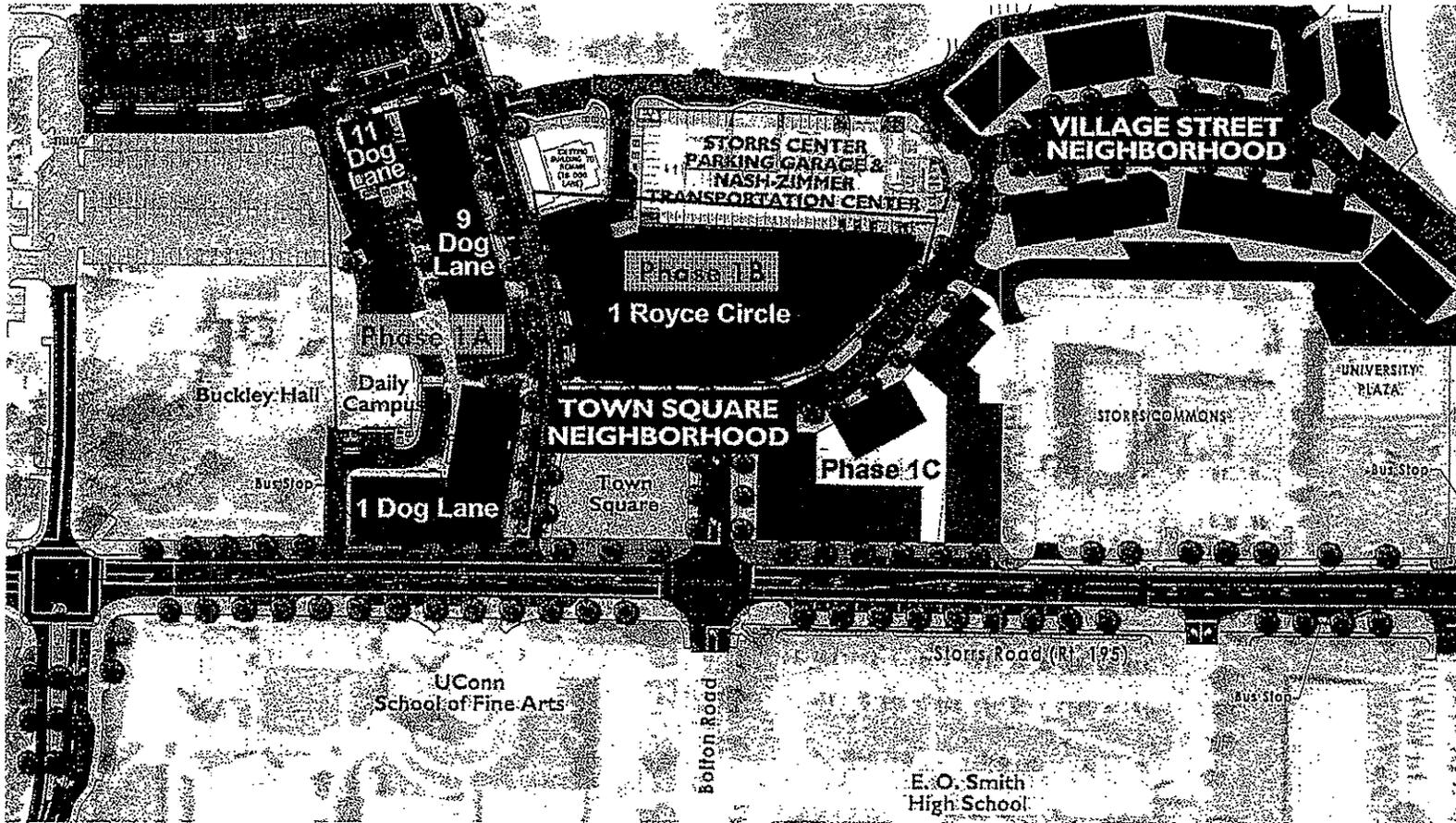
As a public-private partnership, the Town of Mansfield and Storrs Center Alliance have worked together as a team. Lon Hultgren, Mansfield Director of Public Works, will oversee the public work. Lou Marquet, Principal with Storrs Center Alliance, will oversee the private work. Cynthia van Zelm, Executive Director of the Mansfield Downtown Partnership, will provide grant management with Mr. Hultgren.

## **6. PROJECT BUDGET**

See attached application and *Attachment 5*.

<b>Mansfield</b>				
<b>Main Street Grant Update</b>				
				updated: 8/13/2013
<u>Item in the grant request</u>	<u>Orig \$</u>	<u>Changed Condition</u>	<u>Proposed new item</u>	<u>New \$</u>
Street Trees on Royce Circle & Wilbur Cross way	\$24,500	10 trees in temp Town Square to be transplanted to Wilbur Cross Way	60 trees instead of 70	\$21,000
Street Lights on Royce Circle & Wilbur Cross Way	\$243,800	no change		\$243,800
Signage, Phase 1A and Town Square	\$34,400	no change		\$34,400
Street Trees on Dog Lane	\$7,700.00	Already planted	5 high-branching trees in Town Square, per plan	\$9,000
Street Lights on Dog Lane	\$105,800	Already installed	Electrical service, conduits, fieldstone seat wall lights (Town Square)	\$18,000
			45 foot diameter, handicapped accessible green area per Town Square plan including topsoil, grass, subsurface irrigation, decorative perimeter border, electrical conduits and light bases for decorative light stantions	\$40,000
			Four tall decorative light pylons for Town Square green circle	\$56,200
Sidewalk planters on Dog Lane	\$10,000	Already purchased and installed	Raised planting beds in Town Square	\$14,600
Tree planters in Town Square	\$15,800	New Town Square Design	Evergreen Hedges along Town Square edges	\$5,000
Decorative concrete in bump outs	\$48,000	Greater exposure/need in Town Square	Dec concrete in Town Square (northern side per plan)	\$48,000
Storefront Improvements (pvt)	\$10,000	no change		\$10,000
Totals:	\$500,000			\$500,000

# Concept Plan



-62-





**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *Matt*  
**CC:** Maria Capriola, Assistant Town Manager; Lon Hultgren, Director of Public Works; Cherie Trahan, Director of Finance; Virginia Walton, Recycling Coordinator  
**Date:** September 9, 2013  
**Re:** MRRA, Single Family Refuse Rate Adjustment for Automated Collection

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**Subject Matter/Background**

The Town went out to bid for the single-family trash and recycling collection contract in June, as the current contract will end on September 30, 2013. The Solid Waste Advisory Committee (SWAC) has been discussing the practicality of moving to a pay-as-you-throw *automated* collection service for some time. Our current service requires the trash collector to get out of a truck to pick up trash, and there are very few trash collectors left who will do this. Based on our research and discussions with SWAC over the past few years, we have leaned toward automated service for four weekly trash service levels ranging from 20 gallons to 96 gallons. Since we were not sure how expensive it would be, we included a base bid for continuing the service as it is currently being provided (without automation) as well as an alternate bid for automated collection.

We received two responses to the single-family bid, one from HQ Dumpster, out of Southington, Connecticut and the other from Willimantic Waste Paper Company, Inc. of Windham. HQ Dumpster offered the second lowest pricing in the base bid. In contacting references, we discovered that HQ Dumpster did not have much experience with residential curbside service. We were hesitant to work with a company that does not have experience servicing a community similar to Mansfield's size. In addition, their operation is out of Southington, which could pose some difficulties during the winter months. Both companies bid on automated service, with Willimantic Waste Paper submitting the lowest bid.

We have worked with Willimantic Waste Paper Company for decades and know their reputation as a regional hauler. They currently are contracted to collect at Mansfield's multi-family residences and municipal buildings and process the Town's trash, recyclables and bulky waste at their Willimantic facility. Several towns, including Windham and Chaplin, contract with Willimantic Waste Paper Company to provide automated single-family refuse and recycling collection.

After evaluating the bids received and discussing this with SWAC, we have accepted Willimantic Waste Paper's bid to provide automated collection service at four different service levels. Willimantic Waste Paper will provide and deliver the trash and recycling barrels to each resident who has collection as part of the contract; however, due to the size of the collection truck and the equipment involved, in-yard service will no longer be available.

We have analyzed the revenues and expenditures in the solid waste enterprise fund to determine if the fees charged for single family collection, which have not been adjusted for six years, would be adequate to keep the fund balanced. These worksheets are attached for the three cost centers of the fund – single family collection, multi-family collection and the transfer station. This evaluation, which was discussed and approved by SWAC at its August 29<sup>th</sup> meeting, shows that the single-family rates need to be increased by five percent.

#### **Financial Impact**

Increasing the single family rates by five percent would affect all residents with curbside collection. Both a trash barrel (in 20, 35, 64 and 96 gallon sizes) and a 64 gallon recycling barrel would be provided to each single-family customer, which would help to offset this increase.

#### **Legal Review**

The contract for single-family collection has been reviewed by the Town Attorney. The suggested regulation changes adjust the pricing for the new collection services.

#### **Recommendation**

In order for the new system to be implemented on October 1, 2013 when the current contract expires, the Town Council in its role as the *Mansfield Resource Recovery Authority* needs to amend the regulations specifying what will be charged for single-family residential collection.

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

*Resolved, to amend Sections A196-12(F)&(G) of the Mansfield Solid Waste Regulations, which amendments will be effective October 1, 2013.*

**F. Fees and service levels for single-family refuse and recycling**

<b>Level of Service</b>	<b>Description</b>	<b>Monthly Fee</b>
<i>20 gallon service</i>	<i>Weekly curbside automated refuse pickup of a 20-gallon cart</i>	<i>\$16.00</i>
	<i>Curbside automated pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) every week</i>	
	<i>Unlimited curbside refuse pickup on the regular pickup day 1 week in the winter, as designated by the Town</i>	
<i>35 gallon service</i>	<i>Weekly curbside automated refuse pickup of a 35-gallon cart</i>	<i>\$22.75</i>
	<i>Curbside automated pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) every week</i>	
	<i>Unlimited curbside refuse pickup on the regular pickup day 1 week in the winter, as designated by the Town</i>	
<i>64 gallon service</i>	<i>Weekly curbside automated refuse pickup of a 64-gallon cart</i>	<i>\$29.00</i>
	<i>Curbside automated pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) every week</i>	
	<i>Unlimited curbside refuse pickup on the regular pickup day 1 week in the winter, as designated by the Town</i>	
<i>96 gallon service</i>	<i>Weekly curbside automated refuse pickup of a 96-gallon cart</i>	<i>\$35.75</i>
	<i>Curbside automated pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers)</i>	
	<i>Unlimited curbside refuse pickup on the regular pickup day 1 week in the winter, as designated by the Town</i>	

every week

*Unlimited curbside refuse pickup on the regular pickup day 1 week in the winter, as designated by the Town*

**G. Fees and service levels for multi-family refuse and recycling**

20 gallon service      *Weekly curbside automated refuse pickup of a 20-gallon cart per dwelling unit at a designated area for said cart*      \$14.75

*Automated pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) at the same designated area every week*

*Unlimited curbside refuse pickup on the regular pickup day 1 week in the winter, as designated by the Town*

35 gallon service      *Weekly curbside automated refuse pickup of a 35-gallon cart per dwelling unit at a designated area for said cart*      \$19.25

*Automated pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) at the same designated area every week*

*Unlimited curbside refuse pickup on the regular pickup day 1 week in the winter, as designated by the Town*

**Attachments**

- 1) Mansfield Solid Waste Regulations, Sections A196-12(F)&(G) (current)
- 2) Collection Expense and Revenue Worksheets

## Current Solid Waste Regulations

### F. Fees and service levels for single-family refuse and recycling

<i>Mini-mini</i>	<i>Weekly curbside pickup of 1 kitchen-size (13-gallon) garbage bag</i>	<i>\$11.75</i>
	<i>Curbside pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) every week</i>	
	<i>Unlimited curbside refuse pickup on the regular pickup day 1 week in the spring and 1 week in the winter, as designated by the Town</i>	
<i>Mini-service</i>	<i>Weekly curbside pickup of 1 small garbage can (up to 20 gallons) or 1 standard-size (35 gallon) garbage bag</i>	<i>\$15.25</i>
	<i>Curbside pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) every week.</i>	
	<i>Unlimited curbside refuse pickup on the regular pickup day 1 week in the spring and 1 week in the winter, as designated by the Town.</i>	
<i>1-can service</i>	<i>Weekly curbside pickup of 1 standard-size garbage can (35 gallon) or 2 standard-size (35 gallon) garbage bags</i>	<i>\$21.75</i>
	<i>Curbside pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) every week</i>	
	<i>Unlimited curbside refuse pickup on the regular pickup day 1 week in the spring and 1 week in the winter, as designated by the Town</i>	
<i>Standard service</i>	<i>Weekly curbside pickup of 2 standard-size garbage cans (35 gallon) or 4 standard-size (35 gallon) garbage bags</i>	<i>\$27.50</i>
	<i>Curbside pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and</i>	

*garbage can (35 gallon) per dwelling unit at a designated area for said can*

*Curbside pickup of single-stream recycling (newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers) every week*

*Unlimited curbside refuse pickup on the regular pickup day 1 week in the spring and 1 week in the winter, as designated by the Town*

**Single Family Rate Setting - August 2013**

**Single Family Collection Expense & Revenue**

Budget Code	Collection-Related Budget Line Item	Total Budget \$	SF Collection Expense (prorated by tonnage @ 62%)			
51117	Temp Payroll	\$2,500	\$1,550			
51201	Reg Payroll	\$97,550	\$60,450			
51605	PT Payroll	\$21,300	\$13,206			
52009	Benefits (prorate 46% of 92,770)	\$92,770	\$26,500			
52202	Travel Conf Fees	\$200	\$124			
52203	Memberships	\$150	\$93			
53119	LAN/WAN	\$10,000	\$6,200			
53122	Legal	\$1,000	\$620			
53201	Haz Waste	\$16,500	\$10,230			
53206	Recyc Cost	\$15,500	\$9,610			
53924	Advertise/Publicity	\$3,500	\$2,170			
53925	Printing	\$1,300	\$806			
53960	Other Purchases	\$9,200	\$5,704			
53926	Postage	\$3,540	\$2,195			
54301	Office Supplies	\$200	\$124			
54308	Computer Software	\$4,320	\$2,678			
54911	Other Program Supplies	\$750	\$465			
Prorated Annual Operating Expense =			\$142,725			
Number of Customers	Type of Service	Paid to Collector	Monthly Expense	Current Rates	Proposed Billing to Customers (5% increase)	Monthly Revenue
(118)	mini-mini service (13 gallon bag) - absorbed into 20 gallon cart service	\$0.00	\$0.00	\$11.75		
576	20 gal cart (mini service - 458 customers)	\$9.90	\$5,702.40	\$15.25	\$16.00	\$9,216.00
1064	35 gal cart (one can service)	\$9.90	\$10,533.60	\$21.75	\$22.75	\$24,206.00
533	64 gal cart (standard service)	\$9.90	\$5,276.70	\$27.50	\$29.00	\$15,457.00
121	96 gal cart (maxi service)	\$9.90	\$1,197.90	\$34.00	\$35.75	\$4,325.75
186	Multi-Family 20 gal cart (MF mini service)	\$9.90	\$1,841.40	\$14.00	\$14.75	\$2,743.50
151	Multi-Family 35 gal cart (MF 1-can service)	\$9.90	\$1,494.90	\$18.25	\$19.25	\$2,906.75
Monthly Collection Cost =			\$26,046.90			\$58,855.00
Annual Collection Cost =			\$312,562.80			
Annual Tip Fee - 1560 tons/yr x \$60 =			\$93,600.00			
Annual Collection Expense =			\$406,162.80		Sale Recyclables=	\$333.00
Prorated Annual Operating Expense (see above) =			\$142,725.20			
Total Expense =			\$548,888.00		Annual Revenue =	\$710,256.00
					Net Revenue over Expenditure for SF Collection =	\$161,368.00

Multi-Family Collection Expense & Revenue					
Budget Code	Collection-Related Budget Line Item	Total Budget \$	MF Collection Expense (prorated by tonnage @ 38%)		
51117	Temp Payroll	\$2,500	\$950		
51201	Reg Payroll	\$97,550	\$37,050		
51605	PT Payroll	\$21,300	\$8,094		
52009	Benefits (prorate 46% of 92,770)	\$92,770	\$16,200		
52202	Travel Conf Fees	\$200	\$76		
52203	Memberships	\$150	\$57		
53119	LAN/WAN	\$10,000	\$3,800		
53122	Legal	\$1,000	\$380		
53201	Haz Waste	\$16,500	\$6,270		
53206	Recyc Cost	\$15,500	\$5,890		
53924	Advertise/Publicity	\$3,500	\$1,330		
53925	Printing	\$1,300	\$494		
53960	Other Purchases	\$9,200	\$3,496		
53926	Postage	\$3,540	\$1,345		
54301	Office Supplies	\$200	\$76		
54308	Computer Software	\$4,320	\$1,642		
54911	Other Program Supplies	\$750	\$285		
Prorated Annual Operating Expense =			\$87,435		
Number of Dumpsters	Type of Service	Paid to Collector	Monthly Expense	Current Rates	Monthly Revenue
5	1 CY dumpster	\$25.60	\$128.00	\$72.50	\$362.50
38	2 CY dumpster	\$29.53	\$1,122.14	\$96.00	\$3,648.00
19	4 CY dumpster	\$59.07	\$1,122.33	\$181.50	\$3,448.50
21	6 CY dumpster	\$80.54	\$1,691.34	\$255.50	\$5,365.50
1	6 CY dumpster 2x/wk	\$156.07	\$156.07	\$478.50	\$478.50
5	8 CY dumpster	\$96.63	\$483.15	\$329.50	\$1,647.50
4	8 CY dumpster 2x/wk	\$186.67	\$746.68	\$616.00	\$2,464.00
3	8 CY dumpster 5x/wk *includes tipping fees W,F,S	\$833.08	\$2,499.24	\$1,485.00	\$4,455.00
5	10 CY dumpster	\$107.37	\$536.85	\$419.00	\$2,095.00
222	Centralized recycling - 95 gallon carts	\$4.60	\$1,021.20	\$0.00	\$0.00
47	Individual recycling	\$4.60	\$216.20	\$0.00	\$0.00
2	Recycling dumpster pilot (Celeron, Holinko)	\$80.54	\$161.08	\$0.00	\$0.00
1	Recycling dumpster pilot (Knollwood)	\$96.63	\$96.63	\$0.00	\$0.00
3	8 CY recycling dumpster 4x/wk	\$366.74	\$1,100.22	\$370.00	\$1,110.00
Monthly Collection Cost =			\$11,081.13		25,074.50
Annual Collection Cost =			\$132,973.56		
Annual Tip Fee - 940 tons/yr x \$60 =			\$56,400.00		
Annual Collection Expense =			\$189,373.56	Save of Recyclables =	\$45.00
Prorated Annual Operating Expense (see above) =			\$87,435.00		
Total Expense =			\$276,808.56	Annual Revenue =	\$301,434.00
Net Revenue over Expenditure for MF Collection =					\$24,625.44



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**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** Matt Hart, Town Manager *MH*  
**CC:** Maria Capriola, Assistant Town Manager; Lon Hultgren, Director of Public Works  
**Date:** September 9, 2013  
**Re:** North Eagleville Road Walkway Easements

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**Subject Matter/Background**

Recall that we have been working in concert with UConn to construct a walkway on the north side of North Eagleville Road from Hunting Lodge Road to Northwood Road. UConn has agreed to fund the design and construction, and the Town is obtaining the needed easements.

While the four property owners involved have agreed to sign the easements, we have encountered some difficulty in getting the lenders to execute the needed subordinations allowing the easements to become the Town's without encumbrances. We encountered this situation several years ago with the easements that were needed for the bikeway on Birch Road. What we did then, and are recommending now, is to use the Town's power of eminent domain to secure the easements so that the bank's subordinations are not needed. We refer to this process as a "friendly" condemnation, as the property owners have already agreed to the easements and are not contesting them.

As required by Connecticut General Statutes Sections 48-6 & 8-129, the Town must first notify the property owners, conduct a public hearing and then make a finding that these easements are required for the purpose of establishing, constructing or maintaining a public work or municipal purpose. The condemnation must take place within six months of this action.

Four easements are required for this project. One has been completely executed and subordinated (204 N. Eagleville), and a second (188 N. Eagleville) has been signed and sent to the bank and we are hoping to hear back from this lender before the condemnation actually takes place. The other two (numbers 194 and 202) are still in limbo with the lenders.

### **Financial Impact**

We have agreed to purchase these easements so that this walkway can be constructed. This expense of \$3,995 (plus closing costs) will be funded from the Town's capital budget account for transportation enhancements.

### **Legal Review**

The agreement between the Town and UConn to fund the walkway's construction has been reviewed by the Town Attorney, but is not yet in its final form. It will be brought to the Town Council for authorization to execute when it is complete. The easements have been prepared by Attorney Dennis Poitras, who has assisted the Town in acquiring properties in most of our recent projects.

### **Recommendation**

Staff recommends that the Council send the acquisition of these easements to the Planning and Zoning Commission (PZC) for review under Connecticut General Statutes Section 8-24 and set a public hearing for the proposed acquisition of the easements at 188, 194 and 202 N. Eagleville Road by eminent domain. (If the subordinations come through for these easements before the Council prepares to take final action on the acquisition of the easements, the condemnation would not be necessary.)

If the Town Council agrees with this recommendation, the following motion would be in order:

*Resolved, effective September 9, 2013, the Town Council hereby refers the acquisition of easements on North Eagleville Road for the construction of a public walkway between Hunting Lodge Road and Northwood Road to the Planning and Zoning Commission as required under Connecticut General Statutes Section 8-24;*

*Be it further resolved, that as authorized under Connecticut General Statutes Sections 48-6 and 8-129, the affected property owners be notified and a public hearing be held at 7:30 PM at the Town Council's September 23, 2013 meeting concerning the acquisition of said easements by eminent domain.*

### **Attachments**

- 1) T. Veillette re: North Eagleville Road Pedestrian Way – Easement Acquisitions
- 2) Connecticut General Statutes Sections 48-6, 8-129

**Memo**  
September 4, 2013

To: Lon Hultgren  
From: Timothy Veillette  
Subject: North Eagleville Road Pedestrianway – Easement Acquisitions

As you are aware we have developed plans to construct an pedestrian walkway along the north side of North Eagleville Road. This segment of paved walkway will extend from the intersection of Hunting Lodge Road to Northwood Road. Because this area sees very high volumes of pedestrian traffic, safety warrants the construction of this section.

Throughout the design process we have made every effort to keep the affected owners and the general public informed. The adjacent homeowners were informed by letter. The design was then finalized, incorporating comments from the adjacent homeowners.

With the design complete, the required easement maps were prepared by F. A. Alfred Benesch and Company. Four easements will be required to construct this pedestrianway, the majority being just over the existing road right-of-way line. Joseph E. Hickey III of Connecticut, Certified General Appraiser, was then hired to appraise these easements at fair market value.

Easement packets were sent to each of the property owners that we needed an easement from. The packet contained a cover letter, a draft deed, the easement appraisal, the easement map. The letter requested that the individuals review the materials, then sign off on the easement. Of the 4 easements needed, all 4 have responded positively, returning the signed easement documents. The remaining part of the easement acquisition is the lenders signing off. This has been, as in most instances, difficult. The lenders are slow to respond, not because of opposition, but due to processing procedures.

The table below is summary of the 15 easements for this project.

Property Address	Owner	Easement Area (SF)	Appraised Value
188 No. Eagleville Rd	Mihalopoulos	110	\$820
194 No. Eagleville Rd	Shih & Yuan	54	\$120
202 No. Eagleville Rd	Tavar	705	\$1,150
204 No. Eagleville Rd	Cooper	3,175	\$1,905

We have now exhausted our ability to acquire these easements through the lenders amicably. Therefore, in order to proceed with this project we need to initiate acquisition of these properties by condemnation.

Sections 48-6, 48-12 and 8-129 of the Connecticut General Statutes (CGS), under which municipalities can acquire needed property by the power of eminent domain, require the property owners be notified and a public hearing held. After the public hearing Council will need to vote to acquire the properties pursuant to CGS 48-6 in which a finding of "convenience and necessity" for the purpose of travel by bicycle and foot is made. I recommend we proceed in this manner ASAP. Following the public hearing, we will provide the exact language for the finding and authorization for the acquisitions.

Sec. 48-6. Time limits for municipal corporations to take real property. Taking of property in neighborhood revitalization zones.

(a) Any municipal corporation having the right to purchase real property for its municipal purposes which has, in accordance with its charter or the general statutes, voted to purchase the same shall have power to take or acquire such real property, within the corporate limits of such municipal corporation, and if such municipal corporation cannot agree with any owner upon the amount to be paid for any real property thus taken, it shall proceed in the manner provided by section 48-12 within six months after such vote or such vote shall be void.

(b) In the case of acquisition by a redevelopment agency of real property located in a redevelopment area, except as provided in sections 8-127a, 8-193 and 32-224, the time for acquisition may be extended by the legislative body upon request of the redevelopment agency, provided the owner of the real property consents to such request.

(c) In accordance with the policy established in section 7-603, any municipal corporation may take property which is located within the boundaries of a neighborhood revitalization zone identified in a strategic plan adopted pursuant to sections 7-601 and 7-602. The acquisition of such property shall proceed in the manner provided in sections 8-128 to 8-133, inclusive, and 48-12.

Sec. 8-129. Agency to determine compensation and file with Superior Court and town clerks; notice to owners and interested parties. Possession of land. Certificate of taking. (a)(1) The redevelopment agency shall determine the compensation to be paid to the persons entitled thereto for real property to be acquired by eminent domain pursuant to section 8-128.

(2) For any real property to be acquired by eminent domain pursuant to section 8-128 or 8-193, or by condemnation pursuant to section 32-224, pursuant to a redevelopment plan approved under this chapter or a development plan approved under chapter 132 or 5881, the agency shall have two independent appraisals conducted on the real property in accordance with this subdivision. Each appraisal shall be conducted by a state-certified real estate appraiser without consultation with the appraiser conducting the other independent appraisal, and shall be conducted in accordance with generally accepted standards of professional appraisal practice as described in the Uniform Standards of Professional Appraisal Practice issued by the Appraisal Standards Board of the Appraisal Foundation pursuant to Title XI of FIRREA and any regulations adopted pursuant to section 20-504. Each appraiser shall provide a copy of the appraisal to the agency and the property owner. The amount of compensation for such real property shall be equal to the average of the amounts determined by the two independent appraisals, except that the compensation for any real property to be acquired by eminent domain pursuant to section 8-193 or by condemnation pursuant to section 32-224 shall be one hundred twenty-five per cent of such average amount. If the agency acquires real property that is subject to this subdivision five years or more after acquiring another parcel of real property within one thousand feet of the property pursuant to a redevelopment plan or development plan, the agency shall increase the amount of compensation for the subsequent acquisition of real property by an additional five per cent for each year from the sixth year until the tenth year after the acquisition of the first parcel of real property. With respect to a redevelopment plan or development plan for a project that is funded in whole or in part by federal funds, the provisions of this subdivision shall not apply to the extent that such provisions are prohibited by federal law.

(3) The redevelopment agency shall file a statement of compensation, containing a description of the property to be taken and the names of all persons having a record interest therein and setting forth the amount of such compensation, and a deposit as provided in section 8-130, with the clerk of the superior court for the judicial district in which the property affected is located.

(b) Upon filing such statement of compensation and deposit, the redevelopment agency shall forthwith cause to be recorded, in the office of the town clerk of each town in which the property is

located, a copy of such statement of compensation, such recording to have the same effect and to be treated the same as the recording of a lis pendens, and shall forthwith give notice, as provided in this section, to each person appearing of record as an owner of property affected thereby and to each person appearing of record as a holder of any mortgage, lien, assessment or other encumbrance on such property or interest therein (1) in the case of any such person found ~~to be residing within this state, by causing a copy of such notice,~~ with a copy of such statement of compensation, to be served upon each such person by a state marshal, constable or indifferent person, in the manner set forth in section 52-57 for the service of civil process, and (2) in the case of any such person who is a nonresident of this state at the time of the filing of such statement of compensation and deposit or of any such person whose whereabouts or existence is unknown, by mailing to each such person a copy of such notice and of such statement of compensation, by registered or certified mail, directed to such person's last-known address, and by publishing such notice and such statement of compensation at least twice in a newspaper published in the judicial district and having daily or weekly circulation in the town in which such property is located. Any such published notice shall state that it is notice to the widow or widower, heirs, representatives and creditors of the person holding such record interest, if such person is dead. If, after a reasonably diligent search, no last-known address can be found for any interested party, an affidavit stating such fact, and reciting the steps taken to locate such address, shall be filed with the clerk of the superior court and accepted in lieu of mailing to the last-known address.

(c) Not less than thirty-five days or more than ninety days after such notice and such statement of compensation have been so served or so mailed and first published, the redevelopment agency shall file with the clerk of the superior court a return of notice setting forth the notice given and, upon receipt of such return of notice, such clerk shall, without any delay or continuance of any kind, issue a certificate of taking setting forth the fact of such taking, a description of all the property so taken and the names of the owners and of all other persons having a record interest therein. The redevelopment agency shall cause such certificate of taking to be recorded in the office of the town clerk of each town in which such property is located. Upon the recording of such certificate, title to such property in fee simple shall vest in the municipality, and the right to just compensation shall vest in the persons entitled thereto. At any time after such certificate of taking has been so recorded, the redevelopment agency may repair, operate or insure such property and enter upon such property, and take any action that is proposed with regard to such property by the project area redevelopment plan.

(d) The notice required in subsection (b) of this section shall state that (1) not less than thirty-five days or more than ninety days after service or mailing and first publication thereof, the redevelopment agency shall file, with the clerk of the superior court for the judicial district in which such property is located, a return setting forth the notice given, (2) upon receipt of such return, such clerk shall issue a certificate for recording in the office of the ~~town clerk of each town in which such property is located,~~ (3) upon the recording of such certificate, title to such property shall vest in the municipality, the right to just compensation shall vest in the persons entitled thereto and the redevelopment agency may repair, operate or insure such property and enter upon such property and take any action that may be proposed with regard thereto by the project area redevelopment plan, and (4) such notice shall bind the widow or widower, heirs, representatives and creditors of each person named in the notice who then or thereafter may be dead.

(e) When any redevelopment agency acting on behalf of any municipality has acquired or rented real property by purchase, lease, exchange or gift in accordance with the provisions of this section, or in exercising its right of eminent domain has filed a statement of compensation and deposit with the clerk of the superior court and has caused a certificate of taking to be recorded in the office of the town clerk of each town in which such property is located as provided in this section, any judge of such court may, upon application and proof of such acquisition or rental or such filing and deposit and such recording, order such clerk to issue an execution commanding a state marshal to put such municipality and the redevelopment agency, as its agent, into peaceable possession of the property so acquired, rented or condemned. The provisions of this subsection shall not be limited in any way by the provisions of chapter 832.



**Town of Mansfield**  
**Agenda Item Summary**

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**To:** Town Council  
**From:** Matt Hart, Town Manager *MWH*  
**CC:** Maria Capriola, Assistant Town Manager  
**Date:** September 9, 2013  
**Re:** Proclamations

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**Subject Matter/Background**

Council has been requested to approve the issuance of the following three proclamations:

- *Proclamation in Recognition of F. W. Mayo and Sons, LLC* - For the past 23 years under contract and many years before that on the open market, F.W. Mayo & Sons has provided refuse collection to most Town residents. In the past 23 years, Mayo's has handled our "pay as you throw" system which has been extremely successful in part due to Mayo's diligence in collecting refuse in accordance with the Town's multi-service level system.
- *Proclamation Designating September as Senior Center Month* – The Mansfield Senior Center offers a wide array of services, programs, and activities for Mansfield's older citizens and empowers seniors to contribute to their own health and well-being and the health and well-being of their fellow citizens of all ages.
- *Proclamation Designating September as Leukemia, Lymphoma, & Myeloma Awareness Month* – The Leukemia & Lymphoma Society (LLS) of Connecticut has asked the Town Council to issue this proclamation in an effort to increase awareness of blood cancers. LLS provides hope and support for patients and their families through voluntary contributions that fund research and patient services.

**Recommendation**

Staff recommends that the Council authorize Mayor Paterson to issue the attached proclamations.

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

*Move, effective September 9, 2013, to authorize the Mayor to issue the attached proclamations:*

- 
- *Proclamation in Recognition of F. W. Mayo and Sons, LLC*
  - *Proclamation Designating September as Senior Center Month*
  - *Proclamation Designating September as Leukemia, Lymphoma, & Myeloma Awareness Month*

**Attachments**

- 1) Proclamation in Recognition of F. W. Mayo and Sons, LLC
- 2) Proclamation Designating September as Senior Center Month
- 3) Proclamation Designating September as Leukemia, Lymphoma, & Myeloma Awareness Month



*Town of Mansfield*  
*Proclamation in Recognition of F. W. Mayo and Sons, LLC*

---

*Whereas*, F. W. Mayo and Sons has worked diligently as the Town-contracted trash and recycling collector for twenty three years; and,

*Whereas*, F. W. Mayo and Sons is a local family operated business that prides itself in customer service; and,

*Whereas*, F. W. Mayo and Sons has worked closely with the Town of Mansfield to carry out the intentions of the pay-as-you-throw trash service by regularly providing feedback; and,

*Whereas*, the Town has received numerous compliments from residents over the course of the years about the personalized service that F. W. Mayo and Sons provides; and,

*Whereas*, the Mansfield Town Council wishes to express its appreciation to the employees of F. W. Mayo and Sons for their excellence in service:

**NOW, THEREFORE, BE IT RESOLVED**, that the Mansfield Town Council, on behalf of the community, does hereby express its appreciation for F. W. Mayo and Sons' service.

*IN WITNESS WHEREOF*, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 9<sup>th</sup> day of September in the year 2013.

---

Elizabeth Paterson  
Mayor, Town of Mansfield



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*Town of Mansfield*

*Proclamation Designating September as Senior Center Month*

WHEREAS, older Americans are significant members of our society, investing their wisdom and experience to help enrich and better the lives of younger generations; and

WHEREAS, the Mansfield Senior Center has acted as a catalyst for mobilizing the creativity, energy, vitality, and commitment of the older residents of Mansfield; and

WHEREAS, through the wide array of services, programs, and activities, the Mansfield Senior Center empowers older citizens of Mansfield to contribute to their own health and well-being and the health and well-being of their fellow citizens of all ages; and

WHEREAS, the Mansfield Senior Center affirms the dignity, self-worth, and independence of older persons by facilitating their decisions and actions; tapping their experiences, skills, and knowledge; and enabling their continued contributions to the community;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and the Mansfield Town Council that I, Elizabeth C. Paterson of the Town of Mansfield, do hereby proclaim September 2013 Senior Center Month, and call upon all the citizens of Mansfield to recognize the special contributions of the senior center participants and the special efforts of the staff and volunteers who work every day to enhance the well-being of the older citizens of our community.

---

Elizabeth C. Paterson  
Mayor, Town of Mansfield  
September 9, 2013



*Town of Mansfield*

*Proclamation Designating September as Leukemia, Lymphoma & Myeloma Awareness Month*

WHEREAS, blood cancers currently afflict more than 1,021,533 people in the United States, with an estimated 140,310 new cases diagnosed each year; and

WHEREAS, leukemia, lymphoma and myeloma will kill an estimated 53,010 people in the United States this year; and

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

WHEREAS, LLS maintains an office in Wilton and Meriden to support patients with those diseases and their family members in the State of Connecticut; and

WHEREAS, the State of Connecticut is similarly committed to the eradication of these diseases and supports the treatment of its citizens that suffer from them; and

WHEREAS, the State of Connecticut encourages private efforts to enhance research funding and education that address these diseases,

NOW, THEREFORE, I, Elizabeth C. Paterson, on behalf of the Mansfield Town Council and the community join with LLS in designating the month of September 2013 as Leukemia, Lymphoma & Myeloma Awareness Month to enhance the understanding of blood related cancers and to encourage participation in voluntary activities to support education programs and the funding of research programs to find a cure for them.

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

Dear Mayor Mrs.Elizabeth C. Patterson:

As the Deputy Executive Director in the Connecticut Chapter office of The Leukemia & Lymphoma Society (LLS), I would like to request your assistance in an effort to increase awareness of, and ultimately a cure for, blood cancers.

Thousands of our fellow citizens and their families in Connecticut are afflicted with these diseases and our office provides hope and support for them through voluntary contributions that fund research and patient services.

LLS has designated September 2013 as Leukemia, Lymphoma & Myeloma Awareness Month and request that you use your executive authority to issue a proclamation that would complement this effort.

This designation would offer acknowledgement and support to patients and their families in our state and encourage participation in our activities to fund medical research and patient services.

Attached is a draft statement for your review and consideration. Please, however, adapt the intent of the language as appropriate to the format of your office.

In addition, I would like to extend to you an invitation to join us at any of our 2013 Light The Night Walks in Connecticut. Light The Night is a unique evening walk highlighted by its parade of flickering red, white, and gold balloons against the twilight sky. In the fall of 2013, four Light The Night Walks will take place in the State of Connecticut:

**Saturday, September 28, 2013** at Newtown Youth Academy, Newtown

**Saturday, October 5, 2013** at Lighthouse Point Park, New Haven

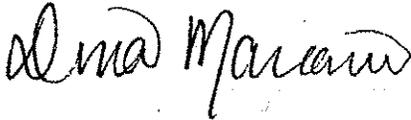
**Thursday, October 17, 2013** at The Promenade Shops at Evergreen Walk, South Windsor

**Friday, October 18, 2013** at Calf Pasture Beach, Norwalk

Please contact me directly for additional information or to RSVP to attend at (203) 665-1400.

On behalf of all the patients and families with blood cancer in our state, I would like to thank you for your consideration and support for this effort. If you have any comments or questions, please have your staff contact me.

Sincerely,



Dina Mariani  
The Leukemia & Lymphoma Society  
Connecticut Chapter  
(203) 665-1400

**Personnel Committee  
Monday, July 15, 2013  
Conference Room B, Beck Municipal Building**

**Minutes**

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Members Present: Toni Moran (Deputy Mayor), Paul Shapiro

Other Council Members Present: David Freudmann, Bill Ryan

Staff Present: Matt Hart, Town Manager, Maria Capriola, Assistant Town Manager

The meeting was called to order at 6:04 pm.

**1. PUBLIC COMMENT**

None.

**2. MINUTES**

The minutes of May 28, 2013 were moved by Shapiro and seconded by Moran. The minutes were approved unanimously as presented.

**3. TOWN MANAGER PERFORMANCE REVIEW PROCESS/TIMELINE**

Committee members discussed tasks and dates for the process. By consensus the Committee decided to reduce the number of ratings to three – outstanding, satisfactory, and needs improvement.

**4. LABOR COUNSEL RFQ/UPDATE**

Staff provided an update of the labor counsel RFQ and review process. Staff interviewed five firms during the first round and will interview two finalists at the end of July. Staff will select a preferred firm and present their selection to the Personnel Committee at its August meeting.

**5. HUMAN SERVICES OPEN POSITIONS**

Updates on recruitments for Youth Services Counselor and Human Services Director were provided. Also provided was an update on the status of undergraduate and graduate student interns for Youth Services and the Senior Center for the upcoming academic year. The social worker located at Town Hall will move to the Senior Center full-time for a trial period beginning August 12<sup>th</sup>.

The meeting adjourned at 7:05 pm.

Respectfully submitted,  
Maria E. Capriola, Assistant Town Manager  
Town of Mansfield

**MANSFIELD DOWNTOWN PARTNERSHIP  
ADVERTISING AND PROMOTION COMMITTEE**

**Meeting**

**Festival on the Green Subcommittee**

**Monday, August 5, 2013**

**5:00 pm**

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**Minutes**

**Present:** Betsy Paterson, Tom Birkenholz, Kim Bova, Janine Callahan, Kathy Hawkins, Ilze Taylor, and Barry Schreier

**Staff:** Cynthia van Zelm, Kathleen Paterson

**1. Call to order**

Chair Betsy Paterson called the meeting to order at 5:03 pm.

**2. Public comment**

There was no public comment.

**3. Approve minutes of July 15, 2013**

Janine Callahan made a motion to approve the minutes of July 15, 2013.

Ms. Paterson seconded the motion.

The Minutes were approved unanimously.

**4. Update on committee tasks**

Activities: Kathleen Paterson reported that she has had trouble finding someone to do pony rides. She asked the Committee for suggestions of people to contact. **Ilze Taylor will send Ms. K. Paterson the name of someone who may be interested.**

Ms. K. Paterson said that John Walker confirmed he will do a booth again this year. She shared his request to do an activity using old-fashioned farm tools. The Committee agreed by general consensus to permit the activity. **Ms. K. Paterson will follow-up with Mr. Walker.**

Ms. K. Paterson said that she is working on getting the "10<sup>th</sup> Anniversary" logo in a better file format for the bag printers. They need one and a half weeks to process the order.

Advertising: Ms. K. Paterson said that she provided The Oaks on the Square staff with 300 flyers for their new resident welcome bags and for use in their office. She said that 500 flyers have been delivered to the Jorgensen Center for the Performing Arts for use as an insert in their ticket mailers.

Cynthia van Zelm noted she is scheduled to appear on Bruce John's television show to promote the Festival on Tuesday, August 6.

Ms. Taylor will work with Sarah Delia on the display for the Mansfield Community Center. Ms. Callahan will create a "balloon arch" for the display. Tom Birkenholz will provide toy cars for the display [Done]. Ms. van Zelm will review the plans with Ms. Delia when the latter returns from vacation.

Art: Kim Bova asked if the selection committee was set. Ms. K. Paterson said that she, Ms. Bova, Ted Yungclas, and Michael Allison are confirmed for the selection committee. She is waiting on one person to let her know their availability so that she can schedule the review of submissions, at which time the jury can be discussed.

Food: Ms. Callahan reported that she is in the midst of doing a second round of visits to local restaurants. She said that most people with whom she speaks are interested but are waiting to apply until the August 16 deadline.

Ms. Callahan asked for clarification about the required tents. Ms. K. Paterson explained that the tents are a requirement from Eastern Highlands Health District. She noted that the food vendors are required to provide their own tents this year, a change from previous years.

Mr. Birkenholz asked Ms. Callahan to invite the restaurants that have branded delivery vehicles to be in the Parade.

Music: Ms. K. Paterson said that she has received the signed copy of Black Prairie's contract. She then asked the Committee for their thoughts on decorating the back of the stage. She said Jorgensen can lend their pipe and draping, but she felt that more was needed as the draping was just black.

After some discussion about whether or not additional decorations would be distracting, the Committee asked Ms. K. Paterson to bring a plan for the decorations to the next meeting for their consideration. Ms. K. Paterson will research options for decorations and for different colors for draping.

Parade: Mr. Birkenholz and Barry Schreier will send the Parade invitation this week [Done].

Mr. Schreier suggested rerouting the Parade to go around the Town Square.

Ms. K. Paterson said that the route and road closure had already been approved by the State Traffic Commission, so a change would require a new application. She noted that there will still be construction in that area this year but that it would be good to redo the route next year.

The Committee discussed ways to route the marchers around the new medians. Mr. Birkenholz and Mr. Schreier will walk to route and bring a plan to the next Committee meeting.

Ms. K. Paterson will speak with the UConn Marching Band directors about the Parade route, performing in the street, and the medians.

Mr. Schreier asked Ms. Paterson to invite the politicians and UConn President Susan Herbst. Mr. Birkenholz and Mr. Schreier will send Ms. Paterson the invitation to share [Done].

Sponsors: Ms. van Zelm reported that \$13,125 in sponsorships had been committed out of \$15,000 budgeted. She said she will continue to make follow-up calls to potential sponsors.

#### **5. Discuss Celebrate Mansfield Weekend**

Ms. Bova reviewed StoDoArts' efforts to schedule a movie night as part of Celebrate Mansfield Weekend. She said that she and Mr. Schreier had met with Town staff to discuss the possibility of ~~having the event in the Storrs Center parking garage.~~

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Ms. Paterson and Kathy Hawkins expressed concerns with the proposed location.

Ms. van Zelm asked Mr. Schreier and Ms. Bova to bring a detailed plan to the Committee.

Ms. Paterson said that the idea would first need to be approved by Matt Hart.

Ms. K. Paterson reminded the group to complete the Downtown Events application form for any events planned for public spaces in the downtown area.

Ms. K. Paterson reviewed the other plans for Celebrate Mansfield Weekend, including:

#### Friday

11:00 AM Grand Opening of Storrs Center

12:00 PM (or immediately following Grand Opening) Ribbon Cutting & Tours of The Oaks on the Square

Additional plans are in the works for Friday afternoon as part of Grand Opening

6:30 – 9:30 PM: Family Fun Night at Mansfield Community Center

#### Saturday

Guide Walk of Whetten Woods by Joshua's Trust (Time TBD)

12:30 PM – 3:30 PM: Free Mansfield Day at Mansfield Community Center

1:00 PM: Guided Walk through Moss Sanctuary by Mansfield Parks & Recreation

3:00 PM – 6:00 PM: Music @ the Market at Storrs Farmers Market

(5:30 PM – 7:30 PM: Reception at Dog Lane Café & Hard Hat Tours of new Ballard Institute & Museum of Puppetry – Invitation only)

8:00 PM: Puppet Slam with the Ballard Institute & Museum of Puppetry

#### Sunday

12:00 PM: Celebrate Mansfield Parade

12:00 PM – 4:00 PM: Festival on the Green

Ms. K. Paterson asked the Committee for their thoughts on whether or not to do a brochure for Celebrate Mansfield Weekend.

Mr. Birkenholz recommended doing a card with the schedule rather than a full brochure. Ms. Callahan supported this suggestion.

**Ms. K. Paterson will make a card as suggested and have it printed and ready for distribution at the same time as the Festival flyers.**

## **6. Discuss fundraising by participants**

Ms. K. Paterson said they had received some requests from groups wishing to do fundraising at their booths or in the Parade. She recommended keeping the selling of items or fundraising restricted to food booths for this year and to revisit the topic for next year. She noted that all of the materials have gone out to activity booth hosts stating that fundraising is not allowed.

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~~The Committee agreed that guidelines would need to be in place to successfully manage the event.~~  
**The Committee will revisit the question during the debrief meeting.**

## **7. Adjourn**

The meeting adjourned at 6:45 pm.

*Minutes prepared by Kathleen M. Paterson*

# HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

## REGULAR MEETING MINUTES

Housing Authority Office

July 25, 2013

8:30 a.m.

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

The meeting was called to order at 8:35 a.m. by the Chairperson.

### MINUTES

A motion was made by Mr. Eddy and seconded by Ms Hall to accept the minutes of the June 14, 2013 Regular Meeting and the July 22, 2013 Special Meeting. Motion approved unanimously.

### COMMENTS FROM THE PUBLIC

None

### COMMUNICATIONS

#### RSC Grant

The Department of Housing renewed the Resident Service Coordinator Grant at a slightly lower level this year. Ms Fields signed and returned the Contract.

### REPORTS OF THE DIRECTOR

#### Bills

A motion was made by Ms Hall and seconded by Mr. Eddy to approve the June bills. Motion approved unanimously.

#### Financial Reports –A (General)

The May Financial Reports were not available.

#### Financial Report-B (Section 8 Statistical Report)

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

### REPORT FROM TENANT REPRESENTATIVE

#### Human Services Advisory Committee

Mr. Eddy reported that there will be some changes in the Human Services Department with the Town. Ms Easley will move her office to the Senior Center. It is expected that the Youth Services Counselor and the Director position should be filled by early September. The July meeting was cancelled.

## **General Reports**

Mr. Eddy reported that his neighbor's dog was whining for about six hours while his neighbor was away from home. Mr. Eddy will speak with his neighbor and hopefully this will not happen again.

## **AD HOC COMMITTEE REPORTS**

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### **Quality of Life Committee**

Ms Ward has been meeting with landscapers and obtaining pricing. Because she could not attend this meeting the update will be presented at the next Regular Meeting.

Ms Fields stated that she had has a vendor the Housing Authority regularly uses to donate material to build a gazebo and she will try to get matching funds through a grant with CHFA. The board indicated a desire to move forward with both the gazebos and obtaining further information on the installation of sun tunnels in the north facing units that do not get any direct sunlight.

## **UNFINISHED BUSINESS**

### **Legal Updates**

Ms Fields asked the Chairman to request a vote to go into Executive Session in order to provide legal updates which contain privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to invite Ms Fields and to go into Executive Session at 9:30 a.m. Motion approved unanimously. The Board came out of Executive Session at 9:45 a.m.

### **Holinko Estate Solar Panels**

The Board reviewed the numbers and design criteria provided at the Special Meeting on July 22, 2013 and continued the discussion. Further information was requested of C-TEC Solar and provided via email during the meeting. After reviewing the material and a conference call it was determined that there was not enough information for a vote. Because a contract must be signed by July 31, 2013 to close the deal with C-TEC Solar under the Solarize Mansfield program, the Chairman called an Emergency Meeting for July 30, 2013 at 8:00 am to continue the discussion and vote on the proposal.

## **NEW BUSINESS**

### **Audit**

The audit has been completed. Ms Fields provided copies of the audit for review and stated that the audit has been filed with both CHFA and HUD.

### **Holinko Appliances**

There are 6 units that remain at Holinko where tenants are responsible to provide their own stove and refrigerator. One of those tenants has requested that we replace both his stove and refrigerator because his refrigerator is leaking water on the floor and his stove is not completely functional.

Ms Fields requested that the Board authorize her to decide, for the remaining six units, when appliances will be supplied by the Housing Authority on a case by case basis.

The capital project of providing appliances as part of the leased unit began in 2008 and is now complete with the exception of six units. The remaining units are occupied by long term tenants and therefore have not received new appliances. New appliances were only installed when a unit was being turned for a new tenant.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to authorize Ms Fields, at her discretion, to replace the remaining stoves and refrigerators. Motion approved unanimously.

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**Section 8 Administrative Plan Changes**

Nan McKay provided 2013 revisions to the standard administrative plan. This revision included a comprehensive overhaul to the Model Plan which revised language throughout the plan to be "clearer, current and more logical." It also brought current all recent regulatory requirements and guidance. Ms Fields recommended that the Board approve April, 1, 2013 Nan McKay Plan Revisions.

A motion was made by Mr. Simonsen and seconded by Ms Hall to approve the April 1, 2013 Nan Mckay Administrative Plan Revisions. Motion approved unanimously.

**MEETING DATE REVIEW**

Mr. Simonsen suggested that the Budget Committee meet in August. A Budget Committee meeting was set for August 8, 2013 at 8:30 am.

No change was made to the Regular Board Meeting for August.

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 10:45 a.m. without objection.

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Dexter Eddy, Secretary

Approved:

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Richard Long, Chairperson

# HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

## EMERGENCY MEETING MINUTES

Housing Authority Office

July 30, 2013

8:00 a.m.

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Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Ward, Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:06 a.m. by the Chairperson.

### Holinko Estate Solar Panels

The Board reviewed the numbers and design criteria provided at the Regular Meeting on July 25, 2013 and the second proposal received by Sunlight Solar. Considering the Housing Authority's previous experience with Sunlight Solar, which was extremely positive, and that their proposal provides a better return on investment, the Board decided by consensus not to move forward with a solar installation contract at this time.

The Board also unanimously decided by consensus to follow the recommendation of Sunlight Solar to first replace the existing site lighting for more efficiency and then request that Sunlight Solar provide a new proposal based on the estimated energy use with the upgraded site lighting. Ms Fields will seek proposals for the upgrade for the Commission to act upon.

Ms Fields will contact CL&P to discuss the possibility of combining the laundry and site lighting meters as well as the limitation that may be imposed by the multiple meters being served by the same line (a shared secondary).

### ADJOURNMENT

The Chairperson declared the meeting adjourned at 8:45 a.m. without objection.

\_\_\_\_\_  
Dexter Eddy, Secretary

Approved:

\_\_\_\_\_  
Richard Long, Chairperson

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**

**SPECIAL MEETING MINUTES**

Housing Authority Office

July 22, 2013

9:00 a.m.

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

The meeting was called to order at 9:00 a.m. by the Vice Chairperson.

**SPECIAL BUSINESS**

**Holinko Estate Solar Panels**

Discussion centered on the financing of the solar panels and the option of SunPower panels verses Phono Diamond panels. A new cash flow spreadsheet was needed for the Phono Diamond using a zero inflation rate for electrical power. Ms Fields called C-TEC SOLAR requesting an update.

If the Board decides to move forward with the solar panels, a recommendation will be presented to the Board, at the July 25, 2013 meeting, to finance it in part through the Capital Reserves and in part through the Operating Reserves.

**ADJOURNMENT**

The Vice Chairperson declared the meeting adjourned at 10:00 a.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson

MANSFIELD ZONING BOARD OF APPEALS – REGULAR MEETING  
MINUTES  
JULY 10, 2013

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Chairman Accorsi called the meeting to order at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

Present: Members – Accorsi, Gotch, Hammer, Katz

Alternates – Aho, Brosseau, Clauson

Absent: Member – Welch

**RONALD L. POHARSKI – 7:00 P.M.**

Aho acted as a voting member of the Board for this hearing.

To hear comments on the application of Ronald L. Poharski for a variance of Art VIII, Sec A to construct a house addition that will be 43' from the rear property line where 50' is required, at 29 Fieldstone Dr.

Mr. Poharski is proposing to build an approximate 23' x 30' addition that would include a bedroom, small living area and bathroom, which would be wheelchair accessible, to accommodate elderly parents. There is no kitchen in the proposal and the addition would have a crawl space with no basement.

The location of the addition would allow easy access from the driveway, without interference with the septic and well areas. The stated hardship is the topography.

A Neighborhood Opinion sheet was received, showing no objections from neighbors and a certified receipt was submitted, showing that a letter was sent to an abutter who did not respond.

**BUSINESS MEETING**

Katz moved to approve the application of Ronald L. Poharski for a variance of Art VIII, Sec A to construct a house addition that will be 43' from the rear property line where 50' is required, at 29 Fieldstone Dr, as shown on submitted plan.

In favor of approving application: Accorsi, Aho, Hammer, Katz, Gotch

Reasons for voting in favor of application:

- Topography

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- No negative responses from neighborhood

Application was approved.

**APPROVAL OF MINUTES FROM MARCH 13, 2013**

Katz moved to approve the minutes of March 13, 2013 as presented, seconded by Gotch.  
All in favor.

**ADJOURNMENT**

Meeting was adjourned at 7:25 P.M.

Respectfully Submitted,

Richard Brosseau, Secretary

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING  
MINUTES OF JULY 15, 2013

Members Present: Bill Ryan (Chair), Carl Schaefer, David Freudmann

Other Council Members Present: Paul Shapiro

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Staff Present: Matt Hart, Cherie Trahan

1. Meeting called to order at 5:00pm.
2. Minutes from 05/13/13 meeting approved as presented.
3. Opportunity for Public Comment – None
4. The Committee discussed the memo from C. Trahan, dated 7/15/13 regarding the Finance Department Cost Allocation. Cherie answered various questions regarding the allocation methods and what was included/excluded from the calculations. For the next meeting, Cherie will provide the cost of the financial services provided to the Discovery Depot.
5. Other business/future agenda items – For a future meeting, Cherie will ask the Revenue Collector to come and answer various questions on the suspense tax listing and her various collection methods.
6. Adjournment. The meeting adjourned at 5:57 pm.

**Motions:**

Motion to approve the May 13, 2013 minutes by David Freudmann. Seconded by Carl Schaefer. Motion so passed.

Motion to adjourn.

Respectfully Submitted,

Cherie Trahan, Director of Finance

**MANSFIELD DOWNTOWN PARTNERSHIP  
ADVERTISING AND PROMOTION COMMITTEE**

**Meeting**

**Festival on the Green Subcommittee**

**Monday, July 15, 2013**

**5:00 pm**

**Minutes**

**Present:** Betsy Paterson, Kim Bova, Rick Brosseau, Janine Callahan, Kathy Hawkins, Ilze Taylor, and Ashley Trotter

**Staff:** Cynthia van Zelm, Kathleen Paterson

**1. Call to order**

Chair Betsy Paterson called the meeting to order at 5:03 pm.

**2. Public comment**

There was no public comment.

**3. Approve minutes of June 3, 2013**

Ilze Taylor made a motion to approve the minutes of June 3, 2013.

Janine Callahan seconded the motion.

The Minutes were approved unanimously.

**4. Update on committee tasks**

Activities: Ms. Taylor needs the logo before she can order the bags. **Kathleen Paterson will send the logo to her [Done].**

Ms. K. Paterson reported that Horsin' Around is no longer offering pony rides. **She will research other options.**

Ms. K. Paterson shared the draft Master Event List with the Committee. The deadline to sign up for Activity Booths is August 16.

Ms. Taylor said that she is looking for options other than paint for decorating pumpkins as the paint takes a while to dry and then peels off once it is dry.

Ms. K. Paterson suggested using markers instead of paint.

Ms. Callahan suggested giving out mini-pumpkins so that the children can carry the pumpkins themselves. **Ms. K. Paterson will look into purchasing mini-pumpkins from a local farm.**

Ms. K. Paterson said that she had invited John Walker to participate with an activity booth again.

Ashley Trotter asked if UConn Athletics had confirmed their participation. Ms. K. Paterson said that she had submitted the requests for player appearances, which were approved but Athletics cannot confirm until August after they have spoken with the student-athletes to see who is interested in participating. She said that she has not heard back from the women's basketball team with regards to participating in the Parade, but she will follow-up once the fall semester begins.

Ms. K. Paterson asked if Ms. Trotter could recommend UConn departments or programs that should be invited to participate either with an activity booth or in the parade. **Ms. Trotter and Ms. K. Paterson will review the list of past participants and start outreach to potential participants.**

Advertising: Ms. K. Paterson reported that she submitted information about the Festival to *American Profile*, the weekly insert in *the Chronicle*. The Festival will be listed in the "Happenings" column the first week of September.

Ms. K. Paterson asked Ms. Taylor and Kathy Hawkins if they would still be interested in assisting with the Library and Community Center displays; they answered in the affirmative. **Sarah Delia will contact Ms. Taylor and Ms. Hawkins to plan the displays.**

Ms. K. Paterson said that the Library will hand out bookmarks promoting the Festival and the Jorgensen will include a flyer in a mailer to ticketholders.

The Committee reviewed color options for the volunteer t-shirts and decided on "Irish Green" with white lettering. If a lighter-weight fabric is available, the Committee would prefer that option.

Art: There was no update from the Art sub-committee. The deadline to submit is August 16.

Ms. Hawkins suggested posting flyers about the show at the Lily Pad, Michael's, and any other places artists might go for supplies. **Kim Bova and Ms. K. Paterson will work on a flyer.**

Food: Ms. Callahan reported that she visited all the restaurants and received good responses from most of them. She said that the vendor packets were mailed on July 3, and **she will follow-up with all the businesses over the next couple of weeks.** The deadline for food vendors to sign up is August 16.

Low-waste: Ms. K. Paterson asked everyone to let people know about the low-waste goals when they are talking to them about participating in the Festival.

Music: Ms. K. Paterson reported that she has been submitting information about Black Prairie's performance with regional websites and blogs and has drafted a press release just about the band.

Parade: Ms. K. Paterson shared the draft Parade flyer for the schools with the Committee. She noted that Tom Birkenholz and Barry Schreier had sent out an email invitation to past participants in May and will continue to do follow-up through the summer.

Sponsors: Ms. van Zelm reviewed the sponsorships received to date with the Committee. She reported that she submitted applications online for SBM Charitable Foundation, First Niagara, and TD Bank.

Volunteers: Ms. K. Paterson asked the Committee for suggestions of groups that might be interested in volunteering at the event. She noted that Altrusa is confirmed to staff the Juried Art Show tent.

She reported that Chris Kennedy and Curt Hirsch are confirmed as Area Captains. Rick Brosseau said he may be able to serve as an Area Captain but has to confirm plans for his activity booth before committing to do so. Ms. K. Paterson said that Ms. Delia will staff the "HQ" table this year.

#### **5. Discuss Celebrate Mansfield Weekend**

Ms. K. Paterson reviewed the confirmed events and noted that she needs to confirm the times for the guided walks and the Free Mansfield Day at the Community Center. She noted plans are in the works for the Storrs Center Grand Opening activities.

#### **6. Adjourn**

The meeting adjourned at 5:55 pm.

*Minutes prepared by Kathleen M. Paterson*

Town of Mansfield  
**CONSERVATION COMMISSION**  
Meeting of 19 June 2013  
Conference B, Audrey P. Beck Building  
**MINUTES**

*Members present:* Aline Booth (Alt.), Joan Buck (Alt.), Neil Facchinetti, Quentin Kessel, Scott Lehmann, Michael Soares. *Members absent:* Robert Dahn, Peter Drzewiecki, John Silander.

1. The meeting was **called to order** at 7:33p by Chair Quentin Kessel. Booth and Buck were designated voting members for the meeting.

2. The **draft minutes** of the 15 May 2013 meeting were approved as written.

3. **IWA referral: W1521 (Newcity, Davis Manor Lot 17, Monticello Lane).** {Lehmann participated in the IWA Field Trip to this site on 12 June; his report is attached.} A single-family home is proposed for a 0.92 acre lot on the corner of Davis Road and Monticello Lane. An extensive wetland along Monticello Lane to the NE extends a small distance into the property near the road; a proposed retaining wall would be about 40' from its edge. The proposed septic leaching field in the E corner of the lot would also be about 40' from an off-the-property portion of the same wetland, though its down-slope distance to the wetland is greater. After some discussion, the Commission agreed to the following **motion** (Lehmann, Buck): no significant impact on wetlands is likely from this project as long as construction activity is confined to the house-side of the ragged stone wall that parallels the NE boundary of the lot and standard erosion controls are in place during construction. All were in favor, save Booth, who wanted more information from the Wetlands Agent and abstained.

4. **Mansfield Tomorrow Project.** Buck attended a recent meeting of the Agriculture Focus Group, which has settled on goals for agriculture in Mansfield and is working on strategies to realize them.

Facchinetti and Soares attended a recent meeting of the Housing Focus Group to hear estimates of increased demand for housing due to UConn's planned expansion and the new Tech Park (1,100 new household units at 2.4 persons per unit by 2025, assuming UConn continues to provide housing for 70% of its students—2,800 new units if UConn houses only 50% of the new students). The Group then considered how to accommodate this increased demand without sacrificing things (farmland, open space, etc.) that make Mansfield a nice place to live. Two-acre zoning does not appear to be sufficient; high-density housing, concentrated in areas served by sewer and water, will be required. In discussion, Commission members suggested rebuilding some existing housing developments (Carriage House) to higher density, rebuilding some commercial areas (Grand Union plaza, East Brook Mall, etc.) on the Storrs Center model (businesses at street level, residential units above), and utilizing land at the Mansfield Training School now occupied by the vacant prison for high-density housing.

The project managers hope to have a draft of the new Plan of Conservation and Development, informed by discussion in the focus groups, ready for committee review in September, and a final version to the PZC in November to initiate the public hearing process.

5. **Water Source Study.** At a recent meeting of the Water and Wastewater Advisory Committee, Kessel (speaking as a private citizen) urged the Town to take over the Fenton and Willimantic wellfields in the event that the University (having secured water elsewhere) abandons them, in order to insure that the associated public water-supply watersheds are protected from

development.

**6. Alternate UConn Master Drainage Plan.** The DEEP and UConn now seem to agree on amending the Master Drainage Plan to address storm-water and pollution issues in the Eagleville Brook drainage through Low Impact Development (rain gardens, pervious pavement, etc.) at UConn instead of diversions to Roberts Brook (in the Fenton public water-supply watershed).

**7. Agronomy Farm.** Facchinetti reported that, while UConn has yet to divulge any more information about chemical use at the Agronomy Farm, a bill (H.B. 6706) passed by the legislature and awaiting the Governor's signature requires the DEEP to review pesticide protocols and groundwater monitoring at the Farm and to recommend any needed changes. Greg Haddad, Mansfield's Representative, was instrumental in moving the bill through the legislative process. The Commission commended Facchinetti for his persistence in seeking to determine whether pesticide use at the Farm threatens water quality in neighborhood wells.

**8. CL&P Interstate Reliability Project.** This project is ready to roll—the meetings now being held are just to inform people along the right-of-way about what is going to happen in their neighborhoods.

**9. Adjourned** at 8:46p. Next meeting: 7:30p, Wednesday, 17 July 2013.

Scott Lehmann, Secretary, 20 June 2013; amended 20 June 2013; approved 21 August 2013.

Attachment: 12 June IWA Field Trip report (Lehmann)

W1521 (Newcity, corner of Davis Rd. and Monticello La.) A single family home is proposed for this large corner lot. A large wetland lies NE of the property, impinging on it only in a small area near Monticello La. between the NE boundary of the property and a ragged stone wall that runs parallel to it back from the road. The end of a proposed retaining wall to raise the elevation of the front yard would be about 40' from this wetland. The septic leaching field in the E corner of the property would be about 40' from another portion of the wetland off the property, though the distance to this wetland along the slope of drainage is greater. I do not foresee a significant wetlands impact as long as construction activity is confined to the area SW of the ragged stone wall and standard erosion controls are employed.

MANSFIELD DOWNTOWN PARTNERSHIP  
ADVERTISING AND PROMOTION COMMITTEE

Meeting

Festival on the Green Subcommittee

Monday, July 15, 2013

5:00 pm

Minutes

**Present:** Betsy Paterson, Kim Bova, Rick Brosseau, Janine Callahan, Kathy Hawkins, Ilze Taylor, and Ashley Trotter

**Staff:** Cynthia van Zelm, Kathleen Paterson

**1. Call to order**

Chair Betsy Paterson called the meeting to order at 5:03 pm.

**2. Public comment**

There was no public comment.

**3. Approve minutes of June 3, 2013**

Ilze Taylor made a motion to approve the minutes of June 3, 2013.

Janine Callahan seconded the motion.

The Minutes were approved unanimously.

**4. Update on committee tasks**

Activities: Ms. Taylor needs the logo before she can order the bags. **Kathleen Paterson will send the logo to her [Done].**

Ms. K. Paterson reported that Horsin' Around is no longer offering pony rides. **She will research other options.**

Ms. K. Paterson shared the draft Master Event List with the Committee. The deadline to sign up for Activity Booths is August 16.

Ms. Taylor said that she is looking for options other than paint for decorating pumpkins as the paint takes a while to dry and then peels off once it is dry.

Ms. K. Paterson suggested using markers instead of paint.

Ms. Callahan suggested giving out mini-pumpkins so that the children can carry the pumpkins themselves. **Ms. K. Paterson will look into purchasing mini-pumpkins from a local farm.**

Ms. K. Paterson said that she had invited John Walker to participate with an activity booth again.

Ashley Trotter asked if UConn Athletics had confirmed their participation. Ms. K. Paterson said that she had submitted the requests for player appearances, which were approved but Athletics cannot confirm until August after they have spoken with the student-athletes to see who is interested in participating. She said that she has not heard back from the women's basketball team with regards to participating in the Parade, but she will follow-up once the fall semester begins.

Ms. K. Paterson asked if Ms. Trotter could recommend UConn departments or programs that should be invited to participate either with an activity booth or in the parade. **Ms. Trotter and Ms. K. Paterson will review the list of past participants and start outreach to potential participants.**

Advertising: Ms. K. Paterson reported that she submitted information about the Festival to *American Profile*, the weekly insert in *the Chronicle*. The Festival will be listed in the "Happenings" column the first week of September.

Ms. K. Paterson asked Ms. Taylor and Kathy Hawkins if they would still be interested in assisting with the Library and Community Center displays; they answered in the affirmative. **Sarah Delia will contact Ms. Taylor and Ms. Hawkins to plan the displays.**

Ms. K. Paterson said that the Library will hand out bookmarks promoting the Festival and the Jorgensen will include a flyer in a mailer to ticketholders.

The Committee reviewed color options for the volunteer t-shirts and decided on "Irish Green" with white lettering. If a lighter-weight fabric is available, the Committee would prefer that option.

Art: There was no update from the Art sub-committee. The deadline to submit is August 16.

Ms. Hawkins suggested posting flyers about the show at the Lily Pad, Michael's, and any other places artists might go for supplies. **Kim Bova and Ms. K. Paterson will work on a flyer.**

Food: Ms. Callahan reported that she visited all the restaurants and received good responses from most of them. She said that the vendor packets were mailed on July 3, and **she will follow-up with all the businesses over the next couple of weeks.** The deadline for food vendors to sign up is August 16.

Low-waste: Ms. K. Paterson asked everyone to let people know about the low-waste goals when they are talking to them about participating in the Festival.

Music: Ms. K. Paterson reported that she has been submitting information about Black Prairie's performance with regional websites and blogs and has drafted a press release just about the band.

Parade: Ms. K. Paterson shared the draft Parade flyer for the schools with the Committee. She noted that Tom Birkenholz and Barry Schreier had sent out an email invitation to past participants in May and will continue to do follow-up through the summer.

Sponsors: Ms. van Zelm reviewed the sponsorships received to date with the Committee. She reported that she submitted applications online for SBM Charitable Foundation, First Niagara, and TD Bank.

Volunteers: Ms. K. Paterson asked the Committee for suggestions of groups that might be interested in volunteering at the event. She noted that Altrusa is confirmed to staff the Juried Art Show tent.

She reported that Chris Kennedy and Curt Hirsch are confirmed as Area Captains. Rick Brosseau said he may be able to serve as an Area Captain but has to confirm plans for his activity booth before committing to do so. Ms. K. Paterson said that Ms. Delia will staff the "HQ" table this year.

#### **5. Discuss Celebrate Mansfield Weekend**

Ms. K. Paterson reviewed the confirmed events and noted that she needs to confirm the times for the guided walks and the Free Mansfield Day at the Community Center. She noted plans are in the works for the Storrs Center Grand Opening activities.

#### **6. Adjourn**

The meeting adjourned at 5:55 pm.

*Minutes prepared by Kathleen M. Paterson*

**MANSFIELD DOWNTOWN PARTNERSHIP  
SPECIAL MEETING BOARD OF DIRECTORS**

**Thursday, July 11, 2013**

**Mansfield Community Center**

**4:00 PM**

**MINUTES**

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, Matt Hart, Dennis Heffley, George Jones, Mike Kirk, Philip Lodewick, Paul McCarthy, Betsy Paterson, Shamim Patwa, Chris Paulhus, Steve Rogers, Kristin Schwab, Bill Simpson

Staff: Cynthia van Zelm

Guest: Lon Hultgren, Mansfield Director of Public Works

**1. Call to Order**

Philip Lodewick called the meeting to order at 4:02 pm.

Mr. Lodewick welcomed Mona Friedland and Shamim Patwa to the Board and Tom Callahan back to the Board.

**2. Opportunity for Public to Comment**

There was no public comment.

**3. Approval of Minutes of May 2, 2013**

Chris Paulhus made a motion to approve the minutes of May 2, 2013. Steve Bacon seconded the motion. The motion was approved with abstentions from Tom Callahan, Mona Friedland, and Shamim Patwa.

**4. Presentation on Nash-Zimmer Transportation Center**

Lon Hultgren, Mansfield Director of Public Works and Cynthia van Zelm, provided a Power Point presentation on the proposed operations for the Nash-Zimmer Transportation Center.

Mr. Hultgren said that at this point, he believes there is enough funding to finish off the 2<sup>nd</sup> floor for the Partnership's offices.

He reviewed the features of the Center, and ideas for how to operate the Center. Ms. van Zelm and Mr. Hultgren presented two staff ideas for operating the Center – one would be by the Partnership and one would be by the Department of Public Works. One thought would be that an entity such as the Department of Public Works would staff the Center for a year and then it would be evaluated if the Partnership could then take on the operations.

Mr. Hultgren said the revenues to operate the Center would come from the revenues coming in from Storrs Center, not the general fund.

Mr. Hultgren said he and Ms. van Zelm would come back to the Board after the operations plan is evaluated again by staff and also by the Town's Transportation Advisory Committee, and Parking Steering Committee. The Town's Sustainability Committee received a preview last night as did the Town Council a few weeks ago. Ultimately, the Town Council will receive a recommendation from staff.

Betsy Paterson thanked Mr. Hultgren for providing a series of options.

Mona Friedland asked about timing on a decision about operations and Mr. Hultgren said this will need to be decided by the end of the summer so the Center is ready to operate when it opens.

#### **5. Election of Officers to Board of Directors for 2013-2014**

Ms. Paterson made a motion to approve Philip Lodewick as President, Steve Bacon as Vice President, Steve Rogers as Secretary, and Mike Kirk as Treasurer. Bill Simpson seconded the motion. The motion was approved.

#### **6. Appointment of Committee Chairs and Members for 2013-2014**

Mr. Lodewick noted that some changes to Committee member appointments should be made to the initial list mailed to the Board. Carl D'Oleo Lundgren will be studying abroad next year so has resigned from the Board, and consequently, from the Membership Development Committee. Shamim Patwa will join the Membership Development Committee and the Advertising and Promotion Committee.

Mr. Simpson made a motion to approve the list of Partnership Committee Chairs and members sent to the Board, with the changes noted above, until the end of the Partnership's fiscal year on June 30, 2014. Ms. Paterson seconded the motion. The motion was approved.

#### **7. State of Connecticut Nondiscrimination Certification**

Ms. van Zelm said that the University of Connecticut, as a state agency, requires that the Partnership pass a resolution that its policies comply with the nondiscrimination policies of the State prior to releasing its share of the Partnership's operating costs.

Shamim Patwa made a motion to approve a resolution that the policies of the Mansfield Downtown Partnership comply with the nondiscrimination agreements and warranties of Connecticut General Statutes Section 4a-60 (a) (1) and Section 4a-60a (a) (1), as amended. Ms. Paterson seconded the motion. The motion was approved.

## 8. Executive Director Report

Ms. van Zelm said Storrs Center Alliance had withdrawn its application to the Planning and Zoning Commission to allow for a hotel use in Storrs Center. They plan to resubmit for the July 15 Commission meeting with more specifics on the use.

The staff team continues to work with Kent+Frost on the design of the town square and will discuss with the Board at its August 1 meeting.

Ms. van Zelm said that residents will start moving into the Oaks apartments on August 13. She said the commercial leasing is on-going and a few announcements should be forthcoming.

Ms. van Zelm said she received news earlier today that the Town received the \$500,000 grant it applied for last fall for further streetscape (lights, trees, signage, etc.) for Storrs Center. Tom Callahan asked that the Finance and Administration Committee be involved as staff works on the specific budget for this grant.

Steve Rogers asked Mr. Hultgren about the status of the sidewalk to Liberty Bank. Mr. Hultgren said the final plans have been submitted to the CT Department of Transportation after the Department asked that new guardrails be put in place. The goal is to go out to bid in the fall.

## 9. Adjourn

Chris Paulhus made a motion to adjourn. George Jones seconded the motion. The motion was approved. The meeting adjourned at 4:40 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Tuesday, February 12, 2013  
Mansfield Town Hall  
Conference Room C**

**5:30 PM**

**Minutes**

Members Present: Karla Fox (Chair), Martha Funderburk, Manny Haidous, Ralph Pemberton

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman, and Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 5:35 pm.

**2. Remarks from the Chair**

Ms. Fox had no remarks.

**3. Update on Parking in Storrs Center (Garage, Lot, on-street, signage) including Communications/Issues**

Ms. Fox asked how parking was going in general. Lon Hultgren said that tickets have not been issued by Central Parking for the last few days because of the snow. They will restart ticketing tomorrow or Thursday. He said the only real problem is people parking over the time limits. Mr. Hultgren said people are also parking in the temporary road where no parking is allowed. There are "no parking" signs up on the fence adjacent to the future Phase 1C side and signs were up on the other side adjacent to the town triangle but they are not visible now with the snow.

Manny Haidous arrived.

Cynthia van Zelm said the Partnership is working with LeylandAlliance to see if additional handicapped parking can be put in behind 1 and 9 Dog Lane. Mr. Hultgren said the Traffic Authority also looked at this issue and the narrowness of Dog Lane makes it difficult to put in handicapped spots that need a wider space.

Ms. Fox asked if people were parking in the garage. Mr. Hultgren said people are parking there but not as much at night. Martha Funderburk said that people can park in UConn lots at night but not overnight i.e., in the adjacent Buckley lot between 1 am and 5 am. They could be ticketed. She noted that this is a commuter lot. Ralph Pemberton said that people could probably park overnight in the high school lot.

Mr. Haidous asked if there is notification sent to the public to not park on the roads during storms. Mr. Hultgren said a winter parking ban is in effect and that notice was again emphasized in an e-mail that went out from the Town about the storm.

Mr. Haidous noted that more signage is needed to point people to where the garage is located. Mr. Hultgren and Ms. van Zelm agreed. Mr. Hultgren said the Town is looking into additional signage on the fencing near the temporary road. Ms. van Zelm said the Partnership and Leyland are working on a sign at the driveway near Husky Pizza to point people to the Dog Lane parking lot and Storrs Automotive. There will also be permanent signage at the actual entry to the Dog Lane lot regarding the 2 hour free parking. Mr. Hultgren said the Town is also working with the I-parq system (computerized ticketing system) to ensure that follow-up occurs when someone does not pay their ticket.

With respect to follow-up from the last meeting on notice of the availability of free parking, Ms. van Zelm said that UConn's Daily Digest to faculty and staff will go out on Feb. 14 with information about Storrs Center businesses and the location and availability of free parking at Storrs Center.

Mr. Haidous suggested that businesses include information about free parking when they do ads. Mr. van Zelm will mention at the next tenant meeting.

Mr. Hultgren said that the parking spaces on Storrs Road will be striped and signed in the spring.

#### **4. Approval of Minutes of December 14, 2011 and November 13, 2012**

Ms. Funderburk made a motion to approve the November 13, 2012 minutes. Mr. Pemberton seconded the motion. The motion was approved.

Mr. Pemberton made a motion to approve the December 14, 2011 minutes. Ms. Funderburk seconded the motion. The motion was approved.

#### **5. Update on Implementation of Cooperative Agreement (Constables, Ticketing)**

Ms. van Zelm said that designated employees of E.O. Smith High School, Storrs Commons, and Central Parking have been sworn in as constables. She said that Mr. Ilias Tomazos with the Center for Hellenic Studies does not want to enforce parking through the constable process in his lot at this time. Mr. Haidous indicated that he would like to be trained as a constable.

#### **6. Topics for next meetings**

Ms. Fox suggested reviewing Agenda Items 3. and 5. at the next meeting. The next meeting is April 9, 2013 at 5:30 pm.

#### **7. Public Comment**

There was no public comment.

Ms. Funderburk asked about the status of the letter from Steve Rogers of Subway that was in the Committee packet. He had expressed concern about having more short-term parking near the businesses at the west end of Dog Lane. Howard Kaufman said there is a plan being discussed to provide more short-term parking behind 1 Dog Lane. Discussions are on-going with UConn and the Daily Campus which has spaces near its building.

## 8. Adjourn

The meeting adjourned at 6:20 pm.

*Minutes taken by Cynthia van Zelm.*

Mansfield Community Playground Project  
Meeting Minutes

Date: 6/13, 2013

Present: Sara Anderson, Jenn Logsdon, Julia deLapp, Ellen Tulman, Kathleen Krider,  
Megan Huff, Heather Bunnell, Kelly Zimmerman, & Jean Johnson

Next Meeting: August 22, 2013 at 7 pm (location TBD)

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- I. May minutes approved
- II. Fun Run report
  - a. Cash brought in by events = \$4015.30 & "in kind" donations = \$647
  - b. There were 120 runners
- III. Fundraising update – \$215,000 has been raised towards our goal to date
- IV. New business
  - a. Jenn Logsdon has joined the committee and she will work with Kelly on Children's Committee
  - b. Sara has met with the Graduate Student Outreach program and this organization is interested in supporting playground project
  - c. Requests have been made to borrow sandwich boards
- V. Review of the year's events
  - a. Trick a Trunk – Will plan to do again. Consider providing coupons to a tile event.
  - b. Holiday Market – May not do again. Suggestion made to join other craft fairs with our tshirts, bags, etc
  - c. Restaurant fundraisers (Papa Gino's, Mooyah, etc) – Will continue to do. Will link providing flyers to these at other events.
  - d. Eggstravaganza – Will do again. Suggestions to have children register and to have stories read while children wait for their hunts. Kathleen asked that we not conflict with Week of Young Child.
  - e. Take Note! Cannot do again for another year. Lesson learned is to have clear back up plans & way to get info out in case of inclement weather
  - f. Fun Run – Will do again. Next year - organize to have people cheering & taking photos at finish line. Recognize all children again.
- VI. Upcoming events
  - a. Peachwave – fundraiser on the last day of school
  - b. Lemonade stand – We will have lemonade & bake sale at all 3 July concerts (7/11 – Ellen & Julia, 7/18 – Jean & Kelly, &/25 – Heather, Megan, & Kelly). Kelly will help to organize food.
  - c. Arts Event at Fenton River Gallery. Melissa Shippee has agreed to organize this event. She will be assisted by Jill Coughlin & Mark LaPlaca.

- d. Festival on the Green – September 22, 2013. Ellen will organize people, Heather to organize activities, & Kelly to make contact re: parade & organize children.
- e. Donor Dinner in September.

Minutes prepared & respectfully submitted by Ellen Tulman on 6/13/13

**MANSFIELD DOWNTOWN PARTNERSHIP  
ADVERTISING AND PROMOTION COMMITTEE**

Meeting

Festival on the Green Subcommittee

Monday, August 19, 2013

5:00 pm

Minutes

**Present:** Betsy Paterson, Tom Birkenholz, Kim Bova, Janine Callahan, Barry Schreier, Rick Brosseau, Millie Brosseau

**Staff:** Cynthia van Zelm, Kathleen Paterson, Sarah Delia

**1. Call to order**

Chair Betsy Paterson called the meeting to order at 5:03 pm.

**2. Public comment**

There was no public comment.

**3. Approve minutes of July 15, 2013**

Barry Schreier made a motion to approve the minutes of August 5, 2013.

Rick Brosseau seconded the motion.

The Minutes were approved unanimously.

**4. Update on committee tasks**

Activities: Kathleen Paterson reported there are 35 approved activity booths. There are a few others who have verbally confirmed.

Ms. K. Paterson said that John Walker is confirmed for an activity booth.

Ms. K. Paterson said Ilze Taylor is still working on the bags, they should be ordered next week.

Advertising: Ms. K. Paterson said that the website has been updated with the current sponsors. She has also updated the Parking page. The Festival flyers have come in and will be distributed at the end of the meeting.

Cynthia van Zelm said that she will not be doing Brenda Sullivan television show on Charter, but will appear on Bruce John's show on Charter.

Art: Ms. K. Paterson said there are 20 art submissions and 78 pieces as of August 19; there may be a few more on the way. There are a few less than in previous years, many artists did one or two pieces instead of four. The selection committee will review the pieces next week.

Low-waste.Event: There are no further updates at this time.

Food: Ms. K. Paterson said there are 5 restaurants currently signed up as food vendors; a few from last year are not doing it this year and one restaurant said the application is in the mail.

Music: Ms. K. Paterson said there are two groups of musicians booked for the Festival, Black Prairie and the Kidsville Kuckoo Revue. There were no other updates for music.

Parade: Arthur Stearns and the Stearns family have agreed to be the Grand Marshals for the Parade. There will probably be several family members involved. Ms. K. Paterson will send a letter to Mr. Stearns. Ms. K. Paterson will see if they will march in the parade or drive a vehicle. Tom Birkenholz will need a blurb about the family for the MC and for the Mayor at the stage.

George Thompson has confirmed his late model Fire Truck in the parade, unless it rains.

Mansfield Academy of Dance has said it will march, Mr. Birkenholz will confirm with them.

Democratic and Republican officials will confirm their appearance in the parade, two weeks from the event. Ms. B. Paterson said she will ask the Town Council members to march in the parade. Ms. B. Paterson will talk to President Herbst and will ask if she will march in the parade.

Ms. K. Paterson will email April Holinko about whether the Republican Town Committee and candidates are participating.

State Police and UConn Police are scheduled to patrol the parade route. Mr. Schreier will contact the UConn Police Chief and will copy Sergeant Cournoyer.

Mr. Birkenholz asked about the Husky dogs, both the live animal and the costumed mascot. Ms. K. Paterson hasn't yet heard from them. The university starts classes next week so this information should be forthcoming shortly.

The UConn basketball teams have been confirmed for autographs, but not for the parade. Ms. K. Paterson will follow up with Athletics.

Mr. Schreier will contact the Cultural Centers.

Discussion ensued about the Villari's and how to handle parents dropping off their children for the parade. A suggestion was made to have parents drop their children at the Villari's business and then have the group walk over to the parade starting point. Mr. Schreier or Mr. Birkenholz will call Ken Caputo of Villari's with this suggestion. *(Done)*

Ms. K. Paterson will call Marvin McNeil about the parking situation and the UConn marching band to remind them that there is no parking at the Post Office. *(Done)*

Mr. Schreier will contact the UConn ROTC about the Color Guard marching in the parade. Mr. Birkenholz will contact Chris Paulhus about a small contingent of veterans to march in the parade.

Access Agency, which has an office in Willimantic and serves Tolland residents, requested an activity booth to hand out information. After discussion it was decided that other non-Mansfield residents were told they could not have a booth, and to be consistent, they will be told no as well. The policy will be reviewed for next year.

Mr. Schreier reported that the parade route was surveyed and the parade should proceed down the Town Hall side of the road. A large group, such as the UConn marching band, could proceed down both sides of the road. **A parade wrangler should be stationed to direct traffic at the median and an additional volunteer should be stationed at the EO Smith boundary.**

**It was mentioned that the Athletic Field needs to be unlocked Sunday morning. Ms. Van Zelm will check with Ralph Pemberton about bathrooms at Farrell Fields.**

Set-up: Ms. K. Paterson has not yet come up with an alternate rain plan. She will be working with Kristin Schwab on a plan.

Sponsors: Ms. van Zelm said that there are no new sponsors from the last report. When all the money is received, we will be at the budgeted amount of \$15,000.

Volunteers: Ms. K. Paterson is starting to recruit volunteers. She handed out the volunteer needs list, **Ms. van Zelm asked members to email any changes to Ms. K. Paterson by Thursday.**

#### **5. Master Event List**

Ms. K. Paterson handed out the Master Event List and the members reviewed the list.

#### **6. Celebrate Mansfield Weekend**

The budget for music on Friday is available; performers still need to be booked.

StoDoArts is still working on a movie for Friday night, but no progress has been made for the venue as of yet.

Joshua's Trust will do a walk on Saturday, still not sure what time.

#### **7. Adjourn**

The meeting adjourned at 6:02 pm. Members were reminded that flyer distribution would take place directly after adjournment.

*Minutes prepared by Sarah Delia*

August 8, 2013

To: Mansfield Town Council Members & Town Staff

From: Ken Rawn

17 Codfish Falls Rd., Storrs

I am a member of both the 4 Corners Water and Sewer Advisory Committee and the Mansfield Planning and Zoning Commission. I have read both the Record of Decision concerning water supply and the Governance Memorandum prepared for the Mansfield Town Council.

I believe that the conclusions of the town's counsel are essentially correct with regard to the Town of Mansfield's ability to control growth in Mansfield through the use of its Plan of Conservation and Development and its zoning and land use regulatory powers. I think that the various boards and commissions who exercise oversight in the area of land use have demonstrated in the past that they have an active thoughtful interest in protecting the Town of Mansfield from sprawl and unplanned growth. My concern is not whether the town can effectively use its authority to protect its land and water but whether the State of Connecticut and the University of Connecticut share a common value in that regard for the Town of Mansfield. The need for additional water in Mansfield is to meet, primarily, the needs of UConn. This additional need has been brought about by the State of Connecticut's government viewing UConn as an engine of future economic growth for the state. Statements made by Governor Malloy and UConn President Herbst through the last 7 months bear this out. UConn's NextGen Plan calls for an additional 5000 undergraduate students to live in Storrs. Faculty and support staff numbers will increase to meet the demands of educating the additional 5000 students. Mansfield residents know that an additional 5000 students, faculty and staff need to be fed, housed and cared for safely. Additional vehicle traffic on routes 195 and 44 will result to ensure that needs of these new residents are met. The new Technology Park planned for North Hillside Rd. at full build out would result in some 900,000 sq ft. of "space". The Park's development could result in, depending whose numbers you use, 1000 to 2000 additional jobs in Storrs. The EIE refers to the many of these population changes, people and vehicles, as "manageable secondary growth changes". These may be secondary changes if you live in Glastonbury, I don't think Mansfield residents will experience them as "secondary".

If we are to agree to have water brought to Mansfield. I'm asking the Town Council and the residents of Mansfield to demand that the State of Connecticut furl the sails on the Flagship. Scale back the number of students and staff and fully fund student housing for the campus. Fully fund the PILOT grants. Place more restrictions on student auto use. Make provision for busing from commuter lots in Tolland and Windham. Use incentives and disincentives to restrict the flow of vehicles into Mansfield. Perhaps a 10- 15-minute interval bus service between commuter lots and the campus. As for the Tech Park let's consider using land and buildings that are not being used or under used in areas within 30 minutes of the Storrs Campus where existing infrastructure can support the goals of these businesses. Windham, East Hartford, Manchester and Vernon west and south of Mansfield all have land and buildings that might suit, as do Danielson and Putnam to the East.

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## CITY OF NORWICH

CONNECTICUT

Mayor's Office

City Manager's Office

August 6, 2013

James E. Redecker, Commissioner  
Connecticut Department of Transportation  
P.O. Box 317546  
2800 Berlin Turnpike  
Newington, Connecticut 06131-7546

Re: Central Corridor Passenger Rail Coalition

Dear Commissioner Redecker:

The Central Corridor Passenger Rail Coalition is a group of communities and institutions organized for the purpose of returning passenger rail service from New London north through Norwich, Windham and Mansfield and extending further north to Palmer, Massachusetts and then to Brattleboro, Vermont. As a member of the group, Norwich has long advocated that this important transportation asset be developed in order to enhance economic opportunities in an environmentally sustainable fashion. Clearly, our citizens view passenger rail service as important to Norwich's long term community goals.

With its proximity to State tourism anchors such as the two casinos, the shoreline and the Last Green Valley, Norwich is situated well in the region for future expansion in tourism and manufacturing. The Intermodal Transportation Center which opened in June of 2012 is ideally situated for connection to rail service along the New England Central line. The Center was built as a regional facility for intermodal transportation. Phase II of this project calls for a platform to connect the line for passenger service.

We are the largest, fastest growing municipality in the region and the Central Corridor Rail Coalition efforts to bolster enhancement of freight rail and restoration of the passenger rail service ties in perfectly with Norwich's focused efforts to revitalize the business park and downtown area. Our City has a history and legacy of being a home to progressive businesses and manufacturing. This project furthers our City's "Green City" strategy and helps to lower our carbon footprint while bringing greater cost effective and efficient transportation to Norwich and Southeastern Connecticut.

The State's Rail initiative along the Hartford-New London line make it even more important that Eastern CT is included in the State wide effort to tie together key anchors that promote tourism and economic development in the entire region.

Recently, the Massachusetts Department of Transportation initiated the Inland Feasibility Study to be conducted by HDR, Inc. of Boston. This study will include the feasibility and cost to return passenger rail service from Worcester to Springfield and further west, north from Palmer to Amherst, Massachusetts and south from Palmer, Massachusetts to Mansfield, Connecticut. The Inland Study will take 27 months to complete. Portions of the study proposal are presently before the Federal Railroad Administration awaiting its consideration and approval.

The Massachusetts Department of Transportation Inland Study affords the Connecticut Department of Transportation the opportunity to collaborate with a similar study to assess the feasibility and cost to return passenger rail service from Mansfield south to New London. Utilizing the model successfully deployed for the

100 Broadway, Norwich, Connecticut 06360

Knowledge Corridor, the passenger rail route from Brattleboro, Vermont to New Haven, the Connecticut Department of Transportation and Massachusetts Department of Transportation should craft and execute an agreement to participate in a complete passenger rail study from Palmer, Massachusetts to New London, Connecticut. That study and its results will be the foundation to return passenger rail service to the citizens of eastern Connecticut and central Massachusetts. Such an approach is consistent with the stated mission of the Connecticut Department of Transportation to *"improve the quality of life and promote economic vitality for the State and the region"*

We are available to discuss this exciting opportunity with you at your earliest convenience and hope to hear from you soon

Sincerely,

  
Peter Albert Nyström  
Mayor

  
Alan H. Bergren  
City Manager

C: Governor Dannel P. Malloy  
Congressman Joseph Courtney  
Senator Cathy Osten  
Chief Lynn Malerba, Mohegan Tribe  
Chairman Bruce "Two Dogs" Bozsum, Mohegan Tribal Council  
Chairman Rodney Butler, Mashantucket Tribal Council  
Representative Kevin Ryan  
Representative Emmett Riley  
Representative Brian Sear  
James Butler, SECCOG Executive Director  
Paul Formica, SECCOG Chairman  
Robert Mills, NCDC President  
Greater Norwich Area Chamber of Commerce  
Eastern Connecticut Chamber of Commerce  
Richard Shuck, First Selectman, Stafford, CT  
Daryl Justin Finizio, Mayor, New London, CT  
Central Rail Corridor Coalition MOU Signatories:  
Matthew Hart, Town Manager, Mansfield, CT  
John Musante, Town Manager, Amherst, MA  
Ernest Eldridge, Mayor, Windham, CT  
Charles Blanchard, Town Manager, Palmer, MA  
Barbara Sondag, Town Manager, Brattleboro, VT  
Mark Paquette, Executive Director, Windham Region COG  
Chris Company, Executive Director, Windham Regional Commission



CITY OF NORWICH  
CONNECTICUT

THIS IS TO CERTIFY that the following is a true and attested copy of a resolution adopted by the Council of the City of Norwich at a meeting held on August 5, 2013, and that the same has not been amended or rescinded:

WHEREAS, at a meeting held in Mansfield, CT at the Mansfield Town Hall on Friday, July 26, 2013, municipal officials from communities in Connecticut along the New England Central Rail Line (NECR), met with municipal and planning representatives from Massachusetts and a representative of the NECR parent company, Genesee and Wyoming Railroad; and

WHEREAS, the Connecticut officials were informed of a Massachusetts State Transportation initiative to fund and study passenger rail service north from Palmer, MA to Amherst, MA and south from Palmer, MA to Storrs, Connecticut; and

WHEREAS, the Massachusetts officials advocated for the Connecticut Department of Transportation to complete a coordinated passenger rail study for the portion of the New England Central Corridor from Storrs, Connecticut to New London, Connecticut; and

WHEREAS, the Massachusetts officials advocated that a formal relationship between Mass DOT and Conn DOT be created to establish a coordinated and collaborative approach to the New England Central Corridor rail study.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Norwich, that City Manager, Alan H. Bergren, be and hereby is, authorized and directed to advocate and communicate the City of Norwich's support of this initiative to our State Legislators, Regional Council of Government leaders and the State of CT Department of Transportation.

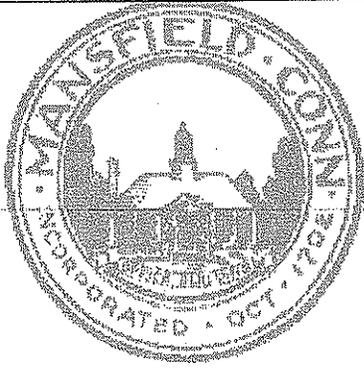
Dated at Norwich, Connecticut this 7th day of August 2013.

ATTEST:

*Betsy M. Barrett*

Betsy M. Barrett  
City Clerk

**PAGE  
BREAK**



# THE MANSFIELD MINUTE

SEPTEMBER 2013

[www.mansfieldct.org](http://www.mansfieldct.org)

## Celebrate Mansfield Weekend!

Join your neighbors and  
friends in celebrating the  
best of Mansfield!

Friday, Sept. 20

- \* 11AM: Grand Opening of Storrs Center
- \* 1 – 7 PM: Music in the Street
- \* 6.30 – 9.30 PM: Family Fun Night at the Community Center
- \* 7.30 PM: Friday Night Movie: *Grease* at von der Mehden Recital Hall.

Saturday, Sept. 21

- \* 1 PM: Guided Walk of Moss Sanctuary — Meet at Community Center.
- \* TBA: Guided Walk of Whetten Woods — Meet at 62 Dog Lane.
- \* 3 – 6 PM: Music at the Market by Storrs Farmers Market at Town Hall.
- \* 8 PM: Puppet Slam by Ballard Institute and Museum of Puppetry — UConn Studio Theatre.

Sunday, Sept. 22

- \* Celebrate Mansfield Parade at Noon.
- \* 10th Annual Festival on the Green, 12-4 PM at EO Smith High School.

## Why is the Town looking for water?

As home to the Mansfield Hollow Reservoir, it may be surprising to some that the Town would be looking for a new source of potable drinking water. For decades, Windham Water Works has supplied public water to properties in southern Mansfield and UCONN has functioned as the public water supply system for the Storrs area, providing water to both on and off-campus users from their Willimantic and Fenton River wellfields.

However, the water production from University wells has been fully committed for several years, meaning that initiatives such as revitalization of the Four Corners area and development of an assisted living facility have been put on hold until another source of water could be found.

The need for a public water supply in Four Corners was identified by the Town's Four Corners Sewer Study Advisory Committee in 2009 as it worked on outreach and economic development issues related to the proposed sewer project; the Council subsequently expanded their charge and changed the name to the Four Corners Sewer and Water Advisory Committee. A combined Four Corners sewer and water project would address long-standing wastewater disposal and soil contamination issues in the area and provide the necessary infrastructure to support redevelopment of this blighted area. While design of the sewer system has been ongoing, the plan has been for construction of both the sewer and water systems to be done concurrently to minimize impacts on properties and traffic.

### Where will the water come from?

In 2010, the Town sponsored a study to identify water demands for Four Corners in the coming 20 years as well as potential sources. Shortly after the completion of that study in 2011, UCONN was awarded funding from the state legislature for the first phase of a new technology park, including several million for infrastructure. Given the expense of trying to develop a new water supply independently of the University, the Town opted to collaborate with UCONN to identify a new supply of water to meet both university and town needs.

The resulting Water Supply Environmental Impact Evaluation (EIE) studied several different options for supplying additional water to the University and Mansfield, including connections with existing water systems (Connecticut Water Company in Tolland, Windham Water Works in Mansfield, and the Metropolitan District Commission in East Hartford) and new groundwater wells in Mansfield. The initial draft of the EIE eliminated the groundwater sources from consideration and focused on the three interconnection options.

(Continued on page 2)

*Water...continued from page 1...*

After receiving extensive public comment on the draft EIE and conducting additional research on the financial and land use impacts of the three interconnection options, UCONN endorsed the Connecticut Water Company as the preferred alternative for providing a new source of water to the University and the Town, with Windham Water Works as a back-up option. The Connecticut Water proposal includes the following key components:

- Connecticut Water would finance and construct a new water main connecting their existing system in Tolland to the University's water system.
- Off-campus properties that are currently served by the University's water system would become Connecticut Water customers. The rate structure for current customers would be maintained; future increases would occur when other Connecticut Water rates are adjusted.
- New customers would be subject to standard Connecticut Water rates.
- The Connecticut Public Utilities Regulatory Authority (PURA) would control any

- future changes in water rates.
- An Advisory Committee would be established to provide input on system operations, expansion and customer service.

***What areas of town will be served?***

As noted above, all existing University customers would become customers of Connecticut Water Company. It is anticipated that properties in the Four Corners water and sewer service area would also be connected into the new water system at the same time the main pipeline is constructed. Other properties in the vicinity of the existing water system may be connected over time through future extensions of the system.

One of the main concerns voiced by residents with regard to the proposed water project is the potential for undesired growth in rural areas, both in areas that are traversed by the proposed pipeline as well as future expansions of the water system. The Planning and Zoning Commission is working with Town staff and consultants through the Mansfield Tomorrow project to develop policies and zoning regulations to manage development, including restrictions on service connections where appropriate.

***How much will the water project cost?***

Construction of the water main connecting the Connecticut Water system and the University system would be financed by

Connecticut Water. The Town will be requesting that Connecticut Water also finance and construct as much of the distribution system to serve the Four Corners area as possible. If we are unsuccessful in those negotiations, the Town would need to finance at least some of that construction. While some of these costs would be off-set through property assessments in Four Corners, it is possible that the Town would also need to issue general obligation bonds for the remainder of the cost. The estimated cost for design and construction of the Four Corners water system is \$3 million, of which approximately \$1 million could potentially be collected from property owners in water benefit-assessments.

***When will water be available to Four Corners?***

Before construction can begin, Connecticut Water will need to design the transmission main and obtain environmental permits from the Department of Energy and Environmental Protection (DEEP) for the proposed diversion of water. The length of this process is unknown at this time. Based on estimates developed as part of the EIE process, the earliest we anticipate water being available to Four Corners is sometime between 2015 and 2017.

***What happens next?***

The University's Record of Decision for the EIE has been sent to the Connecticut Office of Policy and Management (OPM) for review and acceptance. While that review is ongoing, UCONN plans to initiate negotiations with

*(Continued on page 3)*

<b>Town Hall Hours:</b>	
<i>Monday</i>	8:15-4:30
<i>Tuesday</i>	8:15-4:30
<i>Wednesday</i>	8:15-4:30
<i>Thursday</i>	8:15-6:30
<i>Friday</i>	8-12

Water...

Connecticut Water to keep the process moving forward.

To ensure that the Town's interests are represented as part of any negotiations, the Town Council has asked several Town Commissions and Advisory Committees to identify concerns and issues that should be addressed in an agreement with Connecticut Water. Feedback from these committees will be used by staff and the town's legal counsel for water issues to prepare a list of key terms for a legal agreement between the Town and Connecticut Water. These terms will be reviewed by the Town Council at their meeting on October 14th.

#### **How can I get involved?**

Questions or comments related to this project should be sent to the attention of the Town Manager (TownMngr@mansfieldct.org). All comments received will be forwarded to the Town Council. Public comments are also welcomed at all Town Council meetings; visit [www.mansfieldct.gov](http://www.mansfieldct.gov) for upcoming meeting schedules.

### **It's Two Major Awards!**

The *Certificate of Achievement for Excellence in Financial Reporting* has been awarded to the



Town by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). This is the highest form of recognition in the area of

governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An *Award of Financial Reporting Achievement* has been awarded to **Cheryl A. Trahan, Director of Finance** as the person primarily responsible for preparing the award winning CAFR, which demonstrates a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate people to read the CAFR. Well done! A tip of the hat to our fantastic Finance Department.

### **Parking on Storrs Road**

New parking options are now available on Storrs Road:

- Free two hour, on-street parking is available on Storrs Road.
- On-street parking is also available in front of Nine Dog Lane. Parking in this area is free but limited to 30 minutes.
- The Dog Lane parking lot behind Nine Dog Lane is free and limited to two hours.

## **It's a Week-Long Party! Celebrating National Senior Center Month**

Come to the Senior Center during the week of Sept. 3rd to 6th. We have plenty of special events planned for you. Just for fun, each day is a different theme. So, start getting those outfits together!



**Tues., Sept 3: Hawaiian Day**

**Wed., Sept. 4: Funny Hat Day**

- Computer Lab Show & Tell at 10 AM
- MSC Health & Services Expo at 2:30 PM.

**Thurs., Sept. 5: Dress & Talk Like a Pirate Day**  
*Arrr, Arrr Matey!*

*Come t' party or walk t' plank, scurvy dog!*

**Fri., Sept. 6: Hippie Day**

*Don't trust anybody under 30.*

- Computer Lab iPhone Discussion at 10 AM.
- Wonderful entertainment by the one and only Bruce John at 1 PM.
- Ice Cream Social at 2 PM.

Most classes are free this week. Check out the senior center calendar, or stop in to find out more.

We'll see you each and every day for fun in the sun at the Mansfield Senior Center Celebration Week!

### **Mansfield Recycling Review**



Save money by recycling more. The less trash you produce, the less you have to pay to get rid of it.

#### **You can Recycle:**

- Paper: Newspaper, magazines, junk mail, school papers, window envelopes, catalogs, paperbacks, hardcover books, office paper, packing material, shredded paper contained in paper bags or cardboard boxes.
- Cardboard: Corrugated cardboard (with a wavy inner layer) and unwaxed paperboard like cereal boxes, paper towel rolls, beer boxes, paper egg cartons, cracker boxes.
- Aluminum, Tin, Steel and Bi-Metal Cans: Rinsed out food & beverage cans, pet food cans, clean aluminum food trays & foil, empty aerosol and paint cans.
- Glass Food and Beverage Bottles and Jars: Rinsed out glass containers such as spaghetti sauce jars, pickle jars, wine bottles.

If you would like more information, go to [www.mansfieldct.org/trash](http://www.mansfieldct.org/trash).

# Fall happenings in Mansfield!



## Parks and Recreation

### Family Fun Night

Friday, Sept. 20, 6:30—9:30 PM  
at the Community Center.

There are giant inflatables, ping pong, tot toys, puzzles, open gym, poolside basketball and more!

No registration is required.



### Pirate Party!

Saturday, Sept 28, 2—7 PM  
Make a craft, play a game, and maybe even watch pirate movie. Wear a costume if you'd like.

A pizza dinner is served.

For kids in grades K-4.

### Star Party

Friday, Sept 27, 7—9 PM

What can be seen in the late summer night sky? Dr. Cynthia Peterson will lead us in an evening of stargazing and exploration. We will begin at UConn's Planetarium, and then walk to the UConn Observatory to point out objects in the summer Milky Way. Dress warmly.

Sponsored by Friends of Mansfield Parks. (FOMP)

## Mansfield Public Library

### Toddler Time

Fridays at 10:30 AM  
September 6, 13, & 20

### Family Story Time

Saturdays at 10:30 AM  
September 7, 14 & 21

### Affordable Care Act

Tuesday Sept. 24, 6:30 PM

What does the Affordable Care Act mean for you? A person from the CT Healthcare Advocate's Office will be here to help you make informed decisions.

### Friends Book Sale

Sat., Sept. 28, 9AM—4PM

Sun., Sept. 29, 9AM—3PM

Large selection of books, dvds, audiobooks, and more!

\*the library will be closed during the sale.

### Reel to Real

Monday, Sept. 30 1—3:30 PM

Join us for an intriguing series of award winning films based on the theme of

*Masks, Myths and Metaphors.*

## Mansfield Senior Center

### September is

**National Senior Center Month.**  
Learn about some great activities we've got planned — more information inside this newsletter!

### Van Trips

Be sure to sign up with the receptionist for these fun getaways with our new Senior Center van!

### Tuesday, Sept. 10th

We'll be off to visit Westfarms Mall and Trader Joes.

### Wednesday, Sept. 18th

It's Connecticut Day at the Big E in Springfield, MA.

### Tuesday, Sept. 24th

Take a ride for lunch at the *Uncommon Kitchen*, Windham Tech Culinary Dept.

*Don't forget about our monthly BIG Y run the first Wednesday of the month.*



### Live Music in Storrs Center

Wednesday, Sept 4, 5—7 PM

Gideon Ampeire



festival on the  
**green**

MANSFIELD DOWNTOWN PARTNERSHIP

Town of Mansfield, Connecticut  
Audrey P. Beck Municipal Building  
4 South Eagleville Road, Mansfield, CT 06268  
mansfieldct.gov 860.429.3336



The *Festival on the Green* is a low-waste event.  
Help us "Keep it Green!"

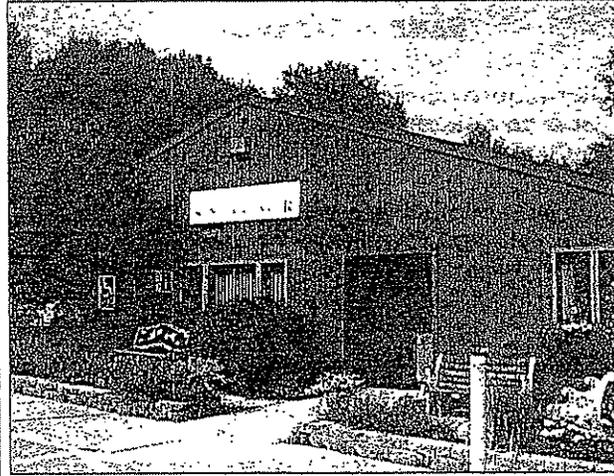


The Senior Center has a computer that any visitor may use. It has access to the Internet.

-129-  
Anyone can bring their own laptop to the Senior Center for free access to the Internet.

To learn about our current courses read Sparks, the monthly Mansfield Senior Center publication, or check Horizons.

If you are interested in joining the Computer Committee, come to a monthly meeting at the Senior Center on the first Tuesday of the month at 2:30pm. You can ask questions, suggest a course, teach or design a course, help students, help us...



**Mansfield Senior Center** is located just south of the University of Connecticut at **303 Maple Road** off of South Eagleville Road.

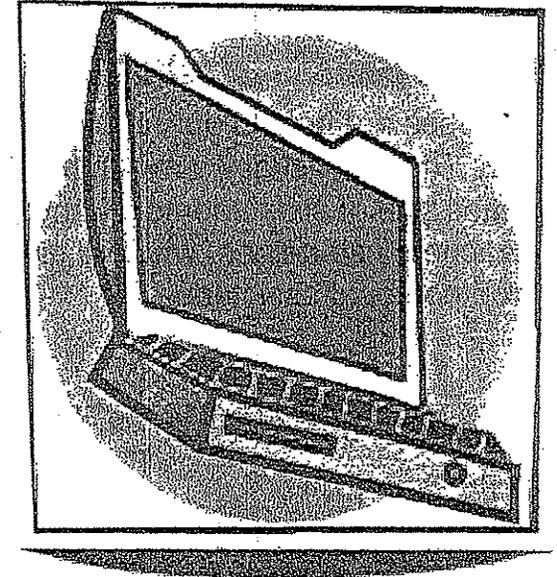
Call the Senior Center at **860-429-0262** for directions.

To leave a message for the Computer Committee press 7.

# MANSFIELD SENIOR CENTER

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## COMPUTER CLASSES



✿ JOIN US! ✿

We have been teaching computer courses in the Mansfield Senior Center computer lab for over 10 years. The lab is equipped with new Toshiba laptops, printers and scanners. Most classes are only ten dollars!!

## SAMPLE CLASSES

**INTRODUCTION TO COMPUTERS: LEARN HOW TO USE THE COMPUTER. INTERNET & EMAIL.**

**WORD PROCESSING: COMPOSE A DOCUMENT. LEARN HOW TO EDIT AND SAVE IT.**

**DIGITAL PHOTO PROCESSING: LEARN WHAT YOU CAN DO WITH A DIGITAL CAMERA,**

**INTERNET WORKSHOP: LEARN HOW TO USE THE INTERNET TO FIND INFORMATION AND COMMUNICATE WITH OTHERS.**

**GENEALOGY ON THE WEB: FINDING YOUR FAMILY IS GETTING EASIER**

**PROTECTING YOU COMPUTER: A COMPUTER CAN BE DAMAGED BY A VIRUS, HACKER OR SPYWARE.**

**COME IN FOR FREE PERSONAL PC HELP ON MONDAY MORNINGS**

**POWERPOINT: MAKE YOUR OWN PRESENTATIONS FOR FUN OR PROFIT.**

**EXCEL: SET UP A SPREADSHEET FOR TO SOLVE YOUR PERSONAL NEEDS.**

**ONE DAY TALKS & CLASSES. KEEP AN EYE OUT FOR THEM. THEY ARE FREE!**

## What can I do with a computer?

Write a family history, and store, edit and save it for posterity.

Design and write a newsletter.

Keep records for a favorite hobby.

Make greeting cards

Manage family finances

"Chat" online with your friends

Get stock quotes

Surf the Internet

Send E-mail to friends and family. Some groups communicate only by e-mail. Join 'eml

Receive and send pictures

Socialize with new friends

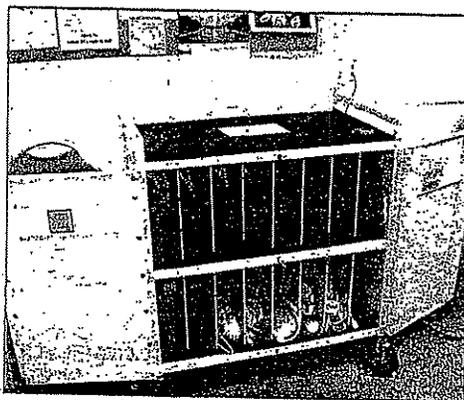
Edit your digital pictures

Shop, compare prices and save money using the Internet

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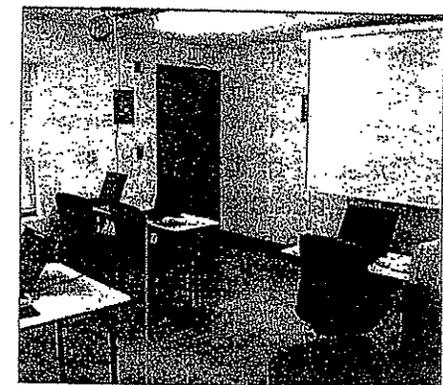


Classes are held in our renovated lab. There is usually a maximum class size of six students. Many teachers use helpers who will give you personal assistance.



We now have a new batch of Toshiba laptops with Windows 7 for our current classes.

Come to the Senior Center to enroll.



### *Intro To Facebook*

By Dan Gebben

Two hour seminar

Dates: October 3 Thursday

Time: 10am to 12 noon

Fee: FREE

Location: Computer Lab at the Senior Center

If you're brand new to Facebook and it all sounds like a lot to take on, don't fear: It's actually very easy to set up and maintain your very own page. The only thing you'll need in addition to a birthday, a name and a gender is an e-mail address. Joining Facebook is free, simple and worthwhile — it's a great way to keep in touch with friends and family, meet new people, and express yourself. This Facebook class is by no means complete, but you will learn some of the basics for the less than savvy social networker. We will explore the following topics, Page layout, posting messages, uploading photos, commenting, finding friends, security and privacy. Come join us for a fun and informative discussion:

### *Me and my iPad*

By Dan Gebben

Two hour seminar

Dates: October 30 Wednesday

Time: 10am to 12 noon

Fee: FREE

Location: Computer Lab at the Senior Center

This is a two hour seminar explaining the use and versatility of the Apple iPad. The following areas will be presented: installing games and programs, WiFi connection, Remove programs, touch screen navigation, photography, music play, video streaming and what to do when things go wrong. The class is open to anyone with or without an iPad.

### *Intro to the Computer*

By Dan Gebben

Five days (Two sessions to choose from)

Dates: Sept 17, 19, 24, 26 and Oct 1 (Tuesday and Thursday)

Dates: October 8, 10, 15, 17 and 22. (Tuesday and Thursday)

Times: 10am to 12 noon

Sign up at the front desk; each session limited to 7 students.

Fee: \$10.00

Location: Meets in the Computer Lab at the Senior Center

Intro to Computers: For beginners or those seeking more knowledgeable use of the computer. You will learn the basics of keyboard and mouse control. Then we cover the storage system, folder creation, touch on word processing, delve into the internet, tackle e-mail and explore other forms of communication that the personal computer has to offer. Along the way, you will learn how to personalize the computer and protect it from the internet's bad stuff. The class ends with an exercise in turning the computer into a master music machine for your enjoyment. This class meets for five sessions, two hours each and utilizes the Windows 7 platform.

### *The Digital Camera*

By Dan Gebben

Two day seminar

Dates: October 23 and 25 (Wednesday and Friday)

Time: 10am to 12 noon

Class size limited to 7 students; sign up at the front desk.

Fee: \$10.00

Location: Computer Lab at the Senior Center

This seminar will cover the basic functions of the camera (what all those buttons do) and how to take a good photo. Then we will explore methods of importing photos into the computer. The final section will cover photo organization, processing with Picasa and sharing your masterpieces. This is a hands on class, so bring your camera. Any level of expertise is encouraged to attend.

### *Email:*

By Dan Gebben

Date: October 16 Wednesday

Time: 10am to 12 noon

Fee: FREE

Location: Computer Lab at the Senior Center

This seminar will cover the following topics: reading an email address, creating mailboxes, how to setup email contacts, how email is sent and received and understanding the various email folders. Other options like emoticons, replying and forwarding emails, email attachments, email etiquette, junk mail and privacy in emails will be explained. This free class is for people who already have an email account. If you need an email account, please come to the community center on any Monday and see Dan.

# APPLICATION REFERRAL

## Mansfield Planning and Zoning Commission

- TO:
- Public Works Dept. (c/o Asst. Town Engineer)
  - Health Officer (c/o R. Miller, EHHD)
  - Design Review Panel
  - Committee on Needs of Persons with Disabilities
  - Fire Marshal
  - Traffic Authority
  - Recreation Advisory Committee
  - Open Space Preservation Committee
  - Parks Advisory Committee
  - Town Council
  - Conservation Commission
  - Agricultural Committee
  - Sustainability Committee
  - Economic Development Commission
  - Town University Relations Committee
  - Police (c/o Resident Trooper)
  - Town Attorney

The Planning and Zoning Commission proposes revisions to the Pleasant Valley Resident/Agriculture (PVRA) and Pleasant Valley Commercial/Agriculture (PVCA) Regulations and will present this at a Public Hearing on 10/7/13. Please review the material and reply with any comments to the Planning Office before 10/1/13. For more information, please contact the Planning Office at 429-3330.

### APPLICATION INFORMATION

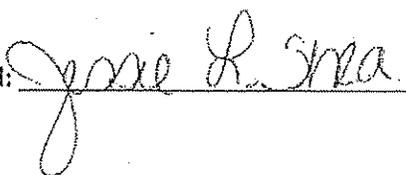
**Applicant:** Town of Mansfield Planning and Zoning Commission

**Location:** Pleasant Valley Road Area

**Zone Classification:** Pleasant Valley Residence/Agriculture (PVRA)  
Pleasant Valley Commercial/Agriculture (PVCA)

### Other Pertinent Information:

- o This is a Planning and Zoning Commission proposed revision to reduce the maximum amount of prime agricultural soils/active farmland to be preserved for agricultural use from 40% to 35%.

Signed: 

Date: 8-21-13

## August 19, 2013 Draft

### Proposed Revisions to Mansfield's Zoning Map and Zoning Regulations

(New provisions are underlined or otherwise indicated)

(Deletions are stricken through or otherwise indicated)

Amend the first sentence of Article X, Section A.9.b to read as follows:

Pursuant to the Plan of Conservation and Development recommendations, the Commission shall have the authority to require up to ~~forty (40)~~thirty-five (35) percent of the prime agricultural acreage on a subject property to be permanently preserved for agricultural use.

Amend the first sentence of Article X, Section A.10.f to read as follows:

Pursuant to the Plan of Conservation and Development recommendations, the Commission shall have the authority to require up to ~~forty (40)~~thirty-five (35) percent of the prime agricultural acreage on a subject property to be permanently preserved for agricultural use.

# VNAEast

Item #14

34 LEDGEBROOK DRIVE, MANSFIELD CENTER, CT 06250  
PH: 860-456-7288 FAX: 860-456-4267

## SEPTEMBER 2013 HEALTH SCREENINGS AND CLINICS

### Blood Pressure Screenings

---

Wed	Sept	4	Mansfield Sr. Center	11:30 am – 12:00 pm
Wed	Sept	13	Andover Sr. Center	11:15 am – 11:45 am
Mon	Sept	16	Lebanon Sr. Center	11:00 am – 11:30 am
Mon	Sept	16	Marlborough Sr. Center	2:00 pm – 2:30 pm
Fri	Sept	20	Columbia Sr. Center	12:30 pm – 1:30 pm

### Adult Health Screenings

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*Includes blood pressure, cholesterol, blood glucose, earwax, and foot care. Blood pressure screening is free; other services have a nominal charge. Call (860) 456-7288 for appointments, costs, and information on other services. Clinics will be held at the following locations:*

Mon	Sept	23	Windham Senior Center	8:30 am – 12:30 am
Mon	Sept	23	Willington Sr. Center	1:00 pm – 3:00 pm
Wed	Sept	25	Chaplin Sr. Center	11:00 am – 12:30 pm
Thurs	Sept	26	Hebron Sr. Center	9:30 am – 11:30 am

#### MANSFIELD SENIOR WELLNESS CENTER

#### Adult Health Screenings

Wed Sept 25 8:30 am – 11:00 am

*Including blood pressure, cholesterol, blood glucose, earwax, and foot care.*

*Blood pressure screening is free; other services have a nominal charge.*

*Call (860) 429-0262 Ext. 4 for appointments.*

**VNA East  
PUBLIC  
2013 SEASONAL FLU CLINIC SCHEDULE**

Type	Date (2013)	Time	Location
Pub	Wed, Sept. 25	4:00 - 6:00 p.m.	Horace Porter Elementary School, 3 Schoolhouse Rd, Columbia
Pub	Thurs, Sept. 26	2:30 - 5:00 p.m.	RHAM High School, 85 Wall St, Hebron
Pub	Fri, Sept. 27	2:00 - 4:30 p.m.	Lyman Memorial High School, 917 Exeter Road, Lebanon
Pub	Mon, Sept. 30	9:00 - 11:00 a.m.	Beckish Senior Center, 188 Route 66, Columbia
Pub	Mon, Sept. 30	3:00 - 6:30 p.m.	Mansfield Middle School, 205 Spring Hill Rd, Mansfield
Pub	Tues, Oct. 1	10:00 - 11:30 a.m.	Lebanon Senior Center, 37R West Town St, Lebanon
Pub	Tues, Oct. 1	1:00 - 2:00 p.m.	Willington Senior Center, 60 Old Farms Road, Willington
Pub	Tues, Oct. 1	3:15 - 5:00 p.m.	Center School 12 Old Farm Rd. Willington, CT
Pub	Wed, Oct. 2	9:30 - 11:00 a.m.	Windham Senior Center, 47 Crescent Street, Willimantic
Pub	Wed, Oct. 2	4:00 - 5:00 p.m.	Scotland Fire House, 47 Brook Rd, Scotland
Pub	Thurs, Oct. 3	1:00 - 3:30 p.m.	Mansfield Senior Center, 303 Maple Road, Mansfield
Pub	Mon, Oct. 7	9:00 - 10:30 a.m.	Ashford Senior Center, 25 Tremko Ln, Ashford
Pub	Mon, Oct. 7	3:00 - 5:00 p.m.	Ashford Elementary, Ashford
Pub	Tues, Oct. 8	10:30 - 11:30 a.m.	Chaplin Senior Center, 132 Chaplin St, Chaplin
Pub	Tues, Oct. 8	1:00 - 3:30 p.m.	Hebron Senior Center, 14 Stonecroft Drive, Hebron
Pub	Wed, Oct. 9	10:00 - 11:00 a.m.	Franklin Senior Center, 5 Tyler Drive, Franklin
Pub	Wed, Oct. 9	12:30 - 2:00 p.m.	Sprague Senior Center, 1 Main Street, Baltic
Pub	Wed, Oct. 9	3:00 - 4:30 p.m.	Chaplin Elementary, 240 Palmer Road, Chaplin
Pub	Fri, Oct. 11	9:00 - 10:30 a.m.	Marlborough Senior Center, 17 School Drive
Pub	Fri, Oct. 11	12:00 - 2:00 p.m.	Andover Old Fire House, Center Street, Andover
Pub	Fri, Oct. 11	3:00 - 4:30 p.m.	Andover Elementary School, 35 School Rd, Andover
Pub	Tues, Oct 15	3:00 - 4:30 p.m.	Sayles Elementary School, 25 Scotland Rd, Baltic
Pub	Wed, Oct. 16	2:30 - 5:00 p.m.	Windham High School, 355 High St, Willimantic
Pub	Thurs, Oct. 17	2:30 - 4:00 p.m.	Parish Hill High School 304 Parish Hill Rd. Chaplin
Pub	Wed, Oct. 23	5:30 - 7:30 p.m.	Beckish Senior Center, 188 Route 66, Columbia

**Flu Vaccine Cost: \$30.00**

**Flumist Cost: \$35.00**

*Insurances accepted: Medicare B, Anthem,  
Aetna, ConnectiCare,*

[www.vnaeast.org](http://www.vnaeast.org)

34 LEDGEBROOK DRIVE ♦ MANSFIELD CENTER, CT ♦ (860) 456-7288

Item #15



August 8, 2013

Mayor Elizabeth Patterson  
4 South Eagleville Rd.  
Mansfield, CT 06268

Dear Mayor Patterson,

Thomas Jefferson said, "An educated citizenry is a vital requisite for our survival as a free people."

Educating citizens about government and public policy is at the core of the Yankee Institute's mission. We sponsor a range of government accountability and transparency efforts to provide citizens with more information about state and local government.

For example, you may already be familiar with the CT Sunlight Project (<http://www.ctsunlight.org>), a database created by Yankee to make itemized state government expenditures easily available online. The site has received nearly 1.5 million page views to date.

We recently initiated a new project to evaluate the availability and accessibility of certain documents on local government websites. This "transparency audit" replicates a model created by the Illinois Policy Institute in their special report *Obstructed views: Illinois' 102 county online transparency audit* (Costin, 2013). Our goal is to provide a framework for online transparency and track the results as local governments improve in this area.

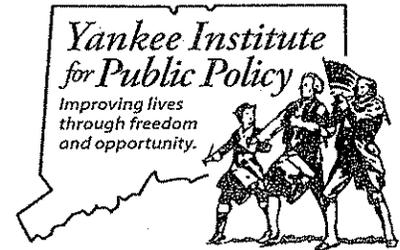
The transparency audit has three steps: a baseline evaluation to identify information currently available on a municipality's website; a follow up evaluation after allowing at least eight weeks pass to measure initial response to the audit; and annual reviews thereafter to track improvement over the long run.

The Yankee Institute recently completed a baseline evaluation for each of the 169 cities and towns in Connecticut. Enclosed you will find the results for Mansfield as well as a memorandum describing the methodology of the audit and highlighting good examples. If we have missed something in our evaluation and you believe that the baseline score should be amended, please contact me either via telephone (860-282-0722) or by e-mail ([heath@yankeeinstitute.org](mailto:heath@yankeeinstitute.org)).

One note about the results: We observe that unlike state government, most municipalities do not post itemized salary or expenditure data (items 6 & 7 on the evaluation form). We recognize the cost that may be associated with putting this information online. If you are so inclined, we are happy to offer our database, CT Sunlight, as a no-cost option for accomplishing this goal.

800 Connecticut Blvd, Suite 302, East Hartford, CT 06108 • (860) 282-0722 • [www.yankeeinstitute.org](http://www.yankeeinstitute.org)

The Yankee Institute for Public Policy, Inc. is a non-partisan educational and research organization classified by the IRS as a 501 (c) (3) public charity. Contributions are tax deductible to the extent allowed by law.

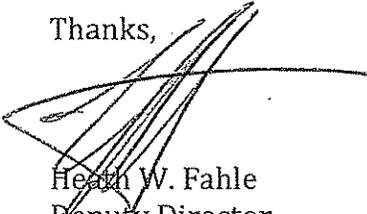


The results of this baseline audit will not be published at this time. After the follow up evaluation is completed in October 2013, the Yankee Institute will publish a full report that includes the results from both the baseline and follow up audits.

We know that public officials are committed to improving government transparency and making the municipal website a valuable resource for citizens. We hope that you will use this transparency audit as a framework for achieving that goal.

If you have any questions or comments about this evaluation, please feel free to contact me via telephone (860-282-0722) or e-mail (heath@yankeeinstitute.org).

Thanks,



Heath W. Fahle  
Deputy Director

### Works Cited

Costin, B. (2013, June 27). *Obstructed views: Illinois' 102 county online transparency audit*. Retrieved August 6, 2013, from Illinois Policy Institute:  
[http://illinoispolicy.org/uploads/files/Policy%20Points/102\\_counties%202.pdf](http://illinoispolicy.org/uploads/files/Policy%20Points/102_counties%202.pdf)

TOWN: Mansfield EVALUATED BY: David  
 EVALUATION DATE: 7/22/13 TOTAL SCORE: 100.00

	SCORE
<b>1. Contact Information (10 points)</b> <i>Subcategory: elected officials (4 points)</i> <ul style="list-style-type: none"> <li>▪ 1 point for names of elected officials 1.00/1.00</li> <li>▪ 1.5 points for email or web form to contact elected officials 1.50/1.50</li> <li>▪ 1.5 points for phone numbers to contact elected officials 1.50/1.50</li> </ul> <i>Subcategory: senior elected official (2 points)</i> <ul style="list-style-type: none"> <li>▪ .5 point for name of elected official 0.50/0.50</li> <li>▪ .75 point for email or web form of elected official 0.75/0.75</li> <li>▪ .75 point for phone number of elected official 0.75/0.75</li> </ul> <i>Subcategory: administrators (4 points)</i> <ul style="list-style-type: none"> <li>▪ 1 point for names of administrators in each department 1.00/1.00</li> <li>▪ 1.5 points for email or web forms to contact administrators 1.50/1.50</li> <li>▪ 1.5 points for phone numbers for administrators 1.50/1.50</li> </ul>	<b>10.00/10.00</b>
<b>2. Public Meetings (10 points)</b> <i>Subcategory: meeting calendar (2.5 points)</i> <ul style="list-style-type: none"> <li>▪ At least one year of regular dates 2.50/2.50</li> </ul> <i>Subcategory: meeting agendas (2.5 points)</i> <ul style="list-style-type: none"> <li>▪ Regularly posted agendas for all public meetings 2.50/2.50</li> </ul> <i>Subcategory: meeting board packets (2.5 points)</i> <ul style="list-style-type: none"> <li>▪ 2.5 points if any posted 2.50/2.50</li> </ul> <i>Subcategory: meeting minutes (2.5 points)</i> <ul style="list-style-type: none"> <li>▪ 2.5 points if any posted 2.50/2.50</li> </ul>	<b>10.00/10.00</b>
<b>3. Public Information (10 points)</b> <i>Subcategory: Town Charter (5 points)</i> <ul style="list-style-type: none"> <li>▪ 5 points for town charter 5.00/5.00</li> </ul> <i>Subcategory: town ordinances (5 points)</i> <ul style="list-style-type: none"> <li>▪ 5 points for town ordinances 5.00/5.00</li> </ul>	<b>10.00/10.00</b>
<b>4. Budgets (10 points)</b> <i>Subcategory: current budget (5 points)</i> <ul style="list-style-type: none"> <li>▪ 5 points for Fiscal Year 2013-2014 adopted budget 5.00/5.00</li> </ul> <i>Subcategory: past budgets (5 points)</i> <ul style="list-style-type: none"> <li>▪ 5 points for at least one budget from any previous fiscal year 5.00/5.00</li> </ul>	<b>10.00/10.00</b>

<p><b>5. Audits (10 points)</b>  <i>Subcategory: current (5 points)</i></p> <ul style="list-style-type: none"> <li>▪ 5 points for Fiscal Year 2011-2012 comprehensive annual financial report</li> </ul> <p><i>Subcategory: past (5 points)</i></p> <ul style="list-style-type: none"> <li>▪ 5 points for at least one comprehensive annual financial report from any previous fiscal year</li> </ul>	<p><b>10.00/10.00</b></p> <p>5.00/5.00</p> <p>5.00/5.00</p>
<p><b>6. Expenditures (10 points)</b>  <i>Subcategory: third-party individual expenditures/check register (5 points)</i></p> <ul style="list-style-type: none"> <li>▪ 5 points for any year</li> </ul> <p><i>Subcategory: third-party annual expenditures (5 points)</i></p> <ul style="list-style-type: none"> <li>▪ 5 points for any year</li> </ul>	<p><b>10.00/10.00</b></p> <p>5.00/5.00</p> <p>5.00/5.00</p>
<p><b>7. Compensation (10 points)</b>  <i>Subcategory: individual employee salary compensation (5 points)</i></p> <ul style="list-style-type: none"> <li>▪ 5 points for any year posted</li> </ul> <p><i>Subcategory: individual employee benefit compensation (5 points)</i></p> <ul style="list-style-type: none"> <li>▪ 5 points for any year posted</li> </ul>	<p><b>0.00/10.00</b></p> <p>0.00/5.00</p> <p>0.00/5.00</p>
<p><b>8. Contracts (10 points)</b>  <i>Subcategory: current requests of bids and proposals, more than \$25,000 (2.5 points)</i></p> <ul style="list-style-type: none"> <li>▪ 1.5 points for listing of open bids and proposals</li> <li>▪ 1 point for instructions on where and how to submit a bid or proposal</li> </ul> <p><i>Subcategory: approved vendor contracts, over \$25,000 (2.5 points)</i></p> <ul style="list-style-type: none"> <li>▪ 2.5 points if any contracts posted</li> </ul> <p><i>Subcategory: employee contracts (5 points)</i></p> <ul style="list-style-type: none"> <li>▪ 5 points if any employee or union contracts posted. If no contracts, then an employee handbook or similar document detailing wages, benefits, vacations, sick, leave policies, etc.</li> </ul>	<p><b>10.00/10.00</b></p> <p>1.50/1.50</p> <p>1.00/1.00</p> <p>2.50/2.50</p> <p>5.00/5.00</p>
<p><b>9. Lobbying (10 points)</b></p> <ul style="list-style-type: none"> <li>▪ Must disclose contract, contract value, and purpose of each contract</li> <li>▪ Must disclose any membership organizations that also engages in lobbying</li> <li>▪ 10 points for any disclosure</li> </ul>	<p><b>0.00/10.00</b></p>
<p><b>10. Taxes (10 points)</b></p> <ul style="list-style-type: none"> <li>▪ Must disclose the tax rate for all major revenue sources (property taxes, etc.) on one central page</li> <li>▪ Must disclose all fees (fee schedule)</li> </ul>	<p><b>10.00/10.00</b></p>

<b>11. BONUS - Freedom of Information Contact Information (10 points)</b>	<b>10.00/10.00</b>
<i>Subcategory: Freedom of Information Act page (7 points)</i>	
<ul style="list-style-type: none"> <li>▪ 1 point for address to submit FOIA requests</li> </ul>	1.00/1.00
<ul style="list-style-type: none"> <li>▪ 1.5 points for phone number to call re: FOIA requests</li> </ul>	1.50/1.50
<ul style="list-style-type: none"> <li>▪ 1.5 points for email or web form for FOIA requests</li> </ul>	1.50/1.50
<ul style="list-style-type: none"> <li>▪ 1.5 points for FOIA process response time</li> </ul>	1.50/1.50
<ul style="list-style-type: none"> <li>▪ 1.5 points for fee disclosure re: FOIA requests</li> </ul>	1.50/1.50
<i>Subcategory: FOIA officer (3 points)</i>	
<ul style="list-style-type: none"> <li>▪ 1 point for name</li> </ul>	1.00/1.00
<ul style="list-style-type: none"> <li>▪ 1 point for phone number</li> </ul>	1.00/1.00
<ul style="list-style-type: none"> <li>▪ 1 point for email or web form</li> </ul>	1.00/1.00
<b>12. BONUS - Ethics Statements (10 points)</b>	<b>10.00/10.00</b>
<ul style="list-style-type: none"> <li>▪ 10 points for disclosure of ethics statements for elected officials</li> </ul>	

**NOTES SECTION:**

Tied with Greenwich at 100%, our highest town score, sits the town of Mansfield. The town posts information on their elected officials, budgets, audits, compensation for employees, and much more. They even have a freedom of information request form, a rarity among municipalities. Overall, Mansfield should be an example to all communities striving for greater transparency.

**CONTACT INFORMATION:**

To submit corrections or for more information, please contact:

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Website: [www.yankeeinstitute.org](http://www.yankeeinstitute.org)

CT Sunlight Project: [www.ctsunlight.org](http://www.ctsunlight.org)

## MEMORANDUM

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**TO:** Interested Parties  
**FROM:** Heath W. Fahle, Yankee Institute Deputy Director  
**DATE:** August 8, 2013  
**SUBJECT:** Online Transparency Audit Rationale & Methodology

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### Overview

From July 16, 2013 to July 30, 2013, four Yankee Institute internship students conducted an online transparency audit for the 169 municipalities in Connecticut. They evaluated based on a standardized rubric initially developed by the Illinois Policy Institute and adapted by the Yankee Institute for Connecticut.

The results of the initial audit will be sent via U.S. Mail to the top elected official or town manager in each municipality based on the Secretary of the State's Mayors/First Selectman List of March 18, 2013 ([http://www.ct.gov/sots/lib/sots/electionservices/lists/list\\_of\\_mayors.pdf](http://www.ct.gov/sots/lib/sots/electionservices/lists/list_of_mayors.pdf)). The results of the initial evaluation will not be made public. Corrections or edits from local officials can be directed to me either via telephone (860-282-0722) or via e-mail ([heath@yankeeinstitute.org](mailto:heath@yankeeinstitute.org)).

Beginning October 8, 2013, Yankee staff will conduct a second audit of all websites to measure changes and improvements. The results of both audits will be published in a full report produced by the Yankee Institute.

### Rationale

In this transparency audit, we assessed the availability of information vital to the public good. Our transparency ratings reflect only the information available on each municipal website, not aesthetics or organization. Our goal in assessing this information is to encourage towns that have transparent websites and to effect change in towns that lack transparency.

### Methodology

Because this audit was the first in a series, we gave each municipal website the benefit of the doubt whenever possible. This grading strategy resulted in scores that are higher than would be under a more strict evaluation. Future evaluations will apply the more rigorous standards that are described in this document.

We observed several trends in our methodology. In situations where a link was included but would not load, credit was not given. We gave credit, however, for any information in the budget or in any other document, even if this information was not properly labeled or directly linked to the website. We also gave credit for any information that was scattered throughout the budget or throughout several documents, despite the fact that this information should be consolidated into one document.

While these items are not included on our transparency checklist, every municipal website should have a search function and site map. Moreover, we recommend that this information should be easily accessible from the homepage. These features further ensure transparency.

## **1. Contact Information**

Elected officials and administrators exist to serve their constituents. Therefore, in order to serve most effectively, these officials and administrators need to be easily accessible to the public. Publishing the names, email addresses, and phone numbers of all officials and administrators ensures that every citizen can contact these individuals with any questions or concerns.

### **Ideal website**

All contact information should be consolidated onto one page or document. This document should contain the name, title, phone number, and email address (or web form of contact) of every official and administrator. This document should also list the term length and term expiration date. The town of Enfield provides a model contact information page, [http://enfield-ct.gov/filestorage/91/148/ToE\\_Officials.pdf](http://enfield-ct.gov/filestorage/91/148/ToE_Officials.pdf).

### **Methodology**

We did not penalize any municipality for not consolidating all contact information onto one page or document. We awarded credit to any municipality that published the email addresses and phone numbers for the majority of officials and administrators, but the exact number of individuals required to qualify for credit varied by municipality. Overall, we were lenient and awarded credit to any type of contact information. We recognized that some small municipalities only have a few telephones for all officials and rated such municipalities accordingly.

### **Results and observations**

Municipalities scored the highest under the contact information section. On average, a municipality received 8 points for contact information. 134 municipalities (79.3%) received 7 points or more and 64 municipalities (37.9%) received the full 10 points. Hartland and Harwinton received 2.25 points under contact information, the lowest score in this category.

## **2. Public Meetings**

Local ordinances, regulations, and budgets, among other issues are all settled at public meetings. Public meetings allow individual residents to impact the local political debate. Meeting calendars are necessary to inform citizens when and where meetings occur. Agendas, board packets, and minutes allow residents to keep track of these proceedings.

### **Ideal Website**

Every website should have a calendar on its homepage with regular dates that extend at least a year past and several months into the future. These calendars should be interactive and provide access to agendas and other documents. Moreover, municipalities should maintain minute and agenda archives that provide residents with detailed information about previous meetings. East Hampton's public meeting information is a model for the state, [http://www.easthamptonct.gov/Pages/EastHamptonCT\\_Council/Index](http://www.easthamptonct.gov/Pages/EastHamptonCT_Council/Index).

## Methodology

A municipality must post meeting dates and times in a calendar format that includes every public meeting to receive credit for a calendar. Municipalities that published separate lists or calendars for each board and commission did not receive credit. We awarded credit to municipalities that posted minutes and agendas for most commissions and boards. We also awarded credit for meeting board packets to any municipality that published a document resembling a board packet.

## Results and Observations

Most towns received credit for calendars, agendas, and minutes, but only 13 municipalities (7.7%) posted meeting board packets. On average, municipalities scored 6.7 points under public meeting information. 124 municipalities (73.4%) received 7.5 points or higher and 11 municipalities (6.5%) received full credit.

### 3. Public Information

The town charter and town ordinances are two of the most basic documents maintained by local governments. The charter structures the local government and dictates government operations. Town ordinances set the local regulations and affect every resident.

#### Ideal Website

The charter and ordinances should be available from the homepage. All ordinances should be in one document, which is updated periodically. Brookfield provides a model for the state as both the charter and ordinances are clearly linked from the homepage, <http://www.brookfieldct.gov/Pages/index>.

## Methodology

If the town charter and town ordinances were available in any form (including outside websites such as Municode), we gave full credit. In some situations, the website only provided a fraction of the total ordinances scattered throughout the site. In this case, we did not award credit.

## Results and Observations

The average municipality received 6.4 points under public information. 85 municipalities (50.3%) received full points, 38 municipalities (22.5%) received no points, and 46 municipalities (27.2%) received 5 points. More towns posted ordinances (115) than charters (101). Public information scores increased with both population size and median household income.

### 4. Budgets

Budgets provide fiscal accountability by showing residents how governments spend taxpayer dollars. Budgets also allow residents to observe future plans and to judge progress by comparing with previous spending.

#### Ideal Website

A Municipality should provide a clear link to the budget and budget archives on its homepage. Budget archives should include budgets from at least the five previous fiscal years. East Windsor's financial information page is a model for the state, [http://www.eastwindsor-ct.gov/Public\\_Documents/EWindsorCT\\_Financial/Town\\_Financial\\_Info](http://www.eastwindsor-ct.gov/Public_Documents/EWindsorCT_Financial/Town_Financial_Info).

## Methodology

We awarded credit to any municipality that published a proposed or adopted fiscal 2014 budget and any municipality that published at least one previous budget, from any year.

## Results and Observations

Municipalities averaged 7.7 points for budgets, the second highest average of all checklist items. 115 municipalities (68.0%) received full credit while 25 municipalities (14.8%) received no credit. Budget scores increased with population.

## 5. Audits

Comprehensive financial reports evaluate the effectiveness of local government. Audit reports are common professional standards that all governments are required to produce. These financial reports are one of the only ways for taxpayers to measure government efficiency.

### Ideal Website

A municipality should provide a clear link to the most recent financial report and financial report archives on its homepage. Financial report archives should include reports from at least the five previous years. Killingly provides a model for the state,

[http://www.killingly.org/index.asp?Type=B\\_BASIC&SEC=%7BB0289309-7CA8-4D88-9AF8-45E743F6E120%7D](http://www.killingly.org/index.asp?Type=B_BASIC&SEC=%7BB0289309-7CA8-4D88-9AF8-45E743F6E120%7D).

## Methodology

We awarded credit to any municipality that published a fiscal 2012 financial report and any previous reports. Annual reports that included financial audits received credit; however, the audit should also be posted separately.

## Results and Observations

Municipalities averaged 6.6 points for audit reports. 95 municipalities (56.2%) received full credit while 41 municipalities (24.3%) received no credit. In general, larger towns received higher audit report scores than smaller towns.

## 6. Expenditures

Expenditure information discloses every expense incurred by local government. Check registers and annualized vendor payment information make it easy for citizens to understand how their tax dollars are being spent. Expenditure disclosure also reduces the possibility of waste or fraud.

### Ideal Website

An expenditure information page should be linked to the homepage. This information should be separate from the budget and should itemize every vendor payment made by the municipality. Check registers and individual expenditure reports should include all information relating to a purchase including, but not limited to, the vendor, the item, the use, the department that purchased the item, and the date of the purchase. Annual expenditure reports should be posted separately from the budget and include a list of vendors and amount received on an annual basis. Trumbull provides an excellent example of a check register, <http://www.trumbull-ct.gov/content/10623/10655/10936/11370/default.aspx>.

## Methodology

Municipalities including expenditure information in the budget received credit for either individual or annual expenditures. We did not penalize any town for failing to disclose vendor information. Municipalities did not, however, receive credit if this information was not detailed enough. For example, some municipalities listed the total cost paid for new computers, but these municipalities could not receive credit because they did not list the individual cost of each computer. Lumping costs together did not qualify a municipality for credit.

## Results and Observations

Municipalities averaged 0.3 points for expenditure information, the worst average among the 10 checklist items and second worst including the bonus items. 160 municipalities (94.7%) received no credit, 7 municipalities (4.1%) received 5 points, and 2 municipalities (1.2%) received full credit.

## 7. Compensation

Compensation information should be public and easily accessible because salaries and benefits make up the majority local budgets. Residents should know the salary and benefit information of each employee. Because these employees work for the taxpayers, their employment information should be available to all residents.

### Ideal Website

A compensation information page should be linked to the homepage and include the name, title, salary, and benefit information of all local officials. Benefit information should be as specific as possible, including the value of each specific benefit and the benefit provider. Southington's budget provides an acceptable, but not ideal, example of salary information, [http://www.southington.org/filestorage/17220/17237/17387/17415/17389/FY\\_13-14\\_TOWN\\_COUNCIL\\_ADOPTED-FINAL.pdf](http://www.southington.org/filestorage/17220/17237/17387/17415/17389/FY_13-14_TOWN_COUNCIL_ADOPTED-FINAL.pdf).

## Methodology

Any municipality that published individual salary or benefit information received credit. Municipalities that grouped several salaries or benefits together did not receive credit. We did not penalize for withholding the name of each employee. Moreover, we awarded credit if most, but not all, employee compensation information was available.

## Results and Observations

Municipalities averaged 1.3 points for compensation information. Only 5 municipalities (3%) received full credit for compensation information compared to 131 municipalities (77.5%) that received no credit.

## 8. Contracts

Local officials use taxpayer dollars to pay for public projects and therefore, all information related to such projects should be available online. These include bid documents and contracts of all types, including those with senior employees and collective bargaining organizations.

### Ideal Website

A separate page for bids and open contracts includes a clearly labeled document that provides instructions to potential bidders. In addition to all open bids, municipalities should maintain an archive section for closed bids and contracts. Municipalities should also post all vendor, union, and employee contracts in addition to employee handbooks. Westport provides a model contracts page, <http://www.westportct.gov/index.aspx?page=784>.

### Methodology

Municipalities received credit for open bids and proposals if they listed any open bids or indicated that no bids were currently open. If a municipality published a document with bidding instructions or if bidding instructions were detailed in each bid description then we awarded credit for bid instructions. We awarded additional points for any vendor, union, or employee contracts, as well as employee handbooks.

### Results and Observations

Municipalities averaged 2.1 points for contract information. 73 municipalities (43.2%) received no credit for contract information while 6 municipalities (3.6%) received full credit. Only 28 municipalities (16.6%) received more than 5 points for contract information.

## 9. Lobbying

All lobbying information should be available for taxpayers to see what lobbying efforts their tax dollars support. Making this information available will ensure that lobbying efforts are in the best interest of the community and are an efficient allocation of taxpayer dollars.

### Ideal Website

Lobbying information page should be easily accessible from the homepage and include all organizations to which a municipality belongs. The contract with the organization, the purpose of membership, and a link to the lobbying organization's website need to be published. While Greenwich does not completely fit this description, it provides an adequate model for the state, [http://www.greenwichct.org/upload/medialibrary/495/SUB\\_TO\\_APP\\_Dept\\_Reviews\\_Day\\_One\\_02-05-13.pdf](http://www.greenwichct.org/upload/medialibrary/495/SUB_TO_APP_Dept_Reviews_Day_One_02-05-13.pdf).

### Methodology

We only awarded credit to municipalities that also published the value of their contract even if that municipality displayed clear membership to a lobbying group. We awarded credit if the municipality listed any contract values whether in a budget or through separate documents.

### Results and Observations

The average municipality received 0.4 points for lobbying information. 6 municipalities (3.6%) received full credit, compared to 163 municipalities (96.4%) that received no credit.

## 10. Taxes

Transparent tax and fee information describes how local government raises revenue. According to the Illinois Policy Institute, having this information available also increases collection rates.

### Ideal Website

A tax information page should be clearly linked on the homepage. This page should include the mill rate, mill rate history, revenue totals for every fee, and a comprehensive fee schedule. While this tax information page should be separate from the budget, Waterbury's budget provides a model <http://www.waterburyct.org/content/9569/9605/9609/default.aspx>.

### Methodology

In order to receive credit for tax information, a municipality must publish detailed revenue information, the mill rate, and fee schedules. A municipality received credit for posting this information anywhere on its website, including in the budget. We awarded credit to any town that we felt maintained a thorough collection of fee schedules, even if they were scattered and potentially incomplete.

### Results and Observations

Municipalities averaged 3.4 points for tax information. 58 municipalities (34.3%) received full credit compared to 111 municipalities (65.7%) that received no credit. Larger towns scored higher, on average, for tax information.

### **Bonus: 11. Freedom of Information Contact Information**

The Freedom of Information Act (FOIA) allows residents to obtain information about the activities of all government agencies. This information provides residents with multiple avenues to obtain government documents. FOIA information is a bonus credit because municipalities are not obliged by state law to post this information on their website. FOIA information is worth full credit in states where FOIA information is required by law.

### Ideal Website

Municipalities should provide a FOIA information page that is easily accessible from the homepage. This information page should designate a FOIA officer and list his or her contact information. Moreover, the process response time and fees for FOIA requests should be available on this page. Finally, every municipality should provide an address, phone number, and email address to file or inquire about FOIA requests. Mansfield's FOIA information provides a model for the state, <http://www.mansfieldct.gov/content/1914/1916/default.aspx>.

### Methodology

A municipality received credit for any information regarding the submission of a FOIA request, including an address, phone number, or email address. We awarded credit for any information about FOIA process response time and fee disclosure. Any information about a FOIA officer or individual responsible for FOIA requests also qualified for credit.

### Results and Observations

Municipalities averaged 0.3 points for FOIA contact information, the lowest average on our checklist. 154 municipalities (91.1%) received no points for FOI contact information, while only 1 municipality (0.6%) received full credit. 15 municipalities (8.9%) received at least 1 point for FOIA information.

**Bonus: 12. Ethics Statement**

To ensure honest and transparent government, a municipality should publish ethics statements from each elected official that provides an overview of the municipality's ethics policy, contains the signature of the official acknowledging their awareness of the ethics policy, and discloses any conflicts of interest for that individual. These statements also ensure that ethics violations will have consequences, thus promoting accountability and deterring corruption. Ethics statements are a bonus category because ethics policies vary widely among municipalities. As a result, we counted any document or statement on the website mentioning ethics, including a charter that contained a code of ethics, as an ethics statement.

**Ideal Website**

A municipal website should include an ethics page that publishes signed ethics statements for all elected officials. A code of ethics or other ethics documents are also helpful, but ethics statements are preferred. Portland's code of ethics provides an example of an easily accessible ethics page, <http://www.portlandct.org/pdf/EthicsCodeOrd020608.pdf>.

**Methodology**

We awarded credit to any ethics documents and did not distinguish between codes of ethics, ethics statements, and ethics ordinances although ethics statements are much preferred. We did not penalize any municipalities for publishing these documents in the town charter.

**Results and Observations**

Municipalities averaged 3.6 points for ethics statements. 108 municipalities (63.9%) received no credit for ethics statements, while 61 municipalities (36.1%) received full credit. However, most of these towns posted a code of ethics rather than actual ethics statements.

Town	Total Score	Rank
Andover	27.00	T145
Ansonia	40.00	T107
Ashford	58.75	45
Avon	32.50	T130
Barkhamsted	35.00	T125
Beacon Falls	23.75	150
Berlin	57.50	T48
Bethany	14.75	162
Bethel	51.00	T68
Bethlehem	7.50	167
Bloomfield	48.50	82
Bolton	28.00	T142
Bozrah	10.50	166
Branford	60.00	T38
Bridgeport	66.50	T24
Bridgewater	40.25	106
Bristol	67.50	T19
Brookfield	62.00	T31
Brooklyn	19.50	154
Burlington	37.25	T118
Canaan	20.00	153
Canterbury	45.00	95
Canton	49.00	T77
Chaplin	18.50	T155
Cheshire	56.00	T57
Chester	41.50	102
Clinton	44.00	96
Colechester	57.50	T48
Colebrook	7.00	168
Columbia	62.50	T29
Cornwall	21.00	152
Coventry	59.25	43
Cromwell	55.00	T60
Danbury	60.00	T38
Darien	61.00	T36
Deep River	50.75	71
Derby	16.50	160
Durham	57.00	T52
East Granby	18.00	T157
East Haddam	40.00	T107
East Hampton	67.50	T19
East Hartford	76.50	7
East Haven	41.00	T103
East Lyme	55.50	59
East Windsor	66.00	26
Eastford	32.00	134
Easton	39.50	T112
Ellington	69.00	17
Enfield	70.00	T15
Essex	37.00	T121
Fairfield	57.50	T48
Farmington	61.75	T34
Franklin	32.50	T130
Glastonbury	61.00	T36
Goshen	27.50	144
Granby	38.00	116
Greenwich	100.00	T1

Town	Total Score	Rank
Griswold	42.50	T98
Groton	72.50	T12
Guilford	64.00	27
Haddam	46.00	T91
Hamden	49.25	76
Hampton	32.50	T130
Hartford	41.00	T103
Hartland	2.25	169
Harwinton	24.75	T147
Hebron	34.75	128
Kent	42.00	101
Killingly	49.00	T77
Killingworth	57.00	T52
Lebanon	62.00	T31
Ledyard	52.50	65
Lisbon	56.50	55
Litchfield	47.00	T88
Lyme	28.00	T142
Madison	32.25	133
Manchester	51.50	67
Mansfield	100.00	T1
Marlborough	37.25	T118
Meriden	55.00	T60
Middlebury	35.00	T125
Middlefield	30.00	T137
Middletown	47.50	T83
Milford	35.25	124
Monroe	58.50	46
Montville	66.50	T24
Morris	29.00	140
Naugatuck	35.00	T125
New Britain	36.00	123
New Canaan	59.00	44
New Fairfield	37.00	T121
New Hartford	59.50	42
New Haven	61.75	T34
New London	48.75	T80
New Milford	23.00	151
Newington	40.00	T107
Newtown	48.75	T80
Norfolk	11.25	164
North Branford	45.50	T93
North Canaan	30.25	136
North Haven	58.00	47
North	47.50	T83
Stonington		
Norwalk	60.00	T38
Norwich	75.00	8
Old Lyme	47.50	T83
Old Saybrook	51.00	T68
Orange	43.50	97
Oxford	73.25	T10
Plainfield	47.00	T88
Plainville	71.00	14
Plymouth	62.00	T31
Pomfret	34.50	129
Portland	46.00	T91

Town	Total Score	Rank
Preston	39.50	T112
Prospect	24.75	T147
Putnam	40.00	T107
Redding	46.50	90
Ridgefield	53.50	T63
Rocky Hill	56.25	56
Roxbury	28.50	141
Salem	70.00	T15
Salisbury	50.00	T72
Scotland	14.50	163
Seymour	52.00	66
Sharon	18.00	T157
Shelton	38.50	115
Sherman	37.25	T118
Simsbury	57.50	T48
Somers	47.50	T83
South Windsor	49.00	T77
Southbury	60.00	T38
Southington	89.00	5
Sprague	49.50	75
Stafford	27.00	T145
Stamford	72.50	T12
Sterling	11.00	165
Stonington	79.50	6
Stratford	57.00	T52
Suffield	53.50	T63
Thomaston	42.50	T98
Thompson	47.50	T83
Tolland	63.50	28
Torrington	56.00	T57
Trumbull	98.00	3
Union	15.00	161
Vernon	73.50	9
Voluntown	30.00	T137
Wallingford	17.75	159
Warren	31.75	135
Washington	18.50	T155
Waterbury	73.25	T10
Waterford	50.00	T72
Watertown	68.50	18
West Hartford	67.50	T19
West Haven	55.00	T60
Westbrook	50.00	T72
Weston	37.50	117
Westport	90.00	4
Wethersfield	62.50	T29
Willington	42.50	T98
Wilton	67.50	T19
Winchester	51.00	T68
Windham	41.00	T103
Windsor	45.50	T93
Windsor Locks	40.00	T107
Wolcott	29.75	139
Woodbridge	67.00	23
Woodbury	24.50	149
Woodstock	39.00	114

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