

**MANSFIELD DOWNTOWN PARTNERSHIP  
MEMBERSHIP DEVELOPMENT SPECIAL COMMITTEE MEETING  
Mansfield Town Hall, Conference Room B  
October 21, 2013  
4:15 PM**

**MINUTES**

Present: George Jones (Chair), John Armstrong, Dennis Heffley, June Krisch, Shamim Patwa

Staff: Cynthia van Zelm

**1. Call to Order**

George Jones called the meeting to order at 4:20 pm.

**2. Approval of Minutes from September 23, 2013**

Shamim Patwa made a motion to approve the Minutes of September 23, 2013. Dennis Heffley seconded the motion. The motion was approved.

**3. Update on Storrs Center**

Cynthia van Zelm updated the Committee on the town square, the proposed Educational Playcare day care, the status of the Planning and Zoning Commission's review of adding a hotel as a use to Storrs Center, and the Price Chopper groundbreaking that was held last week.

**4. Committee Recruitment Letter**

The Committee reviewed the letter to Partnership members to recruit them to join a committee. The Committee agreed that all committees should be represented on the letter and it should be sent in hard copy. It will go out in November.

**5. Membership Renewal Brochure – January 2014**

The Committee discussed the new membership brochure. Mr. Jones said feedback he received on the message for members is that the Partnership is selling the vitality of Storrs Center. What can a prospective member expect to enjoy by being a member? Suggestions include a special event for members and possible discounts at Storrs Center businesses. Ms. Coulter also suggested reviewing membership due structure. Ms. van Zelm said this was possible but would involve a change to the Partnership bylaws.

Mr. Jones reviewed two possible letters for the Committee's consideration – one for new members and one for renewing members. The membership form would be a separate insert. The Committee made some suggested changes on the letters. The Committee agreed the letters should be personalized and indicate amount paid last year for renewing members. Ms. Patwa reiterated her comments from the last meeting about developing a process to pay on-line. A business discount card could be offered for as a one-time benefit for those who become members and/or renew at a certain amount. Ms. van Zelm said she will talk to the Storrs Center tenants at their November meeting to see if they are willing to offer a one time discount to new members and members who increase their membership.

## **6. Adjourn**

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

*Minutes taken by Cynthia van Zelm.*

Mansfield Community Playground Project  
Meeting Minutes -

Date: October 10, 2013

Present: Sara Anderson, Kathleen Krider, Jean Johnson, Laura Martin, Megan Huff, Ellen Tulman, Brett Reynolds, & Kelly Zimmerman

Next Meeting: Thursday, November 14, 2013 7-8pm, Town Office Building Conf Rm B

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- I. Welcome to all in attendance
- II. Minutes from September meeting approved
- III. Fundraising Update
  - a. Kelly interested in approaching schools to find ways to include all Mansfield children
  - b. First fundraising cocktail party raised approximately \$4000.00
  - c. 2 potential fundraising parties to be scheduled for October
  - d. There is a private foundation potentially making \$10,000.00 donation
  - e. Julia is submitting a grant to "Women & Girls Fund." Potential grant of \$7500, some of which would go towards organizing girls to work on projects related to playground
  - f. Peachwave fundraiser did not net very much money
- IV. Trick a Trunk will be Saturday October 26, 2013 at MCC.
  - a. Set up begins at 4:00, trick or treating begins at 5:00. Jean is organizing. At this time Jean, Sara, & Ellen anticipate helping out.
  - b. \*\*Anyone else interested in joining us for this event, please contact Jean. We are also requesting that committee members contribute candy.
- V. Tile Event will be November 1, 2013 from 6:00-8:00 at MCC
  - a. Heather is organizing tile painting
  - b. Sara will be selling tshirts & pickets. \*\*Anyone available to help at this event please contact Sara.
- VI. Mass Mailing planned to go out in late November to all Mansfield households. MAC members to assist with stuffing envelopes.
- VII. Silent Auction planned for January/February. \*\* We are looking for someone to chair this event.
- VIII. Playground mailing list has been moved to QNotify system. Committee suggests not posting agendas on QNotify.
- IX. Build date discussed. Suggested dates:
  - a. 9/10/14 – Culminating in celebration at Festival on Green
  - b. 9/24/14 – Final push for volunteers at Festival on Green

Minutes prepared & respectfully submitted by Ellen Tulman on 10/10/13

**MANSFIELD DOWNTOWN PARTNERSHIP  
MEETING BOARD OF DIRECTORS  
Thursday, October 3, 2013  
Mansfield Town Hall  
Town Council Chambers**

**4:00 PM**

**MINUTES**

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, Matt Hart, George Jones, Philip Lodewick, Paul McCarthy, Toni Moran, Betsy Paterson, Shamim Patwa, Chris Paulhus, and Bill Simpson

Staff: Cynthia van Zelm

**1. Call to Order**

Philip Lodewick called the meeting to order at 4:10 pm.

Mr. Lodewick asked for a motion to add an Executive Session to the meeting agenda. Tom Callahan made the motion. Bill Simpson seconded the motion. The motion was approved.

**2. Opportunity for Public to Comment**

There was no public comment.

**3. Approval of Minutes of September 17, 2013**

Mr. Simpson made a motion to approve the minutes of September 17, 2013. Betsy Paterson seconded the motion. The motion was approved unanimously.

Matt Hart made a motion to go into executive session to discuss Personnel in accordance with Connecticut General Statute 1-2006 (6) (a). Mr. Simpson seconded the motion. The motion was approved.

**4. Executive Session**

Personnel in accordance with Connecticut General Statute 1-2006 (6) (a).

Present: Mr. Bacon, Mr. Birkenruth, Mr. Callahan, Ms. Friedland, Mr. Hart, Mr. Jones, Mr. Lodewick, Mr. McCarthy, Ms. Moran, Ms. Paterson, Ms. Patwa, Mr. Paulhus, Mr. Simpson

The Board reconvened in regular Session.

**5. Review of End of the Year (June 30, 2013) Financials and Recommendation from Finance and Administration Committee on Fund Balance**

Mr. Callahan referred to the June 30, 2013 end of year financials for the Partnership. He noted that the Partnership had an approximate \$18,000 deficit for the year which was taken from the fund balance. The fund balance at the end of the year was approximately \$267,000.

He noted that there was discussion about the funding for the town square at the last regular Board meeting in August. The Board agreed that it was important to go ahead and build the entire town square at one time. Since then, UConn, the Town, LeylandAlliance, and EdR have agreed to partially fund the town square. The goal is to have most of the town square completed by December. The total cost is approximately \$1.2 million.

Mr. Callahan said the Finance and Administration Committee discussed this issue at its last meeting. He made a motion that the Partnership fund up to \$100,000 from its fund balance to assist with the funding of the town square. Ms. Friedland seconded the motion. The motion was approved.

**6. Review of DRAFT Contract Amendment for Consulting Services for Design of Town Square**

Ms. Paterson moved to authorize Executive Director Cynthia van Zelm to sign the "Contract Amendment #1 for the Agreement for Consulting Service by Kent+Frost for Design of Mansfield Town Square." Mr. Simpson seconded the motion. The motion was approved.

**7. Review of Office Space Agreement in Intermodal Transportation Center**

Chris Paulhus moved to authorize Executive Director Cynthia van Zelm to sign the "License Agreement" between the Town of Mansfield and the Mansfield Downtown Partnership for office space at 23 Royce Circle. Shamim Patwa seconded the motion. The motion was approved with one abstention from Matt Hart as he is a signatory of the agreement.

**8. Four Corners Sewer and Water Study Advisory Committee Update**

Mr. Hart said the Committee has not met in a month as it has been focused on the issue of a water source for the community. He said that a letter of intent is being negotiated between the UConn/Town and CT Water. The goal is for the letter of intent to be converted to legal agreements by the end of the year. Once that is done, the Committee will focus its work again on sewer issues.

## 9. Reports from Committees

### Advertising and Promotion

Chair Moran said the Advertising and Promotion Committee reviewed its charge at its last meeting.

There will be a trick or treating event in Storrs Center on October 26 and a holiday event is planned for December.

### Business Development and Retention

Committee members Mona Friedland and Paul McCarthy gave an update on the last Committee meeting. Ms. Friedland said they took copies of the Hartford Courant insert on Storrs Center to distribute in the surrounding communities and at UConn.

Mr. McCarthy said UConn Athletics is working with Transportation Services on shuttles between games on campus and the downtown. The goal would be to enjoy the businesses in the downtown and then take a shuttle to the games.

There was some discussion about alleviating traffic out of the Storrs Center parking garage after games. Ms. van Zelm will follow-up with Transportation Services and LeylandAlliance.

### Executive

Mr. Bacon made a motion that the Board accept the recommendation of its Executive Committee that the Partnership's Executive Director's salary be increased by 4 percent retroactive to July 1, 2013. Mr. Hart seconded the motion. The motion was approved.

Mr. Bacon made a motion that the Board accept the recommendation of its Executive Committee that the Partnership's Communications and Special Projects Manager's salary be increased by 1 percent over the current salary for an effective 2 percent increase for FY2013-2014, retroactive to July 1, 2013. Mr. Hart seconded the motion. The motion was approved.

### Festival on the Green

Ms. Paterson said the Festival was a great success. She said there were approximately 90 booths and 700 people participating in the parade. Mr. Lodewick thanked Ms. Paterson for her and the Committee's work.

### Finance and Administration

Mr. Callahan said that Wilbur Cross Way and the residential neighborhood are the two main phases left in Storrs Center to be built.

He said that master developer LeylandAlliance will look for investors to purchase what has been completed on the commercial side. EdR will continue to own the rental residential.

### Membership Development

George Jones said the Committee is focusing its efforts on its core message of soliciting new members and encouraging current members to renew their membership. One suggestion from a UConn marketing professor was that the message is about selling the vitality of the downtown.

### Planning and Design

Mr. Bacon said the Committee met on August 20 and heard a presentation from Dale Cutler who is the architect for Educational Playcare. There will be a public hearing on October 17 on Educational Playcare's zoning permit application.

## **10. Other**

Chris Paulhus announced that this was his last Partnership Board meeting as he is not running for re-election again on the Town Council. The Board thanked Mr. Paulhus for his work on the Council and the Partnership Board.

## **11. Adjourn**

Mr. Paulhus made a motion to adjourn. Ms. Friedland seconded the motion. The motion was approved. The meeting adjourned at 5:30 pm.

*Minutes taken by Cynthia van Zelm.*

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

**Thursday, October 17, 2013**

**Mansfield Town Hall  
Town Council Chambers**

**8:00 PM**

**MINUTES**

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, Matt Hart, Mike Kirk, Paul McCarthy, Toni Moran, Betsy Paterson, Bill Simpson, Steve Rogers, and Ted Yungclas

Staff: Cynthia van Zelm, John Zaccaro

**1. Call to Order**

Steve Bacon, Vice President, called the meeting to order at 8:05 pm, in President Philip Lodewick's absence.

**2. Opportunity for Public to Comment**

There was no public comment.

**3. Review and Consideration of Zoning Permit Application of Educational Playcare for a day care center in Building VS-11 of Storrs Center**

Ted Yungclas made the following motion, "In accordance with Mansfield Zoning Regulations Article X, Section S ("Storrs Center Special Design District regulations"), the Mansfield Downtown Partnership held a public hearing on October 17, 2013 for the purpose of hearing public comment on the consistency of Educational Playcare's zoning permit application for a day care center in the VS-11 building in Storrs Center, with the Storrs Center Special Design District regulations. Based on its review, and subject to the Mansfield Director of Planning and Development's review and consideration of technical issues and public comment, related to the Zoning Permit Application for a day care center in the VS-11 building in Storrs Center, the Partnership Board of Directors finds that, to the best of its knowledge and judgment, the Zoning Permit Application for a day care center in the VS-11 building in Storrs Center fully complies with the requirements of the Storrs Center Special Design District regulations, in general. President Philip Lodewick is authorized formally to convey this advisory opinion to the Mansfield Director of Planning and Development." Harry Birkenruth seconded the motion.

Mr. Bacon said the public comment in the prior public hearing generally indicated that the zoning permit application was consistent with the Storrs Center Special Design District regulations and design guidelines.

Toni Moran asked if security requirements had increased for day cares as they have for schools in the state. Gerry Pastor, with Educational Playcare, said there are no new requirements but day cares are required to have a four foot fence around play areas. The fencing will be opaque at the Mansfield location.

Tom Callahan asked about the need for a requirement between the Town and master developer LeylandAlliance regarding maintenance of the temporary gravel drive (that will serve as a construction access road and emergency turnaround access). He also suggested that attention be given to how the road affects the play area on the side of the building. Matt Hart said that before the Town could accept this road, it would be a private road and the developer would be responsible for its upkeep. Mr. Hart asked Director of Planning and Development Linda Painter to come forward to elaborate. Ms. Painter said the developer would be required to maintain and plow this temporary road, and she could include that as a condition if she approves issuing the zoning permit. She reiterated that the road is important to the Fire Department for access. Ms. Painter will also look at the gravel drive vis a vis its location near the play area.

The motion was approved unanimously.

#### **4. Adjourn**

Ms. Moran made a motion to adjourn. Mike Kirk seconded the motion. The motion was approved. The meeting adjourned at 8:17 pm.

*Minutes taken by Cynthia van Zelm*

EHHD Personnel Committee  
Special Meeting Minutes  
October 29, 21013  
Mansfield Town Hall, Conference Room B

Present: E Paterson, S Werbner, M Hart, M Capriola, J Luiz (via conference call), R Miller

Meeting called to order at 3:08 by M Hart, Chair

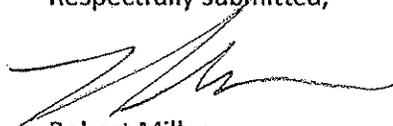
S Werbner MOVED, J Luiz seconded to approve the 5/21/13 minutes as presented. Motion PASSED, unanimously.

R Miller updated committee on Community Health and Wellness Coordinator salary offer. The candidate lives in Bolton, but currently commutes to Stratford. Candidate is willing to take a pay reduction to remain close to home. However, candidate's current employer issued a counter offer of \$77,000 annual salary, a \$10% increase. Discussion ensued regarding the merits of providing a counter offer. Budget implications were discussed. Committee members noted that the candidates qualifications exceeded those required by the position class, and the importance of sustaining, and if possible, expanding the existing community health and wellness programs. The value this candidate provided in agency succession planning was also noted. S Werbner MOVED, and E Paterson seconded to authorize the Director of Health to provide a counter offer of \$70,000 annual salary. Motion PASSED, unanimously.

R Miller reviewed the memo dated 10/28/13 regarding the recruitment process. Discussion ensued. *It is the consensus of the committee that all provisions enumerated in said memo shall be implemented during any and all future agency regular position recruitments, with one clarification.* Clarification: Item #6 in the memo *authorizes* the Director of Health in consultation with the Personnel Committee Chair to act on behalf of the full personnel committee in responding to a candidates counter offer, with such action reported out to the committee at the next meeting.

Subsequent agenda items tabled to next scheduled meeting.

Respectfully submitted,



Robert Miller  
Secretary

# HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

## ANNUAL MEETING MINUTES

Housing Authority Office

October 16, 2013

8:30 a.m.

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 8:45 a.m. by the Chairperson.

### ELECTION OF OFFICERS

A motion was made by Mr. Eddy and seconded by Ms. Ward to re-elect the current slate of officers to their current positions. Motion approved unanimously.

### MINUTES

A motion was made by Ms. Hall and seconded by Ms. Ward to accept the minutes, as amended, of the September 19, 2013 Regular Meeting. Motion approved unanimously.

### COMMENTS FROM THE PUBLIC

None

### COMMUNICATIONS

None

### REPORTS OF THE DIRECTOR

#### Bills

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the September bills. Motion approved unanimously.

#### Financial Reports –A (General)

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the August Financial Reports. Motion approved unanimously.

Mr. Simonsen asked Ms. Fields check on the CD interest rates and determine if any money may be able to be moved to a higher earning account.

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

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

### REPORT FROM TENANT REPRESENTATIVE

#### **Human Services Advisory Committee**

Mr. Eddy reported that the committee will meet this afternoon. At the last meeting it was reported that the application form for nonprofit grants is being revised.

## **General Reports**

Mr. Eddy reported that there is a town Sand Box in the clothesline enclosure by Building 4 that needs to be placed in an area that will be usable for the winter.

Mr. Eddy reported that the new trash cans are too many or too big for the trash shed. Ms. Fields stated that she had already spoken with Ginny Walton, Town Recycling, and will be assessing all the trash sheds in the weeks to come.

## **COMMITTEE REPORTS**

### **Quality of Life Committee**

Ms. Ward updated the Board on the schedule and work to be performed by Milrick Lawn Service, LLC. In addition to the landscaping, five trees will also be removed to prevent damage to the property. Ms. Ward noted that the gutters need to be cleaned and that one gutter is slanted in the wrong direction. Ms. Fields stated that the gutters will be cleaned and the gutter repaired.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve an additional \$6,000 to cover the additional costs of landscaping, tree removal and stump grinding. Motion approved unanimously.

## **UNFINISHED BUSINESS**

### **Holinko Estate Solar Panels/Exterior Lighting Upgrades**

Ms. Fields met with Sunlight Solar and their electrician on October 1, 2013. They assessed the situation and will get back to me with a lighting upgrade recommendation. They are also assessing whether or not trees will need to be removed or if we can reduce our consumption with more efficient lighting and put a small solar array on the roof.

### **Section 8 Administrative Fee Reserves**

Ms. Fields will meet with Mr. Hart, Town Manager next week. Ms. Fields will discuss the financial situation, created by the lack of HUD administrative fee reimbursement, impacting the Housing Authority's ability to administer the Section 8 Voucher Program.

### **Committee Charters**

The Board was not ready to discuss the drafts of the Committee Charters presented at the last meeting. It will be discussed at the next Board Meeting.

### **Real Estate**

Ms. Fields asked the Chairman to request a vote to go into Executive Session in order to provide a real estate update which contains privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to invite Ms. Fields and to go into Executive Session at 10:00 a.m. Motion approved unanimously.

The Board came out of Executive Session at 10:17 a.m.

## **NEW BUSINESS**

### **CHFA Capital Plan for Portfolio**

Ms. Fields received the Draft CHFA Capital Plan Property Assessment for Holinko Estates and Wrights Village produced by RECAP Real Estate Advisors. Basically, they

suggest we stay with our current plan and continue to increase rents over time to meet the capital needs of the properties.

**MEEETING DATE REVIEW**

None

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 10:35 a.m. without objection.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson

TOWN OF MANSFIELD  
FINANCE COMMITTEE MEETING  
MINUTES OF SEPTEMBER 9, 2013

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

Other Council Members Present: Paul Shapiro

Staff Present: Matt Hart, Cherie Trahan

1. Meeting called to order at 6:02pm.
2. Minutes from 08/12/13 meeting approved as amended.
3. Opportunity for Public Comment – None
4. Quarterly Financial Statements – Cherie Trahan and Matt Hart highlighted a few items in the quarterly financial statements and answered questions from the Committee. Cherie informed the Committee that the new Storrs Center Reserve account report was not included at this time, but will be provided at the next meeting. For the next Finance Committee packet, item numbers will be added to the supporting documentation. The Committee discussed the statements, accepted them, and agreed to recommend acceptance by the Town Council at the next meeting.
5. Proposed FY 2012/13 Yearend Transfers – Cherie highlighted a couple of the more significant transfers. The Committee discussed the transfers, accepted them, and agreed to recommend approval to the Town Council.
6. Proposed FY 2012/13 Capital Projects Adjustments – Cherie reviewed the capital projects adjustments with the Committee. The Committee discussed the transfers, accepted them, and agreed to recommend approval to the Town Council.
7. Other business/future agenda items – no additional items at this time.
8. Adjournment. The meeting adjourned at 6:52 pm.

**Motions:**

Motion to approve the August 12, 2013 minutes as amended by Carl Schaefer. Seconded by Bill Ryan. Motion passed unanimously.

Motion to accept the Quarterly Financial Statements dated June 30, 2013 and recommend acceptance to the Town Council by Bill Ryan. Seconded by David Freudmann. Motion passed unanimously.

Motion to accept and recommend approval of the FY 2012/13 Yearend Transfers to the Town Council by David Freudmann. Seconded by Carl Schaefer. Motion passed unanimously.

Motion to accept and recommend approval of the FY 2012/13 Capital Projects Adjustments to the Town Council by Carl Schaefer. Seconded by Bill Ryan. Motion passed unanimously.

Motion to adjourn.

Respectfully Submitted,

Cherie Trahan, Director of Finance

**Mansfield Open Space Preservation Committee**

APPROVED Minutes of October 15, 2013 meeting

(Joint special meeting with Conservation Commission, followed by OSPC meeting)

Members present: Jim Morrow (chair), Vicky Wetherell, Ken Feathers, Quentin Kessel, Michael Soares. Conservation Commission members: Quentin Kessel (chair), Michael Soares, Joan Buck, Neil Facchinetti, Aline Booth. Jennifer Kaufman and Linda Painter (staff).

1. Meeting was called to order at 7:35.
2. Vicky was appointed acting secretary.

**Old Business**

3. *Mansfield Tomorrow* Linda Painter reviewed the status of the Mansfield Tomorrow project to update the POCD. Draft copies of the goals, policies and strategies for two chapters were presented for review: Natural Systems and Open Space, Parks and Working Lands. Comments were limited due to the short time available to review the material, and they focused on strategies concerning water resources. Jennifer made notes and will forward the comments to Goody Clancy.

4. The joint special meeting adjourned at 9:19.
5. The Open Space Preservation Committee convened at 9:24.
6. Minutes of the September 17, 2013 meeting were approved.

**Old Business**

7. *Mansfield Tomorrow* The committee voted to add to the agenda a committee review of the proposed definition of "open space" for the updated POCD. The committee approved a revised definition, which will be forwarded to Goody Clancy.

**New Business**

8. *LaGuardia easement* Jennifer informed the committee about the proposed easement, which Joshua's Trust has agreed to hold. The committee recommended items to be included in the easement, and they authorized Vicky to forward the committee's report to PZC for the public hearing on October 28.

9. Meeting adjourned at 9:47.

Historic District Commission

Minutes

Meeting Tuesday, September 10, 2013

The meeting convened at 7:00 pm

Members Present: J. McGarry, G. Bruhn, A. Bacon, D. Spencer

**Public Hearings:**

Gary Bent  
97 Mansfield Hollow Road  
Mansfield Hollow Historic District

Application for installation of thermal solar panels on south-facing roof of home.

Discussion: There will be two panels, very dark gray or black in color and installed flush to the roof, with approx. 3 – 4 inches of gap. The panels will be used to reduce hot water costs and are expected to reduce fuel consumption by 25%. The south-facing roof is visible from the direction of the dam, but not directly from Mansfield Hollow Road in front of the house. Panels will be installed by C-Tec, the solar company chosen by the town of Mansfield to work on the solar initiative.

There was no public participation in the hearing. G.Bruhn noted that Ct.State statutes for historic districts encourage energy efficiency, as long as it is not detrimental to the historic district as a whole.

The public hearing was closed and the HDC meeting called to order.

1. The committee voted unanimously to approve the application and agreed that it is supportive of such energy initiatives. A Certificate of Appropriateness will be emailed to G.Bent Wednesday morning, with notification sent to Curt Hirsch.
2. June minutes were approved.
3. It was moved and seconded that the Committee move to Executive Session.

The meeting concluded at 8:05 p.m.

Respectfully submitted,

Gail Bruhn,  
Chair



Town of Mansfield  
**CONSERVATION COMMISSION**  
Meeting of 18 September 2013  
Conference B, Audrey P. Beck Building  
**MINUTES**

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

1. The meeting was **called to order** at 7:32p by Chair Quentin Kessel. Alternates Booth & Buck were designated voting members for the meeting.

2. The **draft minutes** of the 21 August 2013 meeting were approved as written.

**3. IWA Referrals**

a. **W1522 (Galey, 85 Coventry Rd.)** The applicant proposes to excavate an area of lawn for a pond, the edge of which would be 60 ft. downslope from wetlands at the closest point. After brief discussion, the Commission agreed unanimously on the following **motion** (Silander, Booth): No significant wetlands impact is expected from this project, as long as sedimentation controls are in place during construction and excavated material is removed from the property.

b. **W1523 (Hussey, 500 Mansfield Ave.)** A “caretaker dwelling” is proposed on land S. of the Sidney Chrysler house on Mansfield Ave. A pond and swale lie behind the proposed house; its driveway would come within 55 ft. of the pond, the house itself within 33 ft. of the swale. Setback requirements severely limit what can be done to increase these distances. Kessel, conceding that it was not a wetlands issue, wondered nonetheless why the project did not constitute subdividing the property. After some discussion, the Commission agreed to the following **motion** (Silander, Buck): There is some potential for a negative impact on wetlands from excavation associated with this project, potential which could be lessened by taking extra care with erosion controls during construction. All voted in favor save Booth, who objected to the applicant’s unsupported assertion that “the proposed residential use will be less impact on wetlands than the present agricultural use” (Part E) and abstained.

**4. Water Supply.** At the 09 September Town Council meeting, Kessel heard a presentation of the Connecticut Water Company’s plan to supply water to UConn and Mansfield. A 16-inch pipe along Rte. 195 would permit delivery of 2.3 mgd. Regarding UConn’s proposed expansion by 5K students (state funding permitting), UConn’s architect said that the university plans to build enough student housing accommodate 70% of new students, maintaining the current ratio of students housed on campus to students enrolled.

**5. Mansfield Tomorrow.** Kessel has asked Jennifer Kaufman to get drafts of the focus group reports to Commission members so that they can be read in advance of the October meeting.

**6. Streamflow Classifications.** DEEP has published preliminary streamflow classifications for rivers and brooks in Mansfield. Such classifications have management implications; e.g., those classified as “Free-flowing” or “Minimally altered” are supposed to be maintained as such. All the streams in Mansfield are so classified, save for a section of the Fenton River (and certain contributing brooks) north of the Gurleyville Grist Mill, which are classified “automatically” as “Moderately Altered”, though nobody at the meeting knew why. Comments on the proposed

classifications can be submitted until 31 December.

7. **Adjourned** at 8:31p. Next meeting: 7:30p, Wednesday, 16 October 2013.

Scott Lehmann, Secretary, 22 September 2013; approved 20 November 2013.