

**Personnel Committee  
Wednesday, March 12, 2014  
Council Chambers, Beck Municipal Building**

**Minutes**

Members Present: Toni Moran (Chair), Alex Marcellino

Other Council Members Present: Elizabeth Paterson, Paul Shapiro

Others Present: Maria Capriola, Matthew Hart

The meeting was called to order at 2:02pm.

**1. MINUTES**

The minutes of February 12, 2014 were moved by Marcellino and seconded by Moran. The minutes were unanimously approved as presented.

**2. TOWN ATTORNEY RFQ – FIRM INTERVIEWS**

The following firms were interviewed separately:

- Branse, Willis & Knapp, LLC
- Londregan, Sheehan & Monaco, P.C.

The firms' background, experience, and approach to work were discussed. Branse, Willis & Knapp, LLC distributed a number of samples of their work; Chair Moran asked that the samples be provided as a supplement to the minutes.

The meeting adjourned at 4:40pm.

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

TOWN OF MANSFIELD  
Solid Waste Advisory Committee  
Minutes of the Meeting  
January 9, 2014

Present: Knox, Ames, Coughlin, Walton (staff)

The meeting was called to order at 7:08.

The minutes from November 14, 2013 were accepted on a motion by Ames/Coughlin.

Walton reported on the single-family service. To date, the number of substantiated complaints from residents is between 5 to 8 per week. Walton is hoping that this will drop over the month to fewer than 3 per week. The recycling rate is holding steady at 35% to 39%. There has not been an increase in recycling with the supply of the larger recycle containers. Monthly revenue and expenses are similar to when F. W. Mayo and Sons held the contract. Walton will continue to follow service complaints, recycling rate and revenue and expenditures.

The committee reviewed a proposed strategy to implement a zero waste campaign in the Town of Mansfield. Members were in agreement with the outlined strategy. Walton will begin by working with the businesses in the town center to consider using only recyclable, reusable or compostable supplies on the day of the Mansfield Festival (on the Green) in September.

Newport Biodiesel is interested in supplying a 150 gallon container for the transfer station so that we can collect residential waste vegetable oil. The Rhode Island company makes and sells biodiesel locally. Staff is looking at spill containment in order to be in compliance with the DEEP.

Walton circulated a flyer about an international Clean Up Mansfield Day. Originating in Mansfield, England, other Mansfield communities around the world are being asked to participate on Wednesday, April 2, 2014 by carrying out a clean-up activity. Since it is a week day, Walton will ask the schools if they want to participate.

As part of the zero waste strategy, Walton suggested resuming the composting workshops in combination with a small discount on one or two types of compost bins. The committee discussed two styles of composters - the Green Cone, which is a food digester that is partially submerged in the ground and can decompose meat, bones, pet waste and food scraps, and a Garden Gourmet, which is a standard-sized backyard bin that is designed to handle food scraps, leaves and grass clippings. Ames and Knox are willing to test out the containers since Signature Marketing, a local company, will supply a sample of each. Walton will request the samples.

Walton stated that the expansion of textile recycling to include worn-out clothing, stuffed animals, pillows, scrap material and more has been advertised through various media outlets. The paint collection has been very popular with the disposal of 11 tons of material since it began mid-July 2013.

The next meeting is scheduled for March 13, 2014.

The meeting was adjourned at 8:45 pm.

Respectfully Submitted,

Virginia Walton  
Recycling/Refuse Coordinator

**Ad hoc Committee on Responsible Contracting  
Friday, January 10, 2014  
Council Chambers, Beck Municipal Building**

**Minutes**

Members Present: Toni Moran (Chair), Elizabeth Paterson, Elizabeth Wassmundt

Other Council Members Present: Steve Kegler, Paul Shapiro

Staff Present: Maria Capriola, Assistant Town Manager

The meeting was called to order at 9:05 am.

**1. MINUTES**

The minutes of December 13, 2013 were moved by Wassmundt and seconded by Paterson. The minutes were unanimously approved as presented.

**2. DISCUSSION ON RESPONSIBLE CONTRACTING ORDINANCE FOR MANSFIELD**

Three topics were discussed: Requirements of contractor safety/labor law violations; Town enforcement of state and federal law; additional requirements to prevailing wage laws. Any draft language being prepared on these topics will be used as a starting point for discussion purposes only.

*Requirements of contractor safety/labor law violations.* Mr. Kegler suggested that requiring contractors to submit their most recent OSHA 300 report(s) as part of their bid submittals may be one way to review a company's safety record. The Committee shared an interest in this.

The difference between allegations and findings were discussed within the context of a company's safety/labor record with the Department of Labor. Staff was asked to determine if there is an online searchable database with the Department of Labor in regards to findings of violation of state safety and labor laws.

The Town's insurance requirements for contractors were discussed. The Committee concurs with the Town's practice of requiring and verifying (through certificates of insurance) that contractors and subcontractors carry adequate liability and workers compensation insurance. Staff was asked to provide the Committee with a copy of the Town's insurance requirements for contractors.

*Town enforcement of state and federal law.* Worker misclassification and (gender) pay equity was discussed. Staff believes that it would be an administrative burden to take on the responsibility for investigating worker misclassification complaints (from workers of contractors) in regards to potential violations of state and federal law. Staff expressed a similar concern in regards to investigating (gender) pay equity issues for workers of contractors. Staff suggested that if such concerns were brought to the attention of staff, those individuals could be referred to the appropriate state agency for

investigation/advice. Sample agencies that may be relevant include the Wage and Hour Division of the DOL or the CHRO.

Mr. Shapiro expressed concerns about pre-emption if the Town were to enforce certain state or federal law for which it did not have the authority to enforce.

The difference between allegations and findings were again discussed within the context of this topic.

Mayor Paterson would like to conduct a review of training provided to relevant Town staff and determine if there are any gaps in training. Staff provided an overview of relevant training provided to Town staff and agreed to assist the Committee in that review.

*Additional requirements to prevailing wage laws.* Additional requirements in regards to health insurance and pension were discussed. Mr. Kegler and staff provided a brief overview of some of the new employer (relevant) health insurance requirements in regards to the Affordable Health Care Act. There was not support from the Committee to add additional requirements to prevailing wage laws.

### 3. FUTURE AGENDA ITEMS

- Guest Speakers from the local Chambers of Commerce
- Codes of Conduct for Contractors selected for Town (public) projects
- Administrative concerns/gaps in existing purchasing/insurance ordinances/policies
- Separate ordinance v. inclusion in the Purchasing Ordinance v. status quo

### 4. PUBLIC COMMENT

Greg Zlotnick, Mansfield. Mr. Zlotnick expressed his desire to have local contractors play a larger role in the Committee's deliberations on responsible contracting.

Pat Suprenant, Mansfield. Ms. Suprenant disclosed her affiliation with the Mansfield Independent News. She asked the Committee for the purpose of such an ordinance for Mansfield and inquired as to why the Committee is in pursuit of a solution to a problem that in her opinion doesn't appear to exist in Mansfield.

Mrs. Moran noted that the ordinance, if passed, would be a preventive action, intended to avoid problems with future projects, such as school building or renovation projects or infrastructure improvements.

The meeting adjourned at 10:38am.

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

Mansfield Community Playground Project  
Meeting Minutes

Date: January 9, 2014

Present:

Steering Committee members present:

Sara Anderson, Ellen Tulman, Julia DeLapp, Megan Huff, Chad Rittenhouse

Members of the community present:

Dan Capetta

Next Meeting: Thursday February 13, 2014, 7-8 pm, conference room B

- 
- I. Welcome & Introductions
  - II. Approval of Minutes from 11/14/13 meeting
  - III. Town Update – Town of Mansfield is considering providing significant support to help with the completion of the playground, however no final decisions have been made by Town Council & personnel.
  - IV. Video – The Mansfield Community Playground video is complete and is now being shared with members of the community. All committee members are encouraged to share the video with the community.
  - V. Fundraising
    - a. Total received & pledged to date = \$252,000
    - b. The mailing to all Mansfield households has brought in \$9,900 to date. The cost of mailing was covered by monies from Graustein Grant
    - c. Total picket sales to date = 122
    - d. The Mansfield Independent News is interested in doing a feature article. Brett is working on this on our behalf.
    - e. Women & Girls Grant – Kelly & Heather will be working towards meeting the requirements, involving girls from EOSmith & MMS
  - VI. Upcoming Events
    - a. Feb 1, 2014 – Winter Fun Tile Event in conjunction with Family Fun Night at community center from 6-7:30.
    - b. March 2014 – possible Moe’s event ( not during Spring Break which is week of 3/17)
    - c. Egg Hunt – April 19, 2014
    - d. May – possible grown up oriented event, including Silent Auction
    - e. June 7 – Fun Run.
  - VII. Public Relations Update
    - a. Possible appearance on “On the Homefront” which is a local cable access “charter 14” show
    - b. Continued work is being done to put together a semi-permanent display at the community center and a moveable display to use at various events.

Minutes prepared & respectfully submitted by Ellen Tulman on 1/19/14.

Sustainability Committee  
Minutes of Meeting

January 8, 2014

Members Present: Lynn Stoddard, Paul Shapiro, Kristen Schwab, Matt Hart, Shawn Santasiere, Susannah Everett

Other Present: Members of Town Council: William Ryan, Virginia Raymond, Alexander Marcellino, Elizabeth Wassmundt

Members of Four Corners Water and Sewer Advisory Committee: Ken Rawn, Meg Reich, Pat Ferrigno

Members of Conservation Commission: Quentin Kessel, John Silander, Aileen Booth

Connecticut Water Company: David Radka, Maureen Westbrook, Paul McCary, Craig Patla

Staff Present: Jennifer Kaufman, Linda Painter, Virginia Walton, Grant Meitzler

The meeting was called to order at 5:38 by Stoddard.

Introductions were made.

The December 11, 2013 meeting minutes were accepted as amended on a motion by Schwab/Hart.

There was no public comment.

Hart gave an overview of Connecticut Water Company's proposal for providing water service to approximately 200 Mansfield customers, including some municipal building, who currently are serviced by the University of Connecticut. Comments from commission/council/committee members included:

- Grammatical corrections in the Definitive Agreement between Connecticut Water Company and the Town of Mansfield,
- Suggestions of who should be represented on the water advisory committee,
- Concerns about pipeline sprawl and how extension requests would be handled in order to prevent this,
- Reservations about moving forward with the agreement before reviewing the draft Plan of Development and Conservation,

The Sustainability Committee, Four Corners Water and Sewer Advisory Committee and Conservation Commission broke into separate meetings to discuss the Definitive Agreement between Connecticut Water Company and the Town of Mansfield. Members of the Sustainability Committee suggested that under best management practices, 9.5.b., the language should be changed to "...implementing **any land use regulations** to mitigate development pressures...." The construction along Route 195 provides an opportunity to connect the bike path from CVS south to UConn and use green storm water management strategies. Middlebury is a community that built a bike path in conjunction with water line construction.

Work could begin in the fall of 2014, which means acting immediately to coordinate this effort. It was agreed that Joshua Trust, the Town of Willington and the Willimantic River Alliance should have representation on the advisory committee – this could be included in the Memorandum of Understanding between the Town of Mansfield and the Connecticut Water Company.

Schwab moved, Everett seconded to authorize the chair to report to the Town Council that the terms contained in the draft Definitive Agreement between Connecticut Water Company and the Town of Mansfield sufficiently address the concerns raised by the Committee in its August 2013 memo. The motion passed with Hart and Shapiro abstaining.

Stoddard moved, Schwab seconded to urge council and staff to work with relevant agencies and stakeholders to accommodate complete streets and green infrastructure in the design and construction of the CWC water project. The sustainability committee would be pleased to assist. The motion passed with Hart and Shapiro abstaining.

Staff will contact Middlebury about their bikeway.

The meeting was adjourned at 7:39 pm.

Respectfully Submitted,

Virginia Walton

Sustainability Committee  
Minutes of Meeting

February 12, 2014

Present: Lynn Stoddard, Paul Shapiro, Shawn Santasiere, Vera Ward, Corinne Tagliarina (guest), John Carrington (staff), Jennifer Kaufman (staff), Linda Painter (staff), Virginia Walton (staff)

The meeting was called to order at 5:36 by Stoddard.

Introductions were made as this was the first meeting for John Carrington, the new Mansfield Director of Public Works. Corinne Tagliarina attended on behalf of Rich Miller.

The acceptance of the January 8, 2014 meeting minutes were deferred until there is a meeting quorum.

Painter stated that a draft of the plan of conservation and development may be ready to pass on to the sustainability committee by Friday. The sustainability committee will have four weeks to review and provide feedback. After input from various town committees, the Mansfield Tomorrow advisory groups will review the plan and comments. The draft plan will then go to the Planning and Zoning Commission for review. There will be a 65 day public comment period. Painter and Kaufman stated that they are hoping to have an open house prior to the Town meeting. It was decided to schedule a special meeting on March 5, 2014 for the sustainability committee to discuss member feedback. The recommendations will then be further refined at the March 12, 2014 regular meeting.

Walton reported that she spoke to the Town of Middlebury's first selectman, Ed St. John, about the bike path that was built in conjunction with the Middlebury's water line. His suggestion was to build the bikeway on the state right of way, rather than in the road, to avoid disruption to the road. Although the Connecticut Water Company has control over the placement of the line, Hart, Painter and Carrington are the Town liaisons and will discuss this with them. There may be environmental impacts by putting it in the right of way rather than in the road. Staff will look into funding opportunities and will coordinate with UConn and the Connecticut Water Company. Tagliarina will talk to Rich Miller about advocating for a bike path along Rte 195 with UConn officials. Stoddard will contact DOT to find out what funding may be available. The water line/bike path will be placed on next month's agenda.

Tagliarina reported on UConn's activities beginning with Green Game Day on Sunday, February 23. The third Climate Impact, Mitigation and Adaptation conference (CIMA3) is scheduled for March 31, 2014 from 9 am to 1:30 pm. Kurt Spalding, from EPA Region 1, will be the featured speaker followed by a forum on how climate change affects different systems and a CIMA café with poster session. Eban Goodstein, an environmental educator who works with the clean energy movement, will give a closing speech focused on student activism around climate change. UConn's Spring Fling is scheduled on Earth Day, April 22. The University is working on a new master plan, which has provided the Office for Environmental Policy an opportunity to provide sustainability input. Miller may do a presentation on UConn's environmental activities to the Conservation Commission, in which other town committees will be invited to attend.

Walton reported that the Solid Waste Advisory Committee has developed zero waste strategies that they are beginning to work on. The Clean Energy Finance and Investment Authority has offered to send a letter to the residents in Mansfield who were interested in the solarize program, but did not proceed with a solar installation (about 400 households). The letter will inform them of the financial incentives available for energy efficiency upgrades.

Kaufman reported that there will be a vocational agriculture tour at EO Smith on March 19, 2014 as part of the Mansfield Tomorrow project.

Fairview Farms, a dairy farm in Woodstock, is looking for municipalities and businesses that are interested in purchasing electricity that will be generated from their proposed anaerobic digestion process. A spokesperson from the project would like to come to a future committee meeting to present their proposal.

Painter stated that Safe Routes to School will be funding a bike path from Route 195 to Southeast School.

The meeting was adjourned at 6:47.

Respectfully Submitted,

Virginia Walton

Sustainability Committee  
Minutes of Special Meeting

March 5, 2014

Present: Lynn Stoddard, Kristen Schwab, Jennifer Kaufman (staff), Linda Painter (staff), Virginia Walton (staff)

The meeting was called to order at 5:32 by Stoddard.

The meeting was focused on the layout of the draft Mansfield Tomorrow Plan. It was recommended that

1. Principles and “precepts” be repeated at the beginning of each chapter
2. Change the term “precepts” to “tools” or “methods”
3. Change the term “policies” in the goals and policies chart to “guidance”
4. Rename Chapter 5 to be “Climate, Energy and Waste”

The March 12, 2014 meeting will focus on the goals, strategies and actions of the draft plan.

The meeting was adjourned at 7:00 pm.

Respectfully Submitted,

Virginia Walton

**Personnel Committee  
Wednesday, February 12, 2014  
Council Chambers, Beck Municipal Building**

**Minutes**

Members Present: Toni Moran (Chair), Alex Marcellino, Elizabeth Wassmundt

Other Council Members Present: Mayor Paterson, Bill Ryan, Paul Shapiro

Others Present: Maria Capriola, Matthew Hart, Joann Goodwin (PZC Chair)

The meeting was called to order at 3:05pm.

**1. MINUTES**

The minutes of January 27, 2014 were moved by Marcellino and seconded by Wassmundt. The minutes were unanimously approved as presented.

**2. TOWN ATTORNEY RFQ – FIRM INTERVIEWS**

The following firms were interviewed separately:

- O'Brien & Johnson
- O'Malley, Deneen, Leary, Messina & Oswecki

The firms' background, experience, and approach to work were discussed.

Due to anticipated inclement weather, the February 13<sup>th</sup> interviews will be cancelled. Staff will try to reschedule the remaining two firms for interviews on February 18<sup>th</sup>.

The meeting adjourned at 5:28pm.

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

TOWN/UNIVERSITY RELATIONS COMMITTEE  
Tuesday, February 11, 2014  
Audrey Beck Municipal Building, Council Chambers

Minutes

**Present:** J. Armstrong, P. Barry, R. Cournoyer, C. Devecchis, M. Gilbert, S. Kegler, M. Kirk, E. Paterson, H. Rhyhart (*for O'Connor*), M. Sargent, N. Silander, W. Simpson

**Staff:** M. Capriola (*Town*)

**1. Call To Order**

Meeting was called to order at 4:02 pm. New voting members (Cournoyer, Kegler) were introduced and a student member (Devecchis) was welcomed back.

**2. Meeting Minutes**

Silander made the motion, seconded by Armstrong to adopt the November 12, 2013 meeting minutes. The minutes as revised were approved with those present voting in favor with the exception of four abstentions (Barry, Cournoyer, Devecchis, Kegler).

**3. Updates:**

a. *Mansfield Downtown Partnership*: No update provided.

b. *MCCP*: Armstrong provided an update.

c. *Next Generation CT*: Kirk provided an update. This project is largely in planning phases. The state will invest \$1.5 billion in capital funds at UCONN for this initiative.

d. *UCONN Tech Park*: Kirk provided an update. This project is in very early stages. An EIE is underway for one of the building locations.

**4. UCONN Education Efforts – Community Expectations**

Gilbert and Armstrong provided an overview of the University's efforts to educate students about community expectations. The following topics were discussed: applicability of the University's Code of Conduct to students when they are off-campus; education efforts at new student orientation; Off-Campus Student Services prevention and response initiatives; Office of Community Standards Workshop; and future initiatives. Sgt. Cournoyer and Mayor Paterson commended Armstrong for his efforts and collaborative style; they also expressed concern about resources and advocated for staff to be added to support Armstrong's efforts. Sgt. Cournoyer discussed the benefits of the Town and UCONN educating landlords about community expectations.

**5. USG Update**

Sargent and Devecchis provided an update on the following: USG elections; review of student fees; student concern about the limitation on the number of nonrelated roommates in single family homes; and positive events scheduled for spring weekend .

## **6. Other Business**

None.

## **7. Opportunity for the Public to Address the Committee**

Toni Moran, Mansfield. Ms. Moran disclosed her affiliation with the Mansfield Town Council and as the Chair of the Connecticut Permanent Commission on the Status of Women. Ms. Moran commended the University for changing its response to sexual assaults, particularly bystander education and training. She also advocated for education efforts to occur in First Year Experience classes. Ms. Moran also spoke to the development process of the ordinance that restricts the number of nonrelated roommates in single family homes, and the difficulty the Town had in engaging the landlord community in that process.

## **8. Adjournment**

The meeting adjourned at 5:02 p.m.

Respectfully Submitted,  
Maria E. Capriola, M.P.A.  
Assistant Town Manager, Town of Mansfield



**TOWN OF MANSFIELD**  
**OFFICE OF THE YOUTH SERVICES BUREAU**

---

Patricia Michalak, MA  
Youth Service Bureau Coordinator

YSB Advisory Minutes  
February 11, 2014  
12:00 noon @ Mansfield Town Hall  
Conf. Rm. B

**Board Members**

*Present:*

Ethel Mantzaris, Chair  
Chuck Leavens, E O Smith Counselor  
Patricia Michalak, YSB Coordinator  
Eileen Griffin, LCSW  
Trooper Stephen King  
Pat Schneider, Director of Human Services  
Kate Bohannon, YSB Social Worker  
Jared Redmond, Mansfield Recreation Coordinator  
Sonya Poulin, MSW intern

**I. Call to Order**

- Meeting called to order at 12:00 PM by Ethel Mantzaris.

**II. Introduction**

- Jared Redmond, Mansfield Recreation Coordinator: the Advisory Board approves Jared as a new Board member.

**III. Approval of minutes**

- January 14, 2014 minutes were approved.

**IV. Reports**

- Director's Report – Patricia Schneider
  - The budget is being completed.
  - Youth Services is working with Parks and Recreation and the library to create positive youth development programs that would occur throughout the year.
- Coordinator's Report – Patricia Michalak
  - **Teen Center:** Staff have met with Jared Redmond, Recreation Coordinator, three times this month to discuss collaboration between YSB and youth recreation programs, including the teen center, before and after school programs, and summer camp.

- **Villaris Martial Arts:** Staff facilitated a meeting between Jared Redmond and Ken Caputo of Villari's Martial Arts studio to discuss activities for the teen center and afterschool programming. Ken offered to do a free Hyper Pro class on Fridays afterschool. The program would be open to students in grades sixth through high school. YSB provided the opportunity for two students to attend the one-day camp offered at the Villari's dojo on Martin Luther King Day. This was a successful connection for both students who will be continuing with karate classes at Villari's.
- **Mansfield Library:** Staff initiated collaboration with Judy Staughton, the Mansfield Public Library's children's librarian. Judy will compile a list of books to assist parents in discussing divorce with their children. YSB staff will distribute the list to the schools and share them with families.
- **Staff Training:** Staff received training on the use of universal intakes as preventative tools to identify children at risk for substance abuse, depression, and mental health issues.
- **Suicide and Prevention Training:** Staff has planned a pilot suicide prevention training for Human Services staff and students on February 24<sup>th</sup>, 2014.
- **Fatherhood Seminar:** Staff attended a daylong seminar to learn ways to increase effectiveness in supporting and engaging fathers. Fathers are often underutilized resources in families and research shows that children's academic, social, and emotional well-being are jeopardized when fathers are absent.
- **Kidtrax:** Staff participated in the final KidTrax training and can now begin incorporating the survey function piece of the software to compile outcome data.
- **X-Block:** In order to meet the growing need, we are considering expanding this program to another day. This in school counseling program, which was a new initiative in October, serves on average 16 students. We continue to receive new referrals for this program.
- **Ongoing Programs:** Parent Support Groups, Grief Group, Cope Groups, Big Friends Mentoring Program and Grandparents Raising Grandchildren Groups : These groups continue to meet regularly and provide support and education to a wide range of people in our community.

**V. Old Business:**

- None

**VI. New Business:**

- Possible Advisory Board member Jared Redmond
- Collaboration with Parks & Recreation: YSB is looking to increase collaboration with Parks and Recreation and the library and to have a variety of programs utilizing staff from different agencies. The hope is that this will make the youth more aware of what is available for them and to reach youth that we currently are not.

- YSB staff is incorporating mental health screening in the in-school counseling at the middle school

**VII. Other:**

- High School Transition Group: YSB interns will be creating a group for eighth grade students that we work with to aid them in the transition to high school. They will be utilizing peer natural helpers from E.O. Smith.

**VIII. Adjournment**

- Meeting adjourned at 12:25 p.m. February 11, 2014 is the next meeting.

**MANSFIELD DOWNTOWN PARTNERSHIP  
MEMBERSHIP DEVELOPMENT SPECIAL COMMITTEE MEETING  
Mansfield Town Hall, Conference Room B  
November 18, 2013  
4:15 PM**

**MINUTES**

Present: George Jones (Chair), John Armstrong, June Krisch

Staff: Cynthia van Zelm

**1. Call to Order**

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

**2. Approval of Minutes from October 21, 2013**

June Krisch made a motion to approve the Minutes of October 21, 2013. John Armstrong seconded the motion. The motion was approved.

**3. Approval of Meeting Dates for 2014**

The Committee reviewed the proposed meeting dates for 2014. Based on feedback, Mr. Jones will e-mail Committee members to ascertain whether the 4<sup>th</sup> Tuesday or Thursday works for Committee members.

**4. Update on Committee Recruitment Letter**

Cynthia van Zelm said the Committee recruitment letter was ready to go but was awaiting Partnership letterhead to arrive.

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

The Committee reviewed the latest draft of the Membership recruitment letter. The Committee agreed that the copy was a good one and did not think it needed to be professionally printed unless the photo images would be difficult to read. They would like a matte version vs. a gloss version.

The Committee agreed that the membership form should all be in blue, not a combination of blue and black.

With respect to a discount card at Storrs Center businesses, the Committee agreed that it only be for new members but would be a benefit for all members. Ms. van Zelm will remove it from the form but include it in the letter. She will ask businesses at the next Storrs Center meeting, if they would support a discount card for new members.

With respect to a reception for members, the Committee agreed it would be for \$200 members and over.

**6. Adjourn**

The meeting adjourned at 5 pm.

*Minutes taken by Cynthia van Zelm.*

**MANSFIELD DOWNTOWN PARTNERSHIP  
PLANNING AND DESIGN COMMITTEE  
Town Hall Council Chambers**

**Tuesday, February 18, 2014**

**MINUTES**

Members: Paul Aho, Steve Bacon, Laurie Best (via Skype in Australia), Manny Haidous, Jon Hand, Peter Millman (by phone), and Betsy Paterson, Sondra Astor-Stave (by phone)

Staff: Cynthia van Zelm

Guests: Howard Kaufman and Lou Marquet with LeylandAlliance; Jeffrey Resetco with EdR

**1. Call to Order**

Steve Bacon called the meeting to order at 5:05 pm.

**2. Public Comment**

There was no public comment.

**3. Approval of Minutes from December 17, 2013**

Betsy Paterson made a motion to approve the December 17, 2013 minutes. Paul Aho seconded the motion. The motion was approved.

**4. Review of DRAFT Storrs Center Phase 2 Plans**

Mr. Bacon introduced Howard Kaufman and Lou Marquet from LeylandAlliance, and Jeffrey Resetco from EdR.

Mr. Bacon referenced the draft renderings and site plans sent earlier in the day for Phase 2 (Wilbur Cross Way neighborhood) and Phase 3 (for-sale residential area) of Storrs Center. Hard copies were available at the meeting as well. Mr. Bacon said the Board had received a presentation on the plans. The draft renderings for Phase 2, however, are new.

Mr. Bacon invited the Committee to a presentation to the Town Council by the Partnership, Leyland, and EdR on February 24, 2014. It will include the plans to finish Phase 2 and Phase 3 to complete Storrs Center.

Cynthia van Zelm reviewed the schedule for submittal and approval of a zoning permit application for Phase 2 for Storrs Center. Mr. Bacon said the Committee's March 18 meeting will be significant as the Committee will receive a draft of the application and design guidelines checklist.

Jeffrey Resetco reviewed the draft Phase 2 elevations with the Committee.

He noted that the Oaks office will move to the VS-2 building as they need room for additional staff to manage and market the properties. Mr. Resetco said there will be some residences on the first floor. They will also have a model in the next phase.

There will be a walking plaza from VS-2 next to Bruegger's Bagels to Storrs Road.

The roofs will be flat roofs for the buildings in Phase 2.

Mr. Resetco said there will be an alley between buildings VS-8/9 and VS-10 that goes back to the for-sale residential. Lou Marquet said there may be storefronts that face this muse.

Mr. Resetco said a small exercise/yoga studio will be put in the old Oaks office at 9 Dog Lane.

Mr. Resetco said they are working with a new architectural firm for Phase 2, and the architectural firm came to Storrs Center to view the project. He asked the firm to be creative while following the Storrs Center Design Guidelines.

Howard Kaufman said the design for Phase 2 is more contemporary. Mr. Marquet said the outside building materials such as clapboard will be similar to the other phases already built.

Peter Millman expressed interest in more variation in height and a review of some of the colors shown on the preliminary renderings (A-503 drawing). Jon Hand agreed.

Some of the Committee members expressed concern that some of the renderings looked a little "busy."

Manny Haidous expressed interest in canopies over store fronts to protect from the weather elements.

Mr. Haidous asked if there would be room on the sidewalks for tables for the restaurants. Mr. Marquet replied in the affirmative.

Mr. Hand suggested moving the position of the windows so they are off set (A-521). Mr. Aho agreed.

Mr. Marquet suggested presenting VS-5 and VS-6 separately so they do not look so monolithic.

Mr. Resetco said he will take back the comments received from the Committee to the architects, and make changes for the Committee's second review.

The Committee agreed to meet on March 5 at 5 pm to review revised renderings.

Mr. Kaufman then reviewed the plans for the for-sale residential housing, referring to the draft renderings and photos of buildings Leyland had built in Warwick Grove, NY.

Mr. Kaufman said two options were being reviewed for parking that would accommodate Phase 2 – a surface lot with pervious pavement or a two level parking deck.

There are three for-sale housing options being proposed for the for-sale residential. Type A/B is a four unit townhouse with some master bedrooms on the first floor, and two parking spaces. These units would be 1,700 to 2,000 square feet. There are 16 units proposed for the Type C townhouse which are smaller with one parking space. These would be about 1,000 square feet plus.

The condos would include parking in the rear of the unit, at the basement level. A resident would walk from his/her parking space to an elevator to get to their unit. These condos would be 1,400 to 1,800 square feet. Mr. Marquet showed photos of similar units Leyland built in Warwick Grove.

Mr. Kaufman said there would possibly be a stand-alone community room for resident events. He said there will also be green space in the site.

Mr. Kaufman said that architectural firm Union Studios is expecting to have a rendering for Monday's Town Council meeting.

Mr. Bacon asked if the Type C townhouses were offset and Mr. Marquet replied in the affirmative.

Mr. Millman expressed support for master bedrooms on the first floors.

Several Committee members expressed support for the townhouses to have individual colored facades vs. unified facades.

Mr. Kaufman said there may be the ability to add a 3<sup>rd</sup> floor/storage on the Type A/B townhouses.

Mr. Hand suggested a different location for the doors to break up the design for the townhouses. Mr. Millman suggested varying shutter color.

Mr. Marquet said the plan is for the site to be well landscaped. He said there may be the ability to have a community garden in response to a question from Mr. Millman.

Mr. Haidous asked if homes will be customized. Mr. Marquet said that owners could do some customization.

Mr. Marquet said that Leyland will test the housing market in April.

Mr. Kaufman said an association of the owners would be established and would oversee the maintenance.

Mr. Kaufman said the current parking factor is being evaluated. Currently, the parking study as part of the Storrs Center Special Design District requires 1.25 spaces per residential unit. The trend is showing that less cars are parking in Storrs Center for the residential uses. The

outcome on the parking factor will determine how much additional parking is constructed. As allowed for in the parking study, the parking factor is being evaluated by parking professionals based on the actual parking trends in Storrs Center.

Mr. Haidous asked about how seasonality fits into the parking trends. Mr. Kaufman said parking is most heavily used mid-week, mid-day.

Mr. Kaufman and Mr. Resetco said a surface lot would allow for the pervious pavement and for significant landscaping vs. a two deck structure. Mr. Marquet said with the grade, the lot will be lower than the townhouses, and not an aesthetic impediment.

#### **4. Adjourn**

The meeting adjourned at 7:20 pm.

*Minutes prepared by Cynthia van Zelm*



**MANSFIELD ADVOCATES FOR CHILDREN**  
**Wednesday, January 8, 2014**  
**Community Room, Mansfield Community Center**  
**MINUTES**

**Members Present:** Sara Anderson, Terry Cook, Sarah Delia (staff), Jordana Frost (EHHD), Katherine Johansen, Kathleen Krider (staff), Marl LaPlaca, Rachel Leclerc, Brett Reynolds (staff), Pat Schneider, Esther Soffer-Roberts, Judy Stoughton and Jillene Woodmansee.

**Regrets** Lisa Dahn, Susan Daley, Jane Goldman, Cindy Guerreri, Mary Jane Newman.

**Guests:** Julie Campbell, Rita Kornblum, Jeff Smithson, Linda Williams, Kelly Zimmerman.

<i>WHAT</i>	<i>DISCUSSION</i>	<i>OUTCOME</i>
CALL TO ORDER	Terry Cook called the meeting to order at 5:33pm.	
CONSENT AGENDA	Approval of the Minutes of December 4, 2013 meeting.	<i>The December 4, 2013 Minutes were approved with amendments.</i>
TEAM UPDATES	<p><b>Staff Reports:</b> Kathleen Krider</p> <ul style="list-style-type: none"> <li>• The PEP Class starts on January 21. This is a ten week class with a four week project at the end of the class. Graduation will be at the end of 14 weeks. There was a MMS Q-Notify that went out this week. This class is targeted at parents.</li> <li>• There will be a POP (Power of Play) Workshop which will consist of three parts, Provider POP, Parent POP and Kid POP. Early Childhood Services would like to gain support of the Home Care Providers. Early Childhood Services is working on a grant to help support POP.</li> </ul> <p><b>School Readiness:</b> Kathleen Krider</p> <ul style="list-style-type: none"> <li>• Race to the Top – the state did not receive this grant from the federal government. There are components that the state is working on.</li> <li>• CT Charts –a- Course is <u>giving away</u> awarding funds for teacher training and education including summer school.</li> <li>• The School Readiness and the Quality Enhancement Grant will become one RFP this year.</li> <li>• SR Slot changes – We will be changing Mansfield's slot allocation to 16 slots as</li> </ul>	

	<p>follows: 6 Full Day slots, 6 School Day/School Year slots and 4 Part Day slots. We are awaiting approval from Gerry Rowell.</p> <p><b>Playground Committee:</b> Sara Anderson</p> <ul style="list-style-type: none"> <li>• The Playground Committee received \$9, 906 to date from the Playground Mailing in early December. There was approximately \$3000 in expenditures.</li> <li>• The Committee is waiting on the Town of Mansfield for a firm commitment for in-kind services and a build date.</li> <li>• The Committee received a \$3000 grant from the Community Foundation of Northeast CT. The Committee will organize a one Mansfield Middle School Group and one High School group with these funds.</li> </ul> <p><b>MAC Website:</b> Brett Reynolds</p> <ul style="list-style-type: none"> <li>• Brett shared with the membership that the website will go live shortly.</li> </ul>	
<p>OLD BUSINESS</p>	<p><b>Development of Executive Council/Revision of By-Laws:</b> Jillene Woodmansee</p> <ul style="list-style-type: none"> <li>• The By-Law Subcommittee has met twice and has worked very hard. They will have a draft of the revised By-Laws by the next MAC meeting.</li> </ul> <p><b>Physical Education Survey:</b> Esther Soffer Roberts</p> <ul style="list-style-type: none"> <li>• Esther looked at the Physical Education Curriculum Guide. This documents the entire year in physical education and includes fitness tests, such as push-ups, sit &amp; reach and the mile run.</li> <li>• She also looked at Human Development and Health Education Curriculum, which is a comprehensive holistic plan for K- 8 students.</li> <li>• There was a question about what exactly we were looking for in crafting the physical education survey. Is it Fit by Fourth? Or something else?</li> <li>• MAC is looking for Community involvement.</li> <li>• There was a suggestion to include information in the student packet given out at the beginning of the school year. It may be possible to create a survey to access the same information from parents/families.</li> <li>• There could also be a link on the MAC website or school website.</li> <li>• The goal is to get parents involved, but many times, the motivation comes from the children when they are exposed to information in school.</li> </ul>	<p><i>The By-Law Draft Revision will be included on the February agenda.</i></p>

	<ul style="list-style-type: none"> <li>• <b>95210</b> is a current program that MAC could build on and promote. This stands for <b>9</b> hours of sleep each night, <b>5</b> servings of fruits and vegetables each day, no more than <b>2</b> hours of screen time daily, <b>1</b> hour of physical fitness daily and <b>0</b> sugary drinks.</li> <li>• A subcommittee will meet to investigate what it would take to invigorate the 95210 program in the schools.</li> <li>• It was again emphasized that Community involvement was key.</li> <li>• There was a suggestion to gather all three PTO's/PTA's together to share ideas and information.</li> </ul>	<p><i>The subcommittee will consist of Esther Soffer-Roberts, Rita Kornblum, Jordana Frost and Jillene Woodmansee. They will report back at the March MAC meeting.</i></p> <p><i>Esther Soffer-Roberts, Jillene Woodmansee and Sara Anderson will speak to their respective PTO/PTAs about this idea. Goal is to meet sometime in March. Jeff Smithson would like to be involved, Linda Williams is willing to organize food, and Kathleen Krider will find a space for this meeting.</i></p>
PARKING LOT	1. Transportation	
ADJOURN	<p>The meeting adjourned at 7:34pm.</p> <p>Next MAC Meeting, <b>Wednesday, February 5, 2014, 5:30pm – 7:30pm</b> at the Council Chambers in the Mansfield Town Hall.</p> <p>Agenda topics: Please send to Kathleen at <a href="mailto:kriderk@mansfieldct.org">kriderk@mansfieldct.org</a></p> <p>Respectfully submitted, Sarah Delia Assistant to the Early Childhood Services Coordinator</p>	

**"All Mansfield Children ages birth through 8 years old are healthy, successful learners, and their families are connected to the community."**



COMMITTEE ON COMMITTEES  
December 12, 2013  
Room C

1. CALL TO ORDER

The meeting was called to order by Peter Kochenburger, Chair of the Committee, at 8:02 a.m.

Present: Steve Kegler, Peter Kochenburger, Alex Marcellino

2. OPPORTUNITY FOR PUBLIC COMMENTS

No members of the public were in attendance.

3. APPROVAL OF THE MINUTES

Being the only returning member of the Committee, Mr. Kochenburger approved the minutes of the October 10, 2013 meeting as presented.

4. ORIENTATION

Mr. Kochenburger and Town Clerk Mary Stanton outlined the workings of the Committee including how recommendations are made, volunteers are solicited, and the roles and responsibilities of the various committees. The Committee agreed, in the future, to look at committee structures and charges.

4. COMMITTEE VACANCIES/APPLICATION

Based on a letter from the Director of Planning and Development regarding Mr. Neumann's lack of interest in serving on the Four Corners Water and Sewer Advisory Committee, the Committee agreed to remove Mr. Neumann from the Committee.

Mr. Marcellino moved and Mr. Kegler seconded to recommend the appointments Lisa Boree, Kelly Zimmerman, Chelsea Burns, Jeff Smithson and Linda Williams to the Mansfield Advocates for Children. All terms will end on 6/30/2016. The motion passed unanimously.

Mr. Kegler moved and Mr. Marcellino seconded to recommend the appointment of Lon Hultgren to the Transportation Advisory Committee, effective February 4, 2013. Mr. Hultgren's term will end on 2/4/2017. The motion passed unanimously.

Mr. Kegler moved and Mr. Marcellino seconded to recommend the appointment of Kristopher Perry to the Committee on Persons with Disabilities for a term ending 6/30/2016. The motion to approve passed unanimously.

Mr. Marcellino moved and Mr. Kegler seconded to recommend the following reappointments:

- Jennifer Thompson to the Beautification Committee for a term ending 6/30/2016
- James Silva (term ending 9/30/2016) and Gregory Zlotnick (term ending 9/30/2015) to the Building Board of Appeals
- Matt Hart to the Eastern Highland Health District for a term ending 10/4/2015
- Winthrop Smith to the Board of Ethics for a term ending 6/30/2016
- Gail Bruhn and David Spencer to the Historic District Commission for terms ending 11/01/2017
- Michael Taylor to the Transportation Committee for a term ending 11/30/2015

The motion to approve passed unanimously.

5. MEETING DATES

By consensus the Committee agreed to schedule Committee on Committee meetings for the second Friday of each month at 8:10 am.

5. ADJOURNMENT

Mr. Kegler moved and Mr. Marcellino seconded to adjourn the meeting at 8:56 a.m. Motion passed unanimously.

Respectfully submitted,

Mary Stanton, Town Clerk