MANSFIELD CONNECTICUT

Town Council
March 9, 2020, 7:00 PM

Council Chamber | Audrey P. Beck Municipal Building
4 So. Eagleville Road, Mansfield, CT

Page

AGENDA

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2. ROLL CALL

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6. REPORTS AND COMMENTS OF COUNCIL MEMBERS

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Proclamation on the Importance of the All-Girl Space Offered by Girl Scouts

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MANSFIELD
CONNECTICUT

Town Council
February 24, 2020, 7:00 PM

Council Chamber | Audrey P. Beck Municipal Building
4 So. Eagleville Road, Mansfield, CT

DRAFT MINUTES

1. **CALL TO ORDER**
   Mayor Moran called the regular meeting of the Mansfield Town Council to order at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

2. **ROLL CALL**
   Present: Berthelot, Bruder, Fratoni, Freudmann, Kochenburger, Moran, Schurin, Shaiken *(arrival noted below)*
   Excused: Ausburger

3. **APPROVAL OF MINUTES**
   Ms. Berthelot **moved** and Mr. Bruder seconded to approve the minutes of the February 10, 2020 regular meeting as presented. Motion **passed** unanimously.

   Ms. Berthelot **moved** and Mr. Schurin seconded to add Resolution for Corporate Seal to the agenda as new business item G. Motion **passed** unanimously.

4. **OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL**
   Betty Wassmundt, Old Turnpike Road, asked the Council to have the Finance Committee review the Reynolds School lease and commented that the Mansfield Board of Education budget is actually a 2% increase over last year. (Statement attached.)

5. **REPORT OF THE TOWN MANAGER**
   Interim Town Manager John Carrington presented his written report.

6. **REPORTS AND COMMENTS OF COUNCIL MEMBERS**
   Mayor Moran thanked the Chronicle for two recent editorials regarding Mr. Carrington and Ms. Chaine and reported that she recently attended the Stone Hill open house.
   Mr. Freudmann reported that the Mayor delivered her letter addressed to the UCONN President to University staff at the recent Town Gown meeting.

7. **OLD BUSINESS**
   None.

8. NEW BUSINESS

A. Mansfield Middle School Roof Project

(Mr. Shaiken arrived)

Superintendent of Schools Kelly Lyman, Mansfield Board of Education Chair Kathy Ward, and Facilities Director Allen Corson presented information to the Council demonstrating the need for roof replacement and reviewed the timeline for a bonding referendum and requirements for state reimbursement.

Mr. Shaiken **moved** and Mr. Kochenburger seconded, effective February 24, 2020, to establish, for an indefinite term, a five-member Mansfield Middle School Roof Building Committee to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels. The Committee will include the Mayor or her designee, Board of Education Chair or her designee and three representative members of the community. The Town Manager and Superintendent of Schools will serve as ex-officio members of the committee.

Mr. Freudmann **moved** and Mr. Fratoni seconded to amend the motion by changing the word "include" to "consider including." Motion to amend **failed** with all against except Mr. Freudmann and Mr. Fratoni who voted in favor.

Original motion **passed** unanimously.

B. 2020 Small Cities (Community Development Block Grant) Public Hearing

Mr. Bruder **moved** and Ms. Berthelot seconded, effective February 24, 2020, to schedule a public hearing for 7:00 p.m. at the Town Council's regular meeting on March 23, 2020, to solicit public comment regarding the proposed application to the State Department of Housing for funds under the Small Cities Program. Motion **passed** unanimously.

C. Senior and Disabled Transportation

Director of Human Services Patricia Schneider was joined by Commission on Aging member Martina Wharton and discussed obstacles and challenges related to senior and disabled transportation in Mansfield. Alternatives including contracting out and providing in-house transportation services were discussed.

D. Mansfield Agency Grant Program

Director of Human Services Patricia Schneider discussed the process by which Mansfield awards agency grants. Council expressed a desire for the application and award process to be more transparent and need-based.

E. Youth Services – Restorative Justice

Director of Human Services Patricia Schneider and Youth Services Supervisor Katie Bell presented regarding the possible development of a court diversion program in Mansfield.

F. Commission on the Aging – Proposed Charge Revision

Mr. Bruder, by recommendation of the Committee on Committees, **moved** to adopt the following resolution:

Resolved, that the Commission on the Aging, created by Town Council resolution on August 12, 1974 and revised by Town Council resolution on January 8, 1979, shall hereinafter be known as the Commission on Aging.

Further resolved, that the Commission on Aging shall consist of nine members who shall be appointed by the Town Council for three-year overlapping terms. The Director of Human Services and the Senior Center Supervisor shall be non-voting ex officio members. The Commission shall advise the Town Council, the Town Manager, and the Director of Human Services as to the needs and concerns of the Senior Citizens of the Town of Mansfield. The specific responsibilities of the Commission are:

1. To study the conditions and needs of Senior Citizens in the Town in relation to housing, economics, health, transportation, and other matters.
2. To recommend and evaluate programs to meet the needs of the Senior Citizens and to suggest priorities for action.
3. To provide directions to appropriate resources for Senior Citizens in need of assistance.
4. To furnish information and advocacy to agencies and service providers who support Senior Citizens.

Motion **passed** unanimously.

G. Resolution for Corporate Seal

Mr. Schurin **moved** and Mr. Freudmann seconded to adopt the following resolution:

RESOLVED, pursuant to Section C502 of the Charter of the Town of Mansfield, John C. Carrington, the Interim Town Manager of the Town of Mansfield, shall sign and make all contracts and agreements in the name of the Corporation from this day forward.

Motion **passed** unanimously.

9. REPORTS OF COUNCIL COMMITTEES

Mr. Bruder reported that the Committee on Committees is working on the Human Rights Commission charge and plans to interview for the Mansfield Middle School Roof Building Committee soon.

Mr. Bruder, by recommendation of the Committee on Committees, **moved**

- to appoint Mia Mitoma to the Eastern Regional Tourism District for a term ending 3/1/2023; and
- to appoint Miranda Davis as an alternate to the Parks and Natural Resources Committee for a term ending 10/1/2020; and
- to reappoint the following Arts Advisory Committee members for terms ending 3/1/2021:
  - David Vaughan
  - Ann Williams
  - Judith McChesney
  - Kim Bova Kaminsky
  - Susan Meisler; and
- to appoint the following representatives to the Water System Advisory Committee:
  - Adrienne McPherson as the Economic Development Commission representative
  - William Lennon as the Sustainability Committee representative

Motion **passed** unanimously.

Mr. Kochenburger reported that the Finance Committee will begin reviewing the Town's liability insurance.
Ms. Berthelot reported that the Personnel Committee will be bringing a memorandum of understanding in regards to the school resource officer program and minor changes to the Council's Rules of Procedure to the Council soon.

10. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS

None.

11. PETITIONS, REQUESTS AND COMMUNICATIONS

A. C. Trahan Memo re: Depot Campus Lease Payments (2-11-20)
Mayor Moran referred item 11A to the Finance Committee for review.

B. K. Lyman letter re: Mansfield BOE 2020-2021 Adopted Budget (2-19-20)

C. Storrs Center Parking Operation Financial Report (January 2020)

D. Board and Committee Appointments (February 2020)

E. 2020 Farmers Forum Flyer

12. FUTURE AGENDAS

None.

13. ADJOURNMENT

Mr. Kochenbuger **moved** and Mr. Schurin seconded to adjourn the meeting at 9:29 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

February 24, 2020

To: Town council

From: Betty Wassmundt 860-429-8300

Reynolds School P 53

This is a financial impact to the town, the taxpayers; you are the fiduciary for the people's money. This should have been brought to the council's Finance Committee for consideration and negotiation. This council should not vote on this until it is reviewed and considered by the Finance Committee.

Who did this negotiation and by what authority? If the finance Director did it, there is an inherent conflict of interest as she works for both entities.

P. 53: The numbers given date to 2015. There is reference to the Assessor's appraisal but this is not given to you. The current appraisal of this property, according to the Assessor, is $1,482,500. That is twice what is stated in the documents you are given.

I see so many issues with this lease agreement that I can't possibly state and explain all of it in 5 minutes. SEND THIS TO THE FINANCE COMMITTEE AND NEGOTIATE THIS LEASE PAYMENT IN THE INTEREST OF THE MANSFIELD TAXPAYER.

Lease payments started in FY 12/13 at $8.50/ sq.ft. ($54,696 divided by 6420 sq.ft.) and showed very modest increases, with some declines, until FY19/20 when there was a decline of 13.6%. This schedule shows this amount to continue through FY 21/22. The agreement you have to deal with tonight begins with FY 22/23.

WHY WAS THERE THE 13.65 REDUCTION IN RENT IN FY 19/20 AND WHY IS THERE A PROPOSAL NOW FOR FY 22/23? SEND THIS TO THE FINANCE COMMITTEE .

The original lease is predicated on this Town lending $310,000 to Region 19 (Page 56) with payments and interest paid annually over the first 8 years during which time Region 19 pays just $1 rent. So, this Town should have expected to receive interest on $310,000 for each of 8 years. No interest rate is stated so assuming 5% interest this amounts to $15,500 per year or a total of $124,000. This did not occur as Region 19 did not borrow the money.

Consequently, this Town **relinquished** rent income of 8.50 per sq.ft. for 8 years of $436,560 along with the estimated, expected interest income of $124,000 for a total of $560,560 benefit to Region 19.

I DON'T THINK THIS TOWN OWES ANY MONEY TO REGION 19 BASED ON THIS INFORMATION.

Town of Mansfield
Agenda Item Summary

To: Town Council
From: John C. Carrington, Interim Town Manager
CC: Jill Kreiger, Superintendent Region 19
Date: March 9, 2020
Re: School Resource Officer Program

Subject Matter/Background

During the planning stages for the current budget there was an agreement made between the Town of Mansfield and the Superintendent's Office of Regional School District #19 to seek funding for two part-time School Resource Officers to be placed at E.O. Smith Regional High School. This partnership is required as only a municipality or state agency can confer police or constable powers to an individual. As such, any local or regional school system that wishes to have a sworn School Resource Officer must rely on a town or the state to provide the officer.

Under the agreement, the BOE would fund the positions and the town would provide administrative and human resource support. The positions were approved by the Board of Education for Regional School District #19 during their budget deliberations.

In March 2019, Management tasked the Human Resources to recruit for the position. In April, a job description for the position was finalized (attached) and the recruitment drive for the position was started in the beginning of May. As a result, two School Resource Officers were hired in August. They are retired Connecticut State Police Trooper Mark Gendron and Department of Energy and Environmental Protection Officer Hans Danielson.

A Memorandum of Agreement was developed in May between the Town of Mansfield, the Board of Education for Regional School District #19 and the Connecticut State Police. The Connecticut State Police were required to be part of the agreement as they supervise constables with arrest powers. The agreement was signed in August. (Attached)

The agreement contains the following:

- Law enforcement jurisdiction of the School Resource Officers is limited solely to the E.O. Smith Campus.

- The School Resource Officers are part time employees of the Town of Mansfield and have been appointed as special constables. They are subject to the administrative control of the Town Manager.
- Per the agreement between the Town of Mansfield and the Connecticut State Police, the School Resource Officers are under the operational control of the Resident State Trooper's Office.
- The School Resource Officers will establish and maintain a close partnership with the school administrators. Their activities on campus will be guided by using the "Graduated Response Model."
- The school will provide the officers with an office, a computer, printer, internet and security camera access.
- The officers will work during the school day and attend various after school activities.
- The agreement expires July 1, 2020.

Additional Program Points:

- They will be armed police officers and will normally be in a Mansfield constable uniform while at the school.
- Their salary, training and equipment costs will be covered by the Board of Education for Regional School District #19's budget for E. O. Smith Regional High School.
- Because the officers may be making arrests and referrals to juvenile court, they must be certified through the Police Officers Standards and Training Council. We have obtained certification for both.
- Both officers have taken a polygraph, drug test, psychological exam, been fingerprinted and a background check was completed as required by law.
- The Connecticut State Police provided polygraphs to both officers at no cost, saving the Town of Mansfield and Board of Education approximately $1,000.
- The Town's EAP provider, United Services Inc., conducted the psychological examination at no charge as the Town already employed both officers. This saved approximately $600.
- We are currently in the process of obtaining one police radio. We have obtained two firearms.
- The School Resource Officers are considered special constables working under the direction of the Connecticut State Police. As such, they are covered under the Town's insurance policy with CIRMA. The Town already had a Law Enforcement Liability Endorsement on our policy that covered constables. There should be no increase in premiums based on this program, as there is no change in coverage.

This is the first year of the program and it is a work in progress. Suggested objectives for the upcoming year:

- Complete uniform and equipment purchases.
- Obtain an additional radio for the School Resource Officers.

- Locate a vehicle for their use.
- Evaluate the program.
- Review and update the Memorandum of Agreement, if needed.
- Update Job Description.
- Renew agreement for next school year.

Management briefed the Town Council on the SRO program at their September 23, 2019 regular meeting. At the request of the Town Council at this meeting, Town Attorney Kevin Deneen reviewed the question of whether the former Town Manager had the authority to enter into this agreement without Town Council approval.

The Personnel Committee discussed the SRO program at their October, November and December meetings. At the December 16, 2019 Personnel Committee meeting, the committee received input from the Region 19 Superintendent, Jill Krieger, the Region 19 Board of Education Chair, Jim Mark and Resident State Trooper, Keith Timme, about their reasons for wanting and needing the SRO program.

After discussion and debate, the committee voted, two in favor and one opposed, to recommend to the council the following:

> The Town Council reject the current Memorandum of agreement and immediately terminate the SRO program and terminate the employment of the current SROs.

This motion supported Option 4 of the four options recommended below by the Town Attorney.

At the January 13, 2020 Town Council meeting, the Council heard from the Region 19 Superintendent and the E.O. Smith Principal about their reasons for wanting a School Resource Officer. The Council voted to table the item until the January 27, 2020 meeting.

At the January 27, 2020 Town Council Meeting, the Council approved the following:

To direct the Interim Town Manager to renegotiate expeditiously the Memorandum of Agreement among the Department of Emergency Services and Public Protection Division of State Police, the Town of Mansfield and the Board of Education, Regional School District #19, to reflect the options outlined by the Superintendent of Region #19 to the Mansfield Town Council on January 27, 2020 including, among other elements:

1. specific language relating to funding for the School Resource Officer (SRO) positions;
2. provision of maximum feasible supervisory control of SROs by the Region 19 administration;
3. comprehensive cultural responsiveness and related training for SROs; and

4. other relevant matters clearly outlining the responsibility, accountability and oversight of SROs.

The existing agreement shall remain in force provided that this process of renegotiation among the parties leading to its amendment be initiated and resolved with appropriate urgency;

Further, that the SROs seek SRO certification from an appropriate national certifying body, and that the Mansfield Town Manager initiate promptly any additional relevant anti-bias and cultural responsiveness training for SROs through an entity approved by the Town of Mansfield and Region 19 administration;

Further, that the amendment of the Memorandum of Agreement be completed, at least in draft form, by the Town of Mansfield and Region 19 administration no later than March 6, 2020; and

Further, that the parties consider a new Memorandum of Agreement for the 2020-2021 school year immediately following the end of the current school year. In considering a new Memorandum of Agreement the Town of Mansfield will review information and data provided by Region 19 and the State Police, with the understanding that information protected by confidentiality statutes may be excluded from public review.

Based on the above, I am providing a draft Memorandum of Understanding (MOU) that the Superintendent of Region 19 and I will sign, if approved by the Council. The Department of Emergency Services and Public Protection Division of State Police would not need to sign the MOU as the clarifying and resolving of concerns are solely between Region19 and the Town.

Legal Review

In June 2019, Town Attorney Kevin Deneen reviewed the Memorandum of Agreement.

In a letter dated November 13, 2019, Town Attorney Kevin Deneen gave an opinion that the former Town Manager did not have that authority to enter into an agreement of this type. Attorney Deneen stated that by Town Charter only the Town has "the power to enter into contracts with any federal agency or the State of Connecticut or any political subdivision thereof for services or the use of facilities." As a result, any agreement between the Town of Mansfield and another agency must have approval of the Town Council.

Additionally Attorney Deneen stated that the new job description for the School Resource Officers was also a matter that was required to come before the Town Council.

Town Attorney Deneen gave the following options now available to the Town Council are the following:

1. Take no action to either affirm or reject the Memorandum and allow it to terminate by its own terms on June 30, 2020.

2. Terminate the Memorandum pursuant to Section VII by giving thirty (30) days' notice to the other parties to the Memorandum.

3. Ratify the Memorandum and approve the job description for the School Resource Officer.

4. Reject the Memorandum and immediately terminate the SRO program and terminate the employment of the current SROs.

The Town Attorney reviewed the draft Memorandum of Understanding.

Financial Impact
None projected for the Town of Mansfield at this time.

Recommendation
If the Town Council agrees with the draft Memorandum of Understanding, the following motion is in order:

Move, effective March 9, 2020, to authorize the Interim Town Manager to sign the Memorandum of Understanding between the Regional School District #19 Board of Education and the Town of Mansfield clarifying and resolving concerns that the Mansfield Town Council has concerning the current School Resource Officer (SRO) program at E. O. Smith Regional High School.

Attachments
1) Draft Memorandum of Understanding
2) SRO MOU Questions Responses
3) Memorandum of Agreement

DRAFT Rev 2/25/2019

Memorandum of Understanding between
Regional School District #19 Board of Education
and the Town of Mansfield
Regarding the School Resource Officer Program

This Memorandum of Understanding between the Regional School District #19 Board of Education and the Town of Mansfield is designed to clarify and resolve concerns that the Mansfield Town Council has concerning the current School Resource Officer (SRO) program at E. O. Smith Regional High School.

The Regional School District #19 Board of Education:

- Reaffirms that all costs associated with this program (equipment, training, and salary) will be paid for using Regional School District #19 Board of Education funds as a reimbursement to the Town of Mansfield. The Town of Mansfield will not purchase a vehicle for the School Resource Officers. All equipment purchased for the School Resource Officers is the property of the Town of Mansfield. This includes vests, uniforms and firearms.

- And Town of Mansfield Town Council agree that the School Resource Officers are present in the school at the invitation and sole discretion of the Superintendent of Regional School District # 19. The Superintendent is the final authority regarding if an individual School Resource Officer will be allowed to work in the school and not the Connecticut State Police or Town Manager

- Has ensured that all School Resource Officers have become a member in good standing of the National Association of School Resource Officers (NASRO) and will agree to maintain their membership in the organization for their duration of employment including any and all membership fees, dues, etc.

- Agrees that the School Resource Officers will attend annual, evidence based, training classes and seminars in related School Resource Officer curriculum including training in anti-bias and cultural responsiveness that is available through NASRO, Connecticut Police Officers Standards and Training Council, and other venues as they become available, the cost of which, if any, shall be borne by Regional School District #19. The School Resource Officers will participate in all anti-bias training that the Board of Education gives to their teachers and other employees.

- Will assist the Resident State Trooper's Office and the Town Manager's Office in submitting a report to the Town Council at the end of each school year giving a summary of activity of the School Resource Officers. The report will include a summary of school based discipline as a result of SRO intervention and also highlights of the School Resource Officers activity for the past year

- Will work collaboratively with the Mansfield Town Council to resolve any issues or concerns that either the Town Council or the Board of Education may have concerning this program.

- Will ensure that Mansfield Town Council members are invited to any future Board of Education meeting in which issues involving the School Resource Officers are discussed.

Both parties to this Memorandum of Understanding have had their designated representatives sign below to indicate their agreement with the terms and conditions.

_____	_____	_____	_____
Jill Krieger Superintendent of Schools Regional School District #19	Date:	John C. Carrington Interim Town Manager	Date:

MEMO

To: Town Council
CC: Jill Kreiger, Superintendent Region 19; Robert McCue, Acting Assistant Town Manager
From: John C. Carrington, Interim Town Manager
Date: March 3, 3030
Subject: **School Resource Officer Program MOU Questions**

The Personnel Committee met on February 24, 2020 to discuss the proposed Memorandum of Understanding regarding the School Resource Officer program. During the meeting, several questions were raised by the committee with a request that town staff seek answers to. Below are the answers to the questions that were raised.

Who owns the firearms that the School Resource Officers are carrying?

- *The weapons are owned by the Town of Mansfield.*

Does this program impact our insurance rates with CIRMA?

- T*here was no impact to our insurance rate this fiscal year as a result of this program.*
- *There will be an additional cost of $1,915 to the Town's insurance rate from CIRMA for FY 20/21.*

Can the Regional BOE assume all liability for the School Resource Officers?

- *According to Kevin Deneen, the Town Attorney, the SRO's are Town of Mansfield employees, and under the supervision/direction of the Resident Trooper. The Town will always be named in any litigation.*
- *There is the option of including some indemnification language in the agreement however Attorney Deneen is not confident that would prevail in a challenge though it may allow the Town to seek reimbursement from the Regional BOE. (NOTE: Both the Regional BOE and the Town are insured through CIRMA. CIRMA should be involved in any discussion regarding this as they would take the lead in defending both the Town and the Regional BOE in a claim.)*

What information will be contained in the year-end report?

- *The report will include a summary of discipline that was given as the result of SRO involvement and will be similar to that which is submitted to the State. It will also include highlights of the good work the SRO's have done during the year.*

How often does the Regional BOE conduct bias training and is it evidence base?

- *The Regional BOE does annual training and will conduct their next training this August. They are currently in the process of selecting a trainer. Training will be done by either the National Conference for Community and Justice (NCCJ) or the Dodd Center at UConn. We can get more information about the course when they have finalized their training plans. The School Resource Officers will also be sent to other training. There is currently $3,000 set aside specifically for SRO training.*

There was a question about procuring a vehicle for the School Resource Officers.

- *There is no concern about the SRO's not having a vehicle.*

MEMORANDUM OF AGREEMENT
BETWEEN
THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE,
THE TOWN OF MANSFIELD
AND
THE BOARD OF EDUCATION, REGIONAL SCHOOL DISTRICT #19

I. Purpose

This Memorandum of Agreement (MOA) is between the Department of Emergency Services and Public Protection (DESPP), Division of Connecticut State Police (CSP), the Town of Mansfield (Mansfield) and the Board of Education for Regional School District #19 (RSD #19), collectively referred to as the "Parties." The MOA outlines the agreement between the Parties concerning assignment of one or more School Resource Officers (SRO) at E.O. Smith High School and to create a cooperative relationship between the Parties as DESPP administers its Resident State Trooper program in Mansfield. The MOA seeks to encourage a consistent response to school incidents and to reduce the number of referrals of students to court by establishing guidelines for the handling of non-emergency disruptive behavior at school and school-related events.

The purpose of this MOA is also to better identify and address the needs and concerns of E.O. Smith High School administrators with the goal of providing a safe and secure learning environment. The MOA defines Operational Guidelines, set forth in the attached Exhibit A, and hereby expressly incorporated into and made a part of this MOA, with a goal to employ best practices to promote collaborative problem solving and to educate, counsel, and enhance the safety of the E.O. Smith High School community.

II. Employment and Assignment of the School Resource Officer

A. Any SRO operating under the terms of this MOA shall be an employee of the Town of Mansfield, appointed as a special constable pursuant to Connecticut General Statute § 7-92 for a term not to exceed two (2) years and shall be a qualified "retired police officer" as defined in Connecticut General Statute § 10-244a(c).

B. Pursuant to § 7-92, any SRO operating under the terms of this MOA shall have his or her law enforcement jurisdiction and authority limited solely to the physical campus (including, but not limited to, any buildings, grounds or roadways located

within the real property boundaries) of E.O. Smith High School. The SRO shall not engage in any law enforcement activities outside the confines of the E.O. Smith campus.

C. During the term of the MOA, any SRO shall be subject to the operational control, direction and supervision of the CSP Resident State Trooper Program in accordance with the Resident State Trooper Contract between DESPP and Mansfield.

D. During the term of the MOA, any SRO shall be subject to the administrative direction (i.e. scheduling, time off requests, etc...) of the Mansfield Town Manager or his or her designee.

E. The SRO guidelines herein no way restrict, supersede, or limit requirements of statute or Connecticut State Police policies and procedures.

F. Mansfield agrees to work with the Mansfield Resident Troopers' Office to supply the SRO with law enforcement equipment and clothing that meets the approval of the Town Manager and CSP/Mansfield Resident Troopers' Office.

G. RSD #19 shall ensure that the SRO is provided with the following materials and facilities:

1) An air-conditioned (if air-conditioning is available at the assigned school building) and properly lighted private office with a telephone, desk with drawer space, at least two chairs, worktable, locked filing cabinet and office supplies;

2) A computer with a printer; and

3) Direct access to student databases (to the extent permitted by state and/or federal law), internet service and security cameras in all school facilities.

H. During the school year, an SRO will be assigned to work hours that are compatible with the school's hours and afterschool sports and activities. It is understood and mutually agreed that adjustments to an SRO's work schedule may be made in accordance with his or her involvement in the school and for various school activities.

I. In the event an SRO is absent from work, the SRO shall notify his or her supervisor at the Connecticut State Police Troop, the Town Manager's Office, and the Superintendent and his or her designee at the school. If more than one (1) SRO is employed by Mansfield during any time covered by this MOA, reasonable efforts shall be made to have an SRO at the school during normal school hours.

J. All law enforcement investigative reports and records are the property of and shall be maintained solely by DESPP. Neither RSD #19 nor the SRO are authorized to disclose such reports or records without the express written approval of DESPP. RSD #19 and/or Mansfield agrees to promptly notify the Resident Trooper in writing of the public disclosure of any other reports or records created by the SRO, and provide DESPP with copies of such other reports and records upon request.

K. All records regarding the subject of this MOA maintained by either party shall comply with retention requirements of regulations adopted by the State Librarian under authority of Connecticut General Statutes, § 11-8.

III. Data Collection and Monitoring

To the extent provided by law, the Parties agree that they will endeavor to provide baseline data for comparison purposes and regularly collect, share, monitor, report, and review data resulting from the SRO placement.

A. The SRO will collect the following information on an ongoing basis:

1) The number and types of disciplinary actions regarding the students involved in any matter referred to the SRO;
2) The numbers and types of educational classes and prevention programs conducted by the SRO and the classes or programs in which the SRO has participated; and
3) As provided by Connecticut General Statutes, § 10-233h and any other provision of law, the number and type of incidents occurring on school grounds, for which investigative reports were written.

B. The SRO will submit the information referenced in §III(A) to the Superintendent, or his or her designee, and to DESPP via the Resident Trooper when requested by the Superintendent or by Command Staff at DESPP, within ten (10) business days following any such request, unless exigent circumstances prohibit compliance within such period.

C. The Parties agree to review the information referenced in §III(A) on a schedule mutually agreeable to both parties.

IV. Duties

The SRO's duties shall include, but not be limited to, the following:

A. Develop expertise in relevant law enforcement and crime prevention education topics as appropriate;

B. Encourage individual and small group discussions about law-enforcement related matters with students, faculty, and parents while promoting a positive student and staff attitude towards law enforcement;

C. Attend meetings of parent and faculty groups to solicit their support and understanding of the school resource officer program and to promote awareness of law enforcement functions;

D. Confer with the Superintendent and his or her designee to develop school safety/crisis plans and strategies to prevent or minimize dangerous situations on or near the campus or involving students at school-related activities;

E. Take law enforcement action as necessary and notify the Superintendent and his or her designee as soon as possible. Where practicable, notify the Superintendent and his or her designee before requesting additional enforcement assistance on school;

F. Monitor access of and maintain the physical security of the school campus; and

G. Follow law and, where practicable, school policy when formally interviewing students or staff on school property or at school functions.

V. Confidentiality of Information

A. DESPP agrees that it shall ensure the protection of the confidentiality of any personally identifiable data, information and records collected or maintained by RSD #19 as it pertains to this MOA, except as otherwise provided by law. DESPP shall adhere to all of the confidentiality requirements of the Family Educational Rights and Privacy Act (FERPA) in 20 U.S.C. 1232g, 34 C.F.R. Section 99.31 et seq., particularly as these requirements relate to the confidentiality and transfer of

student data. DESPP and RSD #19 shall provide guidance to personnel to ensure adherence to the confidentiality requirements of FERPA and will ensure that these requirements are met through the general supervision and monitoring systems of each party.

B. Each party agrees that it shall be responsible for losses arising out of:

1) Its own acts or omissions that result in a breach of personally identifiable information or failure to comply with applicable law regarding protection of confidential information; or

2) Its own negligence or misconduct, and each party shall defend itself against any action or claim brought against its own officers, agents, or employees as provided by law.

VI. Disputes

Disputes concerning an SRO and DESPP operational control and supervision shall be addressed in accordance with the chain of command identified in the Resident State Trooper Contract, including communication with the State Police Troop Commander, the Resident Trooper Supervisor, and the Resident State Police Trooper(s). Disputes or questions of a purely administrative nature involving an SRO shall be addressed between the SRO and Mansfield and, if applicable, RSD #19.

VII. Statutory Authority

The statutory authority for RSD #19 to enter into this Agreement is Connecticut General Statutes § 10-233m. The statutory authority for the DESPP to enter into this Agreement is Connecticut General Statutes §§ 10-233m and 29-4. The statutory authority for Mansfield to enter into this Agreement is Connecticut General Statutes § 7-148.

VII. Duration of Agreement and Termination

This MOA shall continue in full force and effect from the date it is fully executed until July 1, 2020, unless extended in writing by the Parties. This MOA may be terminated by any party upon thirty (30) days' prior written notice to the other party.

IX. Modification

Revisions to the MOA must be approved in writing by the Parties. A formal amendment, in writing, shall not be effective until executed by the Parties, and shall be required for extensions to the final date of the MOA period and any other revision determined material by the parties.

X. Notice

Wherever under this MOA one party is required to give notice to another, such notice shall be deemed given upon delivery. Notices shall be addressed as follows via postal mail or email:

A. To the Department of Emergency Services and Public Protection:
   Commissioner James C. Rovella
   Colonel Stavros Mellekas
   Department of Emergency Services and Public Protection
   Division of State Police
   1111 Country Club Road
   Middletown, CT 06457-2389
   Tel. 860-685-8000
   Email: James.Rovella@ct.gov and Stavros.Mellekas@ct.gov

B. To the Town of Mansfield:
   John Carrington, Mansfield Interim Town Manager
   4 South Eagleville Road
   Storrs Mansfield, CT 06268
   Tel. 860-429-3336
   Email: TownMngr@mansfieldct.org

C. To RSD #19 Board of Education:
   Jill Krieger, Superintendent
   Regional School District #19
   1235 Storrs Road
   Storrs Mansfield, CT 06268
   Tel. 860-487-1862
   Email: jkrieger@eosmith.org

SIGNATURES AND APPROVAL

TOWN OF MANSFIELD

By: _____ 8/1/2019
Date

John Carrington
Interim Town Manager

THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

By: _____ 8.1.19
Date

James C. Rovella
Commissioner

BOARD OF EDUCATION, REGIONAL SCHOOL DISTRICT #19

By: _____ 8-1-19
Date

Jill Krieger
Superintendent

OFFICE OF THE ATTORNEY GENERAL

By: _____ 8/6/19
Date

Assistant Attorney General

EXHIBIT A
TO THE MEMORANDUM OF AGREEMENT
REGARDING THE SCHOOL RESOURCE OFFICER PROGRAM
BETWEEN
THE STATE OF CONNECTICUT DESPP/ DIVISION OF CSP
THE TOWN OF MANSFIELD
AND
THE BOARD OF EDUCATION, REGIONAL SCHOOL DISTRICT #19

OPERATIONAL GUIDELINES

The following Operational Guidelines (Guidelines) are set forth between the parties and incorporated by reference in the MOA between the parties. These Guidelines strive to ensure a consistent response to both emergencies and non-emergency matters at E.O. Smith High School in Mansfield and to clarify the responsibilities of school and law enforcement personnel with regard to such issues, promoting the best interests of the students, school system, law enforcement and the community at large.

Objectives

1. To foster educational programs and activities that will increase students' knowledge of and respect for the law and the function of law enforcement agencies (for example, integrating law-enforcement education into relevant school curriculum; providing a law enforcement perspective in discussions with individual students, parents and staff);

2. To assist in developing prevention strategies to resolve problems affecting youth facilitated by establishing a positive connection between law enforcement and youth in what youth view as a safe environment;

3. To establish and maintain a close partnership with school administrators in order to provide a safe and sound school environment (for example, instructing school personnel in handling potentially volatile situations in which a uniformed presence might inadvertently escalate the situation, posing a risk to those involved; and assisting administrators in emergency crisis planning and building security matters);

4. To assist in and coordinate appropriate school-law enforcement responses in handling non-emergency disruptive behavior at school and school-related events by School Resource Officers (SRO) and by school personnel, using a 'Graduated Response Model' (see below);

5. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses on the school campus; including as examples, disorderly conduct by trespassers, possession or use of weapons by a member of the school community or others, sale or distribution of illegal and controlled substances, or a large scale disturbance; and to help coordinate municipal resources as necessary;

6. To report and investigate crimes which occur on the school campus and to cooperate with other law enforcement officials in their investigations of criminal offenses which occur on and off school grounds while adhering to CSP policies and procedures.

The 'Graduated Response Model'

The parties agree to adhere as closely as possible to the below model with respect to incidents occurring on the school campus:

- Level 1 (Classroom Intervention) The classroom teacher plays a prominent role in guiding, developing and reinforcing appropriate student conduct and is acknowledged as the first line of implementing the school discipline code. As such, this model begins with a range of classroom management techniques that must be implemented prior to any other sanctions or interventions. Classroom intervention is managed by the teacher for behaviors that are passive and non-threatening such as violations of classroom rules. The SRO is not involved at this level.

- Level 2 (School Administration Intervention) Classroom interventions must be supported by school administrators who address more serious or repetitive behaviors and behaviors in school but outside of the classroom. Examples of behaviors at this level include repetitive patterns of misconduct, defacing school property, truancy, threatening and disruptive behaviors in hallways, bathrooms, courtyards and school buses. Administration intervention options might include time in the office, after school detention, loss of privilege, reparation, and/or parent conference. School administration may request the SRO's involvement in addressing the behavior.

- Level 3 (Assessment and Service Provision) Certain behaviors and needs of the student will call for an assessment process and intervention with the use of the school and community services, and school administration may request the SRO's involvement to perform behavior threat/risk assessments, and to help coordinate municipal resources as necessary. This intervention is managed by the school administrator or a Student Assistance Team (SAT). Repetitive truancy or defiance of school rules and behaviors that interfere with others

such as vandalism or harassment, belong at this level as well as misbehaving students who would benefit from service provisions. Assessment and service intervention options should include any Classroom or School Administration interventions and may include referral to other specified diversionary programs.

- Level 4 (Law Enforcement Intervention) When classroom, school and community options have been found ineffective (or in an emergency) the school should involve law enforcement, including the SRO. Involvement of law enforcement, including the SRO, need not necessarily result in arrest and referral to court; however under no circumstances does any part of this addendum to the MOA restrict, supersede or limit the SRO's requirements under Connecticut State Statutes and CSP's Policies and Procedures. Behaviors at this level should be violations of criminal law, and should follow Classroom, School Administration and Assessment and Service interventions, except in the case of an emergency or criminal violation. Law enforcement options are discretionary, remain with the attending officer at all times, and may include verbal warning, conference with student, parents, teachers and/or others, referral to other specified diversionary programs and referral to court.

Law Enforcement Activity on School Campus

The parties agree that the SRO shall follow certain protocols when on school grounds in non-emergency circumstances. These protocols do not restrict, supersede or limit the supervising Resident State Trooper's responsibilities under Connecticut State Statutes and/or CSP Policies and Procedures, but instead are intended to account for the unique setting of the SRO. They are as follows:

- The SRO will act through school administrators whenever the SRO plans any activity on school grounds;

- The SRO will be aware that even a routine uniformed presence may have the potential for disrupting the educational process, and the SRO will work to minimize that potential through a coordinated effort with the school;

- Prior to entering a school to conduct an investigation, arrest or search, the SRO will consider the necessity of such action based on:
    - The potential danger to persons;
    - The likelihood of destruction of evidence or other property; and
    - The ability to conduct the investigation, arrest or search elsewhere.

- When taking a student into custody, the SRO should:
    - Make reasonable efforts to avoid making arrests or taking students into custody on the school premises; and
    - Whenever possible, take a student into custody out of sight and sound of other students.

As noted in the 'Graduated Response Model' described immediately above, the SRO will not be responsible for student discipline or enforcement of school rules, although the SRO may provide assistance to school personnel. The SRO will work collaboratively with the school administrator to determine the goals and priorities for the SRO program and the parameters for SRO involvement in school disciplinary matters.

Appointment and Retention of the SRO

The hiring of any SRO will be made by the Mansfield Town Manager and his or her designee(s), if any, with professional and technical input from the CSP Commanding Officer of the Mansfield Resident Trooper's Office or his or her designee, and with input from Regional School District 19 Superintendent of his/her designee, from among qualified applicants[1].

SRO Training

When available and when resources allow, DESPP will provide SRO access to training, exercises, continuing education and other opportunities (hereinafter collectively "training") available through its divisions, including CSP, the Police Officers Standards and Training Council (POSTC) and the Division of Emergency Management and Homeland Security (DEMHS), to augment the SRO's knowledge of relevant topics including, but not limited to, school safety and security standards, planning, preparedness, and assessment.

In addition, a SRO may apply for/request to attend training opportunities in areas specifically relevant to the SRO position or such training opportunities as may be offered by Mansfield and/or RSD #19. Any such training would be paid for by Mansfield and/or RSD #19 and must not conflict with CSP practices, training and A&O Manual requirements. The parties agree to use good faith efforts to accommodate reasonable, position-relevant requests to attend such training.

[1] At minimum applicants shall satisfy the requirements set forth in C.G.S. § 10-244a.

SRO Removal Procedures

In the event that one of the parties or the Principal of E.O. Smith High School concludes that an SRO is not effectively performing his or her duties and responsibilities, the party or Principal shall recommend to the Superintendent of RSD #19, in writing with supporting reasoning, that the SRO be removed from the program. The following procedures shall then apply:

A. Within a reasonable time after receiving the written recommendation from the principal or representative of one of the parties, the Superintendent or designee shall advise the Town Manager's Office and the Resident Trooper's Office Commanding Officer, or designee of the principal's request;

B. The Superintendent and the Commanding Officer, or their designees, shall meet with the SRO to mediate or resolve any problems which may exist. Resolution may include additional training, if appropriate.

C. If, following an agreed-upon amount of time after commencement of such mediation, the problem cannot be mediated or resolved, the Superintendent or designee and the Resident Trooper's Office Commanding Officer shall make a formal recommendation to the Mansfield Town Manager that the SRO be removed from the program.

Town of Mansfield
Agenda Item Summary

To: Town Council
From: John C. Carrington, Interim Town Manager
CC: Holly Schaefer, Director of Human Resources; Sara-Ann Chaine, Town Clerk
Date: March 9, 2020
Re: Town Council Rules of Procedure

Subject Matter/Background
Pursuant to Section C302 of the Town Charter, at the beginning of each new term the Town Council must adopt Rules of Procedure.

Where appropriate, the Rules of Procedure reference the Town Charter and Roberts Rules of Order. Procedural matters not covered by the Town Charter or these Rules of Procedure are determined by the Mayor, or by the Deputy Mayor in the absence of the Mayor, in accordance with Robert's Rules of Order, Newly Revised.

The Rules of Procedure as adopted on March 12, 2018, the Town Council re-adopted the rules on November 12, 2019, as attached.

On November 12, 2019, the newly elected Council asked the Town Council's Personnel Committee to review the Rules of Procedure. At its January 27, 2020 and February 24, 2020 meetings, the Personnel Committee agreed to recommend the changes as shown in the Town Council Rules of Procedure blackline draft amendments that are attached for your reference.

Recommendation
If the Council as a whole is in support of adopting the recommendations of the Personnel Committee, the following motion would be in order:

Move effective March 9, 2020, to *adopt the recommended changes to the Town Council Rules of Procedure, as presented by the Personnel Committee.*

Attachments
1) Town Council Rules of Procedure, dated March 12, 2018
2) Town Council Rules of Procedure, revised, dated February 24, 2020 (blackline)
3) Town Council Rules of Procedure, revised, dated February 24, 2020 (clean copy)

TOWN OF MANSFIELD
TOWN COUNCIL RULES OF PROCEDURE
Adopted 3/12/2018

BE IT RESOLVED, that under the authority of Section C302 of the Town Charter, the Town Council of the Town of Mansfield does hereby establish its Rules of Procedure as follows. These rules are in effect for the term of office of the Council and shall be adopted at the organizational meeting. Procedural matters not covered by the Town Charter or these Rules of Procedure will be determined by the Mayor, or by the Deputy Mayor in the absence of the Mayor, in accordance with the most recent edition of "Robert's Rules of Order, Newly Revised." Ordinarily, the "In Brief" version of Robert's Rules of Order, Newly Revised will be used.

Rule 1 – Organizational Meeting

Each newly elected Council shall meet for organization at the next regular meeting of the Town Council following the municipal election. During this Organizational Meeting the Town Council shall elect, by a majority vote of all Council members, one of their number to serve as Mayor, who shall preside at Council meetings, and one of their number to serve as Deputy Mayor, who shall serve in the Mayor's temporary absence. If both are absent, the Council may designate from its membership a temporary presiding officer. At this Organizational Meeting, the Council shall also fix by Resolution the time and place of its regular meetings for the following two-year period, which meetings shall be held at least once a month as required by the Charter. The appointment of a Town Attorney may also take place at this meeting, but said appointment shall take place no later than one month after the election of the Council.

Rule 2 –Meetings

a) All meetings shall be held in compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes sections 1-200, et seq.

b) The presence of five members of the Council is necessary for a quorum. Each Council member is asked to notify the Mayor or the Town Manager as soon as possible if the member expects to be absent

c) Special Meetings of the Town Council may be called by the Mayor, or on the written request of at least three members of the Council, filed with the offices of the Town Manager and Town Clerk not less than 36 hours (excluding Saturday, Sunday, legal holidays and any day on which the Office of the Town Clerk is officially closed) in

advance of such meeting, which request must specify the date, time and business to be transacted at any such Special Meeting. The Town Clerk shall post a notice in the Office of the Town Clerk indicating the time, place and business to be transacted, and copies of this notice shall be served by mail or personally upon each Council member and the Town Manager or left at their usual place of abode at least twenty-four (24) hours prior thereto. The notice shall be placed on the Town's website at least 24 hours prior to the meeting.

d) Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).

e) Work Sessions are by definition of the Freedom of Information Act, Special Meetings of the Council. In order to preserve the informal and relaxed atmosphere that encourages exchange between members of the Town Council, town government and invited participants, Work Sessions will generally be held prior to the Regular Meeting. Work Sessions may be scheduled by the Mayor or by majority of vote of the Council. All requirements of the Freedom of Information Act that pertain to Special Meetings shall be observed for Work Sessions. Work Sessions will be held to discuss, review, research or explore topics for possible later action. No formal votes may be taken, except for a vote to go into Executive Session.

f) Joint meetings and hearings may be held with the governing bodies of other governmental entities or agencies and such joint regular or special meetings may be held in the jurisdiction of either body.

g) Ceremonial presentations to individuals or groups that may include refreshments, may be scheduled prior to the Regular Meeting time in accordance with the requirements of the Freedom of Information Act. A notice that the presentation will take place prior to the Regular Meeting will be included on the agenda for that meeting. For select national holidays, more specifically, President's Day, Memorial Day, Independence Day, and Veteran's Day, the Council will schedule ceremonial meetings which may include traditional and appropriate activities such as a recitation of the pledge of allegiance. Council members shall participate on a voluntary basis in the planning and scheduling of such ceremonial meetings.

h) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection minutes of all its proceedings, including all roll call votes and indicating deliberations, discussions and actions which shall be the official record of Council proceedings. The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor in the absence of the Mayor. Notes from the meeting indicating all actions shall be

available to the public within 48 hours after the meeting and the minutes shall be available and posted on the website within 7 days of the meeting.

i) The Freedom of Information Act prohibits a quorum of Council members from engaging in discussion about substantive Council business via email.

Rule 3- Agenda of Council Meetings

a) The Town Manager, in consultation with the Mayor, shall prepare the agenda

b) Unless altered by a two-thirds vote of the Council, the regular order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Hearing (if scheduled)
5. Opportunity For Public to Address the Council
6. Report of the Town Manager
7. Reports and Comments of Council Members
8. Old Business
9. New Business
10. Quarterly Reports
11. Reports of Council Committees
12. Departmental and Advisory Committee Reports
13. Petitions, Request and Communications
14. Future Agendas
15. Executive Session (if scheduled)
16. Adjournment

c) Prior to or during the discussion on each item on the agenda the Mayor may call upon the Town Manager, designated staff or other appropriate person for the purpose of background presentation of business to be discussed. Council members may address questions to these individuals.

d) Unless extenuating circumstances occur, the agenda and all supporting material shall be delivered to the Council not later than the Friday preceding each regular meeting of the Council.

e) Every effort will be made to ensure that copies of the agenda, minutes and related material distributed with the packet will be made available on the Town's website no later than noon on the Friday preceding each regular meeting of the Council.

f) Recurring Old Business items shall have an end date to be determined by the Council.

Rule 4 – Public Participation

a) Regular Meetings and Special Meetings
The Town Council welcomes comments from the public. On the agenda of each regular meeting of the Town Council, or special meeting which is merely a rescheduled regular meeting, a period shall be set aside and designated as an opportunity for the public to address the Council on any issue of importance to the Town. Citizen comments may be presented orally or in writing. For all other special meetings, a period for public comments, pertaining to the issue at hand, shall be set aside on the agenda. Each speaker will be allowed one opportunity to speak for a maximum of five minutes. Speakers are not permitted to yield any portion of their time to another speaker(s). Any citizen so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. If he/she has an affiliation with a town appointed or elected position, he/she must so state. Any such speaker should declare whether he/she is speaking in that capacity or as an individual. Citizen comments will be accepted as presented. Written statements presented by speakers during the public comment section shall be included in the minutes of the meeting.

Council members are free to ask questions to clarify the intent of the citizens commenting. Citizens should not attempt to engage Council members, the Town Manager or Town staff in debate or line of questioning. Council Members and the Town Manager may offer responses to questions or concerns raised by citizens during the portions of the agenda reserved for their reports and comments, but are not obligated to provide answers to impromptu questions.

Written statements from the public received prior to the completion of the Town Council packet will be included as a communication. Communications received after the packet has been completed will be distributed to members prior to the meeting and be included as a communication in the next packet.

b) Public Hearings
Public hearings are an opportunity for citizens to address the Town Council on a specific issue. Citizen comments may be presented orally or in writing. Written statements received by the Town Clerk prior to the public hearing will be noted on the record and distributed to Council members either in the packet or that evening. Both these letters and written statements presented by speakers during the public hearing shall become part of the minutes. All citizens so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Public comment at public hearings is limited to five minutes per speaker unless otherwise modified by the Council at the beginning of the hearing.

c) Work Sessions
Work Sessions are an opportunity for the Council, Town Government and invited participants to discuss issues. An opportunity for public comment, other than invited participants, may be set-aside either at the beginning or the end of the Work Session to hear from citizens who have comments pertaining to the issue at hand.

Rule 5 – Decorum

All meeting participants including Councilors, citizens and staff should confine their remarks to the substance of the issue at hand. Participants should avoid discussing personalities and not impugn the motive, character or integrity of any individual. The Town Council supports the right of a resident to criticize its local government, but this should be done appropriately and responsibly, with civility and discretion. All participants should address their remarks to the Mayor and maintain a civil tone. These rules of conduct shall also apply to all written correspondence.

Disorderly and disruptive conduct will be handled in accordance with Freedom of Information Act, C.G.S. Section 1-232.

Rule 6- Introduction and Public Hearing of Ordinances

a) Section C307 of the Charter of the Town of Mansfield provides that "All ordinances introduced by a member of the Council shall be in written form and shall be limited to one subject, which shall be clearly stated in the title." A copy of the ordinance shall be filed with the Town Clerk who shall follow the procedures for copying, distribution and notice of the proposed ordinance set forth in Town Charter section C307.

b) Section C308 of the Town Charter requires that the Town Council shall hold at least one public hearing before any ordinance shall be passed. The Council may also hold more than one public hearing on a proposed ordinance prior to taking final action.

c) Prior to the Town Council scheduling a public hearing regarding a proposed ordinance, the Town Manager shall present a written fiscal impact analysis to the Council.

d) The Town Council may discuss a proposed ordinance but may not amend, adopt or reject it on the day the first public hearing is convened in accordance with Section 308 of the Town Charter. This provision may be suspended by a majority vote.

Rule 7- Motions

a) When a motion is made and seconded it shall be stated by the Mayor or the Town Clerk, if requested. If the motion is made in writing, it shall be read aloud prior to being debated. The motion so made and seconded will be in possession of the Council and subject to amendments or withdrawal.

b) Motions shall be reduced to writing when requested by the Mayor or by a majority of the whole Council.

c) When a motion is under debate, no further motion shall be received except to adjourn, to recess, to table, for the previous question, to limit, extend or close debate, to postpone to

time certain, to refer to committee, to amend or to postpone indefinitely, which motions shall have precedence in the order indicated.

d) Motions to adjourn, to lay upon the table and for the previous question shall be decided without debate.

e) Motions to postpone to a definite time and to limit, extend or close debate at a specific time shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

f) Motions to refer, to postpone indefinitely or to amend shall be debatable, but only with respect to such a referral, postponement or amendment, and not with respect to the subject matter of the main motion.

g) Any amendment must be germane to the motion.

h) Motions to table, to postpone to time certain or to postpone indefinitely, once having been decided, shall not be reconsidered at the same meeting, whereas a motion to refer a matter to a committee can be reconsidered only at the meeting of the vote. Any other motion can be reconsidered only at the same or next succeeding meeting of the Council.

i) Any motion to reconsider shall be in order only upon motion by a member participating in the prevailing vote of the original motion. Motions to adjourn or to reconsider the previous question shall not be reconsidered.

j) Any motion under debate, which consists of two or more independent propositions, may be divided by a majority vote of the whole Council.

Rule 8 - Debate

a) During discussion or debate, no Councilor shall speak unless recognized by the Mayor.

b) Councilors shall confine their remarks in debate to the pending question.

c) Any Councilor who knows in advance of a meeting that he /she wishes to obtain certain data or have a question answered, or wishes specific figures or expenditures, or the like, should, insofar as possible, inform the Town Manager in writing of the nature and details of the inquiry, so that the Town Manager will have the opportunity to have the answer available at such meeting.

d) Any member who realizes or anticipates that he/she has or will have a conflict of interest with respect to a matter before the Council for consideration should announce his or her intention to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of or involvement in the matter.

Rule 9 – Standing Committees and Other Committees

a) There shall be the following standing committees of the Council

- Committee on Committees
- Finance Committee
- Personnel Committee

b) The Council may create or dissolve committees of the Council by resolution.

c) The Mayor shall appoint members of the Council to such committees and shall designate the chair of each. The Mayor may announce any adjustments in membership or chairmanship at a regular Council meeting with such changes to be effective at the next regular committee meeting.

d) All Councilors shall be ex-officio members of the committees to which they are not assigned, but do not have the authority to make motions or to vote.

e) The Mayor shall make recommendations for appointments of Council members to committees other than the three standing committees of the Council to the Council as a whole for review and consideration.

f) The agenda for each meeting is set by the supporting staff in consultation with the chair. A meeting may be cancelled by the chair. The chair may schedule special meetings of the committee in consultation with other committee members. An opportunity for public comment shall be included in the agenda, either at the beginning or the end of the meeting, in accordance with the rules governing Public Participation.

Rule 10 – Executive Session

Executive Sessions will be limited to those subjects allowed pursuant to the Freedom of Information Act. The reasons for such a session and persons to attend shall be publicly stated. A two-thirds vote of the members of the Council present and voting shall be necessary in order to go into Executive Session.

TOWN OF MANSFIELD
TOWN COUNCIL RULES OF PROCEDURE
~~Adopted 3/12/18~~ Adopted 3/9/2020

BE IT RESOLVED, that under the authority of Section C302 of the Town Charter, the Town Council of the Town of Mansfield does hereby establish its Rules of Procedure as follows. These rules are in effect for the term of office of the Council and shall be adopted at the organizational meeting. Procedural matters not covered by the Town Charter or these Rules of Procedure will be determined by the Mayor, or by the Deputy Mayor in the absence of the Mayor, in accordance with the most recent edition of "Robert's Rules of Order, Newly Revised." Ordinarily, the "In Brief" version of Robert's Rules of Order, Newly Revised will be used.

Rule 1 – Organizational Meeting

Each newly elected Council shall meet for organization at the next regular meeting of the Town Council following the municipal election. During this Organizational Meeting the Town Council shall elect, by a majority vote of all Council members, one of their number to serve as Mayor, who shall preside at Council meetings, and one of their number to serve as Deputy Mayor, who shall serve in the Mayor's temporary absence. If both are absent, the Council may designate from its membership a temporary presiding officer. At this Organizational Meeting, the Council shall also fix by Resolution the time and place of its regular meetings for the following two-year period, which meetings shall be held at least once a month as required by the Charter. The appointment of a Town Attorney may also take place at this meeting, but said appointment shall take place no later than one month after the election of the Council.

Rule 2 –Meetings

a) All meetings shall be held in compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes sections 1-200, et seq.

b) The presence of five members of the Council is necessary for a quorum. Each Council member is asked to notify the Mayor or the Town Manager as soon as possible if the member expects to be absent

c) Special Meetings of the Town Council may be called by the Mayor, or on the written request of at least three members of the Council, filed with the offices of the Town Manager and Town Clerk not less than 36 hours (excluding Saturday, Sunday, legal holidays and any day on which the Office of the Town Clerk is officially closed) in

advance of such meeting, which request must specify the date, time and business to be transacted at any such Special Meeting. The Town Clerk shall post a notice in the Office of the Town Clerk indicating the time, place and business to be transacted, and copies of this notice shall be served by mail or personally upon each Council member and the Town Manager or left at their usual place of abode at least twenty-four (24) hours prior thereto. The notice shall be placed on the Town's website at least 24 hours prior to the meeting.

d) Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).

e) Work Sessions are by definition of the Freedom of Information Act, Special Meetings of the Council. In order to preserve the informal and relaxed atmosphere that encourages exchange between members of the Town Council, town government and invited participants, Work Sessions will generally be held prior to the Regular Meeting. Work Sessions may be scheduled by the Mayor or by majority of vote of the Council. All requirements of the Freedom of Information Act that pertain to Special Meetings shall be observed for Work Sessions. Work Sessions will be held to discuss, review, research or explore topics for possible later action. No formal votes may be taken, except for a vote to go into Executive Session.

f) Joint meetings and hearings may be held with the governing bodies of other governmental entities or agencies and such joint regular or special meetings may be held in the jurisdiction of either body.

g) Ceremonial presentations to individuals or groups that may include refreshments, may be scheduled prior to the Regular Meeting time in accordance with the requirements of the Freedom of Information Act. A notice that the presentation will take place prior to the Regular Meeting will be included on the agenda for that meeting. ~~For select national holidays, more specifically, President's Day, Memorial Day, Independence Day, and Veteran's Day, the Council will schedule ceremonial meetings which may include traditional and appropriate activities such as a recitation of the pledge of allegiance. Council members shall participate on a voluntary basis in the planning and scheduling of such ceremonial meetings.~~

h) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection minutes of all its proceedings, including all roll call votes and indicating deliberations, discussions and actions which shall be the official record of Council proceedings. The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor in the absence of the Mayor. Notes from the meeting indicating all actions shall be

available to the public within 48 hours after the meeting and the minutes shall be available and posted on the website within 7 days of the meeting.

i) The Freedom of Information Act prohibits a quorum of Council members from engaging in discussion about substantive Council business via email.

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a) The Town Manager, in consultation with the Mayor, shall prepare the agenda

b) Unless altered by a two-thirds vote of the Council, the regular order of business shall be as follows:

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16. Adjournment

c) Prior to or during the discussion on each item on the agenda the Mayor may call upon the Town Manager, designated staff or other appropriate person for the purpose of background presentation of business to be discussed. Council members may address questions to these individuals.

d) Unless extenuating circumstances occur, the agenda and all supporting material shall be delivered to the Council not later than the Friday preceding each regular meeting of the Council.

e) Every effort will be made to ensure that copies of the agenda, minutes and related material distributed with the packet will be made available on the Town's website no later than noon on the Friday preceding each regular meeting of the Council.

f) Recurring Old Business items shall have an end date to be determined by the Council.

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a) Regular Meetings and Special Meetings
The Town Council welcomes comments from the public. On the agenda of each regular meeting of the Town Council, or special meeting which is merely a rescheduled regular meeting, a period shall be set aside and designated as an opportunity for the public to address the Council on any issue of importance to the Town. ~~Citizen~~ Public comments may be presented orally or in writing. For all other special meetings, a period for public comments, pertaining to the issue at hand, shall be set aside on the agenda. Each speaker will be allowed one opportunity to speak for a maximum of five minutes. Speakers are not permitted to yield any portion of their time to another speaker(s). Any ~~citizen~~ member of the public so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. If he/she has an affiliation with a town appointed or elected position, he/she must so state. Any such speaker should declare whether he/she is speaking in that capacity or as an individual. Public ~~Citizen~~ comments will be accepted as presented. Written statements presented by speakers during the public comment section shall be included in the minutes of the meeting.

Council members are free to ask questions to clarify and/or amplify members of the public's comments. ~~clarify the intent of the citizens commenting~~. Such clarification and/or amplification must not be argumentative. Members of the public ~~Citizens~~ should not attempt to engage Council members, the Town Manager or Town staff in debate or line of questioning. Council Members and the Town Manager may offer responses to questions or concerns raised by members of the public ~~citizens~~ during the portions of the agenda reserved for their reports and comments, but are not obligated to provide answers to impromptu questions.

Written statements from the public received prior to the completion of the Town Council packet will be included as a communication. Communications received after the packet has been completed will be distributed to members prior to the meeting and be included as a communication in the next packet.

b) Public Hearings
Public hearings are an opportunity for members of the public ~~citizens~~ to address the Town Council on a specific issue. Public ~~Citizen~~ comments may be presented orally or in writing. Written statements received by the Town Clerk prior to the public hearing will be noted on the record and distributed to Council members either in the packet or that evening. Both these letters and written statements presented by speakers during the public hearing shall become part of the minutes. All members of the public ~~citizens~~ so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Public comment at public hearings is limited to five minutes per speaker unless otherwise modified by the Council at the beginning of the hearing.

c) Work Sessions

Work Sessions are an opportunity for the Council, Town Government and invited participants to discuss issues. An opportunity for public comment, other than invited participants, may be set-aside either at the beginning or the end of the Work Session to hear from members of the public ~~citizens~~ who have comments pertaining to the issue at hand.

Rule 5 – Decorum

All meeting participants including Councilors, members of the public ~~citizens~~ and staff should confine their remarks to the substance of the issue at hand. Participants should avoid discussing personalities and not impugn the motive, character or integrity of any individual. The Town Council supports the right of a resident to criticize its local government, but this should be done appropriately and responsibly, with civility and discretion. All participants should address their remarks to the Mayor and maintain a civil tone. These rules of conduct shall also apply to all written correspondence.

Disorderly and disruptive conduct will be handled in accordance with Freedom of Information Act, C.G.S. Section 1-232.

Rule 6- Introduction and Public Hearing of Ordinances

a) Section C307 of the Charter of the Town of Mansfield provides that "All ordinances introduced by a member of the Council shall be in written form and shall be limited to one subject, which shall be clearly stated in the title." A copy of the ordinance shall be filed with the Town Clerk who shall follow the procedures for copying, distribution and notice of the proposed ordinance set forth in Town Charter section C307.

b) Section C308 of the Town Charter requires that the Town Council shall hold at least one public hearing before any ordinance shall be passed. The Council may also hold more than one public hearing on a proposed ordinance prior to taking final action.

c) Prior to the Town Council scheduling a public hearing regarding a proposed ordinance, the Town Manager shall present a written fiscal impact analysis to the Council.

d) The Town Council may discuss a proposed ordinance but may not amend, adopt or reject it on the day the first public hearing is convened in accordance with Section 308 of the Town Charter. This provision may be suspended by a majority vote.

Rule 7- Motions

a) When a motion is made and seconded it shall be stated by the Mayor or the Town Clerk, if requested. If the motion is made in writing, it shall be read aloud prior to being debated. The motion so made and seconded will be in possession of the Council and subject to amendments or withdrawal.

b) Motions shall be reduced to writing when requested by the Mayor or by a majority of the whole Council.

c) When a motion is under debate, no further motion shall be received except to adjourn, to recess, to table, for the previous question, to limit, extend or close debate, to postpone to time certain, to refer to committee, to amend or to postpone indefinitely, which motions shall have precedence in the order indicated.

d) Motions to adjourn, to lay upon the table and for the previous question shall be decided without debate.

e) Motions to postpone to a definite time and to limit, extend or close debate at a specific time shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

f) Motions to refer, to postpone indefinitely or to amend shall be debatable, but only with respect to such a referral, postponement or amendment, and not with respect to the subject matter of the main motion.

g) Any amendment must be germane to the motion.

h) Motions to table, to postpone to time certain or to postpone indefinitely, once having been decided, shall not be reconsidered at the same meeting, whereas a motion to refer a matter to a committee can be reconsidered only at the meeting of the vote. Any other motion can be reconsidered only at the same or next succeeding meeting of the Council.

i) Any motion to reconsider shall be in order only upon motion by a member participating in the prevailing vote of the original motion. Motions to adjourn or to reconsider the previous question shall not be reconsidered.

j) Any motion under debate, which consists of two or more independent propositions, may be divided by a majority vote of the whole Council.

Rule 8 - Debate

a) During discussion or debate, no Councilor shall speak unless recognized by the Mayor.

b) Councilors shall confine their remarks in debate to the pending question.

c) Any Councilor who knows in advance of a meeting that he /she wishes to obtain certain data or have a question answered, or wishes specific figures or expenditures, or the like, should, insofar as possible, inform the Town Manager in writing of the nature and details of the inquiry, so that the Town Manager will have the opportunity to have the answer available at such meeting.

d) Any member who realizes or anticipates that he/she has or will have a conflict of interest with respect to a matter before the Council for consideration should announce his or her intention to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of or involvement in the matter.

Rule 9 – Standing Committees and Other Committees

a) There shall be the following standing committees of the Council

- Committee on Committees
- Finance Committee
- Personnel Committee

b) The Council may create or dissolve committees of the Council by resolution.

c) The Mayor shall appoint members of the Council to such committees and shall designate the chair of each. The Mayor may announce any adjustments in membership or chairmanship at a regular Council meeting with such changes to be effective at the next regular committee meeting.

d) All Councilors shall be ex-officio members of the committees to which they are not assigned, but do not have the authority to make motions or to vote.

e) The Mayor shall make recommendations for appointments of Council members to committees other than the three standing committees of the Council to the Council as a whole for review and consideration.

f) The agenda for each meeting is set by the supporting staff in consultation with the chair. A meeting may be cancelled by the chair. The chair may schedule special meetings of the committee in consultation with other committee members. An opportunity for public comment shall be included in the agenda, either at the beginning or the end of the meeting, in accordance with the rules governing Public Participation.

Rule 10 – Executive Session

Executive Sessions will be limited to those subjects allowed pursuant to the Freedom of Information Act. The reasons for such a session and persons to attend shall be publicly stated. A two-thirds vote of the members of the Council present and voting shall be necessary in order to go into Executive Session.

TOWN OF MANSFIELD
TOWN COUNCIL RULES OF PROCEDURE
Adopted 3/9/2020

BE IT RESOLVED, that under the authority of Section C302 of the Town Charter, the Town Council of the Town of Mansfield does hereby establish its Rules of Procedure as follows. These rules are in effect for the term of office of the Council and shall be adopted at the organizational meeting. Procedural matters not covered by the Town Charter or these Rules of Procedure will be determined by the Mayor, or by the Deputy Mayor in the absence of the Mayor, in accordance with the most recent edition of "Robert's Rules of Order, Newly Revised." Ordinarily, the "In Brief" version of Robert's Rules of Order, Newly Revised will be used.

Rule 1 – Organizational Meeting

Each newly elected Council shall meet for organization at the next regular meeting of the Town Council following the municipal election. During this Organizational Meeting the Town Council shall elect, by a majority vote of all Council members, one of their number to serve as Mayor, who shall preside at Council meetings, and one of their number to serve as Deputy Mayor, who shall serve in the Mayor's temporary absence. If both are absent, the Council may designate from its membership a temporary presiding officer. At this Organizational Meeting, the Council shall also fix by Resolution the time and place of its regular meetings for the following two-year period, which meetings shall be held at least once a month as required by the Charter. The appointment of a Town Attorney may also take place at this meeting, but said appointment shall take place no later than one month after the election of the Council.

Rule 2 –Meetings

a) All meetings shall be held in compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes sections 1-200, et seq.

b) The presence of five members of the Council is necessary for a quorum. Each Council member is asked to notify the Mayor or the Town Manager as soon as possible if the member expects to be absent

c) Special Meetings of the Town Council may be called by the Mayor, or on the written request of at least three members of the Council, filed with the offices of the Town Manager and Town Clerk not less than 36 hours (excluding Saturday, Sunday, legal holidays and any day on which the Office of the Town Clerk is officially closed) in

advance of such meeting, which request must specify the date, time and business to be transacted at any such Special Meeting. The Town Clerk shall post a notice in the Office of the Town Clerk indicating the time, place and business to be transacted, and copies of this notice shall be served by mail or personally upon each Council member and the Town Manager or left at their usual place of abode at least twenty-four (24) hours prior thereto. The notice shall be placed on the Town's website at least 24 hours prior to the meeting.

d) Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).

e) Work Sessions are by definition of the Freedom of Information Act, Special Meetings of the Council. In order to preserve the informal and relaxed atmosphere that encourages exchange between members of the Town Council, town government and invited participants, Work Sessions will generally be held prior to the Regular Meeting. Work Sessions may be scheduled by the Mayor or by majority of vote of the Council. All requirements of the Freedom of Information Act that pertain to Special Meetings shall be observed for Work Sessions. Work Sessions will be held to discuss, review, research or explore topics for possible later action. No formal votes may be taken, except for a vote to go into Executive Session.

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h) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection minutes of all its proceedings, including all roll call votes and indicating deliberations, discussions and actions which shall be the official record of Council proceedings. The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor in the absence of the Mayor. Notes from the meeting indicating all actions shall be available to the public within 48 hours after the meeting and the minutes shall be available and posted on the website within 7 days of the meeting.

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Town of Mansfield
Agenda Item Summary

To: Town Council
From: John C. Carrington, Interim Town Manager
CC: Kelly Lyman, Superintendent of Schools
Date: March 9, 2020
Re: Mansfield Middle School Roof Building Committee Charge

Subject Matter/Background

On Thursday evening, February 13, 2020, the Board of Education passed the following motion:

To request the Superintendent of Schools to make a formal request to the Town Council to establish a building committee to replace the roof at the Mansfield Middle School.

Mansfield Public Schools has been planning for the roof replacement for some years. Annually, the condition of the roof is inspected and repairs made as needed. Simply repairing the roof is no longer viable. The roof at Mansfield Middle School is failing in many places. The sooner we can replace the roof, the better. The Board of Education also requests that the project include the installation of solar panels thus allowing for the reduction of energy costs and reliance on fossil fuels.

Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels. To apply for reimbursement, the town must establish a building committee, engage an architect to develop a roof replacement plan, and apply to the State for funding. Given the cost of this project, a referendum to appropriate taxpayer funds will be necessary. It is hoped that such a question could be included on the ballot in November of 2020.

On February 24, 2020, the Town Council established, for an indefinite term, a five-member Mansfield Middle School Roof Building Committee to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels. The Committee will include the Mayor or her designee, Board of Education Chair or her designee and three representative members of the community. The Town Manager and Superintendent of Schools will serve as ex-offico members of the committee.

The Council will approve specific Committee members later this evening. The committee needs a more formal charge. The attached resolution provides this detail.

Financial Impact
Preliminary estimates for the roof replacement is about $3,000,000. Adding photovoltaic solar panels is likely another $1,000,000. Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels.

Legal Review
The Town Attorney has reviewed and approved the attached resolution.

Recommendation
I recommend that the Town Council adopt the proposed resolution.

If the Council supports this recommendation, the following motion is in order:

Move, effective March 9, 2020, to approve the attached resolution regarding the Mansfield Middle School Roof Building Committee.

Attachments
1) Draft Resolution Regarding Mansfield Middle School Roof Building Committee
2) February 20, 2020 Correspondence from Superintendent of Schools: Request for Building Committee
3) February 24, 2020 Agenda Item Summary: Mansfield Middle School Roof Project

RESOLUTION REGARDING
MANSFIELD MIDDLE SCHOOL ROOF BUILDING COMMITTEE

WHEREAS, the Mansfield Board of Education has requested that the Town Council of the Town of Mansfield establish a building committee to replace the roof at the Mansfield Middle School; and

WHEREAS, the Town Council is authorized to appoint a building committee for building and construction projects, and to authorize said building committee to: prepare schematic drawings and outline specifications for the project; construct the project; to contract with contractors and others on behalf of the Town for the project; and, to approve design and construction expenditures should the referendum be approved; and

WHEREAS, the Town Council anticipates placing a referendum before the voters of the Town of Mansfield to be held at the regular November municipal election;

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1 - Establishment; Duties.

The school building committee established by resolution of the Town Council on February 24, 2020 shall be known as The Mansfield Middle School Roof Building Committee (the "Building Committee"). The Building Committee is hereby confirmed and authorized to serve as the building committee provided for in this Resolution. The Building Committee's duties shall be as follows:

(a) Pre-referendum Duties:

Plan development. The Building Committee shall:

(1) Select architectural and/or engineering firm(s) to prepare schematic and final plans, including structural plans, professional estimating service, drawings and specifications, cost estimates and preparation of bid documents and contract documents. The Building Committee shall oversee negotiations of a contract to be entered into by the Town and said firm(s), subject to approval of the Town Attorney and Town Manager.

(b) If said Referendum is approved:

(1) Complete bid documents and contract documents. The Building Committee shall submit the final plans to the State Department of Education for approval pursuant to Conn. Gen. Stat. § 10-292(a). Upon approval by the State Department of Education, the Town Council and the Building Committee shall put the projects out to bid and award the contract to the successful bidder(s) in accordance with the Town's established bidding procedures.

(2) Meet with the architect, general contractor or construction manager to be certain that they reconcile any differences and agree as to what is required by the final plans, drawings and specifications, bid documents and contract documents. The Building committee shall oversee the construction contract(s) to be entered into by the Town and said construction firm(s), subject to approval of the Town Attorney and Town Manager.

(3) Determine the scheduling/phasing of the planning and construction of each building included in the overall project.

(c) If said Resolution is approved: Initiation, continuation and completion of construction.

The Building Committee shall:

(1) Award the architectural contract for administrative services during the construction phase.

(2) Authorize the start of construction.

(3) Monitor the construction process to include meetings with the architect, project manager and construction contractor as necessary to resolve any differences.

(4) Coordinate communication between the Building Committee, the Board of Education, the Town Manager and Town Council to keep all parties up-to-date on developments.

(5) Consider and promptly act on change orders, making certain that any increase in the cost involved in any change order is within the amount appropriated for the project.

(6) Monitor the preparation by the architect of a list of items which are not fully completed (punch list) or which require further attention when the architect has certified that the project is substantially complete. The Building Committee shall make certain that such items are completed properly and promptly.

(7) Review the certification by the architect that construction has been completed in full compliance with contract documents or review the list of items which are not yet satisfactorily completed.

(8) Authorize the release of funds which had been withheld or designate those funds to be withheld pending completion of any unfinished work or for any other appropriate reason.

Section 2 - Structure; Membership. The Building Committee will consist of five (5) regular members as set forth in the resolution of February 24, 2020. The Building Committee shall designate its Chair, Vice Chair and Secretary. The Building Committee shall act as a "school

building committee" for the project pursuant to Conn. Gen. Stat. § 10-291 and the applicable regulations of the State Department of Education. Members of the Committee shall include the Mayor or her/his designee, Board of Education Chair or her/his designee, and three (3) representative members of the community, including at least one (1) member having experience in the building and/or construction industry. The Town Manager and Superintendent of Schools will serve as ex-officio members of the committee. The Town Manager may appoint staff liaisons, as he/she deems appropriate.

Section 3 - Subcommittees. The Building Committee is authorized to establish subcommittees of the Building Committee (collectively, the "Subcommittees"), to designate the Chair and Vice Chair of each Subcommittee, and to fill all vacancies on the Subcommittees. The members of each Subcommittee shall be members of the Building Committee. The Subcommittees shall choose their secretaries. To the extent not provided herein, the Building Committee shall determine the duties and responsibilities of each Subcommittee.

Section 4 - Appointments. The Town Council shall make appointments by way of separate resolution(s).

Section 5 - Administration. The Building Committee and Subcommittee members shall not receive any compensation for their services. Necessary expenses of the Building Committee and Subcommittees shall be included in the cost of the project. In carrying out their functions, the Building Committee and Subcommittees shall comply with the Connecticut Freedom of Information Act, as amended.

Section 6 - Grant Applications. The Mansfield Board of Education is authorized and directed to apply for and accept any State grants for the project and any portions or components thereof, including but not limited to the filing of applications with the State Commissioner of Education, the execution of grant agreements for the project, and the filing of such documents as may be required to obtain said grants.

Section 7 - Chief Executive's Responsibility for Coordination of Process. Throughout the planning and construction process, the Town Manager shall be responsible for coordinating the process and working with the Building Committee and/or the designees and making full use of the Town staff and appropriate outside services as required. Within the project's budgetary limits, the Town Manager is authorized to obtain outside services as he/she deems necessary.

Section 8 - Execution of Contracts. The Town Manager shall execute all contracts entered into by the Town for the project. The Town Attorney shall review all contracts before they are entered into by the Town and shall oversee the execution of such contracts and compliance with appropriate bonding and insurance requirements or other matters to which he may later be required to attest. If appropriate, bond counsel shall be consulted.

Section 9 - Timelines. The Building Committee shall make progress reports on the projects to the Town Council and Board of Education no less than quarterly.

MEMO

To: John Carrington
From: Kelly Lyman
Date: February 20, 2020
Subject: Request for Building Committee

On Thursday evening, February 13, 2020, the Board of Education passed the following motion:

To request the Superintendent of Schools make a formal request to the Town Council to establish a building committee to replace the roof at the Mansfield Middle School.

Mansfield Public Schools has engaged in an annual process of evaluating and identifying facility repairs and updates necessary in the coming years. This has resulted in the annual publication of a detailed list of facility with the year to be addressed and estimated costs. We have been planning for the roof replacement for some years.

Also annually, the condition of the roof is inspected and repairs made as needed. Simply repairing the roof is no longer viable. The roof at Mansfield Middle School is failing in many places. The sooner we can replace the roof, the better. The Board of Education also requests that the project include the installation of solar panels thus allowing for the reduction of energy costs and reliance on fossil fuels.

Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels. To apply for reimbursement, the town must establish a building committee, engage an architect to develop a roof replacement plan, and apply to the State for funding. Given the cost of this project, a referendum to appropriate taxpayer funds will be necessary. It is hoped that such a question could be included on the ballot in November of 2020.

Members of the staff and Board of Education are available to share more details about this request with the Town Council.

Town of Mansfield
Agenda Item Summary

To: Town Council
From: John C. Carrington, Interim Town Manager
CC: Kelly Lyman, Superintendent of Schools
Date: February 24, 2020
Re: Mansfield Middle School Roof Project

Subject Matter/Background

On Thursday evening, February 13, 2020, the Board of Education passed the following motion:

To request the Superintendent of Schools to make a formal request to the Town Council to establish a building committee to replace the roof at the Mansfield Middle School.

Mansfield Public Schools has been planning for the roof replacement for some years. Annually, the condition of the roof is inspected and repairs made as needed. Simply repairing the roof is no longer viable. The roof at Mansfield Middle School is failing in many places. The sooner we can replace the roof, the better. The Board of Education also requests that the project include the installation of solar panels thus allowing for the reduction of energy costs and reliance on fossil fuels.

Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels. To apply for reimbursement, the town must establish a building committee, engage an architect to develop a roof replacement plan, and apply to the State for funding. Given the cost of this project, a referendum to appropriate taxpayer funds will be necessary. It is hoped that such a question could be included on the ballot in November of 2020.

Financial Impact

Preliminary estimates for the roof replacement is about $3,000,000. Adding photovoltaic solar panels is likely another $1,000,000. Mansfield is eligible for reimbursement from the State for this project at a rate in excess of 70% (exact rates determined annually), including installation of solar panels.

Recommendation

The Mayor and I recommend that the Town Council establish a Building Committee which will include the Mayor or her designee, Board of Education Chair or her designee, and three representative members of the community who will be jointly appointed by the

Town Council and the Mansfield Board of Education. The Town Manager and Superintendent of Schools will serve as ex-offico members of the committee.

If the Council supports this recommendation, the following motion is in order:

Move, effective February 24, 2020, to establish, for an indefinite term, a five-member Mansfield Middle School Roof Building Committee to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels. The Committee will include the Mayor or her designee, Board of Education Chair or her designee and three representative members of the community. The Town Manager and Superintendent of Schools will serve as ex-offico members of the committee.

Attachments

1) February 20, 2020 Correspondence from Superintendent of Schools: Request for Building Committee
2) Draft Resolution Regarding Mansfield Middle School Roof Building Committee

Town of Mansfield
Agenda Item Summary

To: Town Council
From: John C. Carrington, Interim Town Manager
CC: Curt Vincente, Director of Parks and Recreation, Jay O'Keefe, Assistant Director of Parks and Recreation
Date: March 9, 2020
Re: Ad Hoc Committee on the Naming of Southeast Park Field "A"

Subject Matter/Background
On February 5, 2020, the office of Parks and Recreation received a request letter (attached) from the Mansfield Little League to name Southeast Park Field "A" the "Andrew J. Baylock Field". The Parks and Recreation Department is in full support of this request for all the reasons identified in the letter. The request was forwarded to the Recreation Advisory Committee for their consideration and at their February 27, 2020 meeting, they unanimously supported the request and, therefore, respectfully recommend that the Town Council convene an Ad-Hoc Committee on Naming Ballfields for the purpose of naming Southeast Park Field "A" as the "Andrew J. Baylock Field". As a past practice, the Town Council has created an Ad Hoc Committee to name streets, buildings and the town square. If the Town Council forms the committee, and if the committee concurs with the request and recommendation, a formal ceremony will be held on the Little League opening day on Saturday, May 2, 2020 at noon.

Financial Impact
None, if approved, the Mansfield Little League plans to pay for the cost of a formal sign to recognize the field name.

Legal Review
Not required

Recommendation
Typically, the naming committees have been comprised of three members of the Town Council. If the Town Council wishes to establish the Ad Hoc Committee, the following motion is on order:

Move, to appoint Councilors _____, _____, and _____ to the Ad Hoc Committee on Naming of Ballfields, which is charged with considering a request

to name one of the Town's ballfields then report back to the Town Council for formal review and consideration.

Attachments

1) Memo from Parks and Recreation Department dated Feb. 27, 2020
2) Letter of request from Mansfield Little League dated Feb, 5, 2020

Town of Mansfield
Parks and Recreation
Department

Curt Vincente, Director of Parks and Recreation

10 South Eagleville Road
Storrs/Mansfield, Connecticut 06268
Tel: (860) 429-3015 x 6109 Fax: (860) 429-9773
Email: vincenteca@mansfieldct.org
Website: www.MansfieldCC.com

TO: Town Council Ad-Hoc Committee on Ballfields

FROM: Curt Vincente, Director of Parks and Recreation

DATE: February 27, 2020

SUBJECT: Field Naming Request

On February 5, 2020, the office of Parks and Recreation received a request letter (attached) from the Mansfield Little League to name Southeast Park Field "A" the "Andrew J. Baylock Field". This office is in full support of this request for all the reasons identified in the letter. The request was forwarded to the Recreation Advisory Committee for their consideration and at their February 27, 2020 meeting, they unanimously supported the request and, therefore, respectfully recommend that the Town Council convene an Ad-Hoc Committee on Naming Ballfields for the purpose of naming Southeast Park Field "A" as the "Andrew J. Baylock Field". If the Town Council forms the committee, and if the committee concurs with the request and recommendation, a formal ceremony will be held on the Little League opening day on Saturday, May 2, 2020 at noon.

cc: John Carrington, Interim Town Manager
Jay O'Keefe, Assistant Director of Parks and Recreation

February 5, 2020

Curt Vincente
Director – Mansfield Parks and Recreation
Mansfield Community Center
10 South Eagleville Road
Storrs – Mansfield, CT 06268

Mr. Vincente,

Please accept this letter as an official request from the Mansfield-Ashford Little League (M-ALL) for permission to name the Little League Field at Southeast Park currently designated as SE-A to Andrew J Baylock Field. This would be for signage added to this single field and no other area.

M-ALL has been the recipient of Coach Baylock's past generosity on many occasions. He has donated time, equipment and money to the program which continues to promote baseball and softball to the boys and girls of Mansfield and Ashford. We wish to honor this longtime Mansfield resident as part of his history with the great game of Baseball. Coach Baylock has been with the University of Connecticut for more than 50 years and has passed the Little League Fields every day on his way to work. He often stops by and watches games during the Spring and Summer. Coach Baylock has been elected to eight various Halls of Fame and his number 28 has been retired by UConn Athletics.

M-ALL would like permission to do this prior to our Opening Day Ceremony on May 2, 2020. We will require some time to order and install the signage as well as invite Coach Baylock to the ceremony. We believe that this is a unique opportunity for the League, Baseball and the Town of Mansfield to honor a man for his longtime service to his community, his profession and the games of baseball and softball.

I look forward to discussing this with you further and am available to answer any questions or concerns you have. Thank you for your time and consideration.

Sincerely,

Michael Pietras
President
Mansfield-Ashford Little League

CC: Jay O'Keefe

Town of Mansfield
Agenda Item Summary

To: Town Council
From: John C. Carrington, Interim Town Manager
Date: March 9, 2020
Re: Proclamation on the Importance of the All-Girl Space Offered by Girl Scouts and Celebrating Girl Scouts Day 2020

Subject Matter/Background
On March 12, Girl Scouts of the USA and Girl Scouts of Connecticut will celebrate 108 years of girls changing the world. For 108 years, Girl Scouts has been the expert on helping girls thrive, and offering the best leadership development experience for girls in the world.

Locally, Girl Scouts of Connecticut provides a variety of programming to more than 25,000 girls and over 12,000 adults— programs that empower girls to be go-getters, innovators, take healthy risks, and develop key leadership skills for their future.

This year, Girl Scouts of the USA and Girl Scouts of Connecticut wants everyone to participate and recognize their achievements by celebrating their anniversary and proclaiming March 12, 2020 as Girl Scout Day.

Recommendation
It is requested that the Town Council authorize Mayor Antonia Moran to issue the attached proclamation.

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

Move, to authorize the Mayor to issue the attached Proclamation on the Importance of the All-Girl Space Offered by Girl Scouts

Attachments
1) Proclamation on the Importance of the All-Girl Space Offered by Girl Scouts

Town of Mansfield
A Proclamation on the Importance of the All-Girl Space Offered by Girl Scouts

WHEREAS, the year 2020 marks the 108th anniversary of Girl Scouts of the USA, the largest and most successful leadership program for girls in the world; and

WHEREAS, Girl Scouts unleashes the G.I.R.L. (Go-getter, Innovator, Risk-taker, Leader)™ in every girl, preparing her for a lifetime of leadership; and

WHEREAS, Girl Scouts combines time-tested, research-backed methods with exciting, modern programming that speaks to today's girls and is designed to cater to the strengths of girls' leadership development; and

WHEREAS, Girl Scouts offers girls 21st century programming in science, technology, engineering, and math (STEM); the outdoors; entrepreneurship; and beyond, helping girls develop invaluable life skills and take the lead early and often; and

WHEREAS, as the world's premier leadership development organization for girls, Girl Scouts welcomes girls of all backgrounds and interests who want to develop the courage, confidence, and character to make the world a better place; and

WHEREAS, research shows that girls learn best in an all-girl, girl-led environment in which their specific needs are addressed and met; and

WHEREAS, the Girl Scout Gold Award, the highest and most prestigious award in Girl Scouting, calls on Girl Scouts in grades 9 to 12 to take on projects that have a measurable and sustainable impact on a community by first assessing a need, designing a solution, completing a project, and inspiring others to sustain it; and

WHEREAS, with more than 100 years of experience, Girl Scouts brings a wealth of knowledge to programs that deliver girls cornerstone experiences with benefits that last a lifetime; and

WHEREAS, today, more than 50 million women are Girl Scout alums, and 2.6 million girls and adults are current members.

NOW, THEREFORE, I, Antonia Moran, by virtue of the authority vested in me as Mayor of Mansfield, Connecticut, do hereby applaud the Girl Scout Movement and Girl Scouts of Connecticut for providing girls with a safe, inclusive, all-girl space where they can hone their skills and develop leadership abilities, and I declare Thursday, March 12, 2020 as Girl Scout Day.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 9th day of March in the year 2020.

_____
Antonia Moran,
Mayor, Town of Mansfield

Town of Mansfield
Agenda Item Summary

To: Town Council
From: John C. Carrington, Interim Town Manager
CC: Linda Painter, Director of Planning and Development
Date: March 9, 2020
Re: Town Council Goal Setting

Subject Matter/Background

I am recommending that the Town Council initiate a goal setting session for its 2019-21 term. This exercise is important, as the Council's goals will serve to set policy for the staff and the organization, and inform the upcoming FY 2020/21 Operating Budget and capital improvement program (CIP).

We will structure the initial discussion at a special meeting at 6 PM on March 23, 2020 as an idea-generating session, as time permits. We would then plan to carry the item as old business for a subsequent regular meeting of the Town Council.

Once finalized, I recommend that the Town Council vote to formally endorse its stated goals and objectives. This action would emphasize the importance of the document as a policy instrument. In addition, I suggest you consider adding the document to the Council's Policy Index as previous councils have done in the past.

I have attached various documents to serve as a reference for this discussion.

Attachments

1) Town Council Goals, Approved on October 13, 2016
2) Mansfield Tomorrow Plan Overview

2016-2017 Mansfield Town Council Goals and Objectives

Economic Development

Goal: Mansfield has a growing and diversified economy that helps to maintain the high-quality services desired by residents. Goal 6.3 (Page 6.39).♦

Objectives:

- Create a "brand" for Mansfield and market the Town.
- Create a business friendly climate; complete the online permitting software and *Permitting Guide* projects.
- Explore the feasibility of allocating resources for a dedicated economic development staff member.
- Leverage UCONN Tech Park for economic development in Mansfield.
- Begin construction on Four Corners Sewer project; focus redevelopment efforts to Four Corners area and other areas identified in the Plan of Conservation and Development.

Education

Goal: Mansfield provides high-quality public education for children and youth. ♦

Objectives:

- Complete the school facilities study project.
- Revise the Town's capital plan following completion of the facility studies to ensure educational infrastructure is adequate to meet both short and long term community needs.
- Support high quality, affordable early childhood education.

Financial Management

Goal: Responsibly manage available financial resources to maintain quality services that are responsive to community needs. ♦

Objectives:

- Increase tax base (new growth), including completion of Storrs Center, in a responsible manner.
- Increase Fund Balance to a minimum of 10% of the operating budget over a five year period, or sooner if feasible.
- Balance service needs with revenue constraints.
- Continue to explore opportunities for sharing of regional services.

Housing

Goal: Mansfield maintains high-quality living conditions throughout the town. Goal 7.3 (Page 7.26).♦

Objectives:

- Research the feasibility of a housing trust to support affordable low and moderate income housing in Mansfield.
- Create a sense of place that attracts young families to Mansfield.

- Continue the work of the Ad hoc Committee on Rental Regulations and Enforcement; improve the Town's ability to respond to issues related to blighted and nuisance properties. Also review strategies adopted in other jurisdictions to achieve an appropriate balance between owner-occupied and rental housing, particularly in residential neighborhoods.
- Continue to collaborate with UCONN to address quality of life issues in off-campus neighborhoods, including student behavior.

Human Services

Goal: Provide access to high quality human services programs and services for persons of all ages.

Objective:

- Participate in regional collaborations with area human service agencies.

Infrastructure

Goal: Mansfield maintains high-quality public facilities that support town goals. Goal 5.5 (Page 5.46).♦

Objectives:

- Complete the Town facilities study project.
- Revise the Town's capital plan following completion of the facility studies to ensure all non-educational infrastructure is adequate to meet both short and long term community needs.
- Engage in practices and projects that promote energy efficiency, including but not limited to solar projects.
- Reduce the Town's municipal government carbon footprint in an effort to respond to climate change.
- Improve accessibility and modifications to older Town facilities and parks for persons with disabilities.
- Encourage access to Town government and full transparency through electronic resources.
- Provide capital funding to conduct a recreation master plan.

Open Space and Agriculture

Goal: Preserve and maintain open space and viable working farms. ♦

Objectives:

- Preserve agricultural land through the purchase of development rights.
- Acquire, preserve, and maintain open space.
- Adopt land management plans for Town owned open space.
- Support local food production through programming and available resources.

Public Safety

Goal: Mansfield public safety services- police, fire and EMS- protect life and property through a robust program of education, enforcement and preparedness. Goal 5.3 (Page 5.37).♦

Objectives:

- Evaluate police service delivery options; initiate and complete study evaluating service delivery options.
- Evaluate Fire Department staffing levels and impact on service delivery and costs.

Town University Relations

Goal: Mansfield collaborates with UCONN to achieve common goals, maximize the local economic benefits of the university's presence and address quality of life issues in off-campus neighborhoods.

Objective:

- Re-establish practice of using Town-University Relations Committee as a working committee, in addition to its information-sharing and reporting role.
- Through the Town-University Relations Committee, review feasibility of establishing annual student enrollment protocol under which the Town would have the opportunity to critically review UCONN's enrollment projections and to provide meaningful feedback on the impact that significant enrollment changes may have on the Town, from a resource and quality of life perspective.
- Through the Town-University Relations Committee, review UCONN student code of conduct to determine if it is adequate to address off-campus conduct, including conduct associated with Greek-affiliated organizations.

Transportation

Goal: Mansfield has a balanced, integrated transportation system that provides residents with viable options in getting from one place to another. Goal 9.1 (Page 9.30).♦

Objectives:

- Develop an integrated network of sidewalks, bikeways and trails that connect residents with key community facilities and services.
- Improve Town roads to accommodate various modes of transportation.
- Research, and implement when possible, the feasibility of dedicate bicycle lanes on local roads.
- Actively participate in the Windham Region Transit District (WRTD) to improve services being provided in the regional transportation network.
- Coordinate with UCONN on transportation initiatives that take increased demand into consideration.

♦ Denotes link to Mansfield Tomorrow.

Approved by the Mansfield Town Council on October 13, 2016
Added to the Mansfield Town Council Policy Index

Mansfield Tomorrow

OUR PLAN ▶ OUR FUTURE

MANSFIELD TOMORROW PLAN OF CONSERVATION AND DEVELOPMENT

A New Plan of Conservation and Development (POCD) . . . and more

PUBLIC HEARING
DRAFT

MansfieldTomorrow
OUR PLAN ▶ OUR FUTURE

Goody Clancy | Milone & MacBroom | Farr Associates | Mt. Auburn Associates | PlaceMatters | Yellow Wood Associates

MansfieldTomorrow
OUR PLAN ▶ OUR FUTURE

- **Fifth Plan of Conservation and Development**
  - Previous plans completed in 1971, 1982, 1993, 2006
  - Required to update at least every 10 years by the State
- **Mansfield Tomorrow Plan consolidates POCD with the Town's Strategic Plan**
  - Single, unified framework of values, goals, strategies and actions
  - Provides guidance as decisions are made on physical, social and economic development issues
  - Intended to be a twenty-year guiding plan, with periodic updates at five and ten year intervals to keep the plan current and comply with state law

Vision Themes

- Preserve Community Character
- Strengthen Agriculture
- Address Impacts of University Expansion
- Support Neighborhoods
- Expand Housing Options
- Strengthen and Diversify the Economy
- Maintain High Quality Community Services
- Expand Transportation Options
- Focus on Sustainability
- Make Fiscal Responsibility a Priority

Mansfield Residents' Personal Visions

At the March 2013 Community Visioning Workshop, every participant was asked to write down his or her personal vision statement for 2030. These personal visions were thoughtful and often passionate, demonstrating a desire to preserve what's best about Mansfield by carefully managing change:

"A thriving community, featuring a great quality of life.... rural character...

Protect and encourage agriculture...

a vision of harmony with nature...

an excellent school system....

a town that I can live and work in....

community support for the young, middle aged, and elder persons.... parks... lakes /ponds...

a very friendly and welcoming town... increased bikeability/walkability... trails and open space....

strong community focus: activities, services, facilities...

a town that will support family life...

new rental housing, for the elderly and handicapped....

Community-based economic development driven by community stakeholders...

places to shop so my money supports local business.... recreational opportunities close to home....

areas revitalized in a way that supports Mansfield residents but retains its rural, quiet nature."

Our Future in Our Hands: Guiding Principles

- Preserve natural systems and resources
- Respect and value community context
- Promote resource efficiency
- Adapt to changing climate conditions
- Promote connectivity
- Direct development to appropriate areas in compact and efficient patterns
- Encourage sustainable design practices at all scales of development

Mansfield Tomorrow
OUR PLAN ▶ OUR FUTURE

Conservation and Enhancement of the Things that Make Mansfield Special

Natural Systems
Open Space, Parks & Agricultural Lands
Community Heritage and Sense of Place
Community Life

- Conservation and preservation of natural, cultural and historic resources
- Focus on preserving rural character, including historic villages
- How people connect with each other and the larger community
- Conservation of places and features residents value establishes the framework for where new development should occur and what form it takes

Mansfield Tomorrow
OUR PLAN ▶ OUR FUTURE

Natural Systems

- **Goal 2.1**
  Mansfield Residents and Officials actively participate in **conserving and protecting the Town's natural resources**.
- **Goal 2.2**
  Mansfield has **healthy watersheds** with high-quality ground and surface water resources and aquatic habitats.
- **Goal 2.3**
  Mansfield's soil, plant and wildlife habitats are **healthy and diverse**.

"[Mansfield] must conserve its natural resources and natural areas or the quality of life will plummet. We need to plan this preservation carefully."

"Preserve the rivers. Keep them clean."

"The town should [establish] a vision of harmony with nature and include this in all aspects of decision making."

FROM MANSFIELD RESIDENTS

Mansfield Tomorrow
OUR PLAN ▶ OUR FUTURE

Natural Systems

- **Goal 2.4**
  The Town is taking steps to moderate or adapt to the impacts of **climate change**.
- **Goal 2.5**
  Mansfield has increased **community resilience** and mitigated the impacts of natural hazards.
- **Goal 2.6**
  Mansfield's land use regulations promote the **protection and enhancement of natural systems**.

Route 275 on a 'normal' day

Flood day, October 15, 2005

MansfieldTomorrow
OUR PLAN ▶ OUR FUTURE

Open Space, Parks & Agricultural Lands

- **Goal 3.1**
  Natural resources within Mansfield's public and private open spaces are **protected and well-managed**.
- **Goal 3.2**
  Mansfield has **more land being used for agriculture**.
- **Goal 3.3**
  Mansfield's **park and preserve system**, including natural and active recreation areas, provides access to residents and meets the needs of the population.
- **Goal 3.4**
  Mansfield's land use policies and regulations for public and private open spaces **protect natural resources, preserve scenic views, and expand opportunities for agriculture and active recreation**.

"I love that Mansfield offers open spaces, etc, in combination with cultural resources. This is critical to our decision to live here."

"I moved to this town and neighborhood because it was a great place for my kids to grow up. Lots of forests and fields and places for kids to play."

"Preserve farm and fields, forests, long views, night sky...."

FROM MANSFIELD RESIDENTS

Community Heritage and Sense of Place

- **Goal 4.1**
  Mansfield **honors and preserves its historic resources** by protecting them for future generations.
- **Goal 4.2**
  Mansfield's land use regulations **maintain rural character** in the majority of town, **protect historic resources** and **accommodate future growth** in smart growth, compact patterns in designated Mixed Use Centers and Compact Residential areas.

"Mansfield feels like it's in a protective bubble from the rest of the hub-bub of life. Let's keep it that way with smart, limited, efficient development."

"[I hope Mansfield will be] a thriving community, featuring a great quality of life."

"[I'd like to see] growth of neighborhoods rather than continuing to build housing all around town individually on existing roads."

FROM MANSFIELD RESIDENTS

Community Life

- **Goal 5.1**
  Mansfield provides **high quality services** that connect residents to each other and the community.
- **Goal 5.2**
  Mansfield is a **lifelong learning community** and continues to provide high quality public education for children and youths.
- **Goal 5.3**
  Mansfield public safety services—police, fire and **EMS—protect life and property** through a robust program of education, enforcement, and preparedness.

"The people make Mansfield special. The agricultural economy, the natural areas, the focus on community services also make Mansfield special."

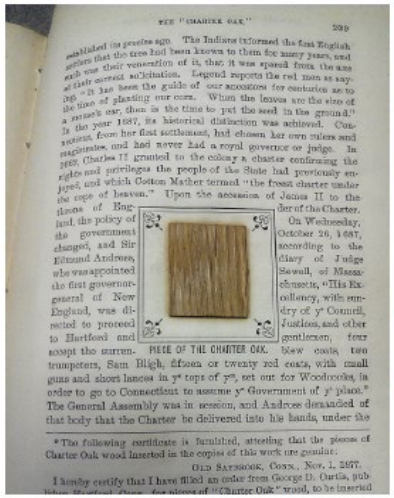
"[I would like to see] excellence in schools [and] services; efficient town government, resulting in reasonable tax rates."

"[I would like to see a] commitment to open and transparent community dialogue and communication to encourage, promote [and] ensure community participation and democratic process."

FROM MANSFIELD RESIDENTS

Community Life

- **Goal 5.4**
  Mansfield is a **healthy, active community**.
- **Goal 5.5**
  Mansfield maintains **high-quality public facilities** that support town goals.
- **Goal 5.6**
  Mansfield's policies, programs and land use regulations **support community service and health/wellness goals**.


THE "CHARTER OAK"

established its centre ago. The Indians informed the first English settlers that the tree had been known to them for many years, and each was their veneration of it, that it was spared from the axe at their earnest solicitation. Legend reports the red man as saying "It has been the guide of our ancestors for centuries as to the time of planting our corn. When the leaves are the size of a mouse's ear, then is the time to put the seed in the ground." In the year 1687, its historical distinction was achieved. Connecticut, from her first settlement, had chosen her own rulers and magistrates, and had never had a royal governor or judge. In 1662, Charles II granted to the colony a charter confirming the rights and privileges the people of the State had previously enjoyed, and which Cotton Mather termed "the freest charter under the cope of heaven." Upon the accession of James II to the throne of England, the policy of the government changed, and Sir Edmund Andross, who was appointed the first governor-general of New England, was directed to proceed to Hartford and accept the surrender of the Charter. On Wednesday, October 26, 1687, according to the diary of Judge Sewall, of Massachusetts, "His Excellency, with sundry of y' Council, Justices, and other gentlemen, four blew coats, two trumpeters, Sam Bligh, fifteen or twenty red coats, with small guns and short lances in y' tops of y'm, set out for Woodcocks, in order to go to Connecticut to assume y' Government of y' place." The General Assembly was in session, and Andross demanded of that body that the Charter be delivered into his hands, under the

PIECE OF THE CHARTER OAK.

*The following certificate is furnished, attesting that the pieces of Charter Oak wood inserted in the copies of this work are genuine:

OLD SAYBROOK, CONN., Nov. 1, 1857.

I hereby certify that I have filled an order from George D. Curtis, pub-

One book in the library's special collections contains a piece of the Charter Oak.

Marigold the Guinea Pig inspects the library's seed display.

Storytelling and science create a magical dragon at the library.

Everyone looks forward to Talk Like a Pirate Day at the library.

Physical and Economic Development

Diversifying the Economy
Housing
Infrastructure

- Strategies to grow Mansfield's economy to offset losses in state revenues
- Recognizing and promoting agriculture as part of Mansfield's economy
- Encouraging livable neighborhoods with housing for residents of all ages, incomes, and physical abilities
- Connecting residents to jobs, services and each other through a robust transportation network
- Limiting expansion of water and wastewater services to conserve community character
- Resource conservation through 'Reduce, Reuse, Recycle'

Mansfield Tomorrow
OUR PLAN ▶ OUR FUTURE

Diversifying the Economy

- **Goal 6.1**
  Mansfield has balanced economic development efforts with sensitivity to preserving the town's unique blend of rural character and college town amenities to create an **attractive location for businesses, workers and residents**.

"I would like to see the rural character of Mansfield maintained. At the same time to develop the infrastructure such that the economics of living in town are well balanced by growth of the tax income (i.e., by making it attractive for new businesses and tax paying enterprises to come to town."

"[I'd like to see] smart growth… that expands tax base in an environmentally smart way, partners with the University, and encourages professionals and families to live here."

"I envision a Mansfield where you don't have to go out-of-town for amenities that modern 20-and-30-somethings take for granted."

FROM MANSFIELD RESIDENTS

Diversifying the Economy

- **Goal 6.2**
  Mansfield has an **entrepreneurial environment** that supports business formation, expansion, and retention.
- **Goal 6.3**
  Mansfield has a **growing and diversified economy** that helps to maintain the high-quality services desired by residents.

Table 6.2: Concentrations of Local Consumer Services: Mansfield vs. Rest of Region (jobs/1,000 Population)

	MANSFIELD	REMAINDER OF TOLLAND & WINDHAM COUNTIES
Retail	22.2	35.7
Accommodation & Food Services	43.0	21.7
Health Care & Social Assistance	42.8	18.1
Other Services	11.8	9.5

Source: Quarterly Census of Employment and Wages, U.S. Department of Labor; U.S. Census Bureau, 2013

Diversifying the Economy

- **Goal 6.4**
  Agriculture is valued by the community and expanding with increased acreage, higher production and growing market opportunities.
- **Goal 6.5**
  Mansfield's land use regulations are farm-friendly and **support business retention and expansion efforts** while protecting community character.

Mansfield's agricultural enterprises are a valued part of the town's economy

Housing

- **Goal 7.1**
  Mansfield's housing options include **housing affordable to low and moderate income individuals and families**.
- **Goal 7.2**
  Mansfield's **senior citizens** have housing options that allow them to **continue to age in their community**.

"[I hope Mansfield will be] a thriving community, featuring a great quality of life."

"I would hope to see more rental housing, for the elderly and handicapped. Right now… there is no housing for me to 'trade up' to [if I sell my home]. We need new 'accessible' (ADA) and 'affordable' housing for the retired people of this community."

FROM MANSFIELD RESIDENTS

Housing

- **Goal 7.3**
  Mansfield maintains **high quality living conditions** throughout the town.
- **Goal 7.4**
  Mansfield's land use regulations support development of a **wide range of housing options** to meet the needs of residents at all ages of the life cycle, including singles, families, seniors and students.

Figure 7.2 Households by Tenure (2010)

SOURCE: US CENSUS BUREAU

Infrastructure

- **Goal 9.1**
  Mansfield has a **balanced, integrated transportation system** that provides residents with viable options in getting from one place to another.
- **Goal 9.2**
  Water and wastewater infrastructure improvements **conserve natural resources and support smart growth patterns** to help preserve rural character.
- **Goal 9.3**
  Mansfield is working toward carbon neutrality and reducing reliance on the grid by **conserving energy and increasing use of renewable energy sources**.

Photo credit: Peter Morenus/UConn

Infrastructure

- **Goal 9.4**
  Mansfield **promotes waste reduction and resource conservation**.
- **Goal 9.5**
  Mansfield's land use policies and regulations ensure that **infrastructure systems support smart growth, protect rural character and promote resource conservation**.

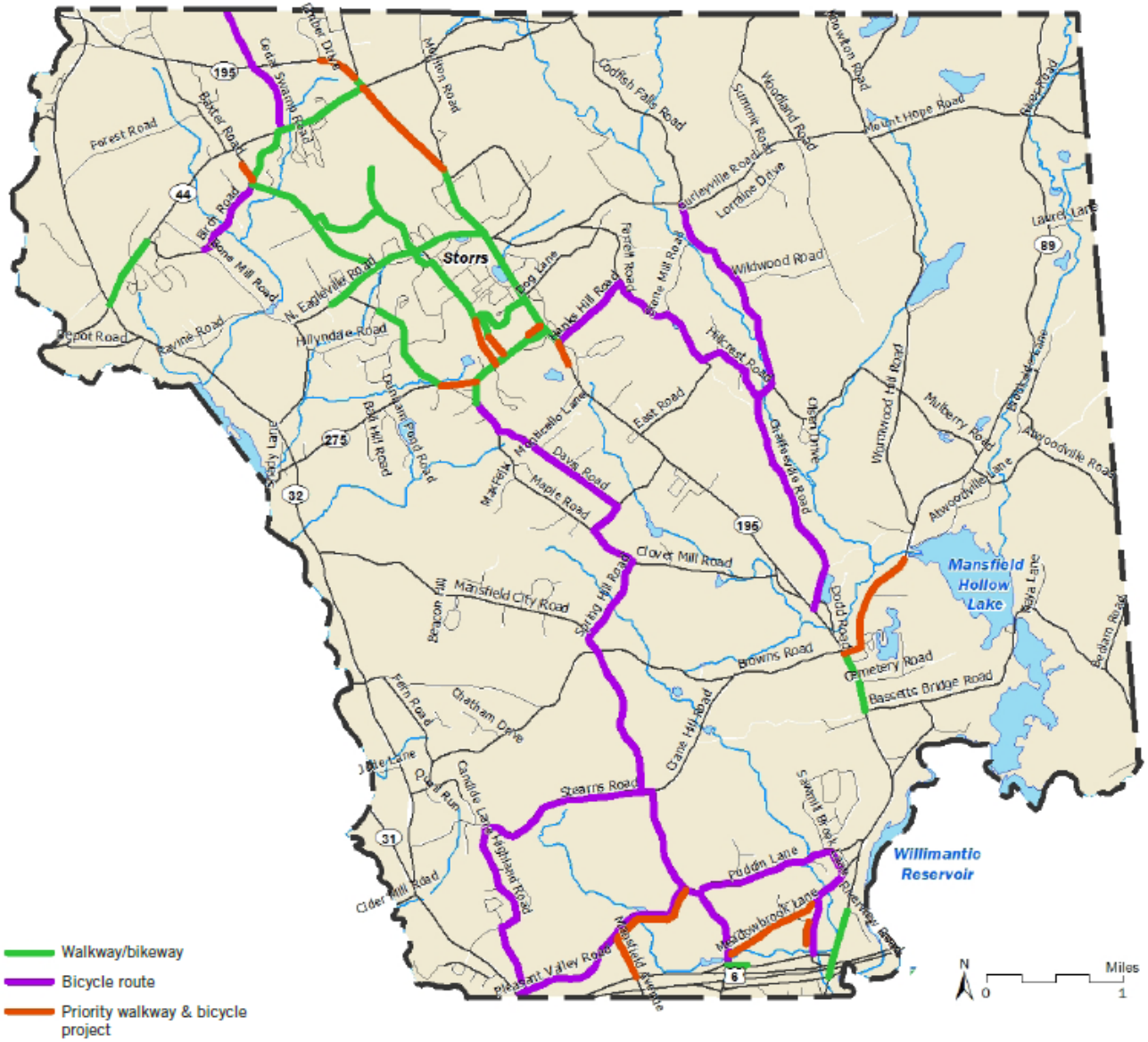
"[I would like to see] continued development of sidewalks; expansion of areas served by public water and sewers; improved public transportation."

"I would like Mansfield to become more environmentally sustainable. Water availability and energy are particular issues."

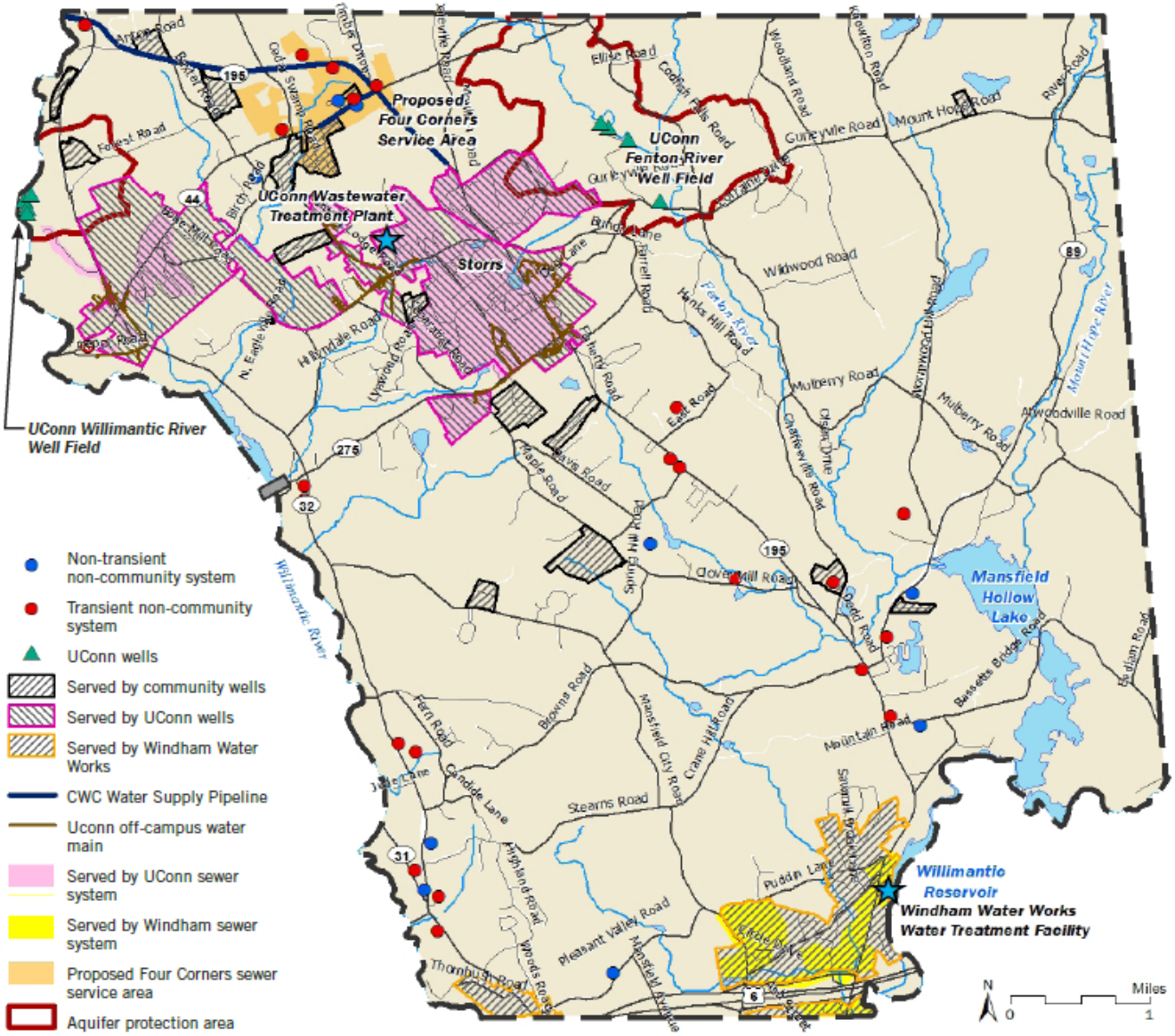
"I think one of the most important changes I'd like to see is accessibility to Storrs and UConn for walkers and bikers from more rural parts of Mansfield. Sidewalks, bike lanes, and public transportation are essential for this…[and] it would allow people easier access to more activities and businesses without hurting the rural feel of Mansfield Center and other areas."

FROM MANSFIELD RESIDENTS

MAP 9.2: **WALKWAYS AND BICYCLE FACILITIES**



MAP 9.4: **WATER AND SEWER SERVICE**

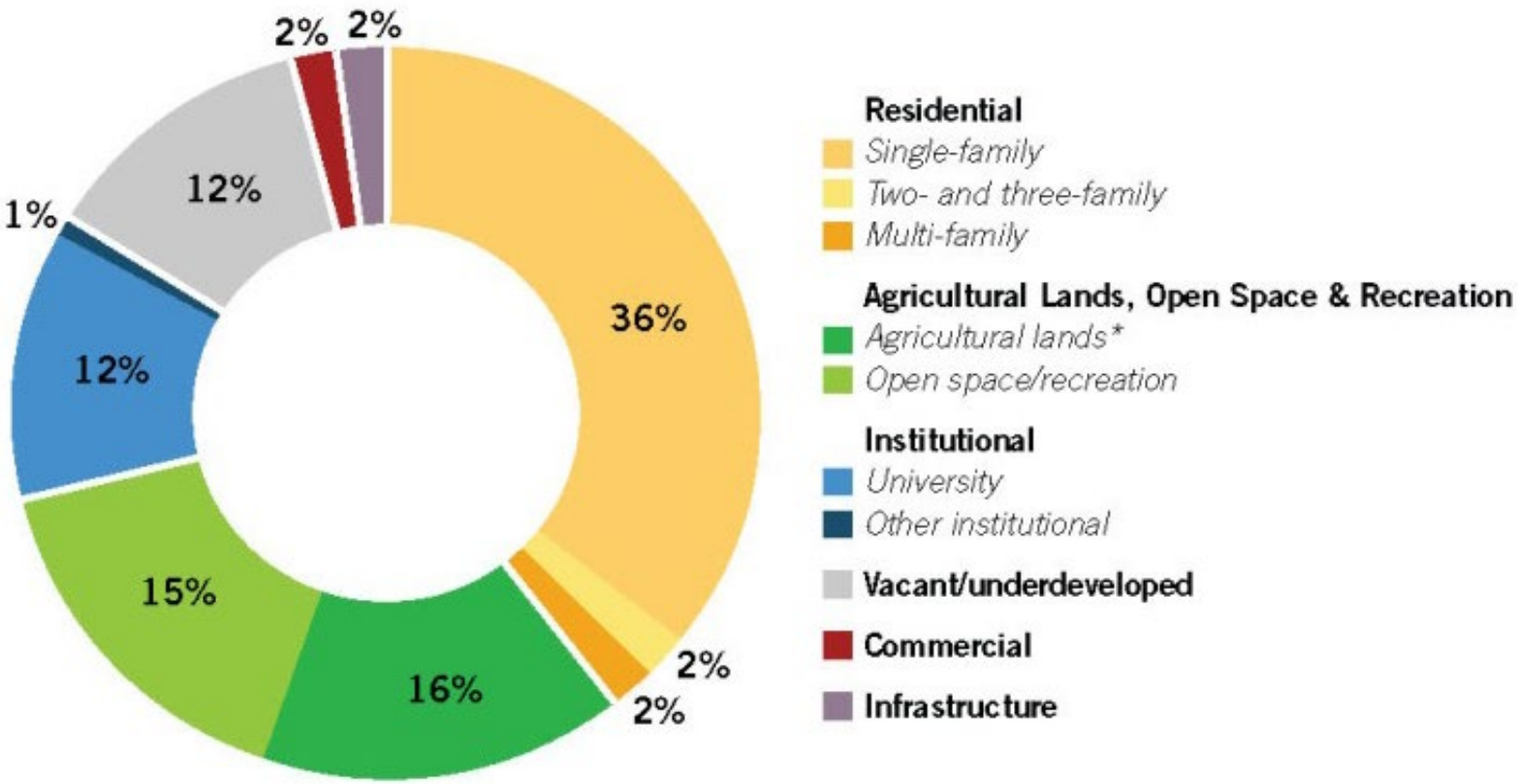


Future Land Use Strategy

- Conserves rural character
- Directs new growth to specific locations based on current (2006) Plan of Conservation and Development
- Links land use with community character and design objectives
- Foundation for Zoning and Subdivision Regulations
- Coordinated with other plan goals and objectives

Mansfield Tomorrow
OUR PLAN ▶ OUR FUTURE

FIGURE 8.1: EXISTING LAND USE IN MANSFIELD (2013)

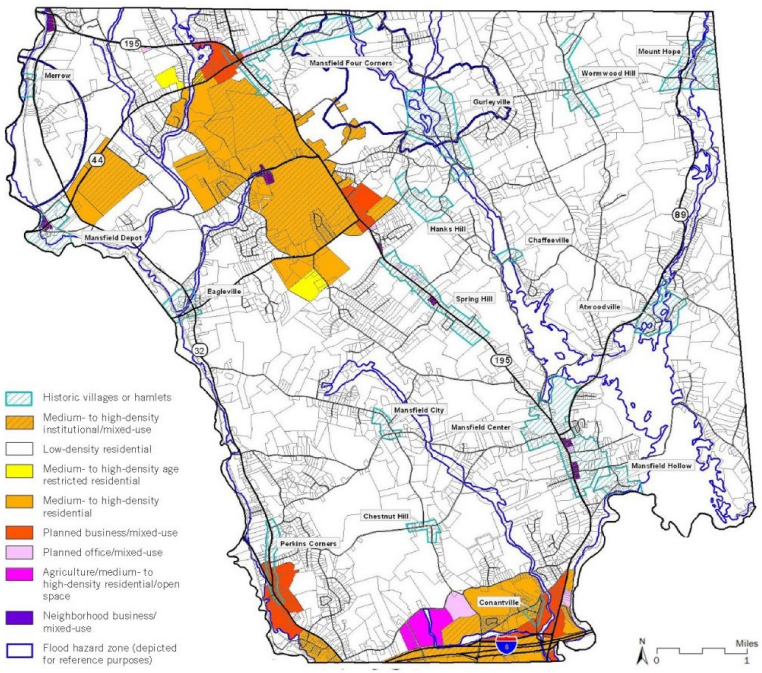


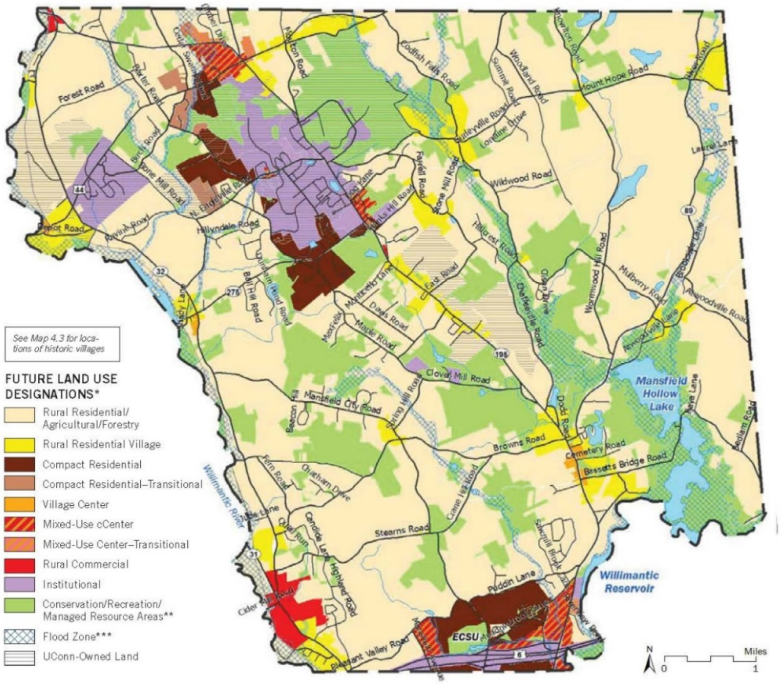
Note: Data for Agricultural Lands does not align precisely with land coverage data in previous chapters as the info shown above draws from assessor's data.

SOURCE: **TOWN OF MANSFIELD, TAX ASSESSOR'S LAND USE CODES**

Future Land Use Strategy

MAP 8.2: *2006 POCD* PLANNED DEVELOPMENT AREAS



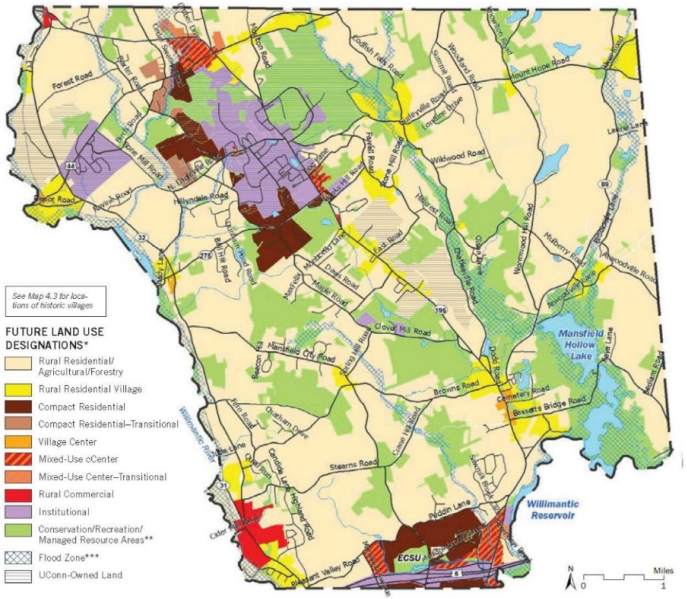


2006 POCD: Future Land Use Plan

Mansfield Tomorrow Future Land Use Plan

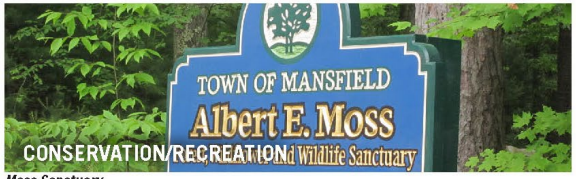
Future Land Use Strategy

- **Conserving Rural Character**



Rural Character Conservation Areas

The priority for the majority of land in Mansfield is to preserve its rural character, ensuring that new infill development is compatible with the rural landscape, agricultural heritage and historic context. Future Land Use designations that are designed to achieve this goal include: Conservation/Recreation; Flood Zone, Rural Residential/Agricultural/Forestry, Rural Residential Village, Village Center and Rural Commercial.



Moss Sanctuary

Eagleville Dam

Mountain Dairy

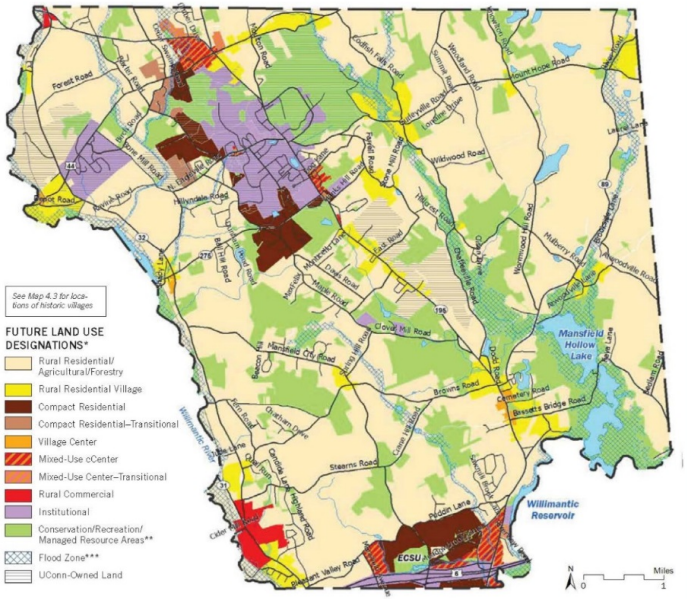
Old Mill Court

Fitch House, Mansfield Center

Perkins Corner

Future Land Use

- **Promoting Smart Growth**



Smart Growth Development Areas

The term 'Smart Growth' is shorthand for land use patterns that (1) focus development where housing, jobs and shopping are in close proximity and there are choices in transportation; (2) preserve open space for natural systems and land-based economic activities; and (3) provide a diverse range of housing and jobs for people across the income scale and life cycle.

Consistent with previous plans of conservation and development, new growth to support economic development and housing needs is being directed to limited areas that: (a) are in close proximity to existing employment and commercial centers; (b) have access to public transportation; and (c) are in areas with existing or planned water and sewer service needed to support higher density development. Future Land Use Designations that are designed to meet these goals include: Compact Residential, Mixed-Use Center, and Institutional.

Example

Example

UConn Public Safety Building

Future Land Use

- **Goal 8.1**
  Mansfield has **maintained the low-density, rural character** of the majority of town while **accommodating growth** in walkable Mixed-Use Centers, Compact Residential and Institutional areas.
- **Goal 8.2**
  Mansfield's land use regulations and development review procedures help to achieve the vision and goals identified in this Plan and **promote high-quality design** appropriate to the area context.

"[I'd like to see] growth of neighborhoods rather continuing to build housing all around town individually on existing roads."

"Concentrate development allowing rural areas to stay rural and villages to remain as villages."

FROM MANSFIELD RESIDENTS

Implementing the Plan

Stewardship and Implementation

- Living document
- Establishes framework for monitoring and periodic updates
- Identifies strategies to improve fiscal sustainability of the Town
- Encourages collaboration with UConn, area towns and regional organizations to meet goals

Mansfield Tomorrow
OUR PLAN ▶ OUR FUTURE

Plan Stewardship and Implementation

- **Goal 10.1**
  The Mansfield Plan of Conservation and Development is **periodically reviewed and updated** to address changing conditions and trends.
- **Goal 10.2**
  The Mansfield Plan of Conservation and Development is **integrated into decision making** at multiple levels.
- **Goal 10.3**
  Mansfield's long-term **financial stability** underlies implementation of this Plan.
- **Goal 10.4**
  Mansfield advances Town **sustainability objectives** through Plan implementation, public education, and partnerships.
- **Goal 10.5**
  Mansfield is a model of **inclusive, transparent government**.
- **Goal 10.6**
  Mansfield collaborates with area communities and UConn to achieve common goals and develop **regional service sharing models** for mutual benefit.

Mansfield Tomorrow
OUR PLAN ▶ OUR FUTURE

COMMITTEE ON COMMITTEES

Recommended Action

The Committee on Committees recommends the following motion(s) based on actions taken at their March 3, 2020 special meeting:

- Move, to appoint John Fratiello and Paul Shapiro to the *Mansfield Middle School Roof Building Committee*.
- Move, to appoint Will Bigl to the *Windham Region Transit District Board of Directors* for a term ending 6/8/2023.

ENVIRONMENTAL SUSTAINABILITY REPORT CY 2019
Partner: Town of Mansfield, Connecticut

	ENVIRONMENTAL BENEFITS					
		PURCHASING	USE	REUSE & RECYCLING	TOTAL BENEFITS	
	Reduction in:	HOW MUCH			HOW MUCH	EQUIVALENT TO
	Energy use	40,800 kWh	96,062 kWh	0 kWh	176,862 kWh	Electricity to power 16 homes/year
	Greenhouse gas emissions	9,810 metric tons of carbon equivalents	20,658 metric tons of carbon equivalents	0 metric tons of carbon equivalents	30,468 metric tons of carbon equivalents	Removing 6,623 cars from the road/year
	Toxic materials, including lead & mercury	<1 lb.	1 lb.	0 lbs.	2 lbs.	<1 brick
	Municipal solid waste	2,215 lbs.	42,544 lbs.	0 lbs.	44,709 lbs.	Waste generated by 10 households/year
	Hazardous waste	65,800 lbs.	37 lbs.	0 lbs.	65,838 lbs.	Weight of 219 refrigerators

Calculations made using http://app2.erg.com/EEBC-Computerv4/eebcCalculator.do, http://app2.erg.com/EEBC-Imagingv1/eebcCalculator.do, & https://greenelectronicscouncil.org/epeat-benefits-calculator/#benefits. Paper reduction calculations were made using EPA's warm Model v15 https://www.epa.gov/warm/versions-waste-reduction-model-warm#15). The calculator for imaging equipment does not include copiers and draws a distinction between color and black & white multifunction devices (MFDs). All copiers and MFDs were considered as colored, and printers as black & white for calculating environmental benefits. Paper reduction results are included in "total benefits".

Partner Commitments to Green Electronics

EPEAT® Purchasing:
The Town of Mansfield included Electronic Product Environmental Assessment Tool (EPEAT®) registered products as a required or preferred standard in bids, contracts, and/or leases for IT equipment in calendar year 2019.

Certified Recyclers:
The Town of Mansfield did not use a certified electronics recycler in calendar year 2019.

TOWN OF MANSFIELD MONTHLY REPORT

Sergeant Keith Timme #0196 **Month: January 2020**

TOTAL CALLS FOR SERVICE: 684

Mansfield	January 2020	YTD
Accidents	22	22
Criminal Investigations	28	28
Burglaries	0	0
Larcenies	9	9
Non Reportable Matters	417	417
Total Arrests	14	14

Troop C- Tolland County CALLS FOR SERVICE

City	January 2020	Year To Date
Coventry	59	59
Ashford	155	155
Willington	375	375
Vernon	425	425
Union	567	567
Somers	664	664
MANSFIELD	**684**	**684**
Tolland	957	957
Ellington	1267	1267
TOTAL:	**5153**	**5153**

Town of Mansfield- Motor Vehicle Enforcement

Mansfield	January 2020	Year To Date
Total Traffic Stops	204	204
DUI's	3	3
Misdemeanor Summons	10	10
Infractions	158	158
Written Warnings	2	2
Verbal Warnings	41	41

Respectfully Submitted,

Sgt Keith Timme #196

TOWN OF MANSFIELD MONTHLY REPORT

Sergeant Keith Timme #0196 **Month: February 2020**

TOTAL CALLS FOR SERVICE: 689

Mansfield	February 2020	YTD
Accidents	35	57
Criminal Investigations	37	65
Burglaries	0	0
Larcenies	5	14
Non Reportable Matters	429	846
Total Arrests	17	31

Troop C- Tolland County CALLS FOR SERVICE

City	February 2020	Year To Date
Coventry	23	82
Ashford	179	334
Willington	398	773
Vernon	417	842
Union	233	800
Somers	644	1308
MANSFIELD	**689**	**1373**
Tolland	891	1848
Ellington	1131	2398
TOTAL:	**4605**	**9758**

Town of Mansfield- Motor Vehicle Enforcement

Mansfield	February 2020	Year To Date
Total Traffic Stops	193	397
DUI's	3	6
Misdemeanor Summons	16	26
Infractions	141	299
Written Warnings	3	5
Verbal Warnings	35	76

Respectfully Submitted,

SGT 196

Sgt Keith Timme #196

Mixed-Use Development

Mansfield, Connecticut

Pre-Application Review

TOWN OF MANSFIELD
PLANNING AND ZONING
COMMISSION

FEBRUARY 12, 2020

HAVEN
CAMPUS COMMUNITIES

Material Enclosed

1. Request for Pre-Application Review
2. Project Summary
3. Location Map
4. Existing Site Conditions
5. Preliminary Site Plan
6. About Us

Date Received: _____

REQUEST FOR PZC PRE-APPLICATION REVIEW

Department of Planning and Development ▪ 4 South Eagleville Road ▪ Storrs-Mansfield, CT 06268
planzonedept@mansfieldct.org ▪ 860.429.3330

As authorized by Sec. 7-159b, C.G.S., the Mansfield Planning and Zoning Commission has adopted policies and procedures for conducting pre-application reviews on a pilot basis. Any applicant proposing a commercial, mixed-use or multi-family residential project may request a pre-application review with the Commission; however, the process is specifically intended for projects that have the potential to impact the character of the surrounding area due to their size and complexity. The decision to accept a proposal for pre-application review is solely at the discretion of the Director of Planning and Development; this decision is final and may not be appealed.

Applicants interested in having a pre-application review with the Commission must submit the information required on this form to the Department of Planning and Development at least one week in advance of the meeting at which you would like to have your review. Please note that the actual date and time of the pre-application review will be scheduled at the convenience of the Commission and may not be the date requested.

A. Project Location

(Property Address or Tax Parcel ID Numbers)

1717 Storrs Road; Storrs, CT 06268

B. Project Name

HCC - Mansfield

C. Applicant Information

Name(s): Haven Campus Communities, LLC.

Mailing/Street Address: 3284 Northside Parkway; Suite 500

City/Town: Atlanta State: GA Zip Code: 30327

Telephone: 770-818-4238 Email Address: cpowell@havencampuscommunities.com

D. Project Information

Please submit the following information with your request for pre-application review:

- [x] Completed Form (15 copies)
- [x] Location Map (15 copies)
- [x] Written summary of the project (15 copies)
- [x] Preliminary site plan (1 full size copy and 15 reduced size copies no larger than 11" by 17")
- [x] Any other drawings or plans that may be helpful in understanding the proposed project.

The Director of Planning and Development may request additional information as needed to determine whether to schedule a pre-application review with the Commission.

E. Applicant Certification

I hereby acknowledge that the pre-application review, if accepted, is being held at my request in accordance with Sec. 7-159b, C.G.S. and that any comments, thoughts, ideas or opinions provided by staff or Commission members are non-binding in all respects. Specifically, Sec. 7-159b, C.G.S notes: "Such preapplication review and any results or information obtained from it may not be appealed under any provision of the general statutes, and shall not be binding on the applicant or any authority, commission, department, agency or other official having jurisdiction to review the proposed project."

Signature 2/12/2020

Date

Form Revised January 2020

PROJECT SUMMARY

Haven Campus Communities ("HCC") is proposing to build a 381-unit Class-A Mixed-Use Development (the "Project") to be situated on approximately 23.20 acres of land fronting Storrs Road. This location is situated in the "Four Corners" region of Storrs, an area designed for higher density residential and commercial developments to support the Town of Mansfield. The Project site is a short walk from the University of Connecticut's main campus and allows for fast and convenient access to a variety of institutional facilities and nearby businesses.

The Project will offer 381 apartments consisting of studios, one, two and three bedrooms, each boasting top quality finishes throughout and will feature Haven's proprietary Smart Apartment Technology. The project is being designed to emphasize a sense of community by creating pedestrian friendly areas throughout the property that are walkable and showcase the unique natural elements of our surroundings. We are also pleased that our site design will positively impact the wetlands and the beaver pond via our enhanced storm water management system which will improve the protection of the wetlands. As it relates to our building design, we are focused on creating flexible spaces, allowing for an efficient mix of retail, office, and co-working spaces integrated within the project which will permit us to deliver a mix consistent with what the market and community is looking for.

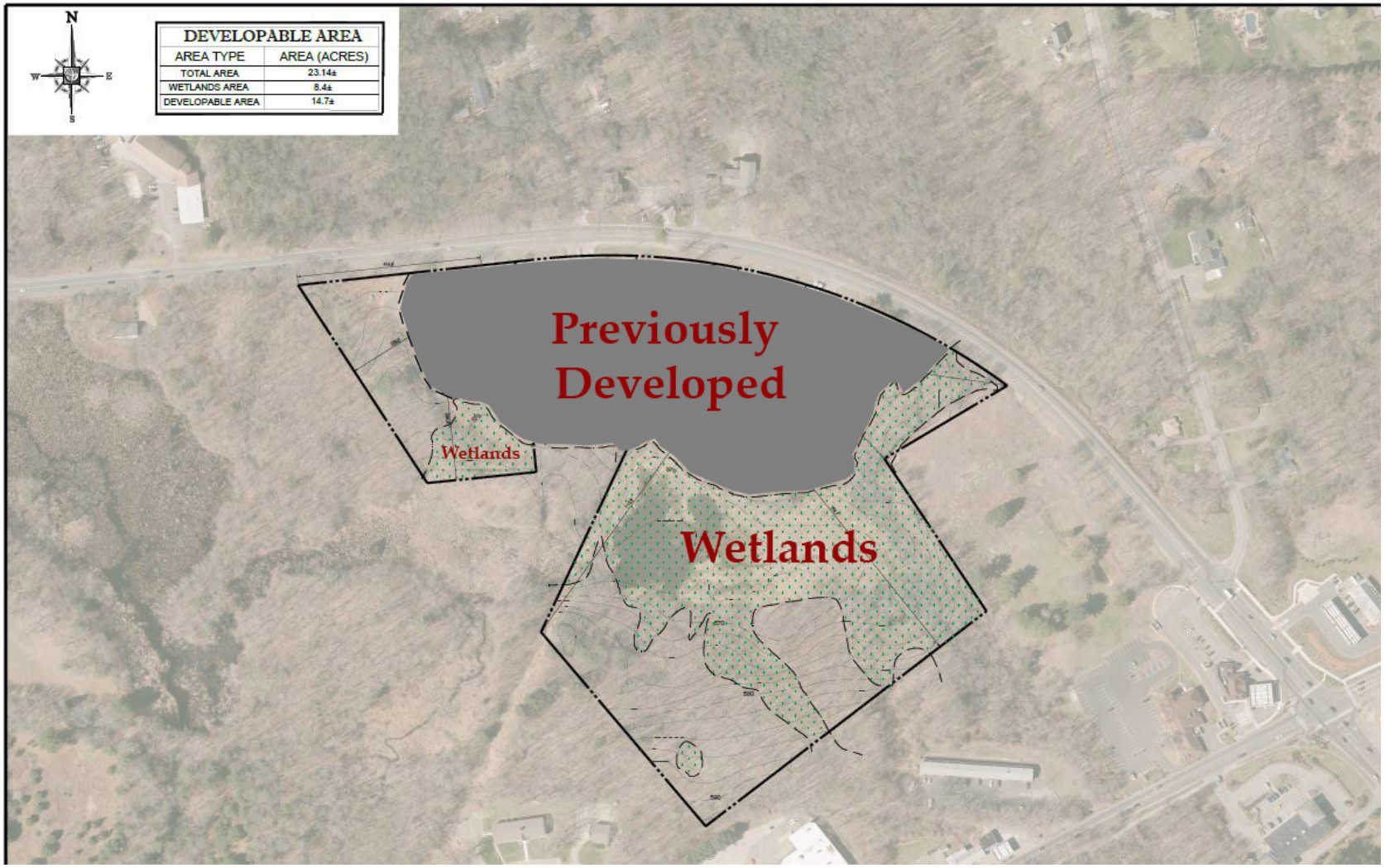
The project will offer an array of modern amenities such as a state-of-the art fitness center, cyber-lounge, computer center, Starbucks® coffee bar, Smart Market, and outdoor recreation areas. In addition, the project will provide a variety of retail offerings for residents and the community to shop, dine, and socialize. Furthermore, the project will be professionally managed and maintained at a level consistent with standards associated with Class A communities.

LOCATION MAP

1717 Storrs Road — Storrs, CT

HAVEN CAMPUS COMMUNITIES

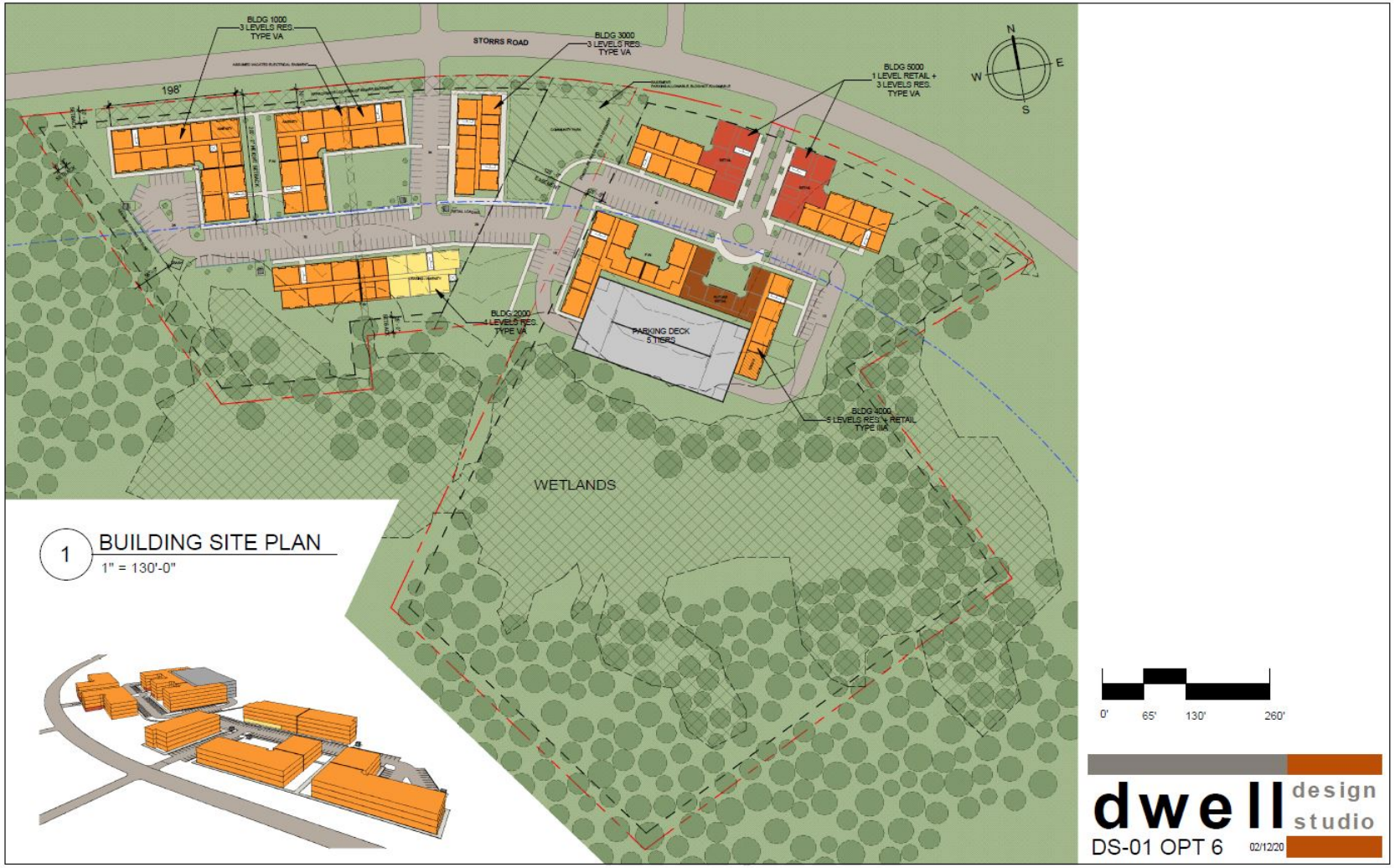
EXISTING SITE CONDITIONS



DEVELOPABLE AREA	
AREA TYPE	AREA (ACRES)
TOTAL AREA	23.14±
WETLANDS AREA	8.4±
DEVELOPABLE AREA	14.7±

HAVEN CAMPUS COMMUNITIES

PRELIMINARY SITE PLAN



HAVEN CAMPUS COMMUNITIES

11

DEVELOPMENT PROJECTS

$600

MILLION IN DEVELOPMENTS

HAVEN CAMPUS COMMUNITIES

ConnecticutWater
AVON · HERITAGE VILLAGE
93 West Main Street
Clinton, CT 06413-1600
www.ctwater.com

February 21, 2020

John Carrington Interim Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield CT 06268

RE: Enhanced Connecticut Water H_2O - Help 2 Our Customers Program

Dear Valued Community Member,

At Connecticut Water we understand the realities that our customers face when experiencing financial hardship. Our current H_2O – Help 2 Our Customers Program provides financial assistance and/or payment plans to help our customers maintain uninterrupted water service during these times.

Information and contact forms regarding the program can be found on our website at www.ctwater.com/H2O, but we know that sometimes, it's difficult for those in need to ask for help, or they may not know about the help that is available. *We are sending this to you because we are looking for your help in identifying Connecticut Water Company customers who may be in need, qualify for the program and benefit from some assistance. Please help us by sharing this information with your town's social service agencies, customers directly, or other groups that may help us identify customers who may qualify for help paying their water bills.*

Enclosed you'll find an Eligibility Authorization Form which may be completed for anyone whom you feel would benefit from this program. For more information, an electronic version of the form, or to submit a completed form, please email customerservice@ctwater.com. You can also reach me by phone at 800-286-5700.

Thank you,

Connecticut Water Company
Arthur J. O'Neill
Vice President Customer Service

H_2O – Help 2 Our Customers
PROGRAM GUIDELINES

At Connecticut Water we know how important it is for our customers to have a safe reliable supply of drinking water. At the same time, we understand the realities that customers can face when experiencing financial hardship. We are pleased to offer our H_2O – Help 2 Our Customers program to provide financial assistance and/or payment plans to support customers who may be experiencing challenges and help maintain uninterrupted water service during these times.

General Overview

The financial assistance program is limited to eligible single family residential customer accounts including individuals who are Connecticut Water customer and reside in a condominium unit.

Eligibility is based on income at or below 200% of the Federal Poverty Level Guidelines.

Customers will be qualified utilizing the enclosed Eligibility Verification Authorization.

Connecticut Water will need to receive the completed Eligibility Verification Authorization signed by the local agency before assistance can be provided to customers who otherwise qualify for the program.

We do not anticipate limiting the number of times an eligible person may participate in the program, but will require an eligibility review annually or require the individual to reapply.

Information will be included on shutoff notices and through our office and field customer service representatives about the state's 211 Infoline and where to find local agency contacts.

Customers participating in the program will be offered free water conservation kits, conservation education materials, and leak dye tablets to find silent toilet leaks to make sure they are not using more water than they need to. A service representative can be sent to the customer's premises to check for leaks if the customer needs additional assistance.

Customers Meeting Income Eligibility Verification Criteria

Upon agency determination of eligibility, and CWC approval, the Company will:

- *not terminate water service as long as the customer maintains the agreed upon payment arrangement,*
- *waive any shut off or turn on fees along with any interest charges if service has been terminated, and*
- *issue credit to the customer's account equal to 50% of the balance due*
- *set up a payment arrangement for the remaining balance*

The customer will only be responsible for keeping the scheduled payment arrangement on the past due balance. The credit will be applied as a one–for-one match as the payments are made. The customer will be expected to keep current on new bills as they are incurred during the time of the payment arrangement.

Customers are required to reapply annually so that income levels and eligibility can be re-verified. The Parties will set a uniform date upon which re-verification or reapplication will be determined.

Example of Payment Assistance for Customer on Deferred Payment Arrangement (DPA) Plan:

Balance Past Due *$300 Balance. Payment Arrangement once monthly for three months*	*Customer Payment Based on Agreed Payment Arrangement*	*Company Matching Credit to Customer Payment*	*Remaining Balance Due*
Customer Payment #1	*$50*	*$ 50*	*$200*
Customer Payment #2	*$50*	*$ 50*	*$100*
Customer Payment #3	*$50*	*$ 50*	*$0*
TOTAL PAID By Customer	*$150*		
TOTAL PAID By Company		*$150*	

One Time Customer Hardship Assistance Program

We have developed an additional program for customers who have consistently met their obligation but are experiencing a one-time financial hardship or a life changing event that put their account in arrears. Assistance is available under a one-time hardship program even if the customer does not meet income eligibility criteria for other program. This can be for all or part of the balance due on their water bill.

Customers who contact the company will be directed to the local social service agency for access to the ***H_2O Customers Program,*** and to determine if they are eligible for other programs or assistance. If they are not willing to pursue that, or the collections personnel feel it is best to offer them the one-time assistance, the company may offer a credit or adjustment to address their hardship.

Likewise, if a local social service agency is working with an individual who does not meet the H_2O program eligibility guidelines, but needs one-time assistance, the agency may offer them access to CWC's one-time customer hardship assistance program.

In either situation, a credit in the amount of the assistance would be issued directly to the customer's account.

ConnecticutWater

H_2O CUSTOMERS PROGRAM - ELIGIBILITY AUTHORIZATION

CWC AC # _____ Customer Name _____

Customers wishing to take advantage of the Connecticut Water H_2O program need to be qualified utilizing an eligibility checklist from their local community or other approved agency. These agencies are identified as providing assistance for customers having an outstanding and past due balance and are in need of some type of assistance to maintain water service. Qualified customers will be required to establish an approved deferred payment arrangement (DPA) for the arrears amount.

Connecticut Water does not require a copy of the eligibility checklist but requests the agency confirm the customer's identity and income. This ensures agency guidelines are followed and funds reach those customers who are in most need of assistance.

Sign off on the following items are acceptable forms of verification in order to qualify for CWC assistance program. Please initial that these items have been verified.

_____ Identity:

_____ Income:

_____ Tenants: Copy of fully completed Billing Authorization Form

Agency submitting request: _____

Authorized representative from the agency initialing the form_____ (please print)

NOTE: Owners of multi-family, commercial or industrial property are not eligible for program.

Has customer previously applied for assistance? ❑ Yes ❑ No If yes, when? _____

Was assistance provided? ❑ Yes ❑ No Amount _____

Copy of Shut off Notice? ❑ Yes ❑ No Shut Date: _____ Amount Due _____

Deferred Payment Arrangement (DPA)? ❑ Yes ❑ No Customer can pay $_____Frequency _____

For Connecticut Water Company Use Only:

CWC approval of DPA Date _____ By _____

Approved By _____

CWC notified? By telephone to 800-286-5700 ❑ Jessica x 6068 ❑ Rita x 6091

By email to ❑ jessica.esposito@ctwater.com ❑ rita.dimery@ctwater.com

Revised February 2020

ConnecticutWater

H_2O - Help 2 Our Customers

We understand the realites our customers face when experiencing financial hardship. Our H_2O - Help 2 Our Customers program can help those needing financial assistance with their water bills in order to maintain uninterrupted water service.

Learn more via these options:

- Reach Connecticut Water
  by email: customerservice@ctwater.com,
  by phone: 1-800-286-5700, or
  online: www.ctwater.com/H2O
- Contact your town's social service agency who can begin enrollment in our program
- Enroll through Operation Fuel; info online at operationfuel.org/get-help

UCONN
UNIVERSITY OF CONNECTICUT

Office of the Executive Vice President for
Administration and Chief Financial Officer
Scott A. Jordan
Executive Vice President
for Administration
and Chief Financial Officer

Via E-Mail Only

March 2, 2020

Paul Aho, Chair
Mansfield Inland Wetlands Agency
Mansfield Planning & Zoning Commission
Town of Mansfield
Aubrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

RE: **W1612** – Petition of the Mansfield Nonprofit Housing Development Corp for a Multifamily Development at 113-121 S. Eagleville Rd.; **P1364-1** – Petition of the Mansfield Nonprofit Housing Development Corp to Amend the Mansfield Zoning Map; **P1364-2** – Petition of the Mansfield Nonprofit Housing Development Corp for a Site Plan Approval

Dear Chair Aho and Agency/Commission Members:

The University of Connecticut ("UConn") has been on record with the Town of Mansfield ("Town") that it is opposed to development of undergraduate student housing in proximity to the University. However, UConn has a long history of supporting projects that provide real affordable housing opportunities in the Town and that do not focus on undergraduate student housing. Accordingly, I write on behalf of UConn to let you know that UConn does not oppose the above-referenced Petitions proposed by the Mansfield Nonprofit Housing Development Corporation ("Applicant").

These three Petitions present an application that materially differs from the other pending applications in Town that are being pursued as undergraduate student housing in the guise of multifamily housing. The Applicant here is a local non-profit development entity whose mission is to make more affordable housing available in Mansfield. The Applicant also has strong organizational links with the Mansfield Housing Authority ("MHA"), a municipal agency, and MHA is proposed to be the Administrator of the Applicant's Affordability Plan. We also understand that MHA received substantial predevelopment funding for this project from the Connecticut Department of Housing.

Eagleville Green is to be located in the narrowly-prescribed geographic area to which the South Eagleville Road – Housing Opportunity Zoning District applies, and is of modest size. It is proposed as a mixed-income rental housing development, with an assisted housing component, that we hope will be available to UConn graduate students, faculty and staff.

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An Equal Opportunity Employer

We appreciate this opportunity to comment on the above-referenced Petitions.

Sincerely,

Scott A. Jordan
Executive Vice President for Administration and Chief Financial Officer

Encl.
CC: John Carrington, Interim Town Manager, Town of Mansfield (via E-Mail)
Robert Corbett, UConn
Robert Sitkowski, UConn

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