

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

MINUTES

1. CALL TO ORDER

Mayor Moran called the regular meeting of the Mansfield Town Council to order at 7:09 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building.

2. ROLL CALL

Present: Berthelot, Bruder, Freudmann, Moran, Schurin
Excused: Ausburger, Fratoni, Kochenburger, Shaiken

3. APPROVAL OF MINUTES

Mr. Bruder **moved** and Ms. Berthelot seconded to approve the minutes of the February 24, 2020 regular meeting as presented. Motion **passed** unanimously.

4. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

Sarah Kaufold, Mulberry Road, spoke about and invited the Council and public to an upcoming community gathering series called Conversations on Race in Mansfield.

Eric Belanger and Sheridon Haye, Highland Road, asked the Council to address the issue of speeding cars on Highland Road.

Betty Wassmundt, Old Turnpike Road, asked the Council to reconsider shared financial services. (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 reported that Coventry, Tolland, Bolton, and Mansfield recently met to collaborate regarding economic development and reviewed a study that highlighted local tourism and natural resources; she testified at the legislature regarding changing alcohol rules in town; the University has withdrawn opposition to the Eagleville Green project; she was a judge during History Day at UCONN; she attended a small communities coalition CCM meeting regarding cyber security; the School Building Committee is approaching a final design; the CCM Legislative Committee discussed a statewide insurance fund for funding special education; and she attended a CRCOG meeting.

Mr. Freudmann expressed his desire for the Personnel Search Committee meetings to be public.

Mr. Bruder reported that he attended the Eagleville Green open house and that he is glad that his children report feeling safe at school in regards to COVID-19.

Mr. Schurin **moved** and Ms. Berthelot seconded to add Grant Opportunity: Affordable Housing Plan Technical Assistance Program ahead of old business and Mansfield Middle School Roof Building Committee Charge to the first item of old business. Motion **passed** unanimously.

6A. Grant Opportunity: Affordable Housing Plan Technical Assistance Program

Ms. Berthelot **moved** and Mr. Bruder seconded, effective March 9, 2020, to adopt the attached Resolution Authorizing the Submission of an Affordable Housing Technical Assistance Application to the Connecticut Department of Housing. Motion **passed** with all in favor except Mr. Freudmann who voted against.

7. OLD BUSINESS

A. School Resource Officer Program (Item #7A, 1-27-2020 Agenda)

Ms. Berthelot **moved** and Mr. Schurin seconded, 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. Motion **passed** with all in favor except Mr. Freudmann who voted against.

B. Town Council Rules of Procedure (Item #2, 11-12-2019 Agenda)

Ms. Berthelot, by recommendation of the Personnel Committee, **moved**, effective March 9, 2020, to adopt the recommended changes to the Town Council Rules of Procedure, as presented by the Personnel Committee. Motion **passed** unanimously.

8. NEW BUSINESS

A. Mansfield Middle School Roof Building Committee Charge

Mr. Bruder **moved** and Ms. Berthelot seconded, effective March 9, 2020, to approve the attached resolution regarding the Mansfield Middle School Roof Building Committee. Motion **passed** unanimously.

B. Ad Hoc Committee on the Naming of Southeast Park Field "A"

Ms. Berthelot **moved** and Mr. Schurin seconded to appoint Councilors Fraton, Bruder, and Schurin 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. Motion **passed** unanimously.

C. Proclamation on the Importance of the All Girl Space offered by Girl Scouts and Celebrating Girl Scouts Day 2020

Mr. Bruder **moved** and Ms. Berthelot seconded to authorize the Mayor to issue the attached Proclamation on the Importance of the All-Girl Space Offered by Girl Scouts. Motion **passed** unanimously.

D. Town Council Goal Setting

Councilors agreed to initiate the process of goal setting at a special meeting on March 23, 2020.

9. REPORTS OF COUNCIL COMMITTEES

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

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

Motion **passed** unanimously.

10. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS

None.

11. PETITIONS, REQUESTS AND COMMUNICATIONS

- A. SEC Environmental Sustainability Report (CY 2019)
- B. Sgt. K. Timme, Town of Mansfield Monthly Reports (Jan & Feb 2020)
- C. Haven Campus Communities-Mansfield Pre-Application (2.12.20)
- D. A. O'Neill, CT Water Company - H2O Help 2 Our Customers Program (2.21.20)
- E. S. Jordan, UConn EVP for Admin and CFO - letter re: Petitions W1612, P1364-1, P1364-2 (3.2.20)

12. FUTURE AGENDAS

- Update on COVID-19 Response

13. ADJOURNMENT

Ms. Berthelot **moved** and Mr. Schurin seconded to adjourn the meeting at 8:39 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

March 9, 2017

To: Town council

From: Betty Wassmundt

RE: Shared Services

Now that the Finance Director has submitted her resignation, it is the time for this Council, and the Finance Committee, to review "shared Services".

The Finance Director's current position as financial adviser to the Town, Reg. 19 and Board of Ed presents an inherent possibility for conflict of interest and allows for fraud upon the taxpayers as there is no check on what that person does.

I urge you to consider this and to do so directly. It is my opinion that this town can do the technical work such as payroll and accounting for the three entities but that the financial advisers should be separate.

I spoke with Mayor Moran about this and right off she said it would cost more money. Perhaps that is so but it may not cost even as much. You should study this and make an informed decision.

Mayor Moran also said that each entity would need a full time financial adviser. Well, maybe not; perhaps just part-time would be needed. Consider this, the current Finance Director is responsible for this town's finance department, the assessor's office and tax collector's office, along with being the Purchasing Agent, along with being financial adviser to B o E and Reg. 19. This is good for the Director who gets paid a big salary for it but it may not be good for the taxpayers. But if one person can handle all of that responsibility, surely B o E and Reg. 19 do not each need a full time financial adviser. Perhaps a firm such as Blum Shapiro or Cohn Resnick could be hired as a financial adviser needed just part-time.

Now, you are the keepers of the people's money. You should be responsible to guarantee that this town operates with good business practice, especially with respect to finance/money. Just consider the Baruzzi fraud, all his documentation was processed through this one person; perhaps if the B o E had its own financial adviser, this would not have happened. I hope you have carefully reviewed the lease with Region 19 for the Depot Campus; that's another issue where this town and Region 19 have disparate financial interests.

Please get to work on this. Thank you.



TOWN OF MANSFIELD

RESOLUTION AUTHORIZING THE SUBMISSION OF AN AFFORDABLE HOUSING TECHNICAL ASSISTANCE APPLICATION TO THE CONNECTICUT DEPARTMENT OF HOUSING

WHEREAS, state monies are available from the State of Connecticut, Department of Housing for communities seeking to prepare and adopt an Affordable Housing Plan pursuant to the provisions of Section 8-30j of the Connecticut General Statutes; and

WHEREAS, the Town is required to prepare and adopt an Affordable Housing Plan; and

WHEREAS, the Town Council established the Ad Hoc Committee on Affordable and Workforce Housing on November 12, 2019; and

WHEREAS, one of the purposes of the Ad Hoc Committee is the preparation of the Town's Affordable Housing Plan; and

WHEREAS, it is desirable and in the public interest that the Town of Mansfield make application to the State for \$15,000 to support the Town's efforts in developing an Affordable Housing plan and to execute an Assistance Agreement therefore, should one be offered;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MANSFIELD:

That it is cognizant of the conditions and prerequisites for the State financial assistance identified in the March 9, 2020 document titled "Planning Grants for Thriving Connecticut Communities | Affordable Housing Plan Technical Assistance Program; and,

That the filing of an application for State financial assistance from the Affordable Housing Technical Assistance Program by the Town of Mansfield in an amount not to exceed \$15,000 is hereby approved and that John Carrington, Interim Town Manager is hereby authorized and directed to file such application with the Commissioner of the Department of Housing; to provide such additional information; to execute such other documents as may be required by the Commissioner; to execute an Assistance Agreement with the State of Connecticut for financial assistance if such an agreement is offered; to execute any amendments, rescissions, and revisions thereto; to implement project activities, if approved, and to act as the authorized representative of the Town of Mansfield and to execute any other agreement or contract relative to said project.

That it adopts or has adopted on behalf of the Town of Mansfield a policy to support the following nondiscrimination agreements and warranties provided in subsection (a)(1) of Connecticut General Statutes sections 4a-60 and 4a-60a, respectively, as amended by Public Act 07-142, and for which purposes the "contractor" is the Town of Mansfield and "contract" is said Assistance Agreement:

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

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

MANSFIELD TOWN COUNCIL

Antonia Moran

Mayor

Dated at Mansfield, Connecticut

this 9th day of March, 2020

Attest: I, Sara-Ann Chaine, Town Clerk of the Town of Mansfield, do hereby certify that the above is a true and correct copy of a resolution adopted by the Mansfield Town Council at its duly called and held meeting on March 9, 2020, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that John Carrington now holds the office of Interim Town Manager and that he has held that office since July 18, 2019.

Sara-Ann Chaine, Town Clerk, Town of Mansfield, Connecticut

Date

(Seal)



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.
- 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.
- 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. 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 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 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. Such clarification and/or amplification must not be argumentative. Members of the public 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 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 to address the Town Council on a specific issue. Public 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 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 who have comments pertaining to the issue at hand.

Rule 5 – Decorum

All meeting participants including Councilors, members of the public 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.

**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.



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