

AGENDA

In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://mansfieldct.gov/video> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity).

Public Comment will be accepted by email at TownMgr@mansfieldct.org or by USPS mail at 4 South Eagleville Road, Mansfield CT 06268 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting). Additionally, public comment can be phoned in live. Please email TownMgr@mansfieldct.org or call 860-429-3336 ext. 5 by Noon on the day of the meeting to receive instructions for how to phone in public comment.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
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4. **PUBLIC HEARING**
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9. **NEW BUSINESS**

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

3. APPROVAL OF MINUTES

Mr. Schurin **moved** and Ms. Berthelot seconded to approve the minutes of the March 9, 2020 regular meeting as presented. Motion **passed** with all in favor except Mr. Ausburger and Mr. Fratoni who abstained.

Ms. Berthelot **moved** and Mr. Shaiken seconded to approve the minutes of the March 18, 2020 emergency meeting as presented. Motion **passed** with all in favor except Mr. Fratoni who abstained.

4. PUBLIC HEARING

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

Mr. Shaiken **moved** and Mr. Bruder seconded to waive the reading of the call. Motion **passed** unanimously.

Mr. Shaiken **moved** and Ms. Berthelot seconded to hold the public hearing open until the changes in the federal government deadlines are decided. Motion **passed** unanimously.

5. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

Temporary Town Council Rules of Procedure have removed this item from the agenda.

6. REPORT OF THE TOWN MANAGER

Mr. Shaiken **moved** and Ms. Berthelot seconded to add Town's response to COVID-19 to the agenda. Mayor Moran asked add "as the first item of old business as 8 and renumber the remaining items." Accepted as a friendly amendment, motion as amended **passed** unanimously.

Interim Town Manager John Carrington presented the portion of his written report not pertaining to the Town's COVID-19 response.

7. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Moran reported that she has been signing in to the Town Manager's daily operations meetings and sending the Council a summary of the discussions. Mr. Shaiken requested that the email updates from the Mayor be included in the next packet.

8. OLD BUSINESS

A. COVID-19 Update

Mr. Carrington presented the portion of his Town Manager's report pertaining to the Town's COVID-19 response. Director of Health Robert Miller and Town Clerk Sara-Ann Chaine presented their written reports.

Councilors discussed options regarding staffing and expressed concern about staff working in the office and spreading the virus. Layoffs versus reassignment of tasks and remote work were debated.

Mayor Moran stated that a formal motion and debate was not preferred at this time and that the Town Manager will return to the Council if staffing becomes a serious issue.

B. Ad Hoc Committee on the Naming of Southeast Park field "A" (Item #8B, 3-9-20 Agenda)

Mr. Schurin **moved** and Mr. Bruder seconded, effective March 23, 2020 to name the Southeast Park Ballfield "A" as the "Andrew J. Baylock Field". Motion **passed** unanimously.

C. Appointment of Interim Town Manager (Item #7A, 12-9-19 Agenda)

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

Resolved, pursuant to Chapter C501(B)(2) of the Mansfield Town Charter, to appoint John C. Carrington to continue to serve as Interim Town Manager for the Town of Mansfield for an additional 90 days, commencing on April 11, 2020. During-the period in which he serves as Interim Town Manager, Mr. Carrington's salary shall be increased by 10% and his other employment-related benefits as a regular nonunion employee shall remain in place. At the conclusion of his service as interim Town Manager, Mr. Carrington shall return to his position as Director of Public Works and Town Engineer with the salary and employment-related benefits assigned to that position

Motion **passed** unanimously.

9. NEW BUSINESS

A. MRRRA, Trash and Recycling Rates for Eight and Six Cubic Yard Compacting Dumpsters

Mr. Shaiken **moved**, and Ms. Berthelot seconded that the Council recess as the Town Council and convene as the Mansfield Resource Recovery Authority. Motion **passed** unanimously.

Mr. Bruder **moved** and Ms. Berthelot seconded to adopt the following resolution:

Resolved, effective March 23, 2020 to amend Section A196-12(G) of the Mansfield Solid Waste Regulations, to add the attached fees for trash and recycling services. Motion **passed** unanimously.

Mr. Shaiken **moved**, and Ms. Berthelot seconded to reconvene as the Town Council. Motion **passed** unanimously.

10. REPORTS OF COUNCIL COMMITTEES

Mr. Bruder, by recommendation of the Committee on Committees, **moved** to appoint William Briggs to the *Mansfield Middle School Roof Building Committee* for a term to begin March 18, 2020. Motion **passed** unanimously.

11. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS

None.

12. PETITIONS, REQUESTS AND COMMUNICATIONS

A. B. Wassmundt (3.9.20)

B. T. Luciano (3.12.20)

C. J. DeLong, CCM - Guidance Document : Gov's Executive Orders re: in person open meetings

13. FUTURE AGENDAS

- Update on COVID-19 Response as a standing item

14. ADJOURNMENT

Mr. Shaiken **moved** and Mr. Bruder seconded to adjourn the meeting at 9:08 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

Proposed Multi-family Trash Rates 3-23-20

Level of Service	Description	Fees
6-cubic-yard compacting refuse container (once a week)	Providing and emptying a 6-cubic-yard compacting refuse container once per week.	\$1250.00 per month
6-cubic-yard compacting refuse container (twice a week)	Providing and emptying a 6-cubic-yard compacting refuse container twice per week.	\$1860.00 per month
6-cubic-yard compacting refuse container (three times a week)	Providing and emptying a 6-cubic-yard compacting refuse container three times per week.	\$2540.00 per month
6-cubic-yard compacting refuse container (four times a week)	Providing and emptying a 6-cubic-yard compacting refuse container four times per week.	\$3230.00 per month
8-cubic-yard compacting refuse container (once a week)	Providing and emptying an 8-cubic-yard compacting refuse container once per week.	\$1420.00 per month
8-cubic-yard compacting refuse container (twice a week)	Providing and emptying an 8-cubic-yard compacting refuse container twice per week.	\$2200.00 per month
8-cubic-yard compacting refuse container (three times a week)	Providing and emptying an 8-cubic-yard compacting refuse container three times per week.	\$3130.00 per month
8-cubic-yard compacting refuse container (four times a week)	Providing and emptying an 8-cubic-yard compacting refuse container four times per week.	\$4010.00 per month
6-cubic-yard compacting recycle container (once a week)	Providing and emptying a 6-cubic-yard compacting recycle container once per week. Pickup of single-stream recycling includes newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers.	\$640.00 per month
6-cubic-yard compacting recycle container (twice a week)	Providing and emptying a 6-cubic-yard compacting recycle container twice per week. Pickup of single-stream recycling includes newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers.	\$790.00 per month

Level of Service	Description	Fees
6-cubic-yard compacting recycle container (three times a week)	Providing and emptying a 6-cubic-yard compacting recycle container three times per week. Pickup of single-stream recycling includes newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers.	\$1015.00 per month
6-cubic-yard compacting recycle container (four times a week)	Providing and emptying a 6-cubic-yard compacting recycle container four times per week. Pickup of single-stream recycling includes newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers.	\$1230.00 per month
8-cubic-yard compacting recycle container (once a week)	Providing and emptying an 8-cubic-yard compacting recycle container once per week. Pickup of single-stream recycling includes newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers.	\$670.00 per month
8-cubic-yard compacting recycle container (twice a week)	Providing and emptying an 8-cubic-yard compacting recycle container twice per week. Pickup of single-stream recycling includes newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers.	\$875.00 per month
8-cubic-yard compacting recycle container (three times a week)	Providing and emptying an 8-cubic-yard compacting recycle container three times per week. Pickup of single-stream recycling includes newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers.	\$1160.00 per month
8-cubic-yard compacting recycle container (four times a week)	Providing and emptying an 8-cubic-yard compacting recycle container four times per week. Pickup of single-stream recycling includes newspaper, magazines, corrugated cardboard, household cardboard, glass and metal food and beverage containers, plastic containers.	\$1420.00 per month

DRAFT MINUTES

CALL TO ORDER/ROLL CALL

Mayor Moran called the special meeting of the Mansfield Town Council to order at 6:31 p.m.

Present: Ausburger, Bruder, Freudmann, Kochenburger, Moran, Schurin, Shaiken

Excused: Berthelot, Fratoni

Staff Present: Interim Town Manager John Carrington, Director of Finance Cherie Trahan

1. STAFF REPORTS/COMMUNICATIONS: COVID-19 UPDATE

Mr. Carrington presented an update regarding the Town's COVID-19 response.

2. BUDGET REVIEW – TOWN MANAGER'S FY 2020/21 BUDGET PRESENTATION

Mr. Carrington reviewed the budget policy and objectives, main budget drivers for each department, reasons for related increases and decreases, revenue and expenditure trends, capital trends and project plans, and proposed a .46% (.15 mills) mill rate increase.

3. DISCUSSION OF PROPOSED BUDGET/COUNCIL QUESTIONS

In response to Councilor concerns regarding the financial effect of the current pandemic, Mr. Carrington emphasized that the proposed budget is a starting point and adjustments are likely to be considered.

4. PUBLIC COMMENT

None.

ADJOURNMENT

Mr. Schurin **moved** and Mr. Bruder seconded to adjourn the meeting at 7:40 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

DRAFT MINUTES

CALL TO ORDER/ROLL CALL

Mayor Moran called the special meeting of the Mansfield Town Council to order at 6:30 p.m. on GoToMeeting.

Present: Ausburger, Berthelot, Bruder, Fratoni (*late arrival*), Freudmann, Kochenburger, Moran, Schurin, Shaiken

Staff Present: Interim Town Manager John Carrington, Director of Finance Cherie Trahan, Fire Chief Fran Raiola, Library Director Leslie McDonough, Planning and Development Director Linda Painter, Director of Parks and Recreation Curt Vincente, Director of Human Services Pat Schneider, Fire Marshal Adam Libros, Director of Facilities Allen Corson, Interim Director of Public Works Derek Dilaj, Director of Human Resources Holly Schaefer, Director of Information Technology Jaime Russell, Sergeant Keith Timme, Director of Building and Housing Inspection Mike Nintean, Mansfield Downtown Partnership Executive Director Cynthia vanZelm

1. STAFF REPORTS/COMMUNICATIONS

Mr. Carrington presented an update regarding the Town's COVID-19 response and impacts of select Executive Orders.

2. Budget Review - General Fund and Capital Projects

Mr. Carrington and Ms. Trahan presented and answered Councilor questions regarding highlights of the General Government, Public Safety, Community Services, Community Development, and Town Wide budgets as well as highlights of the Operating Transfers, Other Operating, and Capital Projects budgets.

3. Discussion of Proposed Budget/Council Questions

None.

4. Public Comment

None.

ADJOURNMENT

Mr. Shaiken **moved** and Ms. Berthelot seconded to adjourn the meeting at 8:42 p.m.
The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

PUBLIC HEARING
TOWN OF MANSFIELD

The Mansfield Town Council will hold a public hearing at 7:00 PM at their regular meeting on April 13, 2019 virtually via GoToMeeting to solicit comments regarding the proposed FY 2020/21 Budget.

In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://mansfieldct.gov/video> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity).

Public Comment will be accepted by email at TownMngr@mansfieldct.org or by USPS mail at 4 South Eagleville Road, Mansfield CT 06268 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting). Additionally, public comment can be phoned in live. Please email TownMngr@mansfieldct.org or call 860-429-3336 ext. 5 by Noon on the day of the meeting to receive instructions for how to phone in public comment.

Copies of the proposed budget and related materials are on file at the Town Clerk's Office (4 South Eagleville Road, Mansfield) and are posted on the Town's website (mansfieldct.gov).

Dated at Mansfield, Connecticut this 7th day of April 2020.

Sara-Ann Chaine
Town Clerk



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager
Date: April 13, 2020
Re: Update on Town Response to COVID-19

A handwritten signature in black ink, appearing to read "John C. Carrington", is written to the right of the header information.

Subject Matter/Background

An up to date account of the Town of Mansfield's response to the COVID-19 global pandemic will be shared with the Council.

Financial Impact

None

Legal Review

None

Recommendation

None

Attachments

1) Mayor's COVID-19 Daily Updates 03/30/20 – 04/09/20

From: [Toni Moran](#)
To: [Town Council](#); [John C. Carrington](#)
Subject: Monday, March 30
Date: Monday, March 30, 2020 2:40:52 PM

Not much has changed over the weekend. The official stats say Mansfield is free of cases, but Rob Miller has talked with the person who may have changed her residence to another town. The big news from the state is the order to disperse the homeless into less crowded housing, and the request that people coming from other states self isolate for 14 days.

TM: tonight's budget briefing will be online at 6:30, following the 5:00 call with Governor Lamont. Issued the lifting of the single use plastic bag ban. (Store clerks unwilling to handle reused bags),

Schools: school at home is high quality; will know by midweek what percent of students are accessing it. Schools have contact with every family. Hundreds of Chromebooks have been distributed as well as hotspots. Reg. 19 the same.

IT: number of online meetings increasing; asking for other departments to lend staff to help manage the video conferencing technology to free department heads to lead meetings. (Parks and Rec may have someone) Easiest from Town Hall, under strict distancing and sterilizing protocols. Working on making this possible from home. Public comment can be handled by email (meets executive order rules) but working on call-in possibilities. Still waiting for orders of webcams.

Human Services: next food delivery tomorrow, needs a small SUV.

Facilities: reducing hours, but at full pay.

Fire: still looking for housing for FFand EMTs who need to be quarantined, or need to be away from family where there has been a contact. UConn has been emptying Shippee, potentially for their own staff, but possibly for town needs. Contacts between fire depts. and Health agencies.

Emergency Management: approval of federal disaster status means 75% of town costs will be reimbursed. PPEs being distributed first to hospitals and first responders.

Town Clerk: still operating at full time, from home and electronically.

Mans. Downtown: providing info re. small business aid., Board meeting Thursday, with report on impact on businesses.

Library: business as usual.

Parks and Rec: Music lessons start today online. Communicating with members re programs. Some donating fees, but it's a complicated project they are working on. There will be a loss of \$30-50,000. Maintenance and repair continuing.

Finance: Council will receive budget docs after presentation (I think Matt started this to keep our attention on the presentation).

Planning and Zoning: applicants don't want delays; staff working on getting full online capability, esp. regarding documents, responses.

Police: lots of cars still at apartment complexes. Got a call about a "student party" that turned out to be 5 people, outside, maybe a little noisy. Police asked them to keep the noise down.

Public Works BUilding Dept., Human Resources: nothing new.

See you all tonight.

Toni

From: [Toni Moran](#)
To: [Town Council](#)
Cc: [John C. Carrington](#)
Subject: UPDATE 4-1
Date: Wednesday, April 1, 2020 10:06:05 AM

The budget is online now. Our agenda lists the departments that will be presenting tonight so you can prepare. There is both a program budget sent out Tuesday morning and a line item budget sent out today. The public can participate by submitting email questions for tonight. Planning and Zoning is working on a plan for call in or online participation which they will try out later this week. If it works, we can adopt it for later worksessions.

As of this morning, there were 20 cases in the EHHD, 11 hospitalizations and 4 deaths. There appears to be a drop in cases in one town, but that is due to 2 deaths. The number of volunteers for the Medical Reserve Corp has brought the total number of participants to 70, who will be undergoing training by EHHD staff in coordination with state guidelines and support. Guidelines for determining when a sick person is well enough to return to work have been distributed, and include fever-free and symptom-free for 72 hours or 7 days from onset, whichever is longer. You may have seen questions about the closure of Windham's intensive care unit. Rob Miller says that Hartford Health Care has a plan, but he will talk more with them about it.

TM: Census day is today; college students will be reported by school as living on campus, off campus students should list their school (town) residence as their official residence for census purposes. TM search brochure language is in your mailbox in Word format for editing.

Schools: Governor's Exec Order 7R guarantees continued funding to schools provided staff continues to be employed (including paras.), and also funds transportation, at a level that continues pay and benefits for employees. Schools beginning to think about return to classes, and also to plan for situation in which Superintendent becomes ill. Regl 19 has received applications for position of Superintendent and will conduct interviews online. They are also waiting for bids on the photo voltaics for the room, due Friday at noon.

IT: continues to expand meetings; planning ways to allow public participation; encouraging and educating for work from home and public engagement.

Human Services: seeing people never seen before; rising numbers of people needing help with unemployment applications; especially those with no internet access. Senior Center looking to begin remote programming; gardening program has begun, with seed kits going out, to be followed by online classes. Talking with 100+ vulnerable people in the community.

Emergency Management, including Fire: Note definition: Isolation required when a person has contracted the disease; quarantining when a person has been exposed, or might be exposed. Looking at housing people needed quarantining at Mansfield Community Center, also ECSU. Natchaug Hospital is planning for surge in cases.

Finance: new payroll administrator did a terrific job, working basically alone, got everyone paid last week.

Mansfield Downtown Partnership: daily update of advice for businesses; calls to businesses.

Other departments have no particular news. Parks and Rec planning for summer; community garden registration now available, Planning and Zoning working on public access to meetings, deciding whether or not to apply for CDBG grant; Public Works continuing (note: sidewalk from 195-Southeast School will resume construction this month), HR sending out information on Family First legislation.

See you all later.

Toni

From: [Toni Moran](#)
To: [Town Council](#)
Cc: [John C. Carrington](#)
Subject: April 2-3 summary
Date: Saturday, April 4, 2020 3:57:54 PM

The numbers of cases continue to rise. It is clear that there are more cases in Mansfield than are currently being reported. Only 1 is official, I personally know of 2 more that have not been reported.

EHHD talking with DPH regarding risk assessments, particularly around incidents with contacts 48 hours before symptoms. Governor's Orders have closed campgrounds, and all other short term rentals, from hotels through AirB&Bs. These facilities can be used only to house 1st responders, health care personnel, and other essential employees, in order to keep them and their families safe. Colleges are being asked to make facilities available for non-symptomatic people who must continue working. (Don't think this extends to people who work in grocery stores, etc.). Hartford Health Care assured EHHD that they have a comprehensive plan for handling ICU patients in Backus and Hartford Hospital. The dispersal of people in homeless shelters continues with moving some into The Inn on Storrs (without consultation with Mansfield).

Schools: more than 275 Chromebooks deployed, food programs continue to grow, now more than 70 families, with some requests for delivery. Reg. 19 is concern about graduating seniors, has been in touch with individuals, discourages any gathering to celebrate before emergency lifted. The State Dept. of Educ. is having conversations with colleges and universities about how they will use current semester grades. Looks like they will simply ignore this semester. Plans for beginning roof construction continuing; dates of available funds needed; town will be issuing bond anticipation notes.

IT: working on best practices to avoid Zoom bombing. More staff volunteers needed to manage live streaming of meetings.

Human Services; Lots of phone contact, ramping up wellness checks as anxiety rises.

Fire: there are now instructions available to make PPE gowns out of Tyvek, as well as guides on face masks for public use. More ambulance calls for sick people,

Emergency Management: new rules for stores that remain open, capped at 50% of legal occupancy, 6 foot markings and shields for employees mandated. PPEs dwindling.

Town Clerk: Marriage license residency requirements expanded, but limited to non-residents whose local clerks' offices closed for covid reasons only.

Finance: Exec. Order: delay in payments limited to those directly affected by covid virus. Hope that state bond commission will approve local road funding.

Mansfield Downtown Partnership: Forms are overwhelming; small businesses urged to contact Greg Lewis in Small Business Administration. Board has cancelled all events through June; is considering how to restart over summer. Encourages people to patronize those businesses that are open. John Jackman Tour de Mansfield may be held but virtually, without gatherings, registration or food.

Library: The Middle School has been taking orders for books, placing them in bags outside. Leslie McDonald discourages this practice as unsafe.

Parks and Rec: Summer brochure will go out. Family changing room being reconstructed; leaks behind the walls. Very real losses in income, over \$100,000 just in April. Music lessons going well.

Police: Uconn has tests, using them for off campus students. Concerned about large traditional gathering "Chi Chi crawl", organizers promised to cancel.

No additional news.

Happy gloomy weekend. Just think of all those seeds and bulbs underground, stretching their roots and sprouting leaves. They'll be up in no time.

From: [Toni Moran](#)
To: [Town Council](#)
Cc: [John C. Carrington](#)
Subject: Monday, April 6
Date: Monday, April 6, 2020 9:51:03 AM

Now two recorded cases in Mansfield (there are more undiagnosed and/or unreported), 4 deaths in Tolland County. Guidelines issued to Farmers Markets. CDC now recommends face coverings, instructions for making them at home are on the CDC website.

TM: still working on census count, budget preps. Governor's call at 5 tonight. (Friday's call has some interesting information; more on that later.)

Schools: Organizing caravans of teachers who travel together to neighborhoods to cheer on students, who receive notice of when they will be there. Kids go out to wave at their teachers who honk and wave back. Very well received. Food going to any children under 18 residing in town. Reg 19: kids from regional partners get food in their home towns. Working on reviewing roof construction bids.

IT: finalizing instructions for public call in at meetings.

Human Services: Food share truck to be at EOS, pending approval from Food Share organization. Expecting more, since coming holidays.

Facilities: moving THall cleaning to 3rd shift.

Fire: anticipating 2-3 week peak, increased contact with Covid 19 suspected and diagnosed cases. Getting some Tyvek gowns in West Haven. Discussion of locally made PPEs: template for reusable Tyvek gowns available, question re digital printing of masks.

Emergency Management: talking with UConn re PPE supplies; small shipment of PPEs from state (masks are "small", FF usually large).

Town Clerk: Ending all face to face service; reducing hours, open only 8:15-12:15 M_F., staggering shifts.

Finance: applying for FEMA grants to town, Reg 19.

Parks and Rec: simplifying message; people on overload and not reading. WILI interview to be scheduled.

P&Z: taking calls.

Police: local complaint: students had 9 people, didn't know about order to limit groups to 5, dispersed.

Public Works: concerned about masks for Transfer Station employees.

Housing: approved RVs at Holiday Hill (not a campground).

Human Resources: Will be sending out series of FAQs re: Families First legislation.

Animal control: Only 1 person at a time in building; not taking any new animals; leaving room for pets of people infected. Discussion of transmission to animals: Studies show human to cat (and dog) transmission, but probably not the reverse.

No other news.

Enjoy this lovely day. Hope you can get outside (note to self).

Toni

From: [Toni Moran](#)
To: [Town Council](#)
Cc: [John C. Carrington](#)
Subject: Tuesday, April 7 summary
Date: Tuesday, April 7, 2020 11:06:20 AM

Ben has asked that my updates be included in the Council packet. Please do not apply your normal criteria for grammar, spelling, or coherence. These are notes taken on the fly, and summarized as briefly as possible. The purpose is to tell you at a minimum what town staff are doing to continue service Mansfield residents while protecting everyone's health and safety.

Mansfield now has 3 documented cases of Covid 19. In the EHHD, 35 are identified, 15 have been hospitalized (cumulative) and 4 have died. There are 15 completed investigations, and 11 active. EHHD continues to send out specialized guidelines for various services, such as EMTs, Firefighters, etc.

Schools: will continue meals during school vacation; looking to make pickup points closer to homes. Governor expects to issue school closing dates within days. (Note: according to the governor's briefing yesterday, the peak will hit eastern CT in late May into June, suggesting that schools in other parts of the state may be able to open earlier than ours. Rob Miller pointed out that this was exactly the function of social distancing, to delay the spread so that medical facilities don't get overwhelmed.)

IT: Monday's budget hearing will provide mechanism for call in comments; instructions will be on the agenda. Human Services and Library both fielding requests from families for assistance with school technology.

Human Services: Meals on Wheels provider now sending out one delivery with 10 days of food. Food Share on Thursday; had hoped to be at EOS to ease distancing issues, but haven't received approval. Governor's program for assisting families distributed; Mansfield got 10 slots. Totally inadequate.

Facilities: nothing new.

Fire: cooperation with school nurse at Goodwin; thermometers provided. Working on getting Tyvek for gowns, hopefully from local business. Two FF had contact with potentially Covid patient; self quarantining, awaiting results of test on patient.

No news from Facilities; Public Works, Town Clerk or Buildings and Housing.

Finance: budget work;

MDP: businesses are applying; initially problem with Bank of America, now clarified; People's Bank is being helpful to local businesses (Discover Depot).

Library: Looking at public access computer. Maybe the standing computer in Transportation Center? Currently no way to make it safe. People with tech problems can send email or leave phone message at Library; staff will respond.

Parks and Rec: Exercise videos available, 50+ links to activities. DEEP concerned about crowds at parks; will check our parks for social distancing. Main problem: unleashed dogs.

Planning and Zoning: UConn expecting 25-75% decline in foreign students next year?

Human Resources: 4 finalists for Finance Director; will be doing online interviews next week.

Animal Control: no animals left for adoption or fostering. Problem with unleashed dogs: in state parks, \$75 fine. None in town parks, and can't get there in time anyway. If dog bites, scratches, that becomes a nuisance with a \$75 fine. Same problem with enforcement.

That's all for now. I spent time yesterday picking up trash along my roadside. Another nice day today to find an excuse to get outside.

From: [Toni Moran](#)
To: [Town Council](#); [John C. Carrington](#)
Subject: Wednesday, April 8
Date: Wednesday, April 8, 2020 12:21:14 PM

The number of cases continues to rise, but the curve does appear to be flattening. Mansfield now has 3 cases. UConn is testing students, with tests conducted weekly, outside the Health Services building. TM: W. Rutherford is reviewing comments on TM search documents. Kevin Dineen is phone conferencing with department heads. Monday's Council meeting will include a public hearing, accessible using a passcode. PLEASE NOTE: use the passcode to get into the meeting; this additional layer of security is necessary. The code is on the invitation email, and for the public on the agenda itself.

Schools: finding increasing issues with stressed and overwhelmed families, working with Youth Services to provide support. Principals making contacts are concerned especially with special needs students, and increasing food insecurity. Is UConn reducing funding for grad students and researchers? Reg. 19: weekly video, wellness content. Superintendents preparing to respond if there is illness or death within the school community.

IT: Council call in.

Human Services: Parent support group on Friday, also one for parents of very young children. Often over whelmed. These families talk less; seniors and singles are talking more. Food pantry and fund are well stocked.

No news from facilities, town clerk, Downtown Partnership, police, Public Works, Building and Housing.

Fire: finding Tyvek material for gowns; several groups volunteering to make them.

Parks and Rec: 5000 email list; notices going out regularly. Curt is very concerned about budget and revenue loss, and consequent program reductions, and will be putting some budget information in his communications to alert people. He will suggest that to understand the issue, they watch the Parks and Rec budget presentation in next week's Council workshop.

Yesterday I suggested that we start looking for positive things for people to do, to bring some joy into these times. Several suggestions arose: a YouTube series called Some Good News, a mock Easter egg hunt (kids draw eggs, put the drawing in a ziplock bag, and hang it on the mailbox, then drive around town looking for them), library and school collaboration to find videos. I've also seen an article about a "bear hunt" with stuffed bears and drawings of bears being displayed at houses for children to find.

Toni

From: [Toni Moran](#)
To: [Town Council](#)
Cc: [John C. Carrington](#)
Subject: Thursday, April 9
Date: Thursday, April 9, 2020 10:07:07 AM

Eastern CT is still a safer place to be than other parts of the state, but our case numbers are rising (4 in Mansfield), and no infections in local long term care facilities. Plans are now being discussed on how to return to work and school in the next months. Volunteers continue to sign up for various services: making PPEs, becoming members of the Medical Reserve Corp.

The main news today is that everyone is beginning to feel the stress and exhaustion of this life change: Families trying to learn to home school while simultaneously trying to work from home; staff trying to reinvent their jobs and their service delivery in just a few weeks. More attention is being paid to wellness, both on the staff level and in the town in general. Everyone is looking forward to a long weekend. Librarians, school staff and human services are finding needs to collaborate to provide comfort and new services both internally and externally. The new "normal" changes every day. All are thinking about a gradual reopening, limiting personal contacts, but providing services.

The Fire Department, Emergency Management, Facilities and IT continue to build responses to growing needs for PPEs, increasing contacts with potentially Covid 19 sickness, and dropping requests for normal care (with the odd result that people are postponing trips to the hospital until they are more seriously ill, itself problematic). There are also increasing concerns with maintaining a healthy workforce, with the ability to respond with more limited staff.

The schools didn't receive the expected notification of when they could expect to reopen, but assume closure through the end of the year. Plans are being made to hold alternatives to graduations, perhaps at a drive-in theater?

The Town Clerk is waiting to see if presidential candidates withdraw in time to cancel the primary. There are both Republican and Democratic candidates who need to formally withdraw (not just end their campaigns) in order for this to happen. There was also extensive discussion about whether or not town advisory committees need to meet, and if so how. All meetings need to be live streamed, recorded, and available for public view and comment. They can not meet simultaneously, and there is only one location to do this; it requires a staff member in the Council Chamber to monitor and host virtual meetings. Committees will meet only when necessary, special meetings during the day are encouraged.

The MDP is working with property owners, asking for rent relief, and collaboration with tenants.

Parks and Rec is dealing with cancelling programs, financial losses and finding ways to request donations.

The library and the schools will initiate a "bear hunt" as a town wide activity for children. (My request)

Have a quiet, peaceful and rejuvenating weekend.

Toni



**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: April 13, 2020
Re: UConn Hockey Arena Environmental Impact Evaluation (EIE)

Subject Matter/Background

The University of Connecticut has prepared an Environmental Impact Evaluation (EIE) for the development of a new Hockey Arena next to the existing Freitas Ice Arena. The new arena will have seating for up to 3,500; facilities and ice that will meet NCAA, Hockey East and UConn requirements, locker rooms, office space, and parking for up to 700 vehicles. The Planning and Zoning Commission (PZC) and Town Council commented on the initial project concept during the scoping phase. A full EIE was required based on anticipated impacts.

The PZC reviewed the EIE at their April 6, 2020 meeting and authorized the PZC Chair to co-endorse a letter with the Mayor. If the Council adds comments that conflict with those issued by the PZC, additional PZC review may be needed. A draft letter has been prepared for the Council's consideration based on the PZC's comments. (Attachment 1)

A summary of the proposed development and analysis of the EIE is provided in the Director of Planning and Development's April 6, 2020 memo to the PZC (Attachment 2). The full EIE can be viewed on-line at: https://updc.uconn.edu/wp-content/uploads/sites/1525/2020/02/FINAL_UC_HOCKEY_EIE_021320.pdf.

A public meeting on the EIE is scheduled for April 8, 2020 and written comments are due by April 17, 2020. Additional information on the public meeting and comment submission procedures is available at <https://portal.ct.gov/CEQ/Environmental-Monitor/Environmental-Monitor/Environmental-Monitor---Current-Issue#EIE>.

Recommendation

If the Council concurs with the PZC's comments, the following motion would be in order:

Move, effective April 13, 2020, to authorize the Mayor to co-endorse the letter to the University of Connecticut included as an attachment to the Town Manager's April 13, 2020 memo regarding the Hockey Arena Environmental Impact Evaluation.

Attachments

- 1) Draft letter based on PZC comments
- 2) April 6, 2020 memo from L. Painter to PZC
- 3) Minutes of 3/31/2020 Conservation Commission Special Meeting
- 4) EIE Executive Summary
- 5) Town Council/PZC joint comments-Hockey Arena Scoping Process
- 6) Minutes of the 6/19/2019 Conservation Commission Meeting

Antonia Moran
Mayor

April 14, 2020

Mr. John Robitaille
Senior Project Manager
University Planning Design and Construction
31 LeDoyt Road, Unit 3038
Storrs, Connecticut 06269

Sent via Email: john.robitaille@uconn.edu

Subject: UConn Hockey Arena Environmental Impact Evaluation (EIE)

Dear Mr. Robitaille:

Thank you for the opportunity to provide feedback on the proposed development of a new hockey arena next to the existing Freitas Ice Arena. The Mansfield Town Council and Planning and Zoning Commission offer the following comments and recommendations with regard to the proposed Hockey Arena Environmental Impact Evaluation. Additional detail on the concerns expressed in this letter can be found in the memo from Linda Painter to the Planning and Zoning Commission dated April 6, 2020 and the minutes of the March 31, 2020 Conservation Commission special meeting. Both of these documents are enclosed for your use.

- **Wetlands.** Due to the relatively high-level nature of the information provided in the EIE, it is difficult to determine whether there will be significant negative impacts to wetlands and watercourses. To determine both direct and indirect impacts of the proposed development on wetlands and watercourses, the following must be evaluated: erosion and sedimentation controls; a detailed wetland/restoration plan to compensate for the loss of 4,900 square feet of wetlands; and a stormwater management plan including an operations and maintenance plan.

Absent these details, the Town has identified the following recommendations to minimize negative impacts on wetlands and watercourses:

- Increasing the separation between proposed areas of disturbance and wetlands/watercourses.
- Revisions to the EIE to clarify the timing of the “future development” of the parking areas identified on Figure 2.4-1 and identify the overall impact these future development areas will have on wetlands and watercourses.
- Addition of mitigation measures to ensure that the functions and values of Wetland 3 are preserved given its pristine nature and vulnerability to development.

- Revisions to EIE analysis to include indirect impacts the development will have on wetlands, including but not limited to the impact of increased impervious surface.
 - Addition of mitigation measures to ensure the proposed retaining walls will be installed in such a way as to prevent alterations to wetland hydrology.
 - A presentation to Town staff and interested commissions with information on how erosion and sedimentation controls, wetland mitigation and restoration, and stormwater management will minimize impacts to wetlands and watercourses. This presentation would occur when detailed plans have been completed
- **Stormwater.** The proposed location is located within the Eagleville Brook watershed. The EIE notes that the brook itself is located 2,900 feet northwest of the subject site; however, no mention is made to the Eagleville Brook Watershed Management Plan or Eagleville Brook TMDL Report. Furthermore, the EIE indicates that Eagleville Brook would not receive direct runoff from the project but does not mention the perennial watercourse located on the northwestern edge of the project site that does eventually drain to Eagleville Brook. While the EIE states the use of green infrastructure and LID practices will reduce the volume of stormwater runoff and enhance water quality, there does not appear to be any specific design data to confirm those assertions.

To address these concerns, we request that the University provide a comprehensive update on the new campus drainage plan and revised MOU with CTDEEP. Additionally, we recommend that the EIE be revised to include information on:

- How the project addresses and mitigates impacts to the Eagleville Brook watershed, including specific changes to impervious cover and how the development is consistent with the goals and recommendations of the Eagleville Brook Watershed Management Plan and the Eagleville Brook Impervious Cover TMDL; and
 - How the assertions related to stormwater runoff volume and quality will be verified prior to and post construction.
- **Wildlife/Wildlife Habitat.** The Town recommends the following revisions to the EIE to protect wildlife and their habitat:
 - Addition of an NDDB review by CTDEEP to determine if a species of concern extends onto the site and mitigation measures that should be followed should a species of concern be identified.
 - Identification of impacts to existing wood frog populations and proposed mitigation of these impacts.
- **Impacts to Other Natural Resources.** The EIE indicates that there would also be “a minor loss of forested edge habitat.” The report indicates the habitat is “not rare or unique to the area and includes invasive plant species” and would be “mitigated by the development of a landscaping plan including native and drought resistant plantings.” Without being able to review a landscaping plan there is insufficient information as whether or not the loss of forested habitat would be mitigated. It is unclear that drought resistant plantings would be appropriate here. Further, the landscape plan throughout

the site should include a diverse selection of native species and avoid the use of “open lawns” (p. 3-14) to the extent practicable.

To address these concerns, we request that an update on the landscaping plan be provided to Town staff and interested boards and commissions with regard to how the loss of forested edge habitat will be mitigated.

- **Cultural Resources.** Addition of mitigation measures to preserve or relocate historic stone walls that may be impacted by the project.
- **Traffic and Parking.** In reviewing the EIE, the Town has identified several concerns related to off-campus traffic and parking impacts related to the impact of the facility on existing intersections experiencing degradation (Route 275/Separatist Road; Route 32/Route 44; Route 32/275). Additionally, we continue to be concerned with the potential impacts on off-campus parking remains given the lack of information provided in the EIE with regard to the phasing of parking associated with the project and measures that will be taken to encourage use of existing on-campus parking facilities.

Based on these concerns, the Town recommends the following revisions to the EIE:

- *South Eagleville/Separatist Road Intersection.* Revise mitigation measures to require that the following be completed prior to opening of the arena: installation and operation of the traffic signal and other intersection improvements such as the addition of a dedicated left-turn lane on Route 275 to Separatist Road and a dedicated left-turn lane from Separatist Road to Route 275. Given the uncertainty of timing of the signal installation, funding for that signal installation should be identified prior to commencement of construction in the event the CTDOT signalization project is delayed.
- *Intersections of Route 32 with Routes 275 and 44.* Revise mitigation measures to require improvements to these intersections to prevent further degradation during events. The Eastern Gateways Strategy and Implementation Plan identifies needed intersection improvements for the intersection of Routes 32/44.
- *Special Event Traffic Management.* Revise the mitigation measure related to the updated of the special event traffic mitigation plan to include the creation of a special event management task force consistent with strategy 6.1 of the Eastern Gateways Strategy and Implementation Plan.
- *Parking.* Revise the EIE to provide additional information regarding phasing of the proposed parking improvements and mitigation measures to reduce the attraction of off-campus parking.
- **Hazardous Materials.** The proposed refrigerant to provide the temperatures necessary to maintain the ice in the arena is R717 Ammonia, Anhydrous ammonia. It is noted that this refrigerant is an improvement over historical refrigerants in that it is a non-greenhouse gas; however, it has been shown to be very toxic per its safety data sheet. The EIE does not indicate how this additional hazardous material will be maintained to

minimize its impact to adjacent properties and natural resources in the event of a release and further does not provide discussion on use of alternative refrigerants.

This section should be revised to include assessment of alternative refrigerants as well as how additional hazardous materials will be maintained to minimize impacts on adjacent properties and natural resources in the event of a release.

If you have any questions regarding these comments, please contact Linda Painter, Director of Planning and Development.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Aho".

Antonia Moran
Mayor

Paul Aho
Chair, Planning and Zoning Commission

Enc. April 6, 2020 Memo from L. Painter to PZC
March 31, 2020 Conservation Commission Special Meeting Minutes

cc: Town Council
Planning and Zoning Commission
Conservation Commission
Mansfield Traffic Authority

MEMO

To: Planning and Zoning Commission
CC: Conservation Commission, Traffic Authority
From: Linda Painter, AICP, Director
Date: April 6, 2020
Subject: UConn Hockey Arena Environmental Impact Evaluation (EIE)

BACKGROUND

In June 2019, the PZC and Town Council provided comments to the University of Connecticut as part of the scoping process for a new hockey arena that would be located next to the existing Freitas Ice Rink (see attached letter dated June 25, 2019). As a result of the scoping process, an Environmental Impact Evaluation (EIE) has been prepared for the project; the full document can be viewed at https://updc.uconn.edu/wp-content/uploads/sites/1525/2020/02/FINAL_UC_HOCKEY_EIE_021320.pdf.

The EIE assesses the potential impacts of the project on a variety of factors and, where necessary, identifies mitigation measures to address significant impacts. To assist the Commission in its review, I have attached a copy of the Executive Summary, which includes a table of environmental impacts and mitigation measures. In addition to PZC review, the Conservation Commission reviewed the EIE at a special meeting on March 31, 2020; their comments have been incorporated into the recommendations contained in this memo and the minutes of the meeting are provided as an attachment. The Traffic Authority reviewed the EIE at their March 25, 2020 meeting; their comments on traffic and parking are incorporated into this memo.

Per tradition, the PZC and Town Council typically issue joint comments on Environmental Impact Evaluations. The Town Council is scheduled to consider the EIE at their April 13, 2020 meeting. The public comment period on the EIE closes at 5 p.m. on Friday, April 17, 2020. A public meeting is currently scheduled for April 8, 2020. Additional information on the public meeting and comment submission procedures is available at <https://portal.ct.gov/CEQ/Environmental-Monitor/Environmental-Monitor/Environmental-Monitor--Current-Issue#EIE>.

PROJECT OVERVIEW

The University of Connecticut is proposing to develop a new hockey arena on-campus to comply with its obligations to Hockey East. The new arena would be used for all women's games and some of the men's games, with most men's games continuing to be played in Hartford. Due to the dual locations used for men's games, Hockey East has authorized UConn to build a smaller arena on-campus than per the original agreement. The new arena will have seating for up to 3,500; facilities and ice that will meet NCAA, Hockey East and UConn requirements, locker rooms, office space, and parking for up to 700 vehicles.

Three sites were originally considered for the arena, including Mansfield Apartments, Discovery Drive and the Freitas Ice Arena. The Mansfield Apartments site was eliminated based on community opposition expressed during the 2015 campus master planning process. The Discovery Drive location was dropped from consideration due to incompatibility with future Research and Development uses in the Tech Park. Accordingly, the Freitas site was identified as the preferred alternative.

Construction of the new arena is expected to start in the Fall of 2020, with a targeted opening date of Fall 2022.

ANALYSIS

Based on prior Town comments as well as staff review of the EIE, key areas of potential concern relate to wetlands, stormwater, and off-campus traffic and parking impacts. These concerns are presented in the order the topics are addressed in the EIE. Concerns address impacts associated with project build-out as well as the construction period.

Water Resources and Water Quality

Comments provided by the Conservation Commission as part of the scoping process were not included in the EIE Appendix; however, the Conservation Commission minutes were submitted the same day as the letter endorsed by the Town Council and Planning and Zoning Commission.

Wetlands

According to the EIE report, the proposed action will include filling of up to 4,900 square feet of wetlands. In addition, much of the proposed development is immediately adjacent to the edge of wetlands. The Town strongly recommends that the distance between the developed area and wetlands and watercourses be increased.

The EIE does not document any erosion and sedimentation controls during construction, how and if the proposed 4,900 square feet of direct impact to wetlands is to be mitigated, and how the storm water will be managed. According to the EIE, the alteration and filling of wetlands and wetland mitigation will be addressed during the required CT DEEP Inland Wetlands and Watercourses Permit and USACE General Permit. It is also unclear if UConn is considering using the wetland mitigation completed as part of previous development in lieu of providing mitigation for the loss of wetlands proposed as part of this project.

There is insufficient information in this EIE to determine whether there will be significant negative impact to wetlands and watercourses. To determine the project's impact to wetlands and watercourses, the following must be evaluated:

- Erosion and sedimentation controls, including a detailed construction sequence, during construction
- A detailed wetland mitigation/restoration plan to compensate for the proposed loss of the 4,900 square feet of wetlands
- A stormwater management plan, including an operation and maintenance plan, demonstrating that there will be no significant impact to wetlands and watercourses

The Conservation Commission discussed the EIE at a special meeting on March 31 and identified several concerns related to potential wetland impacts, species of concern, and stone walls. Additional detail is available in the meeting minutes which are attached for your reference.

The recommendations are based on staff analysis as well as concerns expressed by the Conservation Commission at their March 31, 2020 special meeting.

In summary, staff recommends that correspondence to the University identify the need for the following.

- Increased separation between the proposed areas of disturbance and wetlands/watercourses.
- A presentation to Town staff and interested commissions when detailed plans have been completed with information on how erosion and sedimentation controls, wetland mitigation and restoration, and stormwater management will minimize impacts to wetlands and watercourses.
- Clarification as to the timing of the “future development” of the parking areas identified on Figure 2.4-1 as well as the overall impact these future development areas will have on wetlands and watercourses.
- Additional narrative as to whether the development is consistent with the goal outlined in the Eagleville Brook Watershed Management Plan and the Eagleville Brook Impervious Cover TMDL. The location of the site within the Eagleville Brook watershed supports the need for such analysis, even though the EIE states that there are no direct discharges to Eagleville Brook.
- Measures to ensure that the functions and values of Wetland 3 are preserved given its pristine nature and vulnerability to development.
- NDDDB review by CTDEEP to determine if a species of concern extends onto the site and guidelines that should be followed should a species of concern be identified.
- Measures to preserve or relocate historic stone walls that may be impacted by the project.
- Analysis of indirect impacts the development will have on wetlands, including but not limited to the impact of increased impervious surface.
- Measures to ensure the proposed retaining walls will be installed in such a way as to prevent alterations to wetland hydrology.
- Identification of impacts to existing wood frog populations and proposed mitigation of these impacts.

Furthermore, staff recommends that a copy of the March 31, 2020 minutes of the Conservation Commission be included with the Town’s official correspondence regarding the EIE.

Stormwater

The site is located within the Eagleville Brook Watershed; a fact that is not clearly called out in the summary of existing conditions in the report. The report notes that the brook is located 2,900 feet northwest of the project site and is impaired due to pollutants associated with an urban environment carried by stormwater. The report also notes that while the brook would not receive direct runoff, a perennial watercourse located on the northwestern edge of the project site does eventually drain to Eagleville Brook.

The fact that no mention is made to the 2007 Eagleville Brook TMDL Report is striking given that this TMDL establishes a target impervious cover threshold for the watershed of 12% due to the impaired condition of Eagleville Brook. In consulting with UConn representatives regarding this omission, staff learned that the University has recently executed a new Memorandum of Understanding with CTDEEP that supersedes previous agreements; this MOU is based on a

new campus drainage plan developed for the campus. It is anticipated that Town staff will be provided with an overview of the MOU and drainage plan in the coming months.

Absent more detailed information on the new campus drainage plan and MOU, staff has reviewed the EIE using the principles established in the Eagleville Brook TMDL. As with the review of potential impacts to water resources, the level of detail provided in the EIE is not sufficient for staff to state that the Town's concerns as expressed in the June 25, 2019 letter have been fully addressed. For example, while the EIE identifies the proposed use of Low Impact Development practices to reduce the amount of stormwater leaving the site and anticipated improvements to water quality, there is no mention made of the net change in impervious cover that will result from the project.

Additionally, while the report states that the use of green infrastructure and LID practices will reduce the volume of stormwater runoff and enhance water quality, there does not appear to be any specific design data to confirm those assertions. It is unclear how or when documentation will be provided prior to construction to confirm that impact, or lack thereof, described in the report has been successfully addressed as described.

In summary, the concerns raised by the Town in June 2019 continue to be valid. Staff recommends that correspondence to the University identify the need for the following:

- A comprehensive update for Town staff and interested commissions on the new campus drainage plan and revised MOU with CTDEEP.
- How the project addresses and mitigates impacts to the Eagleville Brook watershed, including specific changes to impervious cover; and
- How the assertions related to stormwater runoff volume and quality will be verified prior to and post construction.

Other Natural Resources Impact

The EIE indicates that there would also be "a minor loss of forested edge habitat." The report indicates the habitat is "not rare or unique to the area and includes invasive plant species" and would be "mitigated by the development of a landscaping plan including native and drought resistant plantings." Without being able to review a landscaping plan there is insufficient information as whether or not the loss of forested habitat would be mitigated. It is unclear that drought resistant plantings would be appropriate here. Further, the landscape plan throughout the site should include a diverse selection of native species and avoid the use of "open lawns" (p. 3-14) to the extent practicable.

Staff recommends that Town staff and interested boards and commissions receive an update on the landscaping plan that addresses how the loss of forested edge habitat will be mitigated.

Off-Campus Traffic and Parking Impacts

Separatist Road/South Eagleville Road (Rt. 275) Intersection

The report presumes that the proposed signal at the Separatist Road/Route 275 intersection will be installed and operational prior to completion of the arena based on the schedule recently published by CTDOT. Furthermore, while the report evaluated traffic data for morning and afternoon peak hours, it did not evaluate traffic data during special events, which is the primary time for traffic associated with this project. Given the potential for construction delays with either project as well as existing conditions, the traffic signal should be required to be operational prior to opening of the arena as a traffic mitigation measure.

Impacts on Separatist Road

- The second paragraph on Page 3-39 of the EIE indicates that Jim Calhoun Way is owned and managed by the Town of Mansfield; however, it is owned and managed by the University of Connecticut.
- The EIE assumes that the improvements for the intersection will be completed per the schedule recently announced by CTDOT. However, given the current operating conditions of the intersection and the potential that the signalization project could be delayed, the EIE should include provisions to make improvements to Route 275 and Separatist Road should the signalization of this intersection not occur in accordance with the Connecticut Highway Design Manual. For example, the addition of a dedicated left-turn lane from Separatist onto Route 275 and Route 275 onto Separatist Road.

Impacts to Route 32

As identified in both the EIE and the Eastern Gateways Strategy and Implementation Plan, the intersections of Route 32 with Routes 44 and 275 are already degraded in terms of level of service (LOS). The EIE should include mitigation measures to prevent further degradation to intersection operations from occurring during events.

Parking

The EIE indicates that 360 spaces would be initially constructed to replace spaces lost from Lot I with full build-out to include up to 700 spaces. There is no indication as to what the trigger would be for the additional parking to be provided. This continues a disturbing trend of parking reduction on campus. Given the proximity of the project to adjacent single-family residential neighborhoods, the lack of detail regarding full build-out of the parking makes it difficult for staff to evaluate the potential impacts of the development as well as whether any specific mitigation measures are needed. Furthermore, the EIE indicates that *“The distribution of these trips would be directed to the existing parking garages, in similar fashion to other special events held on campus.”* While that may be the plan, there is no discussion of how individuals parking elsewhere on campus would get to the hockey arena.

As parking options continue to be reduced and or shifted to the edges of campus by large projects, more pressure is put on residential neighborhoods as students and employees seek convenient parking.

Special Event Traffic Management Plans

The EIE indicates that an updated special event traffic management plan will be prepared and identifies several elements that should be included. However, there is no mention regarding the need for consultation with the Town in the development of that Plan. Town involvement is critical as Separatist Road is a Town owned and managed roadway. The mitigation measure related to development of an updated special event traffic management plan should be revised to be consistent with Strategy 6.1 of the Eastern Gateways Strategy and Implementation Plan (April 2019), which called for the creation of a Special Event Management Task Force to develop a special event management plan. An excerpt of the report addressing this strategy is attached for information. Given potential impacts on Town roads and emergency services, the Town should be actively involved in the development of an updated special event traffic management plan.

Summary of Traffic and Parking Comments

In summary, the concerns raised by the Town in June 2019 continue to be valid. Staff recommends that correspondence to the University identify the need for the following:

- Mitigation measures requiring that the Separatist Road/South Eagleville Road traffic signal be installed and operational prior to opening of the arena as well as the completion of other improvements to the intersection such as the addition of a dedicated left-turn lane on Route 275 to Separatist Road and a dedicated left-turn lane onto Route 275. Such measures should include funding for that installation in the event the CTDOT signalization project is delayed.
- Mitigation measures requiring improvements to the intersections of Route 32 with Routes 275 and 44 to prevent further degradation to intersection operations during events.
- Additional information regarding phasing of proposed parking improvements and mitigation measures to reduce off-campus parking.
- Revision to the mitigation measure related to updating of the special event traffic mitigation plan to include creation of a special event management task force consistent with strategy 6.1 of the Eastern Gateways Strategy and Implementation Plan.

Hazardous Materials

The proposed refrigerant to provide the temperatures necessary to maintain the ice in the arena is R717 Ammonia, Anhydrous ammonia. It is noted that this refrigerant is an improvement over historical refrigerants in that it is a non-greenhouse gas; however, it has been shown to be very toxic per its safety data sheet. The EIE does not indicate how this additional hazardous material will be maintained to minimize its impact to adjacent properties and natural resources in the event of a release and further does not provide discussion on use of alternative refrigerants.

Staff recommends that the correspondence to the University request that the EIE be updated to include assessment of alternative refrigerants as well as how additional hazardous materials will be maintained to minimize impacts on adjacent properties and natural resources in the event of a release.

SUMMARY/RECOMMENDATIONS

If the Commission concurs with the recommendations identified in this report, the following motion would be in order:

MOVE to authorize the Chair to co-endorse a joint PZC/Town Council letter to the University of Connecticut regarding the Hockey Arena EIE. The recommendations in the 4/6/2020 memo from Linda Painter, Director of Planning and Development, shall serve as the basis for this letter and may be amended to reflect additional comments provided by the Town Council.

Town of Mansfield
CONSERVATION COMMISSION
Special Meeting of 31 March 2020
Coordinated at the Council Chambers, Audrey P. Beck Building
(Yet-to-be-approved) MINUTES

Members present (at some remove): Mary Harper, Quentin Kessel, Erin King, Scott Lehmann, Chadwick Rittenhouse, Michael Soares, John Silander. *Members absent:* Will Ouimet (Alt.). *Others attending:* Miranda Davis (yet-to-be officially-appointed Commission member), Jennifer Kaufman (Wetlands Agent), Linda Painter (Planning Director).

1. The meeting was **called to order** at 7:03p by Chair Michael Soares. This was a virtual meeting facilitated by Go-To-Meeting software. During the corona virus pandemic, all meetings of Town bodies will take place remotely, by executive order of the Governor. They must be recorded using equipment in the Council Chambers and therefore must be held at a time when it is available.

2. The **draft minutes** of the meeting of 26 February 2020 were approved as written.

3. **UConn Hockey Arena EIE.** After reviewing comments on preliminary plans for a new hockey arena, UConn commissioned an Environmental Impact Evaluation (EIE) for this project. The new arena would be built on what is now I-lot, SW of the existing Freitas Ice Forum, off Jim Calhoun Way. The current plan, scaled back somewhat from the original, would directly impact (i.e., fill) c.4,900 ft² of wetland. See EIE Fig. 3.5-2 at 3-9.

The Town of Mansfield has no authority over projects on state property, but may submit comments on the final EIE (issued February 2020). {Kessel noted that State statutes do permit the Commission to communicate directly with the DEEP Commissioner, should it so desire.} Included in the packet for this meeting was a memo from Jennifer Kaufman on the EIE that incorporated comments from Linda Painter. The memo notes that the EIE does not provide enough information to assess the project's impact on wetlands or its management of storm-water runoff. The Connecticut DEEP and US Army Corps of Engineers are responsible for assessing these environmental aspects of the project. But the lack of detail regarding wetlands impact and storm-water management in the EIE limits what the Town can contribute to this process.

Silander, who had visited the site and read through sections of the EIE beyond the Executive Summary included in the packet, voiced a number of concerns about the proposal.

- The EIE contains two different conceptual plans: one shown in Figure 2.4-1 (Chapter 2-7) and a more built-out plan, "UConn Hockey Arena, JCJ Architecture" (EIE pdf, p.229). Which is correct? Painter queried UConn and reported that the more modest footprint shown in Figure 2.4-1 is the correct one. However, Figure 2.4-1 does label a large area "Future Expansion," apparently for additional parking. This is disquieting, particularly since such expansion might compromise Wetland 3, the most important of the on-site wetlands, in Silander's view.
- It seems misleading to maintain that "Eagleville Brook would not receive direct stormwater runoff inputs from the Proposed Action Site" when "a perennial watercourse on the extreme northwestern edge of the site [where Wetlands 1 and 3 lie] does eventually drain to Eagleville Brook." (EIE at 3-5) The EIE does not provide a basis for judging that the proposed project is consistent with the Eagleville Brook Watershed Management Plan. What is the quality of current runoff from the site, and how would the project affect it?

- The EIE states (at 3-13) that “A review of CT DEEP Natural Diversity Database (NDDDB) Geographic Information System (GIS) mapping (July 2019) revealed no known rare species within or proximal to the Proposed Action Site.” NDDDB mapping appears to show that such species have been reported in a circular zone that overlaps the Freitas Ice Forum, which would seem to be “proximate” to the site.
- The site includes some stone walls, which are mentioned in the EIE (at 3-31). But no action is recommended to protect, to the extent possible, these “historic cultural resources.”

Rittenhouse wondered if the “retaining walls ... proposed to keep the slope of the parking areas from encroaching into ... wetlands [Nos. 3 and 6]” (EIE at 3-10) would direct runoff away from these wetlands, thereby altering their hydrology. He also noted that the EIE focuses on direct wetlands impacts and does not discuss the implications of development in the upland review area (URA). Wood frogs (a species of “greatest conservation need”) have been seen on the site (EIE at 3-13), and development in the URA could result in loss of habitat for them.

Kessel wondered how runoff from parking areas would be managed, whether, for example, it would be directed through hydrodynamic separators into underground vaults for delayed release. Such questions can’t be answered, as no storm-water management plan is available. The EIE (at ES 1-5) does promise a “stormwater management system that is compliant with the Connecticut Stormwater Quality Manual,” which “would be an improvement over the existing condition [at the site,] as various engineered green infrastructure and Low Impact Development (LID) measures would be incorporated into the project’s site design to encourage, detention, infiltration, or treatment of the stormwater.” (EIE at 3-5).

The Commission agreed unanimously (**motion:** Soares, Silander) to make the following points in commenting on this proposal and the EIE.

The Commission is pleased that this project has apparently been scaled back and otherwise adjusted from what was proposed in June 2019 to reduce its impact on wetlands. The large parking area that would have hemmed Wetland 3 in on the south is now gone, though perhaps not for good, as the conceptual plan in Figure 2.4-1 labels its location “Future Expansion”.

The Commission is also pleased to learn from the EIE that UConn is apparently committed to developing a storm-water management plan utilizing Low Impact Development techniques to reduce the amount of runoff and improve its quality. It would have been more helpful, however, to have a stormwater management plan to review.

More generally, the Commission concurs with the 3/30/20 staff memo on the EIE prepared by Jennifer Kaufman, which concludes that the EIE does not provide enough information to assess the project’s environmental impact on wetlands and Eagleville Brook.

Of particular concern to the Commission are these issues:

- Is “Future Expansion” on Figure 2.4-1 a typo, or does it indicate that this project is merely Phase 1 of some larger project? Is UConn going to deal with parking for hockey matches by running shuttles from its parking garages and other lots? Or does it plan to pave more of the URA at the site, a development that would jeopardize Wetland 3?
- The EIE’s claim that “Eagleville Brook would not receive *direct* stormwater runoff inputs from the Proposed Action Site” (3-5, emphasis added) may be technically correct, but it does not justify neglecting to consider whether the project is consistent with the Eagleville Brook TMDL Plan.
- The EIE’s suggestion that there are “no known rare species within or *proximal* to the Proposed Action Site” (3-13, emphasis added) does not appear to be supported by the Connecticut NDDDB map. Moreover, while the EIE notes that wood frogs have been

observed on the site and are among the species of “Greatest Conservation Need” in Connecticut (3-13), it doesn’t suggest how the project should address this need.

- While the current design of the project does appear to minimize direct wetland impacts, the EIE has little to say about indirect impacts, such as the potential for contamination from parking-lot runoff. In the Commission’s view, the Upland Review Area should buffer wetlands from development, whereas in this case (as in many others) project managers regard it as just another portion of the site available for development.

4. Adjourned at 8:25p. The next meeting will be held when there is sufficient business to justify meeting remotely. Kaufman will make the necessary arrangements.

Scott Lehmann, Secretary, 02 April 2020.

ATTACHMENT

Comment on W1611-1- Application of J.E. Shepard Company and Capstone Collegiate Communities-Construction of a 358-Unit Multi-family Development-1621 Storrs Road and Middle Turnpike (Assessor Parcel IDs 9.23.1, 9.23.7 and 9.23.8)

The Conservation Commission has reviewed W1611-1 and finds that the proposed development may have a significant impact on the wetland and intermittent watercourse. Additionally, the Commission finds that the project as proposed is very likely to contribute adversely to the cumulative impact on the adjacent vernal pool and its aquatic species. Below is a list of our concerns with the current proposed development, followed by corresponding recommendations to ensure significant impacts are avoided:

Site Plan

Concerns: Along the eastern boundary, wetlands off-site were not delineated, and so the location of the Upland Review Area (URA) on the site plan is assumed. Also, the site plans do not show the vernal pool and associated fringe wetlands; these resources are off-property but in the current plans the wetland's URA is on the property and the vernal pool's buffer is at the property line.

- We recommend that the IWA inquire if the applicant or their Soil Scientist requested permission from the owner to access 1641 Storrs Rd (parcel ID# 9.23.4) in order to delineate the wetland. If not, we recommend that the applicant or its representative do so in order to delineate the missing section and revise site plans with the accurate URA boundary.
- We recommend that the IWA require that the site plans show the vernal pool and the delineation of the fringe wetland. These resources should be shown in order to verify the locations of the corresponding URA and vernal pool buffer.

Construction

Concern: The construction phase has the potential to cause significant damage to the adjacent wetland and vernal pool. For the wetland east of the property, this concern is due mainly to the amount of work proposed close to the wetland boundary (discussed below under "Project Scope"). For the vernal pool adjacent to the property, this concern is due to work within the vernal pool basin.

- We support the recommendation by the Town's consultant, Land Tech, that the IWA require the applicant to hire an independent monitor to regularly conduct field inspections and report to the Town Staff on Erosion & Sedimentation control, issues of concern, etc. Inspections should occur regularly, as well as following precipitation events of a size to be determined by the IWA.
- We recommend that the IWA require monitoring of the stormwater management system and methods of bonding for system maintenance and repair should it fail. In all instances, the IWA should ensure that the Town is not liable for system failure.

Stormwater Management

Concern: Land Tech states that the proposed stormwater management system is adequate, yet the project does not consistently adhere to CT DEEP's 2004 Connecticut Stormwater Quality Manual (Manual). In lieu of municipal stormwater guidance for the applicant, it is our reasoning that stormwater guidelines adopted by the State of CT would be the most appropriate standards to follow.

We recommend that the IWA ask Land Tech for clarification regarding their assessment. Specifically, what factors are the basis for the Manual's guideline to have two test pits for every infiltration basin? And, what factors are the basis for the Manual's guideline to have "three feet of vertical distance from the seasonally high water table" and "four feet from bedrock" (CT SWQM)? Last, what is the basis for Land Tech's assessment that the applicant's design is adequate, even though it doesn't meet these standards? For a site with poor infiltration (according to USDA-NRCS) and a project relying substantially on these basins to protect the adjacent wetlands, our objective is to resolve the apparent discrepancy between the Manual's recommendations and Land Tech's assessment.

Loss of the Vernal Pool's Upland Habitat (permanent loss of amphibian species)

Concern: Given the size and proximity of the project, it is likely that the project will have a significant impact that "diminishes the natural capacity of an inland wetland or watercourse to... support aquatic, plant or animal life and habitats" (Mansfield Inland Wetland Regulations, p. 6). This opinion is based on the professional experience of Commission members qualified as a wildlife biologist and wetlands scientist, respectively.

- We recommend that the IWA request any analysis and findings on the vernal pool and its upland habitats and to review those materials prior to a decision on this application. At our meeting on 2/18/20, it was stated numerous times that the vernal pool nearest the property is part of a complex of vernal pools that was studied extensively for the design, permitting, and construction of UConn's Discovery Drive. This included a study of amphibians' movement to and through adjacent uplands. This work was integral in informing DEEP's permit, issued to UConn, as to the permitted developable areas along the east side Discovery Drive (south of the vernal pool). It is not clear why this information or these entities (UConn's Office of Environmental Health and Safety, Fuss & O'Neill, Inc.*) have not been included thus far; it is our understanding that they have direct knowledge of the vernal pool's connections to adjacent uplands, including a potential critical reliance on the subject property's uplands.
- We recommend that the IWA require a reduction of the project's footprint in the Upland Review Area along the southern property boundary (i.e., Buildings 800 and 900).
- We recommend that the IWA require that no stormwater from the development is directed toward the vernal pool's drainage area nor to any infrastructure – such as a rain garden or infiltration basin – in that drainage area.

Project Scope

Concerns: The project as proposed maximizes the parcel's land use in a manner that may significantly impact wetlands. First, it is our interpretation that the project eliminates nearly the entire undeveloped upland in the URA along the eastern boundary. As designed, the URA appears to contain no forested upland as buffer but does contain four buildings (400, 500, 600, 700), the majority of the surface stormwater infrastructure, subsurface infiltration chambers, infiltration basins, an access path, parking, and landscaping. Second, the applicant stated the project as proposed contains 34% impervious cover of the property. In 2012, UConn-CLEAR estimated impervious cover of this drainage basin to be 7%, which is likely higher now and will continue to increase with redevelopment of the Four Corners area. The Commission agrees with CT DEP's 1997 statement that land adjacent to wetlands/watercourses should be regulated because "most of the activities which are likely to impact or affect these resources [wetlands, watercourses] will be located in that area." Despite the stormwater management system's proposed attenuation, the Commission finds the extensive development of the URA to be potentially harmful and would prefer to see a reduced footprint in the project's URAs,

particularly along the eastern property boundary.

- We recommend that the IWA request that the applicant provide the following information: what is the percent area of disturbance within the each of the two URAs on the property?
- We advise the IWA to closely examine the proposed disturbances within the URA. For this review, we ask that Land Tech provide comments to the IWA on why such development in the URA is unlikely to have a significant impact. We suggest Section 1.1 of the IW Regulations be referenced as a summary of the potential impacts and resources that can be impacted.

Wetland (& Habitat) Protection

Concerns: The geometry of the conservation easement differed between the applicant's digital presentation and hard copies shared at our meeting on 2/18/20.

- We recommend that the IWA have the applicant clarify the extent of the proposed conservation easement, which should be contiguous with UConn's easement to the south and contain all wetlands on the subject property, as shown on the last page of the hard copy distributed at the above-mentioned meeting.
- We recommend that, to ensure against impacts to the wetland and the unique species known to inhabit it, the applicant include the upland of 1± acre at the northeastern corner of this property in the conservation easement.

Water Quality

Concern: There may long-term impacts to water quality, as non-point source pollutants are introduced from the proposed development. The wetland adjacent to the property drains northward and eventually joins Cedar Swamp Brook, a stream whose uppermost segment was listed in 2018 by DEEP as impaired (bacteria levels exceeding State standards).

We refer to the above recommendations under "Construction," "Stormwater Management," and "Project Scope" to protect water quality.

*Disclosure: Michael Soares, chairman of the Conservation Commission, is an employee of Fuss & O'Neill. He was hired after the ecological studies for Discovery Drive were conducted and has not been involved in the project. This fact was disclosed to the applicant, intervener, and the other Commission members during the 2/18 meeting and Mr. Soares was not asked to recuse himself.

Approved 26 February 2020.

Executive Summary

The University of Connecticut (University or UConn) proposes to construct a new Ice hockey arena on an approximately 12.5-acre site located west of and adjacent to the existing Mark Edward Freitas Ice Forum on its main campus in Storrs (Mansfield), CT. The site is approximately half developed today and consists primarily of a surface parking lot (I-Lot), stormwater conveyance, some wetlands, and rolling, wooded uplands. The University anticipates construction of the new ice hockey arena to commence in Fall 2020, with a targeted opening date in Fall 2022.

The Proposed Action primarily consists of the following elements:

- Facilities and ice that would meet NCAA Division I Ice Hockey requirements, Hockey East Conference standards, and University guidelines and requirements.
- Up to 3,500 seats, with up to 50% seat-back chairs; the balance being bleachers Locker rooms and office space.
- Parking for up to 700 vehicles

Project Purpose: To develop an on-campus Ice Hockey Arena that fulfills UConn's agreement with Hockey East.

Project Need: UConn's Division I ice hockey program joined the Hockey East conference in 2014. Its current on-campus arena – Freitas Ice Forum – is reaching the end of its useful life and does not comply with Hockey East standards. As such, the men's ice hockey program has played most of its home games at the XL Center in Hartford since that time. UConn desires to construct a new arena on-campus to host a portion of men's games and all women's games. The new arena may also support recreational leagues and youth programs in the surrounding area.

As the sponsoring agency for this state funded project, the University of Connecticut has prepared this Environmental Impact Evaluation (EIE) to further evaluate the potential environmental impacts of the proposed new ice hockey arena development, hereafter referred to as the Proposed Action. Reasonable alternatives for the Proposed Action were considered, including a No Action Alternative, which is required to be carried forth in the CEPA process even though the No Action Alternative does not meet the project purpose and need. The No Action Alternative serves as the baseline for comparison of impacts to the Proposed Action. The selection of a preferred site and the decision process that lead to the development of a schematic design concept for the Proposed Action is summarized below:

Site Selection Process

A total of three sites were considered for the development of the UConn Ice Hockey Arena. One site, the Mansfield Apartments Site located just south of campus near the South Eagleville Road/Route 195 (Storrs Road) intersection, was put forth during the 2015 campus master planning process. Opposition from the local community, however, resulted in the University dropping that site from further consideration. The University released a Request for Expressions of Interest (RFEI) in October 2017 that included the two remaining sites under consideration, the Tech Park Parcel B Site, and the Freitas Ice Arena Site. Both sites met the following preliminary criteria:

- University-owned property
- On-campus location
- Adequate developable land area
- Reasonable access for vehicles and pedestrians
- Access to transit
- Adequate parking
- Available utilities
- Limited environmental implications

Because of incompatibility with surrounding research, science and technology land uses, the Tech Park Parcel B Site was dropped from further consideration. The Freitas Ice Arena site, with its location in the athletics district, was therefore selected as the preferred site for the Proposed Action.

Alternative Site Concepts

The University's original plan was to upgrade and expand the existing Freitas Ice Forum to the south or southwest to accommodate amenities required by Hockey East. However, the Freitas Ice Forum expansion concepts were abandoned in favor of a stand-alone arena concept for the following reasons: wetland impacts, the presence of ledge to the south of the existing Freitas facility, and the inability of the upgraded and expanded facility to efficiently accommodate a fully functional building program to meet all the requirements of Hockey East.

Design engineers and architects spent the summer of 2019 evaluating and adjusting stand-alone arena and parking site plan concepts until they developed the schematic design concept depicted in Figure ES-1.

Figure ES-1 - Preferred Alternative Conceptual Site Plan



Preferred Alternative

The schematic conceptual design shown in Figure ES-1 is the Preferred Alternative that is carried forward for assessment in this EIE. This alternative concept allows for the necessary buildable area and utility connections to construct the new UConn Ice Hockey Arena while avoiding and minimizing impacts to on-site natural resources to the greatest extent practicable. The concept accommodates adequate parking and efficient vehicle and pedestrian access, separation, and circulation elements to allow for a fully functional on-campus facility that meets the purpose and needs of the University.

Impact Assessment Summary

Potential direct impacts from the Proposed Action include filling up to approximately 4,900 square feet (SQ FT) of inland wetlands. These wetland impacts are primarily spread across three on-site wetlands. Only one wetland, a small palustrine forested depression located at the southwestern end of I-Lot, would be completely filled by the project. The remaining wetland impacts would be from fill slopes encroaching into wetland fringe areas. Alteration and filling of inland wetland areas would be subject to permitting under the Connecticut Department of Energy and Environmental Protection (CTDEEP) *Inland Wetlands and Watercourses Permit* and the conditions of the U.S. Army Corps of Engineers Connecticut General Permit. Appropriate mitigation would be identified and coordinated between the University, CTDEEP, and the USACE during the permitting process.

Other direct impacts to natural resource from the Proposed Action would include a minor loss of forested edge habitat. However, this habitat is not rare or unique to the area and includes invasive plant species. This impact would be mitigated through the development and implementation of a landscaping plan incorporating native drought-resistant plantings to compensate for the loss of habitat.

The Proposed Action would also impact traffic operations when compared to the No Action Alternative. The impact includes increased vehicle delays and queues during men's hockey games or other large capacity events held at the facility. Mitigation of these traffic impacts would include the development of an updated Special Event Traffic Management Plan that includes a traffic control plan on Separatist Road, additional manual traffic control at key intersection on South Eagleville Road (Route 275), and updated bus routing services. Coordination with the Town of Mansfield is needed to request the Connecticut Department of Transportation (CTDOT) to initiate traffic engineering studies at the state-owned study area intersections. The engineering studies would ascertain whether physical roadway improvements are needed to improve operations. Additionally, the Proposed Action will trigger the requirements for the Office of the State Administration (OSTA) certification process that is required for major traffic generators that impact the state roadway system.

There would be short-term construction period impacts from the Proposed Action related to air quality, noise, traffic and parking, and stormwater. These temporary impacts would be mitigated through adherence to standard construction best management practices as outlined in Table ES-1. The management of stormwater generated by the Proposed Action Site would be an improvement over the existing condition. Various engineered green infrastructure and Low Impact Development (LID) measures would be incorporated into the site design. These measures may include rain gardens, permeable pavement, green roofs, infiltration planters, rainwater harvesting systems and others as deemed appropriate by the engineer for the Proposed Action site. By incorporating these green infrastructure measures, an improvement in the water quality within downstream wetlands and receiving waters is anticipated.

Indirect impacts related to encroachment or alteration of adjacent properties are not anticipated as a result of the Proposed Action. The new UConn Ice Hockey Arena by itself is also not a growth-inducing project but rather a project that is needed to enhance the existing UConn Hockey program and facilities so that athletes would have training and competition facilities of a quality comparable to other NCAA Division 1 teams. By providing these modernized facilities, the University would be able to attract and retain top-tier athletes and be able to be competitive at the highest collegiate level. The benefit is that the University would continue to be recognized nationally not only for academics but for athletics as well, which together would increase the attractiveness of the University to future prospective students (both athletes and non-athletes). The induced-growth affect triggered by athletic-type projects, however, is difficult to project, let alone the potential for indirect environmental impacts attributed to that induced growth. For these reasons, indirect impacts attributed to induced growth triggered by the ice hockey arena is not anticipated to be significant.

An assessment of cumulative impacts to wetlands, habitats, and campus parking/transportation conditions has revealed that these impacts have been relatively minimal when considering the nature and extent of development that has occurred on campus over the last decade. Overall, a total of 17,915 SQ FT (0.41 acres) of wetland impact has resulted from nine projects dating back to 2014 (including the wetland impacts anticipated from the proposed UConn Ice Hockey Arena). This wetland loss has been mitigated by the University through the creation of approximately 2 acres of high-quality wetlands. With respect to habitat loss, a total of approximately 2.75 acres of impact to forested areas with varying levels of habitat value has

occurred from these same nine projects. Finally, projects over the past decade at UConn have resulted in various changes to on-campus parking and transportation conditions. The University actively plans for these transportation-related project changes in order to offset impacts and ensure adequate parking and efficient traffic operations on campus and in the surrounding area.

Undoubtedly, with the NextGen CT Initiative in full swing and the ambitious development plans outlined in the UConn Master Plan, there would likely be future impacts that would impact these resources on a level and scale similar to the impacts that have occurred in the past decade. The University is very proactive with their campus planning and is a recognized leader in the state when it comes to the protection of the environment. It is reasonable to assume that designs of future projects would be developed with the intent of avoiding and minimizing impacts to natural resources such as wetlands and habitats to the greatest extent possible and where unavoidable impacts occur, they would be adequately mitigated as part of the goal to sustain the natural environmental quality of the campus setting. Similarly, the University is committed to providing a parking supply that meets the overall University demand while also ensuring safe and efficient transportation both on campus and in the surrounding areas of Mansfield.

Anticipated impacts and proposed mitigation measures to avoid, minimize, or offset potential adverse impacts attributed to the Proposed Action are summarized in Table ES-1.

Table ES-1 - Summary of Impacts and Proposed Mitigation

Resource Category	Impacts	Proposed Mitigation
Consistency with Planning	<ul style="list-style-type: none"> The Proposed Action is consistent with the State Plan of Conservation and Development, Town of Mansfield Planning and Zoning, and the University Master Plan. 	No mitigation is required
Geology, Topography and Soils	<ul style="list-style-type: none"> There are no unique geologic or topographic features on the Proposed Action Site. There are no prime or statewide important farmland soils on-site. 	No mitigation is required
Water Resources and Floodplains	<ul style="list-style-type: none"> No impact to 100-year floodplains or floodways. Stormwater runoff from the site is anticipated to decrease due to implementation of green infrastructure and low-impact development (LID) measures. Water quality leaving the site is anticipated to improve compared to existing conditions with the implementation of green infrastructure and LID measures. 	<p>Stormwater management system design that is compliant with the Connecticut Stormwater Quality Manual (CTDEEP, 2004).</p> <p>Adherence to the 2002 CTDEEP Erosion and Sedimentation Control guidelines.</p> <p>Incorporation of Low Impact Development (LID) and green infrastructure measures into the site design.</p>
Wetlands	<ul style="list-style-type: none"> The Proposed Action would permanently impact up to 4,900 SQ FT of inland wetlands/watercourse resources. 	An appropriate wetland mitigation strategy would be coordinated between the University, CT DEEP and the USACE during the permitting phase.

Resource Category	Impacts	Proposed Mitigation
Natural Communities, Flora and Fauna	<ul style="list-style-type: none"> No rare or unique habitat is found within the natural areas of the Proposed Action Site, therefore no critical habitat areas would be lost or impacted. Minor loss of small forested block habitat including uplands and wetlands; however, these are not unique and include forested edge with invasive species. 	Mitigation to include development and implementation of a landscape plan incorporating native drought-resistant plantings to compensate for loss of habitat.
Noise	<ul style="list-style-type: none"> Noise from the new arena would primarily be from outdoor mechanical equipment such as compressors or cooling fans and would be of a similar sound level as that generated by the adjacent Freitas Ice Forum. No impact is anticipated. 	No mitigation is required, however noise reduction can be achieved by partial enclosure or shielding of outdoor mechanical equipment.
Air Quality/Greenhouse Gases	<ul style="list-style-type: none"> New emissions from stationary sources including a dedicated boiler and diesel engine emergency generators. Increased mobile source pollutant emissions from vehicles traveling to/from the arena facility. However, a reduction in motor vehicle emission rates over the long term would occur due to improved automotive industry technology combined with the assumption that the volume of motor vehicle traffic to and from the hockey arena would essentially remain constant (due to arena capacity limitations). Therefore, levels of pollutants and precursors from mobile sources are expected to decrease in the future (both with and without the Proposed Action). The system that would provide the ice for the new arena proposes R717 ammonia as the primary refrigerant. Arena ice systems that use ammonia as the refrigerant have a zero Global Warming Potential and a zero Ozone Depleting Potential. 	<p>New stationary sources to be included in UConn's facility wide Title V air quality permit.</p> <p>Emergency generators operated less than 300 hours per year according to CT DEEP permit requirements.</p>
Solid Waste	<ul style="list-style-type: none"> Solid waste generated at the new ice hockey arena would be of similar type and amounts to that generated at the existing Freitas Ice Forum. No impacts are anticipated. 	No mitigation is required.
Toxic and Hazardous Materials	<ul style="list-style-type: none"> There are no known hazardous materials or spill sites located on or near the Proposed Action Site that would pose environmentally hazardous or contaminating conditions. Generation of toxic or hazardous materials would be on par with that presently associated with the existing Freitas Ice Forum. No impacts are anticipated. 	Hazardous materials used during facility operations would be properly stored and managed on site. All waste streams would be managed according to pre-existing University protocols.

Resource Category	Impacts	Proposed Mitigation
Public Health and Safety	<ul style="list-style-type: none"> Existing UConn Public Health and Safety Services are equipped to handle the construction, operation, and management of the new ice hockey arena, therefore no impacts to public health and safety are anticipated. 	No mitigation is required.
Visual and Aesthetic Character	<ul style="list-style-type: none"> The Proposed Action is consistent with the recreational land uses that characterize the West Campus District. With the completion of the Athletic District (Stadia) Development Project anticipated in Spring 2020, the new Ice Hockey Arena would be compatible with and visually complement the new athletic fields and facilities associated with that project. 	No mitigation is required.
Socioeconomics	<ul style="list-style-type: none"> There would be no impact to Environmental Justice Communities. Jobs would be created, with employees needed especially on game days or days when special events are held at the arena. Increased patronage of local establishments during events would be a benefit of the Proposed Action. 	No mitigation is required.
Traffic, Parking and Circulation	<ul style="list-style-type: none"> The Proposed Action would impact traffic operations at three study area intersections resulting in increased vehicle delay or queues compared to the No Action alternative. 	<p>An updated special event traffic management plan that includes a traffic control plan on Separatist Road, additional manual traffic control at key intersections on Route 275 (South Eagleville Road), and updated bus routing services, etc.</p> <p>Coordination with the Town of Mansfield and its local traffic authority to request CTDOT to initiate traffic engineering studies to ascertain whether physical roadway improvements are needed at state-owned study area intersections.</p> <p>OSTA certification process will be triggered, and a certification of operation will be required.</p>
Utilities	<ul style="list-style-type: none"> Existing utility service connections are present and of enough capacity to support the new ice hockey arena. 	No mitigation is required.
Energy Use and Conservation	<ul style="list-style-type: none"> Increased energy demand for the University to operate a second ice hockey arena on campus. The new arena would not be replacing the existing Freitas Ice Forum. The existing facility would still be used for recreational programs. 	<p>LEED building certification approaches would be considered.</p> <p>Sustainability/energy conservation measures may be incorporated in the design of the new facility.</p>

Resource Category	Impacts	Proposed Mitigation
Cultural Resources	<ul style="list-style-type: none"> There are no above ground historic resource or archaeological resources on or eligible for the National Register of Historic Places within the Proposed Action's Area of Potential Effect (APE). 	No mitigation is required.
Construction Period Impacts		
Traffic, Parking, and Circulation	A portion of I-Lot would periodically be open during the early stages of project construction but would eventually become unavailable for parking until project completion.	Students and event spectators would be directed to alternate parking locations.
Air Quality	Potential construction air quality impacts from diesel exhaust, idling, and fugitive dust	<p>Mitigation of would be addressed through best management practices including:</p> <ul style="list-style-type: none"> Reducing exposed erodible earth area to the extent possible through appropriate construction phasing. Stabilization of exposed earth with grass, pavement, or other cover as early as possible. Application of stabilizing agent such as calcium chloride or water to the work areas and haul roads. Covering, shielding, or stabilizing stockpiled material. Use of covered haul trucks. Limiting dust-producing construction activities during high wind conditions. Rinsing construction equipment with water at a designated wash area near the entrance/exit to the construction site to minimize drag-out of sediment by construction equipment onto the adjacent roads. Street sweeping of roads within the construction area.
Noise	Potential for continuous and/or intermittent (impulse) noise during construction.	<p>Noise abatement measures during construction to include use of appropriate mufflers and restrictions on hours of operation.</p> <p>Adherence to University Contractor Environmental Health and Safety Manual and OSHA standards.</p>
Stormwater and Water Quality	Potential for soil erosion during construction.	Preparation of a Stormwater Pollution Control Plan and deployment of Best Management Practices to avoid soil erosion during construction.
Natural Communities, Flora and Fauna	Potential to impact natural habitat during breeding, fledging and other sensitive periods for wildlife. A benefit would be the removal of invasive species at the Proposed Action site.	Observance of time of year restrictions to outside sensitive seasons for birds and bats.

Resource Category	Impacts	Proposed Mitigation
Hazardous Materials and Solid Waste	Generation of solid waste and hazardous during construction.	<p>If contaminated soils encountered during construction, a soil management plan would be developed.</p> <p>Development of a site-specific Hazardous Materials Management Plan and Health and Safety Plan in accordance with OSHA guidelines.</p> <p>Construction waste containing solvents to be disposed of by a licensed waste hauler.</p> <p>Proper disposal of solid waste.</p>
Socioeconomics	There would be a short-term economic benefit during the construction period due to creation of jobs and potential purchase of goods and services locally and regionally.	No Mitigation is required

TOWN OF MANSFIELD



Paul M. Shapiro, Mayor

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June 25, 2019

Mr. John Robitaille
Senior Project Manager
University Planning, Design and Construction
31 LeDoyt Road, U-3038
Storrs, Connecticut 06269-3028

Via Email: john.robitaille@uconn.edu

Subject: Hockey Arena Scoping

Dear Mr. Robitaille:

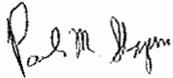
The Mansfield Town Council and Planning and Zoning Commission (PZC) offer the following comments and recommendations with regard to the proposed Hockey Arena for consideration during the preparation of the Environmental Impact Evaluation (EIE) for the project.

- *Wetlands.* Based on the information provided in the scoping materials, it appears that the preferred site will involve significant direct wetland impacts. We strongly encourage the University to seek ways to reduce these direct impacts as well as provide substantial mitigation of any resulting impacts. To assist in these efforts, we recommend that the University consult with the Town's Environmental Planner and Conservation Commission during the preparation of the Environmental Impact Evaluation with regard to potential mitigation measures.
- *Stormwater.* Given the preferred site's location within the Eagleville Brook watershed, the significant expansion of surface parking and the impacts that expansion will have on overall impervious cover and water quality within the brook are of significant concern. We strongly encourage considering ways to reduce the impervious footprint of the development, including but not limited to the use of Low-Impact Development and Green Infrastructure practices to improve stormwater quality and reduce impacts to the Eagleville Brook watershed.
- *Off-Campus Traffic and Parking Impacts.* We respectfully request that the intersection of Stafford Road and South Eagleville Road (Routes 32 and 275) be added to the list of primary intersections to be evaluated as part of the traffic analysis. As we have previously identified in comments submitted with regard to the athletic district improvements, the intersection of Separatist Road and South Eagleville Road (Route 275) is of particular concern and we appreciate its inclusion in the proposed traffic analysis.

Furthermore, we understand that the University plans on updating special event and game day transportation and parking plans with the introduction of this new facility. Consistent with the recommendations of the Eastern Gateways Study, we request that the University work with the Town to develop comprehensive transportation and parking management associated with special events and game days. This is particularly important given the proximity of the preferred site to residential neighborhoods and the fact that off-campus local roads provide the most convenient access to I-Lot.

If you have any questions regarding these comments, please contact Linda Painter, Director of Planning and Development.

Sincerely,



Paul M. Shapiro
Mayor



Vera Stearns-Ward
Secretary, Mansfield PZC

Cc: Town Council
Planning and Zoning Commission
Conservation Commission

Town of Mansfield
CONSERVATION COMMISSION
Meeting of 19 June 2019
Conference B, Audrey P. Beck Building
(draft) MINUTES

Members present: Quentin Kessel, Erin King, Mary Harper, Scott Lehmann, Chadwick Rittenhouse (Alt.), Michael Soares. *Members absent:* John Silander. *Others present:* Jennifer Kaufman (Wetlands Agent).

1. The meeting was **called to order** at approximately 7:05p by Chair Michael Soares. In the absence of one member, Alternate Rittenhouse was entitled to vote at this meeting.

2. Draft minutes of the meeting of 17 April 2019 and **notes** of the special meeting of 22 April 2019 were approved as written.

3. Sustainable CT: equity. Some Town activities/actions promoting equity are required for Sustainable CT certification. The Town Manager is asking Town committees to look at data in the 2018 CERC Town Profile of Mansfield and to reflect on what population groups affected by the committee's work are not being heard and what might be done to improve engagement.

The Profile reveals peculiarities of Mansfield induced by UConn's presence: a low median age of 21, a surprisingly high poverty rate of 16.8%, an Asian population of 2,870 that accounts for nearly half of this demographic in Tolland County, a high rate (65.5%) of "cost-burdened renters."

While most students are just passing through, more might be done to engage them. Students in relevant fields might be induced to join the Commission, as was Julia Rogers and (we hope) Genevieve Rigler. {Cooperating with UConn student organizations on projects such as UConnPIRG's "Save the Bees" campaign is another possibility.} Perhaps walks in the Town Parks could be designed for and promoted to Asian families. The Town website could be more inviting; there should certainly be a page soliciting volunteers for various committees and projects.

4. IWA referral: W1349-2 (Roby, 110 Brookside La). The applicant, who currently accesses his house via a right-of-way on a neighbor's property, proposes to construct a new gravel driveway across a wetland on his own property; two 18" culverts would be installed in an existing channel at the wetland's narrowest point. This is a renewal application, but differs from the initial one enough to require review. The new design involves less excavation and fill. However, instead of restoring the wetland at the existing crossing on his neighbor's property, the applicant proposes, by way of remediation, to remove Japanese barberry in 11,500 ft² of wetland on his property.

Lehmann asked why "no action" wasn't considered in Part E –Alternatives, given that the applicant now has a legal right-of-way to the house. Kaufman explained that he and his neighbor are adversaries in a civil action. Rittenhouse wondered what effect the proposed barberry removal would have on wetland function. Soares doubted that ridding a relatively small area of barberry would be effective, unless replanted with native species and maintained: barberry is invasive. Harper questioned the wisdom of allowing herbicide to be sprayed in the wetland, as contemplated in soil scientist Richard Zulick's report (p.3). Kaufman indicated that herbicide application in a wetland requires a permit. The Commission unanimously agreed (**motion:** Kessel, Soares) to comment that:

This project may have a significant impact on wetlands, and it is not clear that the proposed

remediation would compensate for it. Use of culverts avoids fragmenting the wetland and may maintain its hydrological function.; however, 2,300 ft² of wetland would be filled. The IWA should request a more detailed remediation plan that (1) considers a range of alternative actions, (2) makes a case for the preferred alternative in terms of effectively enhancing wetland function & value over time, and (3) describes just what will be done and for how long.

5. UConn ice hockey arena. UConn is proposing to construct an ice hockey arena (with seating for 2,500) adjacent to the Freitas Ice Forum on a portion what is now I-Lot (which would be enlarged to accommodate another 700 vehicles). The Town has no authority over this project, but has drafted a letter commenting on its likely negative impact on wetlands, storm-water runoff, and traffic.

Lehmann noted that a large piece of forest would be sacrificed to enlarge I-lot. Harper wondered why the Depot Campus couldn't be utilized for off-site University parking served by shuttle bus; moving parking off-campus would reduce all of the impacts of this project noted in the Town's letter. Rittenhouse suggested the wetlands in the project area be studied to ascertain whether they are isolated or connected by groundwater and to inform the design of the project; for example, could impact on wetlands be lessened by dividing the parking lot?

The Commission unanimously agreed (**motion:** Harper, Rittenhouse) to recommend that (1) a study of wetlands in the project area be undertaken to inform design of the project with a view to minimizing its impact on them and (2) use of the Depot Campus for Park & Ride be explored as a way of reducing impacts on traffic, runoff, and wetlands.

6. Conservation easement monitoring. Electronic monitoring with Survey123 is definitely worth considering.

7. Membership. It's not clear whether Genevieve Rigler has been appointed to the Commission as an Alternate.

8. Adjourned at 8:37p. The July meeting may be cancelled if there are no wetlands applications needing scrutiny.

Scott Lehmann, Secretary, 24 June 2019



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Sara-Ann Chaine, Town Clerk
Date: April 13, 2020
Re: Proposed Human Rights Commission Charge

Subject Matter/Background

On January 13, 2020, the Town Council established a Human Rights Commission and asked that the Committee on Committees create a draft charge.

The proposed charge was developed and approved by the Committee on Committees on March 3, 2020 after careful consideration of the Human Rights Commission bylaws of Eugene, Oregon.

Recommendation

The Committee on Committees recommends the Council adopt the proposed charge as presented. If the Council agrees, the following motion would be in order:

Move, to adopt the following resolution:

Resolved, to adopt the following Human Rights Commission charge:

CHARGE

A Human Rights Commission was established by the Mansfield Town Council on January 13, 2020. The mission of the Commission is to promote implementation of universal human rights values and principles in all Town of Mansfield programs and throughout the wider community.

To carry out this mission, the Commission shall affirm, encourage and initiate programs and services within the Town of Mansfield and in the wider community designed to place priority upon protecting, respecting, and fulfilling the full range of universal human rights as enumerated in the United Nations' Universal Declaration of Human Rights.

To support and promote human rights, the Commission will:

- a) Provide human rights education*
- b) Be proactive in human rights efforts*

- c) Make recommendations for how to address human rights violations*
- d) Ensure active public participation*
- e) Be transparent and open*
- f) Be publicly accountable for human rights progress*

MEMBERSHIP

The Commission shall consist of seven (7) community members serving as regular members and two (2) community members serving as alternates. Community members shall have an interest in the civil and human rights concerns of the community. Members shall be appointed by the Town Council in a way that strives to achieve a balance on the Commission that reflects the community and has protected class representation.

MEETINGS

Meetings of the Commission shall be held at least quarterly.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance; Jerl Casey, Collector of Revenue
Date: April 13, 2020
Re: Executive Order 7S - Suspension and Modification of Tax Deadlines and Collection Efforts

Subject Matter/Background

Executive Order 7S issued by Governor Lamont on April 1, 2020 orders the establishment of two programs to support taxpayers who have been economically affected by the COVID-19 pandemic. Each municipality must participate in one or both programs and are required to notify the Secretary of the Office of Policy and Management (OPM) no later than April 25th which program or programs it is electing to participate in. Under the program, eligible taxpayers will be required to attest that their income has been impacted by 20% or more due to COVID-19.

Both programs cover any tax, utility or other assessment due from March 10, 2020 and through and including July 1, 2020.

- 1) **Deferment Program** essentially extends the due date for all taxes, sewer, water, or municipal electric charges for 90 days (which will be clarified to 3 months in a future order). For example, tax bills come due on 7/1 and are delinquent after 8/1. This program will extend the last day to pay to 10/1 without accruing interest. If payment is made after 10/1 the interest reverts to 7/1 at 18% a year. So, it just extends the grace period length from 1 month to 3 months to pay without interest. This program will affect our sewer bills, which went out for 4/1, extending the grace period to 7/1. This program does not affect taxes that are already delinquent. This program is also not applicable to taxes that are held in escrow. Landlords would only be allowed deferred payments if they prove in writing that they have offered forbearance to their tenants.

The State guidelines apply to taxpayers who can attest to being impacted by COVID-19. The Town Council may wish to extend the program to all taxpayers.

- 2) **Low Interest Rate Program** changes the interest rate from 18% per annum to 3% per annum only during the 3 month window established by the due dates. This program also changes the interest rate for accounts that are already

delinquent. So for delinquent accounts they would pay .25% a month interest between 4/1 and 7/1 instead of 1.5%. After 7/1 the rate reverts back to 18% annum or 1.5% month and is retroactive to 4/1 on any balance that remains. The same will happen to the sewer bills that went out for 4/1. The new 7/1 tax bills will follow the same format but the 3% per annum will go until 10/1, and then revert to 18% per year after 10/1. Basically, this program just changes the interest rate from 1.5% a month to .25% a month for 3 months, but is retroactive back to 1.5% per month from the due date on the remaining balance. If a taxpayer does not make a payment during this 3 month period, they lose the benefit of the 3% per year interest rate. This program would be for all taxpayers, and does not need to be applied for.

Jerl Casey, our Collector of Revenue participated in a meeting with OPM, Quality Data (software vendor), Attorney Adam Cohen and a number of first selectmen from Tolland and Windham counties. The consensus of the group was to recommend the Deferral program only but to extend it to all taxpayers for a couple of reasons:

1. The interest program will be difficult to program, track and explain to taxpayers. Tracking partial payments and remaining balances that will be charged interest at the higher rate retroactively will be extremely difficult. In addition, delinquent accounts with collection agencies will be impacted, further complicating the process.
2. Requiring an affidavit of economic impact will be complicated to administer as well. Information on the application would need to be widely circulated. With the Town Hall closed to the public, receiving completed applications and answering questions becomes a challenge.

Offering the Deferral program and extending it to all taxpayers appears be the easiest to administer and most taxpayer friendly program. With our current resources we can manage the delayed cash flow.

Lastly, as of now the executive order only cover bills that are generated between 4/1 and 7/1. So if the Council chooses to defer the budget by 30 days and we bill for 8/1, this order, as it stands now, would not cover those payments. However, as we move forward, the program may be extended.

Financial Impact

If the Deferment Program is implemented, staff will prepare a detailed cash flow to ensure that we have the appropriate resources to meet our obligations. If necessary, some capital projects and programs can be delayed until tax revenues are received.

Recommendation

For the reasons state above, staff recommends the approval of the Deferment Program for all taxpayers. If the Council agrees, the following motion is appropriate:

- 1) *Resolved, on April 13, 2020, under the authority of Executive Order N. 7S, the Town Council orders the implementation of the Deferment Program for tax, utility, or other assessments due from March 10, 2020 through and including July 1, 2020.*

Attachments

- 1) Office of Policy and Management (OPM) Guidance – Executive Order 7S
- 2) OPM Executive Order 7S Section 6 – Municipal Program Election
- 3) Application for Municipal Tax Relief Deferral Program Under Executive Order 7S



OFFICE OF POLICY AND MANAGEMENT GUIDANCE
Executive Order No. 7S
Explanation of Purpose and Intent

Section 6, Executive Order 7S
Suspension and Modification of Tax Deadlines and Collection Efforts

Property taxation is a state function granted within certain parameters to local municipalities. Due to COVID-19 the state deems it necessary to make some changes to the normal deadlines and procedures. There will be two programs designed to offer support to eligible taxpayers who have been affected by COVID-19. The state has established the “Deferment Program” and the “Low Interest Rate Program.”

The EO defines “municipality” as indicated in 7-148. This means only towns, cities and boroughs, and does not include special taxing districts and special services districts. Unless and until the EO is amended these programs and procedures apply only to “municipalities” as defined above, and NOT to special taxing districts.

The legislative body of each municipality must determine if they will offer one plan, or both plans. Municipalities can offer either plan or both but must offer at least one. In municipalities where the legislative body is the town meeting, the board of selectmen decides which program to offer. Towns must notify OPM by April 25 of their choice.

Section a: “Deferment Program”

Think of this program as an extended grace period program. What is “deferred” is not a tax but rather the last day to pay without interest. **The deadline is deferred, not the tax.** Eligible taxpayers (“eligible” will be defined later) are entitled to **defer their payment deadline until 90 days from the tax due date, instead of the usual 30 days.**

This will have different applications depending on when taxes or other charges (municipal sewer, utility, etc.) are ‘due’ in a given municipality. Any tax that comes due between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan.

For semiannual and annual towns: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, instead of the last day to pay being August 3, 2020 (August 1 falls on a Saturday), the last day to pay will instead be October 1, 2020 (90 days from July 1) because the last day to pay is being deferred, or the grace period is being extended.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, instead of the last day to pay being May 1, 2020, the grace period would be extended for 90 days instead of 30, and the last day to pay would instead be July 1, 2020.

“Eligible” taxpayers, businesses, nonprofits, and residents (that covers everybody) are those that “attest to or document significant economic impact by COVID-19, and / or those that document they are providing relief to those significantly affected by COVID-19.” There is separate guidance about eligibility for this program and is detailed on the application forms provided by OPM.

Municipalities may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents, upon approval of the legislative body or by the Board of Selectmen in towns where the town meeting is the legislative body. This means the town is free to ‘open up’ the extended grace period to others not specifically mentioned in the EO. For example, a municipality could decide to offer the extended grace period to ALL taxpayers, period, without distinction. This is a decision up to the towns. If a municipality decides to “open up” the eligibility, the need for applications may be moot.

This program does not address taxes that are already past due. It is not an amnesty or waiver of interest or other charges on taxes that are already delinquent.

Section b: “Low Interest Rate Program”

This is another option for towns to consider. It can be offered in conjunction with the deferment program, or instead of it. This program does not say a taxpayer can have an extended grace period with no interest at all. Rather, it addresses the rate of interest that is to be charged on a delinquent or past due bill. Interest is normally charged at the rate of 1.5% per month, 18% per year from the due date of the tax, with a portion of a month being considered a full month. However, **this program will allow for a lower rate of interest: .25% per month, or 3% per year, from the due date of the tax, for a period of up to 90 days only.**

This program provides a ‘window’ of 90 days from the due date where taxpayers would be able to pay at a reduced interest rate. They would not have an extended grace period, but they would be paying significantly less interest if they pay late.

Any tax, or municipal water, sewer, or electricity charge that comes due at any time between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan (section i).

For semiannual and annual towns: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, the last day to pay will (still) be August 3, 2020 (August 1 is a Saturday) but if the taxpayer pays on August 4 or later, they will not be paying 1.5% per month interest, but rather only .25% per month interest. On August 4, 2020 the interest charged would not be 3%, but rather .25 x 2 months or .5% This plan would remain in force only for 90 days from the due date of July 1; it would end on October 2, 2020.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, the last day to pay will (still) be May 1, 2020, but if the taxpayer pays on May 2 or later, they will not be paying 1.5% per month interest but rather only .25 % per month interest. On May 2, the interest charged would not be 3% but rather .25 x 2 months, or .5%. This plan would remain in force only for 90 days from the due date of the tax or charge. Once the 90 days was up, the plan would no longer be in effect.

This program **does not require taxpayers to qualify based upon eligibility criteria** as with the deferment program. However, please refer to eligibility of landlords in Section c, below.

The EO provides that if there is a case where any tax, charge etc. is already subject to an interest rate that is less than 3% per year, then that lower rate will apply instead.

The EO also addresses past due charges that were already delinquent on March 10, 2020 (section ii). If a bill was already delinquent on or before March 10, 2020, it shall be subject to .25% per month, 3% per year interest for a period of 90 days from the EO (until July 1, 2020) only. For the time period from April 1, 2020 (the date of the EO) to July 1, 2020, the delinquent taxpayer pays .25% per month or portion thereof instead of the normal 1.5% per month – but ONLY on those last three months, and only if they are making a payment.

On July 2, 2020, unless this EO is extended or other directives are subsequently given, the 'window' closes, and interest once again goes back to the statutory rate of 1.5% per month from due date. (“Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.”)

If a taxpayer has made a partial payment between April 1 and July 1, 2020, but has not paid in full, interest goes back to the former rate. If a taxpayer has not made any payment at all during that time, they lose the benefit of the 'window' and all of their interest is calculated at the rate of 1.5% per month from the due date, as if the opportunity for the reduced rate had not ever existed. ("Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.")

Section c: Eligibility of Landlords

The EO states that in order to be eligible for the extended grace period/deferral program, a "landlord," or any taxpayer that rents or leases to tenants or lessees, must provide documentation to the municipality that the property being taxed has, or will, suffer a significant income decline, or that commensurate forbearance was offered to the tenants or lessees.

The EO states that in order to be eligible for the lower/reduced interest rate program, the landlord must offer 'commensurate forbearance' to tenants or lessees upon their request.

The application forms provided by OPM have more detail about this section and contains specific sections to be completed by landlords.

Section d: Escrow Payments

This section of the EO states that an individual taxpayer's eligibility for either program is irrelevant if the taxes on the property are paid on their behalf by an escrow agent, financial institution, mortgage service agent or bank. The escrow agents are still expected to remit tax payments on behalf of their customers according to the regular timetable - in other words, by August 3 for semiannual and annual towns. The EO states this is the case 'so long as the borrower remains current on their mortgage or is in a forbearance or deferment program.' The EO does not address what the expectation is if the borrower is NOT current or is NOT in such a program.

Section e: Liens Remain Valid

Nothing in the EO affects ANY PROVISION of the Connecticut General Statutes relating to the continuing, recording and releasing of property tax liens. Tax collectors still rely on the existence of the inchoate lien as of the date of assessment. Intent to lien notices are to be sent. Lien continuing certificates are still to be filed in the land records on the regular timetable. Liens are still to be released according to the regular timetable.

Finally, "...the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof." Take this to mean 'deferred' as defined in section a. Even if a tax is deferred according to the program (extended grace period granted) the priority/precedence of that property tax remains in effect, is not lessened or reduced by virtue of participation in the extended grace period program, and will be subject to normal collection enforcement procedures once the 'deferral' (extended grace period) has concluded.

Section 11, Executive Order 7S
Suspension of Non-Judicial Tax Sales

Section 11 postpones all pending tax sales and redemption deadlines. Effective on April 1, 2020, any upcoming tax sales are automatically postponed for the duration of the emergency and can be rescheduled by the tax collector no sooner than thirty (30) days after the Governor declares the emergency has ended. Tax sale notices which went out before the EO remain valid. Adjournment notices can go out by first-class mail in the meantime, but the return-receipt notices and newspaper advertising required by General Statutes 12-157(a) should not be resumed until the new auction date is known, and their timing will be calculated from the new date.

Section 11 also extends any six-month redemption deadline pending at the time the EO was signed, which was 9:00 p.m. on April 1, 2020. The length of the extension is equal to the number of days that the emergency is in effect, which will be March 10, 2020 through until whatever date the Governor declares it has ended. The interest rate the purchaser earns during the extended portion of the redemption period is 0.25% per month but remains at 1.5% per month for the regular part of the redemption period. The EO does not reinstate any redemption period which had already expired. This means any tax sale conducted before October 2, 2019 is not affected by EO unless its redemption period was extended by a bankruptcy filing or other law. Deeds and affidavits can still be recorded for tax sales whose redemption deadlines expired before then.



**OFFICE OF POLICY AND MANAGEMENT GUIDANCE
ON TAX PROGRAMS PURSUANT TO SECTIONS 6 AND 11 of
EXECUTIVE ORDER 7S**

1. What kinds of municipalities do the tax programs apply to?

Section 6 applies to all towns, cities, boroughs in Connecticut including their water pollution control authorities. These municipalities must adopt either or both programs created in the Order.

Note that a future EO may expand these programs to apply to all municipalities and quasi-municipal corporations, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes. OPM is receiving input on this expansion and will update this guidance if the program is expanded to apply to quasi-municipal corporations.

2. What kinds of taxes and charges does Section 6 apply to?

Section 6 applies to unescrowed taxes on real estate, motor vehicles, and personal property as well as unescrowed municipal water, sewer, and electric charges.

Section 6 does not apply to trash and sanitation charges, landlord rental fees, fines, and other kinds of municipal assessments, penalties, and charges regardless of when they come due. It also does not apply to water, sewer, and electrical charges by private providers. All of these taxes and charges must therefore be paid normally.

3. What is the difference between the two Programs in Section 6?

Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic.

The Deferment Program effectively delays certain pay by dates (the last day to pay) by ninety (90) days for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other

taxpayers who do not apply or who are not approved would remain responsible to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the "Application for Municipal Tax Relief" available on OPM's website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.

The Low Interest Program would reduce the interest rate for a three-month window to three (3) per cent for all taxpayers owing taxes and charges automatically.

Every town, city, and borough must adopt either Program, or both Programs and notify the Office of Policy and Management by filling out the OPM Certification Form, no later than April 25, 2020.

4. What are the requirements for landlords?

Landlords are not eligible for either Program for relief from taxes and charges on their rental or leased properties unless they pass on "commensurate forbearance" to their tenants or lessees.

Commensurate forbearance, for purposes of both programs, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days from the due date; b) a deferral of one month's rent to be paid over the 90 day period; or c) forbearance substantially similar to (a) or (b) as determined by the tax collector.

For the Deferment Program, the landlord must provide documentation that the property will suffer a significant revenue decline related to the COVID-19 emergency, or that commensurate forbearance was offered to tenants or lessees. Landlords are subject to auditing and may be asked by their municipality to provide their tenants' names and contact information, or other information identified by the municipality to confirm eligibility.

For the Low Interest Program, there is no documentation requirement for ease of administration, but landlords are subject to auditing and should not take advantage of this program unless they pass along to the tenants commensurate forbearance, when requested.

5. When does the taxpayer have to submit their application?

Deferment Program applications and any required documentation or related information must be submitted to the municipality no later than July 1, 2020 in any manner the municipality specifies, which may be in person, by mail and/or electronically. Each municipality shall utilize the guidance provided by the Office of Policy and Management for determining eligibility.

6. How is interest calculated under the Programs?

If a municipality adopts the Deferment Program, the interest will be zero for any tax or charge owed by an approved taxpayer which would otherwise come due between March 10 and July 1, 2020, inclusive so long as it is paid within ninety (90) days of the original due date. The practical effect of this Program is simply to extend the usual interest-free grace period to ninety (90) days. It would be as though the phrases “the first day of the month next succeeding the month in which” and “the same date of the month next succeeding the month corresponding to that of the month on which” in General Statutes 12-146 were both replaced with “the ninetieth day after.” For water and sewer charges, it would be as though the words “thirty days” in General Statutes 7-239(b), 7-254(a), and 7-258(a) were replaced with “ninety days.”

If a municipality adopts the Low Interest Program, interest is reduced automatically for everyone from 1.5% per month to a maximum of 0.25% per month on taxes and charges which come due between March 10 and July 1, 2020, inclusive. (If any tax or charge would otherwise accrue interest at a rate of less than 3% per annum, the lower rate continues to apply.) This Program also imposes the same cap on any delinquent taxes and charges which came due before March 10, 2020 and remain unpaid, but only to the extent of the interest which accrues on them between April 1, 2020 and July 1, 2020. Interest which had already accrued on delinquencies before April 1, 2020 remains unaffected. For example, if a tax which had previously come due on July 1, 2019 is paid in mid-May 2020, a municipality which adopted this Program would charge nine months of interest at 1.5% each plus two months of interest at 0.25% each. Regardless of whether a tax or charge was due before or after March 10, 2020, any portion not paid by July 1, 2020 accrues interest as it normally would, both within and outside the low-interest period. For example, if a tax due on July 1, 2019 is paid in mid-August 2020, the municipality would charge 14 months of interest at 1.5% each; no portion of the tax would remain entitled to the 0.25% per month interest rate. A tax due on July 1, 2020, however, would remain entitled to the normal one-month grace period which would apply normally (or 30 days for a sewer charge).

7. **Do the programs require refunding payments which the municipality has already received?**

Neither program requires any municipality to refund any payment, regardless of when it was made or how it was affected by either Program. If a payment is made which exceeds the correct amount due as affected by either Program, the normal overpayment procedures in General Statutes 12-129 apply.

8. **How does the suspension of tax sales in Section 11 affect notices of tax sales previously issued for auctions which were to take place after the date of the Order?**

Section 11 does not invalidate any notice issued under General Statutes Section 12-157 before the Order was signed. Although the Order itself postpones all pending tax sale auctions by operation of law, the municipality may issue adjournment notices in accordance with the second sentence of General Statutes Section 12-157(b) which state that the auction will be rescheduled to a date to be determined. In the interim, the other pre-auction notices which would otherwise be required by General Statutes Section 12-157(a) should not be issued. After the Governor declares the COVID-19 emergency to have ended, the tax collector may select a new auction date which is no less than 30 days later and issue any remaining pre-auction notices required by General Statutes Section 12-157(a) as calculated from that new date. If all three pre-auction notices required by General Statutes Section 12-157(a) had already been issued before the Order was signed, notice of the new auction date should be issued in accordance with the second sentence of General Statutes Section 12-157(b).

9. **Which tax sale redemption periods are extended by Section 11?**

Section 11 extends every six-month redemption period under General Statutes Section 12-157(f) which was in effect at the time the Order was signed. It does not reinstate any redemption deadline which had already expired before the Order was issued at 9:00 p.m. on April 1, 2020. This means that no tax sale which occurred before October 2, 2019 is affected by the Order except those for which the redemption deadline had already been extended by 11 U.S.C. Section 108 of the Bankruptcy Code or by another law or court order. For any tax sale procedure for which the redemption period expired before the Order was issued, Section 11 does not prohibit municipalities from depositing excess funds with the Superior Court under General Statutes Section 12-157(i), recording deeds or affidavits as provided in General Statutes Sections 12-157(f) or 12-167(a), or otherwise concluding the procedure as provided by law.



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

INTERGOVERNMENTAL POLICY AND PLANNING DIVISION

GOVERNOR'S EXECUTIVE ORDER 7S SECTION 6
MUNICIPALITY PROGRAM ELECTION

The municipality of _____ by determination of our local legislative body, or in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, voted and approved on _____, that we will participate in the following program(s):

[] Deferment Program. During the period of March 10, 2020, the date that the Governor declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by CO VID-19, and/ or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

[] Low Interest Rate Program. For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

PROGRAM CONTACT:

Printed Name: _____ Title: _____
Email Address: _____ Phone: _____

CEO CERTIFICATION:

Dated this _____ day of April, 2020.
Printed Name: _____ Title: _____
Email Address: _____
Signature: _____

DUE TO OPM NO LATER THAN APRIL 25, 2020 ~ RETURN TO: Martin.Heft@ct.gov

450 Capitol Avenue Hartford, Connecticut 06106-1379
www.portal.ct.gov/opm

PLEASE PRINT LEGIBLY

MUNICIPALITY NAME _____

APPLICATION FOR MUNICIPAL TAX RELIEF DEFERRAL PROGRAM UNDER EXECUTIVE ORDER 7S
For deferral of real estate, motor vehicle, and personal property taxes and/or municipal electric, water and sewer charges due to a town, city, and/or borough between and including March 10, 2020 and July 1, 2020.

1. PROPERTY OWNER NAME		LAST	FIRST	MIDDLE INITIAL	DATE OF BIRTH
2. IF YOU ARE NOT THE OWNER, YOUR AUTHORITY TO MAKE THIS APPLICATION ON THE OWNER'S BEHALF (E.G., BUSINESS'S MANAGER, INDIVIDUAL POWER-OF-ATTORNEY, ETC.)					
3. MAILING ADDRESS		NUMBER AND STREET	MUNICIPALITY	STATE	ZIP CODE
4. DAYTIME TELEPHONE WITH AREA CODE			EMAIL ADDRESS		
5. PROPERTY FOR WHICH DEFERRAL IS REQUESTED					
ADDRESS(ES) OF REAL ESTATE: _____					
YEAR, MAKE, MODEL OF VEHICLE(S): _____					
TYPE(S) OF PERSONAL PROPERTY: _____					

DEFERRAL PROGRAM: I request that the applicable real estate, motor vehicle, and personal property taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including March 10, 2020 and July 1, 2020, be deferred until ninety (90) days after the original due date of each without interest or penalty. Deferral, for purposes of this program, means that the tax or charge can be paid up to 90 days after its due date without interest or penalty.

CHECK PROPER ELIGIBILITY:

- Resident:** My household has suffered a reduction in income of at least 20% due to COVID-19.
 - Since March 10, 2020, I have been either (1) been furloughed without pay; (2) had my hours significantly reduced; or (3) am unemployed. This has resulted in at least a 20% reduction in my household income.
 - Proof of Residency is attached (i.e. a copy of driver's license, utility bill, or other proof of residency)
- Business / Non-Profit:** Revenue is expected to decrease at least 30% in the March to June 2020 period versus the March to June 2019 period at this property.
 - Proof of Ownership is attached (i.e. copy of my business license, utility bill, Secretary of State listing, or other proof of ownership)

<p>LANDLORDS - <u>Fill Out this Section only if you are the landlord of the real estate listed above.</u></p> <p><input type="checkbox"/> Deferral Program. If the municipality has adopted the Deferral Program, I request that the applicable real estate taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including March 10, 2020 and July 1, 2020, be deferred until ninety (90) days after the original due date of each without interest or penalty.</p> <ul style="list-style-type: none"> <input type="checkbox"/> I have attached documentation proving that the property has or will suffer a significant revenue decline, OR <input type="checkbox"/> I have attached documentation proving that commensurate forbearance was offered to the tenants or lessees. "Commensurate forbearance, for purposes of this program, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days after its due date; b) a deferral of one month's rent to be paid over the 90 day period, or c) forbearance substantially similar to (a) or (b) as determined by the tax collector. Documentation includes, but is not limited to, proof that some tenants or lessees have received forbearance or that the landlord has actively communicated with tenants or lessees to offer forbearance.

CERTIFICATION:

- (A) I am aware of the amount and/or basis of the taxes, charges, and assessments that I am requesting to be deferred and I hereby irrevocably waive all rights to appeal or dispute them on any basis. I understand that the municipality's lien, priority, and enforcement rights will remain unaffected during and after this period.
- (B) I understand that this request, if approved, will not defer any taxes, charges, fees, or assessments I may owe the municipality which came due before March 10, 2020 or after July 1, 2020 or the interest and penalties applicable to them, or any other debt I may owe the municipality at any time.
- (C) I authorize the municipality and its agents to verify the statements above, and any certification information I have provided, from its records and other third parties. I consent to those third parties releasing relevant information to the municipality and its agents for this purpose upon the municipality's request and that a copy of this application shall be adequate evidence of my consent. I hold the municipality harmless in their collection of this data.
- (D) I understand that I must pay all taxes, charges, and assessments deferred in full (i) within ninety (90) days after the original due date or (ii) immediately, if the municipality determines that I am not eligible for deferment. I understand that if I fail to make payments as noted in this section, all interest, fees, and penalties will be applied to all unpaid portions retroactive to the original due date.

APPLICANT'S ATTESTATION	Under penalties of perjury, I hereby swear or affirm that that I have read and understood all of the statements above, that they are true and accurate, and that I have attached any and all additional information necessary to process my application herein. I attest that this application, and all attachments, are genuine and unaltered.
SIGNATURE OF APPLICANT X	Date signed (Mo., Day, Yr.) ____/____/____

**STOP! DO NOT WRITE BELOW THIS LINE
FOR TAX COLLECTOR'S USE ONLY**

DEFERRAL FOR: <input type="checkbox"/> Real Estate Tax <input type="checkbox"/> Motor Vehicle Tax <input type="checkbox"/> Supp. Motor Vehicle Tax <input type="checkbox"/> Personal Property Tax <input type="checkbox"/> Water Charges <input type="checkbox"/> Sewer Usage Charges <input type="checkbox"/> Sewer Assessment Charges <input type="checkbox"/> Electric Charge	
TAX COLLECTOR'S DETERMINATION	<input type="checkbox"/> I am satisfied that the applicant meets all the necessary statutory requirements <input type="checkbox"/> This claim is denied for the following reason(s):
SIGNATURE OF TAX COLLECTOR OR MEMBER OF TAX COLLECTOR'S STAFF X	Date signed (Mo., Day, Yr.) ____/____/____



**Town of Mansfield
Agenda Item Summary**

To: Town Council

From: John C. Carrington, Interim Town Manager

Date: April 13, 2020

Re: School Building Committee Design Presentation

Subject Matter/Background

The School Building Committee Chairman, Randy Walikonis and Project Manager Scott Pellman will share a presentation of the on the new school building design progress.

From: [Elizabeth Wassmundt](#)
To: [Budget2021](#)
Cc: [Town Council](#)
Subject: Budget issues
Date: Wednesday, April 8, 2020 10:52:12 PM

A week or so ago, I wrote to the Council to say that there should be layoffs of non-essential town employees and I cited that the Council should consider the taxpayers who have lost jobs yet will have to pay the tax bill. I have reconsidered my position on lay offs.

I've come to feel that it is in the best interest of the town for every business, including the running of this town, to keep employees on the payroll, if at all possible, during these very stressful times. Depending on the severity of the corona Virus issue, town employee lay offs may be necessary but not now.

I do hope that town employees will recognize the benefit they are getting and will be grateful and sympathetic to the many taxpayers who will lose their jobs. Town employees will keep their jobs and, get stimulus checks. I suggest the town set up a fund consisting of money from those stimulus checks to benefit town taxpayers who have lost jobs. Of course the employee's contribution would be voluntary; I will contribute.

But, this Council must not forget town taxpayers. The Council has two constituencies: town employees and town tax payers. This year you should produce a very conservative budget in the interest of the tax payers. Economic movement in the town and state has stopped. I fear for the ramifications in this town, especially the health of The Downtown. This town's revenue is going to be impacted; how badly will depend on the length and severity of this economic crash. I agree that it is best to keep employees on the payroll but this Council needs to give up its sacred cows and produce a lean budget.

To this end, please look at page 21 of the proposed budget: New Positions.

First, the Charter states that positions are created by the Council. What right does a town manager have to just put money in a budget for new positions? I request a ruling from the Town Attorney.

Let's look at all these positions.

Communications Specialist shared with the Board of Ed.: If the Board of Ed needs such, let them take care of it. At your last budget session, I heard two reasons why this position was needed. The Town Manager said that there was a plan to market the town. You had better know what this town is going to look like after the present corona situation before you consider a marketing plan. This is not the time to market. Then I heard the Mayor say that we needed someone to get out information about Covid-19. I say that the public is saturated with information about covid-19. If you think there is something from Mansfield which must be communicated, then use one of the current staff. Especially, I suggest you look to Parks & Rec. That is a department which regularly does marketing and which is shut down at this time yet everyone is employed. Cut out the Communications Specialist.

Human Resources Specialist: I wrote a separate email about that. None at this time, please.

Public Works full time laborer: I was in favor of purchasing a tree cutting truck and hiring a person to cut trees; this was done in last year's budget. At the time, Public Works was questioned about needing a second person to work on this vehicle. Council was told that there would always be a laborer available to do that. Fine, keep doing just that. This is not the year to increase payroll. No new laborer, please.

Public Works upgrade of two laborers. If two people are qualified and doing a higher grade job, please upgrade their positions.

Resident State Troopers office increased position: I don't have enough information to make an informed decision about this but unless it is absolutely necessary, there should be no change this year.

Human Services positions: This is a year to make do with what one has. No new positions or upgrades, please.

Thank you for your time.

Betty Wassmundt

From: [Elizabeth Wassmundt](#)
To: [Budget2021](#)
Cc: [Town Council](#)
Subject: Budget re: H.R. Department
Date: Wednesday, April 8, 2020 6:20:18 PM

Please correct any misunderstandings I may have and please answer any questions I pose. Thank you.

When Derrick Kennedy was T. M., the employees in that office were as follows:

Josh: Full time position acting as HR manager and assistant to T.M. I.E., part time in HR.

Michael LaRochelle: full time position in HR.

Audrey: part time in HR.

Totals for HR: 1 full time position and
2 part time positions

Now we have:

New HR Director: full time position

Noelle S.: full time, I believe she took the job Michael L. had in Hr.

Audrey: Part time in HR

Totals: 2 full time positions and
1 part time position

How can the TM justify asking for another position in HR when now there are more positions in HR than there ever were and the town seemed to function well in the past?

Let's see job descriptions so we know what these people are doing. Along with this, the proposed position should be appropriately established by the Town Council. I object to creating a new position via the town manager's budget; the Charter says that the Council creates any new position.

I was on the council when the HR Director position was established and I agreed with doing so. Now I say, let's wait to see how this HR Director works out before putting any more people in that department.

Betty Wassmundt

From: [Elizabeth Wassmundt](#)
To: [Budget2021](#)
Subject: comments regarding budget
Date: Wednesday, April 8, 2020 11:20:47 AM

April 8, 2020

To: Town Manager, Council

From: Betty Wassmundt

RE: Brief comments regarding Town Manager's budget

This budget should include No NEW employee positions under any circumstance.

Overtime within the Fire and emergency services is outrageous. Cut the Fire Department budget by that amount.

Note: I will expand on my comments at a later time.

TOWN OF MANSFIELD MONTHLY REPORT

Sergeant Keith Timme #0196

Month: March 2020

TOTAL CALLS FOR SERVICE: 721

Mansfield	March 2020	YTD
Accidents	21	78
Criminal Investigations	26	91
Burglaries	1	1
Larcenies	9	23
Non Reportable Matters	725	1571
Total Arrests	7	38

Troop C- Tolland County CALLS FOR SERVICE

City	March 2020	Year To Date
Coventry	38	120
Ashford	212	546
Willington	478	1251
Vernon	420	1262
Union	311	1111
Somers	1070	2378
MANSFIELD	902	2275
Tolland	931	2779
Ellington	1512	3910
TOTAL:	5874	15632

Town of Mansfield- Motor Vehicle Enforcement

Mansfield	March 2020	Year To Date
Total Traffic Stops	107	504
DUI's	1	7
Misdemeanor Summons	5	31
Infractions	79	378
Written Warnings	9	12
Verbal Warnings	12	88

Respectfully Submitted,

Sgt Keith Timme #196



**UNDERGRADUATE
STUDENT GOVERNMENT**

Undergraduate Student Government
Fabio R. Saccomanno
Comptroller

April 3, 2020

To Whom This May Concern:

With the closing of nearly all University of Connecticut campuses until the end of the semester, many students are left unsure of how they will make their rental payments for off-campus housing. 35% of students at UConn live off-campus,¹ with many choosing to live off-campus due to cost savings and increased space.² Furthermore, more than half of college students work at least 27 weeks per year, likely contributing this income to their tuition and housing.³

While the entire world is suffering from the physical, mental, and financial effects of COVID-19, college students are partially bearing the brunt of this impact. Not only have we been forced to return home to continue our studies, but many of us will also be responsible for making rent payments despite our period of absence. While colleges and universities across the country promise to look into partial refunds of tuition and fees, it seems likely that this would only apply to housing costs which would not be applicable to students who live off-campus. Furthermore, many college students have lost their jobs or have an unexpected compensation end-date: as a paid representative of the Student Government, I have been guaranteed pay for telecommuting until April 05, 2020. After this, it is unclear. For many of my peers, their last day of pay came unexpectedly with the last day of on-campus classes.

I am writing to you to request your assistance to intervene and encourage landlords to provide a break on rent to college students. Perhaps this could be motivated by a state-sponsored tax incentive. I am a firm believer that each and every one of us must bear some of the burden related to the financial crisis brought on by COVID-19; however it is fundamentally unfair to expect college students to continue paying their rent off-campus when their University has strongly urged them to return home.

Thank you for your time,

Fabio R. Saccomanno
Comptroller

Zoe Jensen
External Affairs Chairperson

John Mosley, Stephen Tiberio Jr., Likhitadevi Athina, Mary-Katherine Cormier, Dalton Hawie, Lauren Roper, Iyanna Crockett, Noah Frank
External Affairs Committee

¹ <https://www.usnews.com/best-colleges/uconn-29013/student-life>

² <https://money.usnews.com/money/blogs/my-money/2015/09/16/5-reasons-to-rent-off-campus-in-college>

³ <https://www.theladders.com/career-advice/college-students-working-tuition-survey>



UNDERGRADUATE STUDENT GOVERNMENT
UNIVERSITY OF CONNECTICUT
2110 HILLSIDE ROAD, UNIT 3008
STORRS, CT 06269-3008
OFFICE (860) 486-1240
COMPTROLLER@USG.UCONN.EDU

MEMO

To: Mansfield Town Council
From: Paul Aho, Chair
Date: April 7, 2020
Subject: Public Hearing on Proposed FY21 Budget (Town Manager)

On behalf of the Planning and Zoning Commission, I am writing to express our strong support for the Zoning and Subdivision Regulations project that is included in Interim Town Manager Carrington's proposed FY21 Capital Improvement Program (CIP). As the Council is aware, the Commission has been working on a rewrite of these regulations for several years.

While we have made some interim amendments to address pressing issues such as multi-family and affordable housing, each time we tackle interim amendments it slows down the overall project. Additionally, the project has increased significantly in scope since it was initiated. Originally, our focus was on a reorganization of existing regulations to make the documents more user friendly and targeted amendments to address specific concerns. However, the more time we spent with the regulations, the more we realized that a more comprehensive approach was needed. As a result, there are few regulations that will be carried over into the new regulations in their current form.

Last year the Commission initiated the process of retaining a new consultant to help us complete the project. We are pleased to say that CHA (formerly CME) has been hired to assist us in bringing this project across the finish line. As part of the initial phase of work, they are reviewing the work the Commission's Regulatory Review Committee and staff have completed to date and will be working with the Commission to finalize a list of priorities for the first phase of the revision process.

Due to the project's expanded scope, the Regulatory Review Committee expressed concerns during the selection process that the funds remaining from the original project would not be sufficient to complete the rewrite as currently envisioned. In response to these concerns, staff included a request for additional funding as part of the FY21 CIP program. We were pleased to see that request was included in Mr. Carrington's proposed budget.

We understand the financial toll that the current COVID19 crisis may take on the Town's budget, particularly in the next year due to the heavy reliance on state revenues. However, if Mansfield is to continue to grow its grand list in an effort to decrease reliance on PILOT funds, it is imperative that we have regulations in place that will provide the necessary balance between growth and conservation that is embodied in the Mansfield Tomorrow Plan of Conservation and Development. Furthermore, updated regulations will provide better guidance to prospective developers as to what is expected, in terms of both review process and quality of design.

Accordingly, we respectfully request the Council's support for this project through the inclusion of this project in the FY21 CIP. Please contact feel free to contact me if you have any questions regarding the project or this communication.

A handwritten signature in cursive script, appearing to read "Paul Aho".

Paul Aho

Chair of the Planning and Zoning Commission

From: [John C. Carrington](#)
To: [Mansfield Dept. Heads](#); [Jennifer S. Kaufman](#); [Jillene B. Woodmansee](#); [Kimberly Rontey](#); [Virginia D. Walton](#); [Katherine J. Bell](#); [Kelly M. Lyman](#); [Celeste N. Griffin](#); [Irene E. Luciano](#); [Kate Crowther](#); [Jennifer S. Kaufman](#); [Sheri E. Baczanski](#)
Cc: [Town Council](#)
Subject: Committee and other meetings that require public participation
Date: Thursday, April 9, 2020 12:28:51 PM

Good afternoon everyone,

I am sending this email to highly recommend that you cancel all committee and other meetings that require public participation unless the agenda has business that absolutely must be conducted.

The requirement to be available to the public, whether the public has never attended one of your meetings, is difficult to meet. Your meeting must be livestreamed on the Town webpage and Channel 191.

This fact means we can only have one meeting at a time.

When meetings did not have to be livestreamed – we sometimes had 3 or 4 meetings at the same time – one in Council Chamber, one in Conference Room B, one in Conference Room C and one somewhere else in Town.

Meetings involving the Town Council and Boards of Education will have priority over any conflicting meetings. So if you need to have your meeting – you may have to cancel the regular meeting and schedule a special meeting.

Hopefully this situation won't last too long and we can get back to have meetings in conference rooms soon.

In the meantime cancel your meetings unless absolutely needed.

Please contact your committee chairs and inform them.

A friendly reminder:

1. All usual posting requirements are still place.
2. A cancellation notice must be posted for all regular meetings that are cancelled.

Thanks and stay healthy!

John

John C. Carrington, PE
Interim Town Manager
860.429.3336
carringtonjc@mansfieldct.org
mansfieldct.gov

