

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 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 4:00PM 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**
 - A. [06.22.2020 REGULAR Meeting Draft Minutes](#) 3 - 8
4. **PUBLIC HEARINGS**
 - A. [Public Hearing on Neighborhood Assistance Act Programs](#) 9
5. **OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL**
6. **REPORT OF THE TOWN MANAGER & COVID 19 UPDATE**
7. **REPORTS AND COMMENTS OF COUNCIL MEMBERS**
8. **OLD BUSINESS**
 - A. **Neighborhood Act Assistance Programs (Item #8A, 6/8/20 Agenda)** 11 - 29
[AIS - Neighborhood Assistance Act Programs](#)
[Neighborhood Assistance Act Proposals \(Form NAA-01\) for each proposed project](#)
[Neighborhood Assistance Act Information Sheet](#)
9. **NEW BUSINESS**

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| A. | Code Red / Emergency Communications AIS - Code Red / Emergency Communications Code Red Procedure Mansfield 4-3-2014 | 31 - 37 |
| B. | August 11th Primary AIS - August 11th Primary | 39 |
| C. | Lenard Hall Project Settlement Agreement between the Town of Mansfield and Diversity Construction Group AIS - Lenard Hall Project Settlement between the Town of Mansfield and Diversity Construction Group Proposed Settlement Agreement Summarized Project Budget Donation Agreement | 41 - 50 |
| D. | Human Rights Commission AIS - Human Rights Commission Human Rights Commission Charge approved by Council on April 13, 2020 | 51 - 53 |
| 10. REPORTS OF COUNCIL COMMITTEES | | |
| 11. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS | | |
| 12. PETITIONS, REQUESTS AND COMMUNICATIONS | | |
| A. | Sgt. K. Timme, Town of Mansfield Monthly Report (May 2020) | 55 |
| B. | J. Raynor (6.4.20) | 57 - 58 |
| C. | J. Carrington, letter re: Lane Watson re-appointment to EDC (5.26.20) | 59 |
| D. | M. Gogarten (6.26.20) | 61 |
| E. | D. Meaney DPA CT Water, email re: Town Reps to Customer Advisory Council (6.26.20) | 63 - 64 |
| F. | L. Rodriguez, Principal Southeast Elementary School, email re: Letter of Commendation (6.27.20) | 65 - 66 |
| G. | Flyer - Step Out For The Brave | 67 |
| 13. FUTURE AGENDAS | | |
| 14. ADJOURNMENT | | |

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

DRAFT MINUTES

1. CALL TO ORDER

Mayor Moran called the regular meeting of the Mansfield Town Council to order at 7:00 p.m. on GoToMeeting.

2. ROLL CALL

Present: Ausburger, Berthelot (*see below for early departure*), Bruder, Fratoni, Freudmann, Kochenburger, Moran, Schurin, Shaiken

3. APPROVAL OF MINUTES

Mr. Schurin **moved** and Mr. Shaiken seconded to approve the minutes of the June 2, 2020 special meeting as presented. Motion **passed** unanimously.

Mr. Shaiken **moved** and Mr. Ausburger seconded to approve the minutes of the June 4, 2020 special meeting as presented.

The absence of Mr. Freudmann's name in the roll call and the correction of George Floyd's name from Flynn will be addressed as scrivener's errors.

Motion to approve the minutes **passed** with all in favor.

Mr. Shaiken **moved** and Mr. Fratoni seconded to approve the minutes of the June 8, 2020 regular meeting as presented. Motion **passed** with all in favor.

4. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

None.

5. REPORT OF THE TOWN MANAGER/COVID 19 UPDATE

Interim Town Manager John Carrington presented his written report.

6. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Moran thanked COR Mansfield volunteers for organizing recent events and reported that attendees wore masks and were properly social distancing. Mr. Freudmann reported that he was not comfortable with the current Finance Director and Superintendent of Schools serving on the interview panel for the new Finance Director.

7. OLD BUSINESS

A. Appointment of Interim Town Manager (Item #8B, 3-23-20 Agenda)

Mr. Bruder **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 July 10, 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.

8. NEW BUSINESS

A. Appointment to Mansfield Downtown Partnership Board of Directors

Mr. Shaiken **moved** and Mr. Bruder seconded to re-appoint John Carrington to the Board of Directors of the Mansfield Downtown Partnership for a term expiring on June 31, 2021 or when Mr. Carrington is no longer the interim Town Manager, whichever shall first occur. Motion **passed** unanimously.

B. Proclamation Designating the Month of July as National Parks and Recreation Month in the Town of Mansfield

[Ms. Berthelot left the meeting]

Mr. Ausburger **moved** and Mr. Kochenburger, effective June 22, 2020, to authorize the Mayor to issue the attached proclamation designating the Month of July as National Parks and Recreation Month. Motion **passed** unanimously.

C. Historic Documents Preservation Grant

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

Resolved: That John C. Carrington, Interim Town Manager, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant. Motion **passed** unanimously.

D. FY 2020-2021 Non-Union Compensation (Cost of Living Adjustment, Payment in Lieu of Health Insurance and Tuition Reimbursement)

Mr. Schurin, by recommendation of the Personnel Committee, **moved**, effective July 1, 2020 to endorse a 2.0% general wage increase applied to the Town Administrator's Pay Plan thus affecting compensation for nonunion regular staff for FY 2020/2021, to endorse an increase to the Payment in Lieu program for nonunion employees be retroactive to January 1, 2020, and to endorse an increase to the Tuition Reimbursement Program in the amount of \$1,800 annually. Motion **passed** unanimously.

E. PILOT (Payment In Lieu of Taxes) Agreements – Mansfield Non-Profit Housing Development Corporation (the MNDHC) + Town of Mansfield

Assessor Irene Luciano and Housing Authority Executive Director Rebecca Fields provided background information and answered Councilor questions.

Mr. Shaiken **moved** and Mr. Bruder seconded to authorize the Interim Town Manager to execute the Agreement for Payments In Lieu Of Taxes with the Town for the affordable housing project to be built at 113-121 South Eagleville Road. Motion **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

Mr. Shaiken **moved** and Mr. Bruder seconded to authorize the Interim Town Manager to execute the Agreement for Payments In Lieu Of Taxes with the Town for the affordable housing project at 309 Zygmunt Drive (Holinko Estates). Motion **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

F. Agreement between the Town of Mansfield and the Mansfield Downtown Partnership, Inc. for Economic Development Services

Mr. Bruder **moved** and Ms. Berthelot seconded, effective July 1, 2020, to authorize Interim Town Manager John Carrington to execute the Agreement between the Town of Mansfield and the Mansfield Downtown Partnership for Economic Development Services with a Term expiring on June 30, 2023. Motion **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

9. REPORTS OF COUNCIL COMMITTEES

Finance Committee Chair Mr. Kochenburger reported the Committee has reviewed the Town's insurance policies with CIRMA.

Committee on Committees Chair Mr. Bruder **moved** to appoint Michael Carroll to the *Historic District Commission* as an alternate for a term ending 1/1/2023. Motion **passed** unanimously.

Committee on Committees Chair Mr. Bruder **moved** to appoint Barbara Vaughan to the *Commission on Aging* for a term ending 9/30/2021. Motion **passed** unanimously.

Committee on Committees Chair Mr. Bruder **moved** to appoint Devon Hock to the *Commission on Aging* for a term ending 9/30/2023. Motion **passed** unanimously.

Committee on Committees Chair Mr. Bruder **moved** to appoint Livia Daggett to the *Human Rights Commission* for a term ending 7/1/2023. Motion **passed** unanimously.

Committee on Committees Chair Mr. Bruder **moved** to appoint Barbara Vaughan to the *Human Rights Commission* as an alternate for a term ending 7/1/2023. Motion **passed** unanimously.

Committee on Committees Chair Mr. Bruder **moved** to appoint Virginia Lorenz to the *Human Rights Commission* for a term ending 7/1/2023. Motion **passed** unanimously.

Committee on Committees Chair Mr. Bruder **moved** to appoint Heather Evans to the *Human Rights Commission* for a term ending 7/1/2023. Motion **passed** unanimously.

Committee on Committees Chair Mr. Bruder **moved** to appoint Helen Jane Fried to the *Human Rights Commission* for a term ending 7/1/2023. Motion **passed** unanimously.

Committee on Committees Chair Mr. Bruder **moved** to appoint Amy Nocton to the *Human Rights Commission* for a term ending 7/1/2023. Motion **passed** unanimously.

Committee on Committees Chair Mr. Bruder **moved** to appoint Karen Lapuk to the *Human Rights Commission* for a term ending 7/1/2023. Motion **passed** unanimously.

Committee on Committees Chair Mr. Bruder **moved** to appoint Glenn Mitoma to the *Human Rights Commission* for a term ending 7/1/2023. Motion **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

10. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS

None.

11. PETITIONS, REQUESTS AND COMMUNICATIONS

- A. Storrs Center Parking Operation Financial Report (May 2020)
- B. Mansfield 2020 Census Self-Response Rates (6.2.20)
- C. UConn Official Announcement, email re: Plans for Reopening in the Fall (6.10.20)
- D. Eversource Flexible Payment Plans (6.11.20)
- E. V. Alfred (6.15.20)
- F. J. Carrington, letter re: Appointment of LGBTQ Liaison (6.16.20)

12. FUTURE AGENDAS

- Update from UCONN on COVID Testing
- COVID 19 Frauds and Scams

13. ADJOURNMENT

Mr. Shaiken **moved** and Mr. Bruder seconded to adjourn the meeting at 9:19 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

MANSFIELD CONNECTICUT

Parks & Recreation

Designation of July 2020 as Parks and Recreation Month Town of Mansfield, Connecticut

Whereas, parks and recreation programs are an integral part of communities throughout this country, including the Town of Mansfield, Connecticut; and

Whereas, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

Whereas, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

Whereas, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

Whereas, parks and recreation areas are fundamental to the environmental well-being of our community; and

Whereas, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

Whereas, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

Whereas, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

Whereas, the Town of Mansfield, Connecticut recognizes the benefits derived from parks and recreation resources:

NOW, THEREFORE, BE IT RESOLVED by the Mansfield Town Council that July is recognized as Parks and Recreation Month in the Town of Mansfield, Connecticut.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Mansfield to be affixed on this 22nd day of June in the year 2020.



Antonia Moran, Mayor

Date

PUBLIC HEARING
TOWN OF MANSFIELD

The Mansfield Town Council will hold a public hearing at 7:00 PM on July 13, 2020 virtually via GoToMeeting to solicit comments regarding potential program applications to the Neighborhood Assistance Act Program.

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 being held virtually. 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.

Information regarding the potential program applications 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 2nd day of July 2020.

Sara-Ann Chaine
Town Clerk



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Linda Painter, Director of Planning and Development; Curt Vincente, Director of Parks and Recreation; Jillene Woodmansee, Planner I
Date: July 13, 2020
Re: Neighborhood Assistance Act Programs

Subject Matter/Background

On July 13, 2020, the Town Council will conduct a public hearing regarding potential program applications to the Neighborhood Assistance Act (NAA) Program. This item has been placed on the Council's agenda as old business to allow the Council to debrief the public hearing and to authorize the submission of applications. Applications are due to the Department of Revenue Services on July 31, 2020.

The NAA program provides funding for community programs conducted by either a municipal government or tax-exempt agency through a corporation tax credit to businesses that make cash contributions to the town. The community program must be approved by both the municipal agency and the Department of Revenue Services. Businesses can receive a Connecticut Tax Credit for their contributions to municipal programs that are approved by the Department of Revenue Services. The amount of the tax credit is determined by the type of project in which the business invests. The minimum investment required is \$250; the maximum investment for a business in any calendar year is \$150,000.

Eligible Programs

The following types of projects and community programs would be eligible for funding through the Neighborhood Assistance Act:

- *Energy Conservation Projects* (Tax Credit of 100% of cash invested) including projects to promote energy conservation that are directed toward properties occupied by low-income persons or properties owned or occupied by charitable organizations, foundations, trusts or other entities.
- *Community Programs* (Tax Credit of 60% of cash invested) including programs that provide community-based alcoholism prevention or treatment programs; neighborhood assistance; job training; education; community services; crime prevention; construction or rehabilitation of dwelling units for families of low and

moderate income in the state; funding for open space acquisitions; child day care facilities (must be primarily for children of employees of the sponsoring business); and any other program that serves persons at least 75% of whom are at an income level not exceeding 150% of the poverty level for the preceding year.

Proposed Projects

The Town is proposing the following project for the 2020 Neighborhood Assistance Act program:

- *Water Harvesting at Mansfield Community Center.* This project includes installation of a system to collect, filter, store, and re-use rainwater from building roof areas. This project will make the facility more sustainable by reducing or eliminating the need for water from the local water supply system (UConn water system managed by Connecticut Water). Based on conversations with the Department of Revenue Services, we believe this project could qualify for the 100% tax credit for energy conservation programs. (2012-2019 NAA Funding awards: \$36,144.71)
Amount Requested: \$108,855

Pursuant to program guidelines, we are required to hold a public hearing regarding proposed program applications and the Town Council must vote to approve the programs prior to application. Additional projects could also be identified through the public hearing by members of the community as well as local non-profit organizations.

Earlier this year, staff sent a solicitation to local non-profits asking for submission of proposed projects. We received the following application in response to that solicitation:

- *Storrs Friends Meeting.* This project consists of improvements to the Storrs Friends Meeting House to improve energy efficiency and reduce their carbon footprint, outreach and education.
Amount Requested: \$9,200.00

Timeline

Applications for municipal programs must be submitted to the Department of Revenue Services by July 31, 2020. The Department will issue a list of approved programs by September 1, 2020. Businesses interested in funding any of the approved programs must submit a Neighborhood Assistance Business Act Application to the Department of Revenue Services between September 15 and October 1, 2020.

Financial Impact

Any funds that the Town would receive via this program would help to offset project costs. Receipt of partial funding may require project phasing. For example, the partial

funding received in previous years for the water harvesting project will be used to hire a consultant to design the system.

Legal Review

No legal review is required at this time.

Recommendation

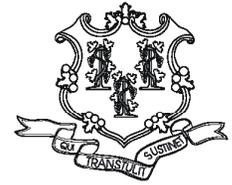
Based on previous grants received from the NAA program, staff would recommend that the Council authorize submission of the application for water harvesting as well as the application received from Storrs Friends Meeting.

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

Resolved, to approve the following projects for submission to the Connecticut Department of Revenue Services for inclusion in the 2020 Neighborhood Assistance Act Program: water harvesting project at the Mansfield Community Center; and sustainability, reduction of carbon footprint, outreach and education at Storrs Friends Meeting house.

Attachments

- 1) Neighborhood Assistance Act Proposals (Form NAA-01) for each proposed project
- 2) Neighborhood Assistance Act Information Sheet



Municipality: Mansfield, CT

Form NAA-01
2020 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Storrs Friends Meeting

Address:

Federal Employer Identification Number: 06-1451978

Program title: Sustainable Energy, Reduction of Carbon Footprint, Outreach and Education

Name of contact person: Anna Andrews

Telephone number: (860) 882-2209

Email address: annaandrews@comcast.net

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 9,200.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; or
 Comprehensive college access loan forgiveness (see Conn. Gen Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____
See attached

Need for program: _____
See attached

Neighborhood area to be served: _____

Our meetinghouse is located at the edge of the University of Connecticut campus in the town of Mansfield. Our membership draws from the towns of Andover, Ashford, Columbia, Coventry, Eastford, Manchester, Mansfield, Pomfret, Vernon, West Hartford, and Willimantic. Our additional building users also come from Mansfield and surrounding towns. All of these community groups and building users are aware of our project and have contributed to fundraising.



Plan to implement the program: _____

We already have a contractor in place for our overall green energy project and have received 2 bids for insulation and carpeting. We are ready to proceed with removal of old carpet, installation of the insulation, and laying of new carpet once

Timetable:

Program start date: Fall 2020

Program completion date: Fall 2020

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested \$9,200.00

Other funding sources - itemized sources:

a) Members/community donations and fundraising \$4,400.00

b) _____

c) _____

d) _____

Total Funding: \$13,600.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) Addition of floor insulation and carpet \$13,600.00

b) _____

c) _____

d) _____

Administrative expenses - itemized description:

a) none \$0

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$13,600.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

| |
|---|
| Name of municipal agency overseeing implementation of the program: _____ Town of Mansfield |
| Mailing address: _____ 4 S. Eagleville Road, Mansfield, CT 06268 |
| Name of municipal liaison: Jillene B. Woodmansee |
| Telephone number: 860-429-3341 |
| Fax number: 860-4296863 |
| Email address: woodmanseejb@mansfieldct.org |

| |
|---|
| <p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> |
|---|

Neighborhood Assistance Act Program Proposal

May 14, 2020

Storrs Friends Meeting (Quakers)
57 Hunting Lodge Rd.
Storrs, CT 06268
Contact: Anna Andrews
(860) 882-2209
annaandrews@comcast.net



Part II

Description of the program:

Sustainable Energy, Reduction of Carbon Footprint, Outreach and Education
at Meetinghouse in Storrs (near UConn)

Floor Insulation and Carpet

As part of a much larger project to reduce our carbon footprint, we are requesting funds for the installation of an insulation layer and new carpet over the concrete slab in our large meeting room. As we have monitored our energy use over the last year, we documented that the greatest energy loss has been in this large room. An NAA Grant would be applied to this next phase of our project and would allow us to complete it before the next heating season.

Community Education

We understand the importance of education and plan to share our dedication to sustainability with our community. We got great feedback on posters and information about green energy that we shared when we held a fundraising concert last year. Although we are a small congregation with a limited budget, our building users include 2 Alcoholics Anonymous groups, a large yoga group, a meditation group, a food coop, and a number of additional groups who use our building for weddings, memorial services, workshops and public events such as speakers and films.

Need for the program

As part of our long-term dedication to sustainability, Storrs Friends Meeting has committed to dramatically reducing our carbon footprint. In early 2018, we hired a consultant who specializes in green design building projects to perform an energy review of our meetinghouse.

Per our consultant's recommendations, we have already raised funds to replace our oil burning furnace with mini-split heat pump units using commercially generated green electricity (thus cutting our use of fossil fuels to almost zero since we purchase electricity that is generated with solar panels and wind turbines). These units were installed in December 2018. In addition, we added R-60 insulation in the attic over the older part of the building and had an air blower test conducted in the newer part of our building to allow sealing of any additional air leaks (phase 1 of our project).

After profiling the energy savings of various other building upgrades, the consultant reported the biggest savings could be gained with extra insulation to reduce heat loss. Such insulation upgrades are widely recognized as the first best strategy in current green building science. He proposed additional insulation on the concrete slabs of our large meeting room (phase 2), additional insulation and new flooring in the 2 basement rooms (phase 3) and a new jacket of insulation boards, siding, and new well-sealed windows where we have cinderblock walls in the original building (phase 4).



As we currently live with extremely high electricity costs, we are requesting financial assistance to make it possible to complete phase 2 of our insulation project before the start of next winter's heating season. In this proposal, we are seeking the funding required to add an insulation layer and new carpet in the large meeting room which is built on a concrete slab.

We are close to reaching our fundraising goal from our membership that would then allow us to insulate the exterior

cinderblock walls in the older part of our building and add an insulation layer and new flooring to the concrete floor of the children's area in the basement of the older part of our building.

Benefits of the Project

- Dramatic reduction of our carbon footprint
- Progress toward an eventual goal of meeting the Paris Agreement goal of a 26%-28% reduction from 2005 levels by 2025 and the Connecticut state goal of a 45% reduction from 2001 levels by 2030.
- Opportunity for education with
 - ❖ local climate action groups,
 - ❖ students/staff at the University of Connecticut
 - ❖ other building users
 - ❖ students and community members who visit our property
 - ❖ members of our Meeting community, including our children



STATE OF CONNECTICUT
 TAX EXEMPTION PERMIT ISSUED UNDER
 SALES AND USE TAX ACT

State Tax Department - Collections and Accounting Division
 92 Farmington Avenue Hartford, Conn. 08115

In accordance with the provisions of the Sales and Use Tax Act, effective July 1, 1953 and the Regulations thereunder, it is hereby certified that the charitable or religious organization named below is exempt from all sales and use taxes on purchases of tangible personal property made by it for the sole and exclusive purposes of the organization.

Storrs Friends Meeting
 % Howard Roberts
 57 Hunting Lodge Road
 Storrs, Conn. 06268

Permit No.

E-7011.

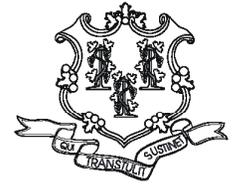
Date issued

March 3, 1977

Tax Commissioner

This permit is NOT assignable or transferable.

C&A-S185E (5174)



Municipality: Mansfield

Form NAA-01

2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Town of Mansfield

Address: 4 S. Eagleville Road, Storrs-Mansfield, CT 06268

Federal Employer Identification Number: 06-6002032

Program title: Water Harvesting at the Mansfield Community Center

Name of contact person: Curt Vincente, Director of Parks and Recreation

Telephone number: (860) 429-3015

Email address: vincenteca@mansfieldct.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 108,855.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; or
 Comprehensive college access loan forgiveness (see Conn. Gen Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____

This program includes the installation of a system to collect, filter, store and re-use rainwater from building roof areas. This project will increase the sustainability of the Mansfield Community Center by reducing or eliminating the need for water from the local water supply system (CWC Shenipsit Reservoir).

Need for program: _____

Water demands in the Storrs section of Mansfield have been increasing due to UConn growth and the development of a new downtown, including residences and businesses. Funding that would allow the Mansfield Community Center to become less dependant on the local water supply system would benefit the entire Town.

Neighborhood area to be served: _____

The Mansfield Community Center serves the Town of Mansfield and welcomes members from other Towns.

Plan to implement the program: _____

1. Create a Request for Proposal for the design of the water harvesting system.
2. Hire a reputable firm to design the system and assist with construction documents.
3. Bid the construction of the system.
4. Hire a competent construction firm to install the system.

Timetable:

Program start date: 07/01/2020 (if fully funded)

Program completion date: 07/01/2022

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

| | |
|---|---------------------|
| NAA funds requested | <u>\$108,855.00</u> |
| Other funding sources - itemized sources: | |
| a) <u>Previous NAA Awards</u> | <u>\$36,144.00</u> |
| b) _____ | _____ |
| c) _____ | _____ |
| d) _____ | _____ |

Total Funding: _____

Proposed Program Expenditures:

| | |
|--|---------------------|
| Direct operating expenses - itemized description: | |
| a) <u>Installation of equipment to harvest water</u> | <u>\$135,000.00</u> |
| b) <u>Filtration and water treatment system</u> | <u>\$10,000.00</u> |
| c) _____ | _____ |
| d) _____ | _____ |
| Administrative expenses - itemized description: | |
| a) _____ | _____ |
| b) _____ | _____ |
| c) _____ | _____ |
| d) _____ | _____ |

Total Proposed Expenditures: \$145,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

| |
|---|
| Name of municipal agency overseeing implementation of the program: _____ Town of Mansfield |
| Mailing address: _____ 4 S. Eagleville Road, Storrs-Mansfield, CT 06268 |
| Name of municipal liaison: Jillene B. Woodmansee |
| Telephone number: 860-429-3341 |
| Fax number: 860-429-6863 |
| Email address: woodmanseejb@mansfieldct.org |

| |
|--|
| <p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">09/30/2022</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> |
|--|

2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2020 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)
Neighborhood Assistance Act Program
Attn: Research Unit
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

or call **860-297-5687**.

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.



450 Columbus Blvd.
Hartford CT 06103

INFORMATIONAL PUBLICATION

The Connecticut Neighborhood Assistance Act Tax Credit Program

Purpose: This Informational Publication explains the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

Effective Date: Upon issuance.

Statutory Authority: Conn. Gen. Stat. §12-630aa et. seq.

Definitions: For purposes of the NAA tax credit program:

Business firm means any business entity authorized to do business in Connecticut and subject to any of the following taxes:

- Insurance Companies and Health Care Centers (Chapter 207);
- Corporation Business (Chapter 208);
- Air Carriers (Chapter 209);
- Railroad Companies (Chapter 210);
- Certified Competitive Video Service Companies (Chapter 211);
- Community Antenna Television System Companies (Chapter 211);
- Satellite Companies (Chapter 211);
- Utility Companies (Chapter 212); **or**
- Business Entity (Chapter 213a). For purposes of a business entity subject to the Business Entity Tax, the credit may only be used by the members or partners of the entity that are subject to the Corporation Business Tax.

Donation of money to an open space acquisition fund means money contributed to an open space acquisition fund of any political subdivision of the state or any nonprofit land conservation organization.

The money must be used for the purchase of land, interest in land, or permanent conservation restriction on land to be permanently preserved as protected open space.

Energy conservation projects means programs to promote energy conservation that are directed toward properties where at least 75% of occupants are at an income level not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted or at properties owned or occupied

by charitable corporations, foundations, trusts, or other entities. Such projects include, but are not limited to:

- Energy conserving modification or replacement of windows and doors;
- Caulking and weather-stripping;
- Insulation;
- Automatic energy control systems;
- Hot water systems;
- Equipment required to operate variable steam, hydraulic, and ventilating systems;
- Replacement of burners, furnaces, or boilers;
- Electrical or mechanical furnace ignition systems; **or**
- Replacement or modification of lighting fixtures.

The Connecticut Neighborhood Assistance Act Tax Credit Program: The NAA Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies.

The credit may be applied against the following taxes:

- Insurance Companies and Health Care Centers (Chapter 207);
- Corporation Business (Chapter 208);
- Air Carriers (Chapter 209);
- Railroad Companies (Chapter 210);
- Certified Competitive Video Service Companies (Chapter 211);
- Community Antenna Television System Companies (Chapter 211);
- Satellite Companies (Chapter 211); **and**
- Utility Companies (Chapter 212).

The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS).

Community Programs That Qualify for the NAA Tax Credit Program: Listed below are examples of the types of programs that qualify for the NAA tax credit and the amount of the available credit.

A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects.

A tax credit equal to 60% of the cash invested is available to business firms that invest in programs that provide:

- Neighborhood assistance;
- Job training;
- Education;
- Community services;
- Crime prevention;
- Construction or rehabilitation of dwelling units for families of low and moderate income in the state;
- Donation of money to an open space acquisition fund;
- Child day care facilities;
- Child care services;
- Employment and training programs directed at handicapped persons;
- Employment and training programs for unemployed workers who are 50 years of age or older;
- Education and employment training programs for recipients in the temporary family assistance program;
- Community-based alcoholism prevention or treatment; **or**
- Any other program which serves a group of individuals where at least 75% of the individuals are at an income not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted.

Obtaining Approval for the NAA Tax Credit Program:

Tax exempt entities and municipal agencies desiring to obtain benefits under the NAA must complete **Form NAA-01, Connecticut Neighborhood Assistance Act Program Proposal**, Parts I, II, and III and submit the form to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes Form NAA-01, Part IV and submits the form to DRS on or before July 1 of each year. Prior to submitting Form NAA-01 to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality to DRS with the approved program proposals.

Limits on the Amount of Contributions That May Be Made or on the Amount of Tax Credit Available: The NAA Tax Credit Program has several statutory limits which must be observed, including the following:

- A business firm is limited to receiving \$150,000 in tax credits annually; however, the amount of tax credit allowed any business firm for investments in child day care facilities for any income year may not exceed \$50,000.

- The minimum contribution on which a tax credit can be granted is \$250.
- Any organization conducting a program or programs eligible for funding under the NAA is limited to receiving an aggregate of \$150,000 of funding for any program or programs for any fiscal year.
- The total amount of all tax credits allowed in any fiscal year is \$5 million, which, if exceeded, results in prorating the approved tax credits among the approved organizations.

Business Applications Deadlines: Each business firm requesting a tax credit under the NAA Tax Credit Program must complete a separate **Form NAA-02, Connecticut Neighborhood Assistance Act (NAA) Business Application**, for **each** program it wishes to sponsor. Form NAA-02 must be submitted to DRS on or after September 15 but not later than October 1 of each year. Business firms may electronically submit their application by emailing a signed Form NAA-02 to **NAAProgram@ct.gov**. Any application that is not electronically submitted may be mailed or hand-delivered to DRS.

Claiming the Tax Credit: DRS issues an NAA program approval letter to business firms that make cash investments in qualified community programs. The letter indicates the tax credit amount that may be claimed on the applicable business tax return. The tax credit amount must also be entered on **Form CT-1120K, Business Tax Credit Summary**, and/or **Form CT-207K, Insurance/Health Care Tax Credit Schedule**.

Carry Back Provisions: The amount of tax credit that is not taken on the tax return of a business firm for the income year beginning during the calendar year in which the program proposal was approved may be carried back to the two immediately preceding income years (beginning with the earlier of the years). No carry forward is allowed.

Obtaining Additional Information: Direct inquiries to:

Department of Revenue Services
Research Unit
450 Columbus Blvd. Ste 1
Hartford CT 06103

Call: **860-297-5687**

Email: **DRS.TaxResearch@po.state.ct.us**

Effect on Other Documents: Informational Publication 2013(9), The Connecticut Neighborhood Assistance Act Tax Credit Program, is superseded and may not be relied upon after the date of issuance of this Publication.

Effect of This Document: An Informational Publication issued by DRS addresses frequently asked questions about a current position, policy, or practice, usually in a less technical question and answer format.

Related Forms and Publications: Request the most recent edition of the following forms: **Form NAA-01**, *Neighborhood Assistance Act Program Proposal*, and **Form NAA-02**, *Neighborhood Assistance Act Business Application*.

For Further Information: Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); **or**
- **860-297-5962** (from anywhere).

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911.

Forms and Publications: Visit the DRS website at www.ct.gov/DRS to download and print Connecticut tax forms and publications.

Paperless Filing/Payment Methods (fast, easy, free, and confidential): Business and individual taxpayers can use the **Taxpayer Service Center (TSC)** at www.ct.gov/TSC to file a variety of tax returns, update account information, and make payments online.

File Electronically: You can choose first-time filer information and filing assistance or log directly into the **TSC** to file returns and pay taxes.

Pay Electronically: You can pay taxes for tax returns that cannot be filed through the **TSC**. Log in and select the *Make Payment Only* option. Designate a payment date up to the due date of the tax and mail a paper return to complete the filing process.

DRS E-Alerts Service: Get connected to the latest news from DRS. Receive notification by email of changes to legislation, policies, and procedures. **DRS E-Alerts** provide information for employer's withholding tax, News – Press Releases, and Top 100 Delinquency List. Visit the DRS website at www.ct.gov/DRS and select *Sign up for e-alerts* under *How Do I?* on the gold navigation bar.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Adam Libros, Deputy Chief/Fire Marshal, Emergency Management Director
Date: July 13, 2020
Re: Code Red / Emergency Communications

Subject Matter/Background

Deputy Fire Chief Adam Libros, Deputy Chief/Fire Marshal, Emergency Management Director will explain our emergency communications program, Code Red.

Financial Impact

The annual cost of Code Red is approximately \$5,500.

Attachments

- 1) Code Red procedure Mansfield 4-3-2014

TOWN OF MANSFIELD

EMERGENCY MANAGEMENT

AUDREY P. BECK BUILDING, 4 SOUTH EAGLEVILLE ROAD, MANSFIELD, CT 06268

TELEPHONE (860) 429-3328 -- FACSIMILE (860) 429-3388 -- WEBSITE: WWW.MANSFIELDCT.GOV -- EMAIL: OEM@MANSFIELDCT.ORG

Procedure to be followed for the use of the town's emergency notification system

1. It is the policy of the Town of Mansfield that the emergency notification system (ENS) may be used for significant incidents and events where the timely notification of an effected population or geographic area of the Town is essential or highly desirable.
2. Some examples of the types of incidents or events where the ENS may be highly effective in notifying our citizens include the following.

Administration

- City government Information of an urgent nature to citizens
- Public hearings
- Legal notices
- Elections, referenda, town meetings

Environmental (Natural Disasters)

- Closings and delays due to inclement weather
- Fires
- Floods
- Dangerous Water Conditions
- Water Safety Alerts
- Dam / Levy Breaks
- Shelter facilities and comfort stations during storm events

Search and Rescue

- Missing Children
- Missing Elderly
- Missing Disabled
- Evacuation Notices
- Evacuation Routes

Crime

- Prisoner Escape Warning
- Neighborhood Crime Watch Support
- Sexual Predator Alert

Man-Made Disasters

- Terrorism Threats
- Bomb Threats
- Nuclear Hazards
- Bio Terrorism Threats
- Chemical Spills
- Gas Leaks
- HAZMAT Emergencies
- Hostage Situations

Board of Education

- Lost Student
- School closures
- Sexual Predator Alert
- Other urgent parent information

Public Works

- Hydrant flushing
- Road paving
- Drinking Water Contamination
- Viral Outbreaks
- Utility Outages
- Street Closings
- Public Notifications
- Street sweeping
- Parking bans

3. Approval Process

All messages using the Emergency List (storms, chemical spill, etc.) require the approval of either the Office of the Town Manager or the Office of Emergency Management.

All non-emergency phone and/or sms text messages to members of the public require the approval of the Office of the Town Manager.

All non-emergency email messages to members of the public can be sent by Departments that have completed training and have been granted access to lists relevant to their Department. Department Heads can identify specific staff with permission to send messages. Departments should take care not to make excessive use of email notifications.

All non-emergency phone, sms text, and/or email messages to members of a Department's own staff can be sent by Departments that have completed training and have been granted access to lists relevant to their Department. Department Heads can identify specific staff with permission to send messages. Departments should take care not to make excessive use of notifications.

In emergency situations, authorized Emergency Management Directors, Police and Fire-Rescue Emergency Incident Commanders (IC) are authorized to initiate usage of the CodeRed system when necessary and/or desirable in management of incidents occurring in and/or adjacent to the Town of Mansfield consistent with the foregoing. EMD and the respective Department's Department head (Police Chief or Fire Chief) shall be notified as soon as practical once an (the) IC has directed utilization of the system.

In non-emergency situations, the EMD, Town Manager and/or Department Heads shall approve instances in which the system is used.

Designated department personnel shall complete a review of the audio message, geographical area affected by the ENS message, and the date/time that it is scheduled to be broadcast.

Each Department that uses the system shall designate a liaison(s) who will be trained on how to use the system.

Each Department that will potentially use the system shall be provided with a password and subaccount of the master Town account, which will allow for auditing of the minutes used under the contract.

4. Prohibited Use

Code Red shall not be used for private or personal activity, political messages, or improper or erroneous messages.

It is the goal of the Town to utilize the notification system as a means to disseminate important information to citizens regarding Town business and community events, such as but not limited to: key dates in the budget process, such as the Annual Town Meeting; road closures due to construction or flooding; and emergency management information in the event of a natural or manmade disaster. The Town will also utilize the notification system to inform citizens of upcoming events sponsored or co-sponsored by the Town such as special events (Festival on the Green, Tour de Mansfield Bike Tour, Winter Fun Day) and program opportunities (Parks & Recreation, Mansfield Public Library, Human Services).

Content of the information provided will not include vulgar, obscene, or other inappropriate language, photographs, or graphics.

5. Citizen complaints regarding the use of the system shall be handled by the EMD and/or Department director responsible for the message in question.
6. System performance issues are the responsibility of the Emergency management/IT and shall be forwarded to the Director of Department for resolution with the vendor.
7. At least three members of the EMT must approve a town wide notification one of which must be the Town Manager, EMD, Fire Chief or Police Chief.

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**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Anne Greineder, Democratic Registrar; Vera Ward, Republican Registrar;
Sara-Ann Chaine, Town Clerk
Date: July 13, 2020
Re: August 11th Primary

Subject Matter/Background

Anne Greineder, Democratic Registrar and Vera Ward, Republican Registrar will provide an update to the Council on the August 11th primary

Financial Impact

None

Legal Review

None

Recommendation

None

Attachments

None



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John Carrington, Interim Town Manager 
CC: Kevin Deneen, Town Attorney, Cherie Trahan, Director of Finance, Curt Vincente, Director of Parks and Recreation;
Date: July 13, 2020
Re: Lenard Hall Project Settlement Agreement between the Town of Mansfield and Diversity Construction Group

Subject Matter/Background

Attached please find a proposed Settlement Agreement between the Town of Mansfield and Diversity Construction Group. The purpose of the agreement would be to settle any and all claims that the Town and Diversity Construction Group have against one another concerning the construction of the Lenard Hall – Community School of the Arts facility.

As the Town Council is aware, the Town accepted a donation of \$1.3 million in September 2017 through a formal donation agreement that served as the primary funding source for this project. Prior to the acceptance of the donation, the Town hired Cheryl Newton Architects through a standard competitive bidding process to develop concept plans and project cost estimates. The same Architectural firm was retained to proceed to design and development once the donation was accepted and approved by the Town Council. Diversity Construction Group, the low bidder on the project, was hired in October 2018 through a standard competitive bidding process to serve as the general contractor for the project. The Town hosted a groundbreaking ceremony in early November 2018.

Early in the project, it was discovered that asbestos existed in small traces within the plaster of the walls of the original Eagleville Schoolhouse. The testing results indicated that the trace amounts were fractions over the allowable amounts. Unfortunately, the facilities study that was completed on this building as part of an over-all Town-wide facilities study completed by the EMG Corporation in April 2017 did not identify any known hazardous materials. The Architect on the project used this facilities study as the basis for background information for the design and details of this renovation/addition project and therefore did not include hazardous material abatement in the project budget. Once the original schoolhouse structure was opened up for the asbestos abatement, the project became plagued by numerous change orders that were necessary to properly repair the original schoolhouse structure.

Prior to the asbestos abatement, former Town Manager Kennedy understood that the donor did not want to be held responsible for the asbestos abatement and any related repairs as it was an unforeseen condition. The former manager agreed with the donor that we could proceed with the project and the Town would figure out how to pay for the abatement and related costs. Although the donation agreement states that the final donation amount would be adjusted to reflect actual costs incurred, the former Town Manager determined that the asbestos abatement was unforeseen at the time of donation.

Halfway through the project the Town ended up hiring Colliers International, who was retained by the Town separately for the School Building project, to act as the owner project manager to assist the Town and the Architect with navigating through a myriad of change orders that the general contractor was issuing as part of the original building identified problems. As part of the mediation leading up to the settlement agreement, the Town contends that Diversity Construction Group underbid the job and from the very beginning used every opportunity to overcharge for change orders to make up their projected losses. A large portion of the overrun is attributable to the need to abate the asbestos from the original schoolhouse. Once that abatement occurred, a number of other original building conditions became problematic and had to be remedied due to building codes and future sustainability of the structure. In some instances with the added needs of the original building, the Town acted as its own general contractor in an effort to minimize the costs associated with the necessary building repairs.

The project completion date was originally June 30, 2019. The Town contends that Diversity Construction Group, through their inability to consistently staff the project and that fact that they demobilized several times, caused the delays that prevented the project from being completed on time. Diversity Construction Group claimed various delays were not caused by its actions, but the unforeseen delays caused by, among other items, the need to abate the asbestos. In addition, Diversity Construction Group claimed various change orders, and disputed that certain of those changes were part of the original bid. The facility eventually received a certificate of occupancy and celebrated a grand opening on October 27, 2019.

The main terms of the settlement agreement are as follows:

- The final agreement is subject to and contingent upon the approval of the Mansfield Town Council.
- The Town agrees to pay Diversity Construction \$85,000, which includes final payment for closeout of the project, payment of the amounts currently retained by the Town, and settlement on all disputed change orders. Diversity Construction Group's original claim in the mediation was in excess of \$137,000.
- The proposed settlement amount includes payments properly owed to Diversity Construction Group that were not in dispute (e.g., retainage, payments that had been withheld pending proper documentation which was later provided), and

fairly resolves the remaining issues between the Town and Diversity Construction Group.

Financial Impact

As detailed above, the project overrun totals approximately \$157,000. The project team made every effort to minimize project costs in order to stay within the construction budget. Given the asbestos abatement and associated original building issues that arose following the abatement, project costs eventually exceeded available funds. Staff attempted to obtain additional funding through State grants, historic preservation grants, and additional donations. Aside from an additional contribution from the donor for replacement of the original schoolhouse floor, necessary repairs to the original schoolhouse building had to proceed in the interest of completing the project. Grant funding did not come to fruition and limited additional funding was obtained. In order to fully fund the project, the Town will have to continue this capital project into the next several fiscal years and add subsequent CIP contributions when possible.

Legal Review

The Town Attorney has assisted in the negotiation and drafting of this settlement agreement. The Town also received support from Colliers International in its role as our owner project manager for the Lenard Hall project.

Recommendation

The Town Attorney and I recommend that the Town Council authorize me to execute the proposed settlement agreement. Based on the advice of the Town Attorney and our own experience, we do not believe that the cost of proceeding to litigation would result in a net return for the Town. Staff and the Town Attorney believe this settlement is in favor of the Town's interests.

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

Move, effective July 13, 2020, to authorize the Interim Town Manager to execute the attached Settlement Agreement between the Town of Mansfield and Diversity Construction Group.

Attachments

- 1) Proposed Settlement Agreement
- 2) Summarized Project Budget
- 3) Donation Agreement

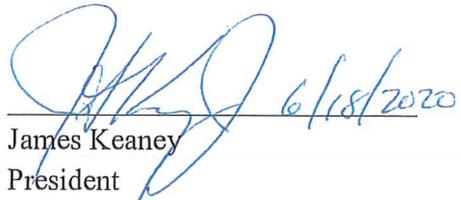
SETTLEMENT AGREEMENT
DIVERSITY CONSTRUCTION V TOWN OF MANSFIELD
EAGLEVILLE SCHOOLHOUSE RENOVATION
AMERICAN ARBITRATION ASSOCIATION
MEDIATION CASE # 01-19-0004-5472

- 1). This Settlement Agreement is the result of a mediation conducted by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures on June 18, 2020. In attendance for the Town were, Curt Vincente, Cheryl Newton, the Project Architect, Kevin Guyette, Collins International the Owner's Representative, Paul Szczomerowski, Cheryl Newton Architects, and Kevin Deneen, Esq. providing legal representation for the Town. In attendance for Diversity Construction, LLC were James Keaney, its President and Mike Daigle, Project Manager. Jud Perkins mediated on behalf of the American Arbitration Association.
- 2). Final agreement of this matter is subject to and contingent upon the approval of the Mansfield Town Council. The Town will submit this Agreement for approval at the Town Council meeting anticipated to be held on Monday, July 13, 2020.
- 3). The parties agree that Diversity Construction will be paid \$85,000.00 as full and final satisfaction of all issues and claims in this matter.
- 4). Diversity Construction shall submit an Application and Certification for Payment in the amount of \$85,000.00 to the Town representing full and final settlement of all claims under this case. Diversity will include a Contractors Release. Diversity Construction shall provide record drawings and maintenance and operation manuals (HVAC) prior to July 13, 2020 submission to the Town Council.
- 6). The Town will make arrangements for payment of the \$85,000.00 to be made on or before ten (10) days after Town Council approval.
- 7). This agreement when finalized by the Town Council will represent full and final satisfaction of all issues and claims in this matter claimed by either the Town of Mansfield or Diversity

Construction. The Town of Mansfield and Diversity Construction shall execute and deliver mutual releases to the other party, excluding any warranty claims required by the contract and not resolved in this mediation (e.g. landscaping).



Curt Vincente
Town of Mansfield



James Keaney
President
Diversity Construction

Lenard Hall/Eagleville Schoolhouse Renovation Project

| | |
|---|------------------------|
| Total revenues received: | \$ 1,393,820.00 |
| YTD Expenditures | 1,510,934.42 |
| Diversity Final payment* | 36,669.71 |
| Estimated Closeout Expenditures | 3,443.75 |
| Total estimated project expenditures: | \$ 1,551,047.88 |
| | |
| Total estimated project overrun - to be funded: | \$ (157,227.88) |

* \$85,000 mediation settlement (-) \$48,330.29 retainage being held = \$36,669.71 expense

AGREEMENT

THIS AGREEMENT is made this 17th day of September, 2017 by and between Mr. John Lenard and Mrs. Jean Lenard, residing in the Town of Mansfield, County of Tolland and State of Connecticut (hereinafter referred to collectively as "the Donors") and the Town of Mansfield, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as "the Town").

WHEREAS, the Town owns a historic schoolhouse known as Eagleville Schoolhouse on land adjacent two other parcels of land owned by the Town, totaling 1.67 acres, which are collectively located at the corner of Connecticut State Routes 275 and 32 in the Town of Mansfield; and

WHEREAS, the Donors as citizens of the Town of Mansfield wish to support and make a charitable donation to the Town of Mansfield in order to provide, in part, the necessary funding for improvements to and additions to the Eagleville Schoolhouse for the purposes of housing the Community School of the Arts Program (hereinafter referred to as "CSA") and

WHEREAS, the improvements to and additions to the Eagleville Schoolhouse will hereinafter be referred to as "the project"; and

WHEREAS, the Town will make reasonable efforts to utilize the Eagleville Schoolhouse for the CSA for the foreseeable future; and

WHEREAS, the Donors, have provided an initial donation to hire an Architect, mutually agreed upon by both parties, and who provided concept plans, renderings, and cost estimates for improvements to and additions to the Eagleville Schoolhouse; and

WHEREAS, the Donors and the Town desire to complete the Project;

NOW THEREFORE, the parties agree as follows:

1. In consideration for the Town's commencing with the Project, the Donors hereby unconditionally pledge to make an initial charitable donation to the Town in the maximum total amount of **Two Hundred Fifty Thousand and 00/100 Dollars (\$250,000.00)** payable as specified in Paragraph 2 below.

2. The Donors shall, no later than October 2, 2017 make a donation in the maximum total amount of **TWO HUNDRED FIFTY THOUSAND and 00/100 dollars (\$250,000.00)**. This initial funding will be designated for the initial phases of the Project, including the execution of contract(s) necessary for the renovation, construction, and site improvement associated with the Project.

3. Upon approval of the Town Council, the execution of contracts, and the commencement of work on the Project Donors will provide a donation sufficient to fund all construction, renovation and site improvement components of the project, currently estimated to be a total of **\$1.3 Million (\$1,300,000.00)**, inclusive of the initial two hundred fifty thousand and 00/100 dollar (\$250,000.00) donation identified in sections 1 and 2 of this Agreement. The final donation amount will be adjusted to reflect actual costs incurred until completion of the Project.

4. The Town hereby acknowledges that it is the intent of the Donors that this transaction be qualified as a tax-deductible charitable contribution. The Town hereby represents that the Town is an entity to which donations made for exclusively public purposes may qualify as charitable contributions deductible as outlined in Title 26, section 170 of the United States Code, and that the Town regards the improvements to and additions to the Eagleville Schoolhouse to be a public purpose.

5. The Donors may not assign their obligations under this Agreement or the right to support the construction phase of this project to a third party.

6. Due to the significant value of the donation, should the Donors desire, they may have the building, or a room within the building, named after them. The naming of the building or a room within the building must be a name agreeable to both the Donors and the Town.

7. This Agreement may be amended or modified from time to time upon the agreement of the Donors and the Town whenever it becomes necessary or advisable to enable the Town to carry out the purposes of this Agreement more effectively.

THIS AGREEMENT shall be binding upon the parties hereto, and their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 14th day of September 2017.

Signed, Sealed and Delivered
In the presence of:

Tasha N. Smith

TASHA N. Smith

DONORS

By John Lenard
John Lenard

And

By Jean Lenard
Jean Lenard

TOWN OF MANSFIELD

By Maria E. Capriola
Maria E. Capriola
Interim Town Manager
Duly Authorized

Curt Vincent

CURT VINCENT



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: Antonia Moran, Mayor *Antonia Moran*
CC: John C. Carrington, Interim Town Manager
Date: July 13, 2020
Re: Human Rights Commission

Subject Matter/Background

Mansfield participates in Sustainable Connecticut, a program that evaluates a community's ability to be environmentally, socially, and economically sustainable. Mansfield initiated action in the category of social equity, but due to changing leadership, the project was never completed. It is time to reopen that discussion.

Mansfield has a long history of public commitment to social justice and equity. We have a new Human Rights Commission, established on January 13, 2020 and given a charge on April 13, 2020 to inquire into town policies and practices on human rights issues. In recent months, as the nation has become galvanized around issues of police violence, unequal access to health care, and the disproportionate impact of the COVID-19 virus on individuals and communities of color, the need for communities to take action has become more pressing. Mansfield has work to do in this area. For example, while we recognized Pride month, we have not acknowledged the significance of Juneteenth. While we have been in the process of hiring several important town staff, it is time to look into our hiring practices to assure that we are attracting the most capable and diverse candidates and fully complying with federal and state required affirmative action.

The Commission now has a full membership of seven (7) regular members, and one (1) alternate. It's time for the Council to set some goals and a time frame for beginning work. Accordingly, we are requesting that the Commission present a set of recommendations, to include the appropriate mechanism for declaring Juneteenth a town holiday, by the first Council meeting in January.

Financial Impact

None.

Legal Review

Unnecessary at this time, although some recommendations may require legal review before implementation.

Recommendation

Move, that the Mansfield Town Council instruct the Commission on Human Rights to present an initial set of recommendations to the Town Council for improving equity in the Town of Mansfield by January 11, 2021. This review shall include proposals for making Juneteenth a town holiday and an initial review of town ordinances, regulations, policies and practices.

Attachments

- 1) Human Rights Commission Charge approved by Council on April 13, 2020.

Adopted April 13, 2020

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 Northeastern Connecticut 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 Northeastern Connecticut 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 MONTHLY REPORT

Sergeant Keith Timme #0196

Month: May 2020

TOTAL CALLS FOR SERVICE: 601

| Mansfield | May 2020 | YTD |
|-------------------------|----------|------|
| Accidents | 10 | 94 |
| Criminal Investigations | 14 | 118 |
| Burglaries | 0 | 2 |
| Larcenies | 1 | 28 |
| Non Reportable Matters | 380 | 2501 |
| Total Arrests | 16 | 64 |

Troop C- Tolland County CALLS FOR SERVICE

| City | May 2020 | Year To Date |
|------------------|-------------|--------------|
| Coventry | 32 | 177 |
| Ashford | 180 | 866 |
| Willington | 427 | 1951 |
| Vernon | 256 | 1655 |
| Union | 268 | 1528 |
| Somers | 901 | 4222 |
| MANSFIELD | 626 | 3386 |
| Tolland | 724 | 4113 |
| Ellington | 1204 | 6292 |
| Stafford | 873 | 4490 |
| TOTAL: | 5491 | 28680 |

Town of Mansfield- Motor Vehicle Enforcement

| Mansfield | May 2020 | Year To Date |
|---------------------|----------|--------------|
| Total Traffic Stops | 91 | 601 |
| DUI's | 2 | 12 |
| Misdemeanor Summons | 3 | 36 |
| Infractions | 52 | 435 |
| Written Warnings | 7 | 19 |
| Verbal Warnings | 29 | 118 |

Respectfully Submitted,



Sgt Keith Timme #196

From: Pat Raynor <raynorpat@hotmail.com>
Sent: Thursday, June 4, 2020 10:01 AM
To: John C. Carrington
Subject: Re: Budget

Thanks for the information, John. A 7% increase in the town side of the budget seemed like a lot, as does a \$444,000 increase in salaries.

On the other side of the fiscal coin, I do support the Community Center. I use it, and appreciate it. And I see the use and enjoyment that many others get from it. Hopefully we can find a way to make it a more cash neutral operation. I'm on the P&Rec committee so I have a bias. I do want to praise Curt. I think he does a terrific job, in a difficult situation.

Thank you, also for stepping in to temporarily fill the town manager position. Again, not an easy situation.
Jim

From: John C. Carrington <CarringtonJC@mansfieldct.org>
Sent: Monday, June 1, 2020 11:03 PM
To: Pat Raynor <RaynorPat@hotmail.com>
Subject: Re: Budget

Hi Jim,

Thank you for your email.
The two slides below explain the increases. Let me know if you have any questions.

John Carrington
Interim Town Manager



EXPENDITURE TRENDS

- Overall net increase to Town Government \$1,403,520 or 7.3%
- Obligated/Non-discretionary

| | |
|--|--------------------|
| ▪ Contracted salary increases | \$444,020 |
| ▪ Debt Service – Sewers | \$289,750 |
| ▪ Continue pay-as-you-go capital | \$224,870 |
| ▪ Municipal Employees Retirement System | \$201,820 |
| ▪ Energy | <u>\$ 41,500</u> |
| Total Obligated/Non-discretionary increases | \$1,201,960 |
| Percentage Increase | 6.3% |



EXPENDITURE TRENDS

- Proposed adjustments to operations to maintain services

| | | | | | | | | | | | | | | | |
|--|--|----------|------------------------------------|----------|--|----------|--|----------|--|----------|---|-----------------|------------------------------------|-----------|------------|
| ▪ Underage Drinking Enforcement (loss of grant) | \$56,000 | | | | | | | | | | | | | | |
| ▪ Proposed additional staffing (including benefits) <table border="0" style="margin-left: 20px;"> <tr><td>▪ Shared Communications position (eff. 1/1/21)</td><td style="text-align: right;">\$22,700</td></tr> <tr><td>▪ Part-time HR Specialist position</td><td style="text-align: right;">\$34,700</td></tr> <tr><td>▪ Full-time Laborer position (eff. 1/1/21)</td><td style="text-align: right;">\$37,500</td></tr> <tr><td>▪ Increase hours Police Admin. Assistant</td><td style="text-align: right;">\$15,090</td></tr> <tr><td>▪ Human Services reorganization (net cost)</td><td style="text-align: right;">\$32,240</td></tr> <tr><td>▪ Increase hours Shared IT Admin. Assistant</td><td style="text-align: right;"><u>\$17,810</u></td></tr> <tr><td> Total proposed additional staffing</td><td style="text-align: right;">\$160,040</td></tr> </table> | ▪ Shared Communications position (eff. 1/1/21) | \$22,700 | ▪ Part-time HR Specialist position | \$34,700 | ▪ Full-time Laborer position (eff. 1/1/21) | \$37,500 | ▪ Increase hours Police Admin. Assistant | \$15,090 | ▪ Human Services reorganization (net cost) | \$32,240 | ▪ Increase hours Shared IT Admin. Assistant | <u>\$17,810</u> | Total proposed additional staffing | \$160,040 | (\$14,480) |
| ▪ Shared Communications position (eff. 1/1/21) | \$22,700 | | | | | | | | | | | | | | |
| ▪ Part-time HR Specialist position | \$34,700 | | | | | | | | | | | | | | |
| ▪ Full-time Laborer position (eff. 1/1/21) | \$37,500 | | | | | | | | | | | | | | |
| ▪ Increase hours Police Admin. Assistant | \$15,090 | | | | | | | | | | | | | | |
| ▪ Human Services reorganization (net cost) | \$32,240 | | | | | | | | | | | | | | |
| ▪ Increase hours Shared IT Admin. Assistant | <u>\$17,810</u> | | | | | | | | | | | | | | |
| Total proposed additional staffing | \$160,040 | | | | | | | | | | | | | | |
| ▪ Proposed overall decreases in operations | <u>(\$14,480)</u> | | | | | | | | | | | | | | |
| Net current services adjustments | \$201,560 | | | | | | | | | | | | | | |
| Percentage of overall increase | 1.0% | | | | | | | | | | | | | | |

On Jun 1, 2020, at 10:46 PM, Pat Raynor <raynorpat@hotmail.com> wrote:

Can you give a breakdown of the increases in the Town Operations portion of the proposed budget that accounts for a \$1,403,520 (7.3%) increase?

Thank you,
Jim Raynor

John C. Carrington
Interim Town Manager

May 26, 2020

Mr. Lane Watson
56 Lorraine Dr.
Storrs Mansfield, CT 06268

Re: Re-Appointment to Economic Development Commission

Dear Mr. Watson:

This letter is to confirm your re-appointment to the Economic Development Commission for a two-year term, effective April 26, 2020 through April 26, 2023.

Thank you for all the work you have done on behalf of the Commission. I greatly appreciate your willingness to serve our community.

Please do not hesitate to contact me with any questions regarding your re-appointment.

Sincerely,



John C. Carrington
Interim Town Manager

Cc: Town Council
Sara-Ann Chaine, Town Clerk

From: Maria Gogarten <mgogarten@gmail.com>
Sent: Monday, June 29, 2020 10:40 AM
To: Town Clerk

This letter is to be brought to the attention of the town council, and/or any kind of town agency that would be responsible.

Two weeks ago as we sat outside, having lunch, we noticed a drone flying around our house. Of course we could not identify the origin of this device, but we were very upset to realize that someone was flying a device around our house that would allow them to even take pictures through the windows.

I called the town clerk to ask whether there were any ordinances about drones and their potential intrusion of privacy; we were also wondering how the legal situation is in a case like that. After hearing that there seems to be no ordinances or regulations in the town, I would ask the town council to consider this problem which would probably only become more common in the future. I would very much appreciate it if you could come up with a set of regulations that protects people's property and privacy.

With kind regards,
Maria Gogarten

--
--

Dr. rer. nat. Maria B. Gogarten
phone 860 429 3098
cell 860 617 2777

From: Daniel Meaney <Daniel.Meaney@ctwater.com>
Sent: Friday, June 26, 2020 10:45 AM
To: Daniel Meaney
Subject: Connecticut Water asking for Town Representative to Customer Advisory Council

Good Morning,

Much has happened since we wrote a few months ago asking the town to appoint a representative to Connecticut Water's newly formed Customer Advisory Council (CAC). We are planning to hold our first meeting of the CAC later this summer and it would be great if there was a representative from your community.

We are asking the town to appoint a resident of the community who is a customer of Connecticut Water to serve on our CAC. Employees of Connecticut are not eligible.

The purpose of the CAC is to enhance communications with our customers and communities and we would like representation from each of the 59 towns that we serve. The CAC members will be looked to consult and advise on matters of local interest.

We will honor social distancing and other state and national COVID-19 guidelines and will likely hold the first meeting virtually. The exact CAC meeting schedule has not been determined, but we envision that meetings will be held about every six months. We view this as an opportunity for Connecticut Water to update CAC representatives about projects, policies and procedures that may impact water quality or service, and for us to receive feedback from the council members. This will help us improve communication, learn about the needs and priorities of customers and better coordinate in the towns we serve.

We would appreciate it if you could provide the name and contact information for your community's representative to the CAC to me at your earliest convenience. I can be reached at daniel.meaney@ctwater.com or phone at 860.664.6016. We would like to finalize CAC membership and report the names of members to the Connecticut Public Utilities Regulatory Authority.

I'm also happy to answer any questions about the CAC.

Dan

Dan Meaney, APR
Director of Public Affairs and Corporate Communications
Connecticut Water
93 West Main Street
Clinton, CT 06413
860.664.6016 Office
860.664.6716 Fax

[Facebook](#)
[Twitter](#)
[Instagram](#)



From: Lauren Rodriguez <rodriguezlb@mansfieldct.org>
Sent: Saturday, June 27, 2020 8:00 AM
To: Robert.Palmer@ct.gov; Town Mngr
Subject: Letter of Commendation

Dear Lieutenant Palmer and Town Manager Carrington,

I write to share my deepest appreciation to the Resident Troopers in Mansfield who have excelled in their duties and responsibilities to the community during this very difficult period. As the Principal of Southeast Elementary School, I have needed support over the past few years and have found Sergeant Keith Timme to have excelled in his position to support and guide my community, while leading his team to do the same for our students and families in Mansfield.

During the past two years, Sergeant Timme has made several visits to Southeast to read to our youngest students. He puts building relationships with students at the forefront of his work. Further, when he finds out a child is struggling in some way, he follows up with a visit displaying his care and concern for the individual child. Also during this time, I have come to find his support of students who broke the law to be child focused. Giving the support necessary to the child and family to make a difference while showing his care and concern for the individual.

Further, Sergeant Timme sits on my School Safety Committee and maintains a balanced approach to school safety - while continuing to focus on key priorities. He is a valued and trusted member of the team - looking out for the safety and security of all students at all times.

Lastly, and probably most importantly, during this very difficult time of COVID-19 for students and families the Mansfield Resident Troopers, at the direction of Sergeant Timme, have committed to supporting our students through their participation in our two parades. One of the parades brought us past students' homes who were thrilled to see the collaboration and support from our school community and the emergency services department. They traveled with my staff on two different days blocking difficult intersections when needed, and sounding their sirens for children when we passed. The other parade, hosted last Wednesday, supported our fourth grade promotion ceremony on a very hot day. In full gear, they helped us organize and safely conduct a ceremony that put cars on Route 89 a few times and were a key part of helping us safely achieve our goals.

At a time when there is a growing sense of public distrust in our police, I write to share that my experience in Mansfield has been nothing but supportive and professional. Our law enforcement are the highest caliber. Sergeant Timme leads his team well and I am appreciative of his efforts over the past two years to build community with my students, staff and families at Southeast. And for this, I am grateful.

Yours truly,

Lauren Rodriguez

Principal



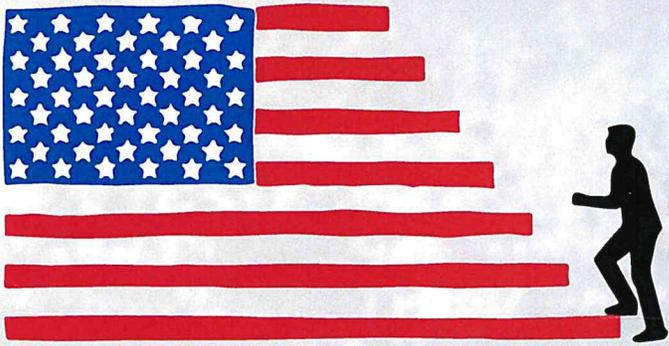
860.423.2793

Lauren.Rodriguez@mansfieldct.org

mansfieldct.gov/mps



STEP **OUT** FOR THE BRAVE



40,000 STEP VIRTUAL CHALLENGE

BENEFITING HOMES FOR THE BRAVE

**EVERY STEP YOU TAKE
HELPS A HOMELESS VETERAN**

**COMPETE INDIVIDUALLY
OR AS A TEAM**

- **COMPLETE UP TO 40K STEPS IN HONOR OF HOMELESS VETERANS IN THE U.S.A.**
- **SUBMIT A PICTURE TO FINISH (ANY NUMBER OF STEPS COUNT)**
- **ALL AGES & ABILITIES WELCOME**

**INCLUDES: EVENT SHIRT & BIB,
FINISHER'S CERTIFICATE, &
PARTICIPANT PROGRAM**

**REGISTRATION
\$40**

**AUGUST 8th through 16th
@ YOUR HOME**



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