

## 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](mailto: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](mailto:TownMgr@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. [07.13.20 Regular Meeting Draft Minutes](#)

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**4. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL**

**5. REPORT OF THE TOWN MANAGER**

**6. REPORTS AND COMMENTS OF COUNCIL MEMBERS**

**7. OLD BUSINESS**

**8. NEW BUSINESS**

A. **UConn Fall Plan**

[AIS - UConn Fall Plan](#)

[Mayor Moran July 16, 2020 letter to President Katsouleas](#)

9 - 11

<b>B.</b>	<b>Mansfield Middle School (MMS) Roof Building Project Referral to Planning and Zoning Commission</b>	13 - 65
	<a href="#">AIS - Mansfield Middle School (MMS) Roof Building Project Referral to Planning and Zoning Commission</a>	
	<a href="#">February 13, 2020 Board of Education meeting minutes</a>	
	<a href="#">February 24, 2020 Town Council meeting minutes</a>	
	<a href="#">March 9, 2020 Town Council meeting minutes</a>	
	<a href="#">March 23, 2020 Town Council meeting minutes</a>	
	<a href="#">June 30, 2020 MMSRBC meeting minutes</a>	
	<a href="#">MMS Roof Replacement PowerPoint presentation</a>	
	<a href="#">Estimated Debt Service Requirements to Maturity</a>	
<b>C.</b>	<b>Historic Restoration Fund Grant for Mansfield Historic Society</b>	67 - 82
	<a href="#">AIS - Historic Restoration Fund Grant for Mansfield Historic Society Proposed Grant Application</a>	
	<a href="#">Project Narrative</a>	
	<a href="#">Estimated Budget to renovate buildings</a>	
<b>D.</b>	<b>Request for Water Main Easement on Town Owned Property, Baxter Road</b>	83 - 85
	<a href="#">AIS - Request for Water Main Easement on Town Owned Property, Baxter Road Proposed Water Main Easement, Willington Property</a>	
<b>E.</b>	<b>Community Sewer Service Agreement – North Frontage, LLC</b>	87 - 99
	<a href="#">AIS - Community Sewer Service Agreement.doc</a>	
	<a href="#">Draft Community Sewer Service Agreement between Town of Mansfield and North Frontage LLC</a>	
<b>F.</b>	<b>Amendment to Community Development Block Grant (CDBG) Program Citizen Participation Plan</b>	101 - 113
	<a href="#">AIS - Amendment to Community Development Block Grant (CDBG) Program Citizen Participation Plan</a>	
	<a href="#">Proposed Amendments to CDBG Citizen Participation Plan</a>	
<b>G.</b>	<b>Small Cities (Community Development Block Grant) COVID-19 Public Hearing</b>	115 - 116
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**9. REPORTS OF COUNCIL COMMITTEES**

**10. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS**

**11. PETITIONS, REQUESTS AND COMMUNICATIONS**

<b>A.</b>	<a href="#">Downtown Storrs Operations Report (June 2020)</a>	117 - 122
<b>B.</b>	<a href="#">Storrs Center Parking Operation Financial Report (June 2020)</a>	123 - 128
<b>C.</b>	<a href="#">K. White 7.11.20</a>	129 - 131

D.	<a href="#">Mansfield Connecticut Connection - Litter Ordinance Petition (7.23.20)</a>	133 - 149
E.	<a href="#">N. Tomastik (7.23.20)</a>	151
F.	<a href="#">Resident Emails re: Litter Ordinance (7.23.20 -7.24.20)</a>	153 - 158
G.	<a href="#">D. Freudmann email re: Litter Ordinance (7.23.20)</a>	159 - 160

**12. FUTURE AGENDAS**

**13. 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 7:15 p.m. on GoToMeeting.

### 2. ROLL CALL

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

### 3. APPROVAL OF MINUTES

Mr. Bruder **moved** and Mr. Schurin seconded to approve the minutes of the June 22, 2020 regular meeting as presented.

New business item 8F to be removed from the minutes due to a scrivener's error.

Motion **passed** with all in favor except Ms. Berthelot who abstained.

### 4. PUBLIC HEARING

Neighborhood Assistance Act Programs

The Town Clerk read the legal notice. No comments were offered and the public hearing was closed.

### 5. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

None.

Mr. Shaiken **moved** and Mr. Kochenburger seconded to alter the agenda as follows: to add an executive session for the purpose of discussing pending or threatened litigation, Diversity Construction Group and the Town of Mansfield, to immediately precede agenda item 9C and to move agenda item 9D to precede that so new business would now read: A.Code Red, B.August 11<sup>th</sup> Primary, C.Human Rights Commission, D.Executive Session, E.Lenard Hall.

Motion **passed** with all in favor.

### 6. REPORT OF THE TOWN MANAGER/COVID 19 UPDATE

Audrey P. Beck Building | 4 South Eagleville Road, Mansfield, CT 06268 | 860.429.3336 | mansfieldct.gov  
July 13, 2020

Interim Town Manager John Carrington presented his written report.

## 7. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Moran reported that she was part of a COVID-19 meeting with UConn officials and that it is clear that they have planned for on campus safety a lot with a focus on residence halls and classroom buildings but she is concerned about students living off campus.

Mr. Kochenburger reported that he received an email from UConn about COVID-19 testing that states commuter students will not be tested.

Mr. Kochenburger **moved** and Mr. Shaiken seconded to add an agenda item at the end of new business to consider a response to UConn's soon-to-be-released protocols for commuter students. Motion **passed** unanimously.

Mr. Shaiken urged Mansfield residents considering to travel elsewhere in the nation to reconsider and to take the Governor's travel advisory seriously.

Mr. Freudmann shared his disapproval of Council's actions on June 22, 2020 in regards to the PILOT Agreements with the Mansfield Non-Profit Housing Development Corporation.

Ms. Berthelot reported there will forums held with Black Lives Matter E. O. Smith with student testimonials on July 28<sup>th</sup>.

Mr. Schurin reported that he and Mr. Bruder have been working on the Human Rights Campaign's Municipal Equality Index survey with help from Director of Human Resources Holly Schafer and it is almost complete.

## 8. OLD BUSINESS

### A. Neighborhood Act Assistance Programs (Item #8A, 6/8/20 Agenda)

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

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.

Motion **passed** with all in favor except Mr. Ausburger and Mr. Freudmann who voted against.

## 9. NEW BUSINESS

### A. Code Red / Emergency Communications

Deputy Fire Chief Adam Libros described Mansfield's emergency communications program and the Town's use of the Code Red communication system. Mr. Libros explained that notices pertaining to active police matters would only be broadcast after instruction by police to do so.

**B. August 11th Primary**

Democratic Registrar Anne Greineder and Republican Registrar Vera Ward provided an update to the Council regarding preparations for the August 11th Primary.

**C. Human Rights Commission**

Ms. Berthelot **moved** and Mr. Kochenburger seconded 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.

Mr. Schurin **moved** and Mr. Kochenburger seconded to amend the motion so that the last sentence reads “This review shall include proposals for making appropriate recognition of the day of emancipation and an initial review of town ordinances, regulations, policies and practices.” Motion **passed** unanimously.

Amended motion **passed** with all in favor except Mr. Ausburger and Mr. Freudmann who voted against.

**D. Executive Session for the Purpose of Discussing Pending or Threatened Litigation, Diversity Construction Group and the Town of Mansfield**

Mr. Shaiken **moved** and Mr. Bruder seconded to enter executive session for the purpose of discussing pending or threatened litigation, Diversity Construction Group and the Town of Mansfield and invite John Carrington, Curt Vincente, Kevin Deneen, Cherie Trahan, and Allen Corson. Motion **passed** unanimously.

The executive session concluded and the Council reconvened in open session.

**E. Lenard Hall Project Settlement Agreement between the Town of Mansfield and Diversity Construction Group**

Mr. Shaiken **moved** and Mr. Bruder seconded, 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.

Mr. Freudmann **moved** and Mr. Ausburger seconded, effective July 13, 2020, to postpone execution of the settlement agreement pending a legal review of the agreement between the Town of Mansfield and the EMG Corporation to determine if the latter had an obligation to identify hazardous materials as part

of its 2017 town wide facilities study. Motion to amend **failed** with all against except Mr. Ausburger and Mr. Freudmann who voted in favor.

Main motion **passed** unanimously.

The Council agreed by consensus to review the agreement with EMG Corporation.

**F. Response to UConn's Commuter Student COVID-19 Protocol**

Mr. Shaiken **moved** and Ms. Berthelot seconded to authorize the Mayor to send a letter to the University urging them to implement the same testing, quarantine, and other safety protocol for off campus students as they are for on campus students. Motion **passed** unanimously.

**10. REPORTS OF COUNCIL COMMITTEES**

Finance Committee Chair Mr. Kochenburger reported there will be a special meeting tomorrow.

Committee on Committees Chair Mr. Bruder reported the Committee will not meet until August.

**11. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS**

None.

**12. PETITIONS, REQUESTS AND COMMUNICATIONS**

A. Sgt. K. Timme, Town of Mansfield Monthly Report (May 2020)

B. J. Raynor (6.4.20)

C. J. Carrington, letter re: Lane Watson re-appointment to EDC (5.26.20)

D. M. Gogarten (6.26.20)

E. D. Meaney, DPA CT Water, email re: Town Reps to Customer Advisory Council (6.26.20)

F. L. Rodriguez, Principal Southeast Elementary School, email re: Letter of Commendation (6.27.20)

G. Flyer - Step Out For The Brave

**13. FUTURE AGENDAS**

- Discussion with State Police re: Notification in an Emergency

**14. ADJOURNMENT**

Mr. Shaiken **moved** and Mr. Bruder seconded to adjourn the meeting at 10:28 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council

**From:** John C. Carrington, Interim Town Manager

**Date:** July 27, 2020

**Re:** UConn Fall Plan

A handwritten signature in black ink, appearing to read "John C. Carrington", is written over the "From:" line.

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**Subject Matter/Background**

Representatives from UConn will present the plan for the fall semester amid the COVID-19 pandemic.

**Attachments**

- 1) Mayor Moran July 16, 2020 letter to President Katsouleas



July 16, 2020

President Thomas C. Katsouleas  
University of Connecticut  
Office of the President  
352 Mansfield Road, Unit 1048  
Storrs, CT 06269-1048

Dear President Katsouleas,

At the request of the full Town Council, I am writing to you to express our concern with the return of UConn students to Mansfield. While UConn has explained to us in detail the safety precautions that you are taking for students and staff who reside on campus, we have not been satisfied with the directives we are hearing regarding off campus residents.

I am comparing this return to Mansfield to the surge of students to beaches in March during Spring Break. Now thousands of students are returning to Mansfield, living in our neighborhoods and frequenting our businesses. Many may have been exposed to the virus but, without adequate testing and quarantining, can spread the disease into our relatively safe community. As an aging community, this is particularly troublesome.

We ask that you exercise the same safety and preventive measures for students and staff who reside off campus that you do for those living in the campus dorms. This would include testing and retesting, required quarantining and isolation when necessary, limits on gatherings and whatever else is mandated. Some mechanism for enforcement would be helpful.

We understand your concern with on-campus living, but it is also obvious that if the disease spreads in town, it will be introduced to your on-campus community as well.

Thank you for your concern, and for your continuing collaboration with Mansfield around this and other issues.



Antonia Moran  
Mayor  
Mansfield CT





**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager   
**CC:** Cherie Trahan, Director of Finance; Allen Corson, Director of Facilities  
**Date:** July 27, 2020  
**Re:** Mansfield Middle School (MMS) Roof Building Project Referral to Planning and Zoning Commission

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**Subject Matter/Background**

On February 13, 2020, the Board of Education passed the following motion:  
*To request the Superintendent of Schools to make a formal request to the Town Council to establish a building committee to replace the roof at the Mansfield Middle School.*

On February 24, 2020, the Town Council established, for an indefinite term, a five-member Mansfield Middle School Roof Building Committee to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels.

On March 9, 2020, the Town Council approved the charge for the Mansfield Middle School Roof Building Committee and approved the committee appointments of Paul Shapiro and John Fratiello. The Committee includes Mayor Moran, and Board of Education member David Litrico. The Town Manager and Superintendent of Schools serve as ex-officio members of the committee.

The Mansfield Middle School Roof Building Committee began meeting on March 19, 2020 and appointed Paul Shapiro as chair, adopted rules of procedure and a charge.

On March 23, 2020, the Town Council approved the committee appointment of Bill Briggs, retroactive to March 18th.

On June 30, 2020, the Mansfield Middle School Roof Building Committee voted unanimously to recommend to the Town Council a budget of \$2,800,000 to the Town Council for approval of the Mansfield Middle School Roof which includes a contingency of approximately 8% for the purposes of covering fluctuations in materials cost. The State of Connecticut will reimburse 75.35% of that cost.

The Chairman of the MMS Roof Building committee, Paul Shapiro, will provide an update to the Council on the progress and status of the MMS Roof Building project.

**Financial Impact**

None

**Legal Review**

None

**Recommendation**

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

*Move, to refer to the Planning and Zoning Commission for a report in accordance with CGS §8-24, the project to replace the Mansfield Middle School Roof and to include the installation of photovoltaic solar panels at the Mansfield Middle School located at 205 Spring Hill Road, Mansfield.*

**Attachments**

1. February 13, 2020 Board of Education meeting minutes
2. February 24, 2020 Town Council meeting minutes
3. March 9, 2020 Town Council meeting minutes
4. March 23, 2020 Town Council meeting minutes
5. June 30, 2020 Mansfield Middle School Roof Building Committee meeting minutes
6. MMS Roof Replacement PowerPoint presentation
7. Estimated debt service requirements to maturity



*It is the mission of the Mansfield Board of Education, in partnership with the Mansfield Community, to ensure that all children acquire the knowledge, skills, and attributes essential for personal excellence in learning, life, and work within our global community.*

<b>Mansfield Board of Education</b> <b>February 13, 2020</b> <b>DRAFT Minutes</b>	
<b>Attendees:</b>	Kathy Ward, Chair, Susannah Everett, Vice-Chair, Martha Kelly, Secretary, Edith Allison, David Litrico, Elizabeth Verge, Kelly Zimmermann
<b>Excused:</b>	Rebecca Aubrey, Katherine Paulhus

The meeting was called to order at 7:01pm by Ms. Ward.

**APPROVAL OF MINUTES:**

- Motion by Ms. Zimmermann, seconded by Mr. Litrico, to approve the minutes of the January 23, 2020 meeting. Vote: Unanimous in favor.
- Motion by Ms. Allison, seconded by Ms. Zimmermann, to approve the minutes of the January 30, 2020 Workshop. Vote: Unanimous in favor.
- Motion by Ms. Allison, seconded by Ms. Everett, to approve the minutes of the February 6, 2020 Meeting. Vote: Unanimous in favor.
- Motion by Ms. Allison, seconded by Ms. Zimmermann, to approve the minutes of the February 6, 2020 Workshop. Vote: Unanimous in favor.

**HEARING FOR VISITORS:** None

**COMMUNICATIONS:** None

Mrs. Paulhus arrived at 7:10pm.

**ADDITIONS TO THE PRESENT AGENDA:** None

**BOARD REPORTS:** Finance Committee: Ms. Ward reported the Finance Committee discussed the Financial Report Dated December 31, 2019. We are running close to budget and there are no major concerns. The Committee supports the Board acceptance of the report in the Consent Agenda.

**INFORMATION, PRESENTATIONS, AND ACTIONS:**

- Mansfield After School Program: Kathie Deptula, Treasurer of the Mansfield After School Program (MASP) the previous (1981 – 2019) before and after school program at Goodwin School. Over the years, MASP accumulated cash reserves and was able to give donations to a variety of causes for Mansfield children She announced MASP is donating a total of \$14,500 for the Middle School to be used by The Band, The Orchestra, The Art Department, The Tech Ed Department, The Student Activities Fund, and the Physical Education Department. They also donated \$40,000 to be used to support outdoor learning and team building activities at the new Elementary School.
- Science Instruction: Candace Morell, MMS Principal and Peg Curtis, 7<sup>th</sup> Grade Science Teacher, reported on NGSS changes in Science instruction and performance on the new Next Generation Science Assessment.
- MMS Roof Project: Mrs. Lyman reported that to replace the roof at the Middle School, the State requires a Building Committee be formed. Board members discussed the motion. Motion by Mr. Litrico, seconded by Ms. Zimmermann to request the Superintendent of Schools make a formal request to the Town Council to establish a building committee to replace the roof at Mansfield Middle School. Vote: Mr. Litrico, Ms. Allison, Ms. Everett, Ms. Zimmermann, Ms. Verge, Ms. Ward in favor; Mrs. Paulhus and Mrs. Kelly opposed. Motion passed.
- 2020-21 School Calendar: The Board received the proposed calendar at the January 23, 2020 meeting for approval at this meeting. Motion by Ms. Everett, seconded by Ms. Zimmermann, to adopt the proposed 2020-2021 School Calendar. Vote: Unanimous in favor.
- Board Meeting Dates – Revision: Mrs. Lyman informed the Board Ken Kay is unable to facilitate the Board Workshop on May 20<sup>th</sup> but he can be here on May 11<sup>th</sup>. Motion by Ms. Zimmermann, seconded by Ms. Allison to move the May 20, 2020 workshop to May 11, 2020. Vote: Unanimous in favor.
- Budget 2020-2021: Superintendent’s Proposed. Mrs. Lyman provided a quick review of the proposed budget. Discussion and questions by Board members followed. Motion by Ms. Allison, seconded by Mr. Litrico to adopt the 2020-2021 Mansfield Board of Education budget at \$23,490,240 as proposed by the Superintendent. Vote: Mr. Litrico, Ms. Allison, Mrs. Paulhus, Ms. Everett, Ms. Ward, Ms. Zimmermann, Mrs. Verge in favor. Mrs. Kelly opposed. The Motion passed.

NEW BUSINESS: None

HEARING FOR VISITORS: None

CONSENT AGENDA: Motion by Ms. Zimmermann, seconded by Mr. Litrico that the following items for the Board of Education February 13, 2020 meeting be approved:  
That the Mansfield Public Schools Board of Education accepts the Financial Statements for the Period Ending December 31, 2019  
Vote: Unanimous in favor

SUGGESTIONS FOR FUTURE AGENDA: None

Motion by Ms. Allison, seconded by Mrs. Verge, to adjourn at 9:00pm. Vote: Unanimous in favor

Respectfully submitted, Celeste Griffin, Board Clerk

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

## MINUTES

### 1. CALL TO ORDER

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

### 2. ROLL CALL

Present: Berthelot, Bruder, Fratoni, Freudmann, Kochenburger, Moran, Schurin, Shaiken (*arrival noted below*)

Excused: Ausburger

### 3. APPROVAL OF MINUTES

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

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

### 4. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

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

### 5. REPORT OF THE TOWN MANAGER

Interim Town Manager John Carrington presented his written report.

### 6. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Moran thanked the Chronicle for two recent editorials regarding Mr. Carrington and Ms. Chaine and reported that she recently attended the Stone Hill open house.

Mr. Freudmann reported that the Mayor delivered her letter addressed to the UCONN President to University staff at the recent Town Gown meeting.

### 7. OLD BUSINESS

None.

## 8. NEW BUSINESS

### A. Mansfield Middle School Roof Project

*(Mr. Shaiken arrived)*

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

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

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

Original motion **passed** unanimously.

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

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

### C. Senior and Disabled Transportation

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

### D. Mansfield Agency Grant Program

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

**E. Youth Services – Restorative Justice**

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

**F. Commission on the Aging – Proposed Charge Revision**

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

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

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

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

Motion **passed** unanimously.

**G. Resolution for Corporate Seal**

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

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

Motion **passed** unanimously.

## 9. REPORTS OF COUNCIL COMMITTEES

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

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

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

Motion **passed** unanimously.

Mr. Kochenburger reported that the Finance Committee will begin reviewing the Town's liability insurance.

Ms. Berthelot reported that the Personnel Committee will be bringing a memorandum of understanding in regards to the school resource officer program and minor changes to the Council's Rules of Procedure to the Council soon.

## 10. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS

None.

## 11. PETITIONS, REQUESTS AND COMMUNICATIONS

### A. C. Trahan Memo re: Depot Campus Lease Payments (2-11-20)

Mayor Moran referred item 11A to the Finance Committee for review.

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

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

### D. Board and Committee Appointments (February 2020)

### E. 2020 Farmers Forum Flyer

**12. FUTURE AGENDAS**

None.

**13. ADJOURNMENT**

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

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

February 24, 2020

To: Town council

From: Betty Wassmundt 860-429-8300

Reynolds School P 53

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

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

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

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

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

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

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

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

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

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

## MINUTES

### 1. CALL TO ORDER

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

### 2. ROLL CALL

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

### 3. APPROVAL OF MINUTES

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

### 4. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

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

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

Betty Wassmundt, Old Turnpike Road, asked the Council to reconsider shared financial services. (Statement attached.)

### 5. REPORT OF THE TOWN MANAGER

Interim Town Manager John Carrington presented his written report.

### 6. REPORTS AND COMMENTS OF COUNCIL MEMBERS

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

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

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

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

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

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

### **7. OLD BUSINESS**

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

Ms. Berthelot **moved** and Mr. Schurin seconded, effective March 9, 2020, to authorize the Interim Town Manager to sign the Memorandum of Understanding between the Regional School District #19 Board of Education and the Town of Mansfield clarifying and resolving concerns that the Mansfield Town Council has concerning the current School Resource Officer (SRO) program at E. O. Smith Regional High School. Motion **passed** with all in favor except Mr. Freudmann who voted against.

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

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

### **8. NEW BUSINESS**

#### **A. Mansfield Middle School Roof Building Committee Charge**

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

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

Ms. Berthelot **moved** and Mr. Schurin seconded to appoint Councilors Fraton, Bruder, and Schurin to the Ad Hoc Committee on Naming of Ballfields, which is charged with considering a request to name one of the Town's ballfields then report back to the Town Council for formal review and consideration. Motion **passed** unanimously.

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

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

**D. Town Council Goal Setting**

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

**9. REPORTS OF COUNCIL COMMITTEES**

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

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

Motion **passed** unanimously.

**10. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS**

None.

**11. PETITIONS, REQUESTS AND COMMUNICATIONS**

**A. SEC Environmental Sustainability Report (CY 2019)**

**B. Sgt. K. Timme, Town of Mansfield Monthly Reports (Jan & Feb 2020)**

**C. Haven Campus Communities-Mansfield Pre-Application (2.12.20)**

**D. A. O'Neill, CT Water Company - H2O Help 2 Our Customers Program (2.21.20)**

**E. S. Jordan, UConn EVP for Admin and CFO - letter re: Petitions W1612, P1364-1, P1364-2 (3.2.20)**

**12. FUTURE AGENDAS**

- Update on COVID-19 Response

**13. ADJOURNMENT**

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

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

March 9, 2017

To: Town council

From: Betty Wassmundt

RE: Shared Services

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

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

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

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

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

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

Please get to work on this. Thank you.



## TOWN OF MANSFIELD

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

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

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

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

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

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

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

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

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

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

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

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

MANSFIELD TOWN COUNCIL

Antonia Moran

Mayor

**Dated at Mansfield, Connecticut**

**this 9th day of March, 2020**

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

---

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

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**Date**

**(Seal)**



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

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

Rule 1 – Organizational Meeting

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

Rule 2 –Meetings

- a) All meetings shall be held in compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes sections 1-200, et seq.
- b) The presence of five members of the Council is necessary for a quorum. Each Council member is asked to notify the Mayor or the Town Manager as soon as possible if the member expects to be absent
- c) Special Meetings of the Town Council may be called by the Mayor, or on the written request of at least three members of the Council, filed with the offices of the Town Manager and Town Clerk not less than 36 hours (excluding Saturday, Sunday, legal holidays and any day on which the Office of the Town Clerk is officially closed) in

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

- d) Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).
- e) Work Sessions are by definition of the Freedom of Information Act, Special Meetings of the Council. In order to preserve the informal and relaxed atmosphere that encourages exchange between members of the Town Council, town government and invited participants, Work Sessions will generally be held prior to the Regular Meeting. Work Sessions may be scheduled by the Mayor or by majority of vote of the Council. All requirements of the Freedom of Information Act that pertain to Special Meetings shall be observed for Work Sessions. Work Sessions will be held to discuss, review, research or explore topics for possible later action. No formal votes may be taken, except for a vote to go into Executive Session.
- f) Joint meetings and hearings may be held with the governing bodies of other governmental entities or agencies and such joint regular or special meetings may be held in the jurisdiction of either body.
- g) Ceremonial presentations to individuals or groups that may include refreshments, may be scheduled prior to the Regular Meeting time in accordance with the requirements of the Freedom of Information Act. A notice that the presentation will take place prior to the Regular Meeting will be included on the agenda for that meeting.
- h) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection minutes of all its proceedings, including all roll call votes and indicating deliberations, discussions and actions which shall be the official record of Council proceedings. The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor in the absence of the Mayor. Notes from the meeting indicating all actions shall be available to the public within 48 hours after the meeting and the minutes shall be available and posted on the website within 7 days of the meeting.
- i) The Freedom of Information Act prohibits a quorum of Council members from engaging in discussion about substantive Council business via email.

### Rule 3- Agenda of Council Meetings

- a) The Town Manager, in consultation with the Mayor, shall prepare the agenda
- b) Unless altered by a two-thirds vote of the Council, the regular order of business shall be as follows:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Approval of Minutes
  - 4. Public Hearing (if scheduled)
  - 5. Opportunity For Public to Address the Council
  - 6. Report of the Town Manager
  - 7. Reports and Comments of Council Members
  - 8. Old Business
  - 9. New Business
  - 10. Quarterly Reports
  - 11. Reports of Council Committees
  - 12. Departmental and Advisory Committee Reports
  - 13. Petitions, Request and Communications
  - 14. Future Agendas
  - 15. Executive Session (if scheduled)
  - 16. Adjournment
- c) Prior to or during the discussion on each item on the agenda the Mayor may call upon the Town Manager, designated staff or other appropriate person for the purpose of background presentation of business to be discussed. Council members may address questions to these individuals.
- d) Unless extenuating circumstances occur, the agenda and all supporting material shall be delivered to the Council not later than the Friday preceding each regular meeting of the Council.
- e) Every effort will be made to ensure that copies of the agenda, minutes and related material distributed with the packet will be made available on the Town's website no later than noon on the Friday preceding each regular meeting of the Council.
- f) Recurring Old Business items shall have an end date to be determined by the Council.

### Rule 4 – Public Participation

- a) Regular Meetings and Special Meetings  
The Town Council welcomes comments from the public. On the agenda of each regular meeting of the Town Council, or special meeting which is merely a rescheduled regular meeting, a period shall be set aside and designated as an opportunity for the public to

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

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

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

b) Public Hearings

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

c) Work Sessions

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

## Rule 5 – Decorum

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

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

## Rule 6- Introduction and Public Hearing of Ordinances

- a) Section C307 of the Charter of the Town of Mansfield provides that “All ordinances introduced by a member of the Council shall be in written form and shall be limited to one subject, which shall be clearly stated in the title.” A copy of the ordinance shall be filed with the Town Clerk who shall follow the procedures for copying, distribution and notice of the proposed ordinance set forth in Town Charter section C307.
- b) Section C308 of the Town Charter requires that the Town Council shall hold at least one public hearing before any ordinance shall be passed. The Council may also hold more than one public hearing on a proposed ordinance prior to taking final action.
- c) Prior to the Town Council scheduling a public hearing regarding a proposed ordinance, the Town Manager shall present a written fiscal impact analysis to the Council.
- d) The Town Council may discuss a proposed ordinance but may not amend, adopt or reject it on the day the first public hearing is convened in accordance with Section 308 of the Town Charter. This provision may be suspended by a majority vote.

## Rule 7- Motions

- a) When a motion is made and seconded it shall be stated by the Mayor or the Town Clerk, if requested. If the motion is made in writing, it shall be read aloud prior to being debated. The motion so made and seconded will be in possession of the Council and subject to amendments or withdrawal.
- b) Motions shall be reduced to writing when requested by the Mayor or by a majority of the whole Council.
- c) When a motion is under debate, no further motion shall be received except to adjourn, to recess, to table, for the previous question, to limit, extend or close debate, to postpone to time certain, to refer to committee, to amend or to postpone indefinitely, which motions shall have precedence in the order indicated.

- d) Motions to adjourn, to lay upon the table and for the previous question shall be decided without debate.
- e) Motions to postpone to a definite time and to limit, extend or close debate at a specific time shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.
- f) Motions to refer, to postpone indefinitely or to amend shall be debatable, but only with respect to such a referral, postponement or amendment, and not with respect to the subject matter of the main motion.
- g) Any amendment must be germane to the motion.
- h) Motions to table, to postpone to time certain or to postpone indefinitely, once having been decided, shall not be reconsidered at the same meeting, whereas a motion to refer a matter to a committee can be reconsidered only at the meeting of the vote. Any other motion can be reconsidered only at the same or next succeeding meeting of the Council.
- i) Any motion to reconsider shall be in order only upon motion by a member participating in the prevailing vote of the original motion. Motions to adjourn or to reconsider the previous question shall not be reconsidered.
- j) Any motion under debate, which consists of two or more independent propositions, may be divided by a majority vote of the whole Council.

Rule 8 - Debate

- a) During discussion or debate, no Councilor shall speak unless recognized by the Mayor.
- b) Councilors shall confine their remarks in debate to the pending question.
- c) Any Councilor who knows in advance of a meeting that he /she wishes to obtain certain data or have a question answered, or wishes specific figures or expenditures, or the like, should, insofar as possible, inform the Town Manager in writing of the nature and details of the inquiry, so that the Town Manager will have the opportunity to have the answer available at such meeting.
- d) Any member who realizes or anticipates that he/she has or will have a conflict of interest with respect to a matter before the Council for consideration should announce his or her intention to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of or involvement in the matter.

Rule 9 – Standing Committees and Other Committees

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

- Committee on Committees
  - Finance Committee
  - Personnel Committee
- b) The Council may create or dissolve committees of the Council by resolution.
- c) The Mayor shall appoint members of the Council to such committees and shall designate the chair of each. The Mayor may announce any adjustments in membership or chairmanship at a regular Council meeting with such changes to be effective at the next regular committee meeting.
- d) All Councilors shall be ex-officio members of the committees to which they are not assigned, but do not have the authority to make motions or to vote.
- e) The Mayor shall make recommendations for appointments of Council members to committees other than the three standing committees of the Council to the Council as a whole for review and consideration.
- f) The agenda for each meeting is set by the supporting staff in consultation with the chair. A meeting may be cancelled by the chair. The chair may schedule special meetings of the committee in consultation with other committee members. An opportunity for public comment shall be included in the agenda, either at the beginning or the end of the meeting, in accordance with the rules governing Public Participation.

#### Rule 10 – Executive Session

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

**RESOLUTION REGARDING  
MANSFIELD MIDDLE SCHOOL ROOF BUILDING COMMITTEE**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED THAT:**

**Section 1 - Establishment; Duties.**

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

(a) Pre-referendum Duties:

Plan development. The Building Committee shall:

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

(b) If said Referendum is approved:

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

- (2) Meet with the architect, general contractor or construction manager to be certain that they reconcile any differences and agree as to what is required by the final plans, drawings and specifications, bid documents and contract documents. The Building committee shall oversee the construction contract(s) to be entered into by the Town and said construction firm(s), subject to approval of the Town Attorney and Town Manager.
  - (3) Determine the scheduling/phasing of the planning and construction of each building included in the overall project.
- (c) If said Resolution is approved: Initiation, continuation and completion of construction.

The Building Committee shall:

- (1) Award the architectural contract for administrative services during the construction phase.
- (2) Authorize the start of construction.
- (3) Monitor the construction process to include meetings with the architect, project manager and construction contractor as necessary to resolve any differences.
- (4) Coordinate communication between the Building Committee, the Board of Education, the Town Manager and Town Council to keep all parties up-to-date on developments.
- (5) Consider and promptly act on change orders, making certain that any increase in the cost involved in any change order is within the amount appropriated for the project.
- (6) Monitor the preparation by the architect of a list of items which are not fully completed (punch list) or which require further attention when the architect has certified that the project is substantially complete. The Building Committee shall make certain that such items are completed properly and promptly.
- (7) Review the certification by the architect that construction has been completed in full compliance with contract documents or review the list of items which are not yet satisfactorily completed.
- (8) Authorize the release of funds which had been withheld or designate those funds to be withheld pending completion of any unfinished work or for any other appropriate reason.

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Antonia Moran,  
Mayor, Town of Mansfield



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

## MINUTES

### 1. CALL TO ORDER

Mayor Moran called the regular meeting of the Mansfield Town Council to order at 7:00 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. MRRA, 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

<b>Level of Service</b>	<b>Description</b>	<b>Fees</b>
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



## SPECIAL MEETING MINUTES

Members Present: Bill Briggs, John Carrington, John Fratiello, David Litrico, Kelly Lyman, Toni Moran, Paul Shapiro

Staff Present: Sheri Baczanski, Public Works Specialist; Allen Corson, Director of Facilities Management; Alicia Ducharme, Budget Analyst; Cherie Trahan, Director of Finance; Bill Trietch, Deputy Director of Facilities Management

Guests: Paul Jorgensen, Associate & Architect, Silver Petrucelli

1. CALL TO ORDER:

Meeting called to order at 8:00AM by Paul Shapiro

2. APPROVAL OF JUNE 23, 2020 MINUTES:

Mr. Fratiello **moved** to approve the minutes of the June 23, 2020 meeting. Mr. Litrico seconded the motion.

The motion **passed** unanimously.

3. UPDATES ON ASBESTOS, ELECTRICAL AND ANY OTHER OUTSTANDING ISSUES:

Mr. Corson shared the results of the asbestos report and told the Committee that the abatement cost is in line with the project budget. He spoke to the Committee about pricing of ballasted versus anchored electrical systems and said he is still waiting for final quotes from vendors. The Committee discussed creating the budget using pricing for the anchored system to meet the deadlines for presenting to the Town Council and filing with the State.

4. REVIEW AND POTENTIAL APPROVAL OF ESTIMATED PROJECT BUDGET:

Mr. Jorgenson shared budget documents with the Committee. Members discussed their approval and concern for the estimated budget and manufacturers being able to meet deadlines during the pandemic. Mr. Jorgenson told the Committee that there have only been small fluctuations in supply and demand and that there should be stability in the future.

Ms. Moran **moved** that the Committee recommend the budget of 2.8 Million Dollars to the Town Council for approval of the Mansfield Middle School Roof which includes a contingency of approximately 8% for the purposes of covering fluctuations in materials cost. Mr. Fratiello seconded the motion.

The following vote was recorded by roll call:

Briggs	Yes
Fratiello	Yes
Litrico	Yes
Moran	Yes
Shapiro	Yes

The motion **passed**

*A copy of the budget as amended and approved is attached to these minutes.*

5. DISCUSSION OF NEXT MEETING DATE:

The Committee agreed to meet again on July 21, 2020. The purpose of this meeting will be to prepare for the presentation to the Town Council on July 27, 2020.

*Ms. Moran left the meeting at 9:29AM*

6. ADJORNMENT:

Mr. Fratiello **moved** to adjourn the meeting at 9:33AM. Mr. Briggs seconded the motion.

The motion **passed** unanimously

Respectfully Submitted,

Tasha N. Smith  
Executive Assistant, Town Manager's Office

**Mansfield Middle School Roof Replacement & Photovoltaic Project**

30-Jun-20

20 Spring Hill Road, Storrs, Connecticut 06268

JOB NO: 20.087

Owner: Town of Mansfield  
SCHEMATIC DESIGN

OPINION OF PROBABLE CONSTRUCTION COST  
90,516 (SQUARE FEET)

MOD. BIT ROOFING MEMBRANE

CT STATE PROJECT #

SECTION NUMBER	WORK CATEGORIES	QTY.	UNIT	MATERIAL COST		LABOR COST		ALLOWANCE	TOTAL \$	CT INELIGIBLE
				UNIT \$	TOTAL	UNIT \$	TOTAL			
<b>OTHER COSTS</b>										
	STATE PERMIT FEE (.26 PER 1,000)	1	LS					\$705.00	\$705	\$705
	INSURANCE	1	LS					\$18,000.00	\$18,000	\$18,000
<b>OTHER SUB-TOTAL</b>								\$18,705		<b>TOTAL: \$18,705</b>
<b>DIVISION TWO</b>										
	DUMPSTERS	10	EA	\$1,000.00	\$10,000				\$10,000	\$0
	EXISTING ROOF INSULATION	90,516	SF		\$0	\$1.50	\$135,774		\$135,774	\$0
	DEMO - WOOD BLOCKING	6,800	LF	\$0.00	\$0	\$5.00	\$34,000		\$34,000	\$0
	HAZ-MAT ABATEMENT	1	LS				\$20,000		\$20,000	\$0
	CRANE RENTAL (UNIT LIFTING)	1	LS				\$25,000		\$25,000	\$0
	DEMO - METAL FLASHING	6,800	LF			\$4.00	\$27,200		\$27,200	\$0
<b>DIVISION TWO SUB-TOTAL</b>								\$251,974		<b>TOTAL: \$0</b>
<b>DIVISION FIVE</b>										
	METAL FLASHING	6,800	LF	\$15.00	\$102,000	\$9.00	\$61,200		\$163,200	\$0
	STEEL CONNECTIONS & REINFORCING FOR PV SYSTEM	1	LS	\$10,000	\$10,000	\$40,000	\$40,000		\$50,000	\$0
	METAL WALL PANELS	1	LS				\$25,000		\$25,000	\$0
	SAW CUTTING FOR REGLETS & METAL	1,000	LF	\$4.45	\$4,450	\$4.00	\$4,000		\$8,450	\$0
	5% TOTAL DECK REPLACEMENT ALLOWANCE	1	EA				\$40,000	\$	40,000	\$40,000
<b>DIVISION FIVE SUB-TOTAL</b>								\$286,650		<b>TOTAL: \$40,000</b>
<b>DIVISION SIX</b>										
	PERIMETER WOOD BLOCKING	6,800	BF	\$3.00	\$20,400	\$2.00			\$20,400	\$0
	MECH. UNIT WOOD BLOCKING	1,500	BF	\$3.50	\$5,250	\$2.00	\$3,000		\$8,250	\$0
<b>DIVISION SIX SUB-TOTAL</b>								\$	28,650	<b>TOTAL: \$0</b>
<b>DIVISION SEVEN</b>										
	BASE LAYER INSULATION (5" THICK)	90,516	SF	\$2.50	\$226,290	\$1.10	\$99,568		\$325,858	\$0
	TAPERED INSULATION INSULATION (6" THICK)	20,000	SF	\$2.00	\$40,000	\$1.50	\$30,000		\$70,000	\$0
	COVERBOARD	90,516	SF	\$0.75	\$67,887	\$1.00	\$90,516		\$158,403	\$0
	MOD. BIT ROOFING MEMBRANE	90,516	SF	\$2.20	\$199,135	\$2.00	\$181,032		\$380,167	\$0
	VENT STACKS	40	EA	\$25.00	\$1,000	\$60.00	\$2,400		\$3,400	\$0
	PITCH POCKET	50	EA	\$25.00	\$1,250	\$25.00	\$1,250		\$2,500	\$0
	SLIP SHEETS & PITCH POCKETS FOR PV SYSTEM	1	LS				\$150,000		\$150,000	\$0
	WALKWAY PADS	5,000	SF	\$2.00	\$10,000	\$4.00	\$20,000		\$30,000	\$0
	SEALANTS	1	LS				\$12,000		\$12,000	\$0
	MISC ROOF ACCESSORIES	1	LS				\$15,000		\$15,000	\$0
	ADHESIVES	1	LS				\$10,000		\$10,000	\$0
<b>DIVISION SEVEN SUB-TOTAL</b>								\$1,157,328		<b>TOTAL: \$0</b>
<b>DIVISION FIFTEEN</b>										
	ROOF DRAIN & SUMP	29	EA	\$400.00	\$11,600	\$300.00	\$8,700		\$20,300	\$0
	ROOF SCUPPER	12	EA	\$1,000.00	\$12,000	\$600.00	\$7,200		\$19,200	\$0
<b>DIVISION FIFTEEN SUB-TOTAL</b>								\$39,500		<b>TOTAL: \$0</b>
<b>DIVISION TWENTY SIX</b>										
	PV PANELS	1	LS	\$65,000	\$65,000	\$0.00	\$0		\$65,000	\$0
	INVERTERS	1	LS	\$25,000	\$25,000	\$0.00	\$0		\$25,000	\$0
	RACKING	1	LS	\$25,000	\$25,000	\$0.00	\$0		\$25,000	\$0
	ELECTRICAL COMPONENTS	1	LS	\$40,000	\$40,000	\$0.00	\$0		\$40,000	\$0
	DIRECT INSTALL LABOR	1	LS	\$0	\$0	\$85,000	\$85,000		\$85,000	\$0
<b>DIVISION TWENTY SIX SUB-TOTAL</b>								\$240,000		<b>TOTAL: \$0</b>
<b>CONSTRUCTION COST PER SQUARE FOOT = \$27.93</b>										
<b>SUBTOTAL =</b>									\$2,022,807	<b>TOTAL: \$58,705</b>
<b>GEN. CONDITIONS 10.00%</b>									\$202,281	\$4,696
<b>OVERHEAD &amp; PROFIT 15.00%</b>									\$303,421	\$7,045
<b>Subtotal</b>									\$2,528,509	
<b>CONSTRUCTION TOTAL =</b>									<b>\$2,528,509</b>	<b>TOTAL: \$70,446</b>
<b>A/E FEES =</b>									\$67,150	\$1,559
<b>ENVIRONMENTAL FEE</b>									\$0	\$0
<b>CONTINGENCY = 8.00%</b>									\$204,341	\$204,341
<b>GRAND TOTAL</b>									<b>\$2,800,000</b>	<b>TOTAL: \$276,346</b>

SILVER/PETRUCELLI + ASSOCIATES  
Architects & Engineers

3190 Whitney Avenue  
Hamden, CT 06518  
Phone: 203 230 9007 ext. 203  
Fax: 203 230 8247  
www.silverpetrucelli.com





# MMS Roof Replacement

Fiscal Year 2021-2022

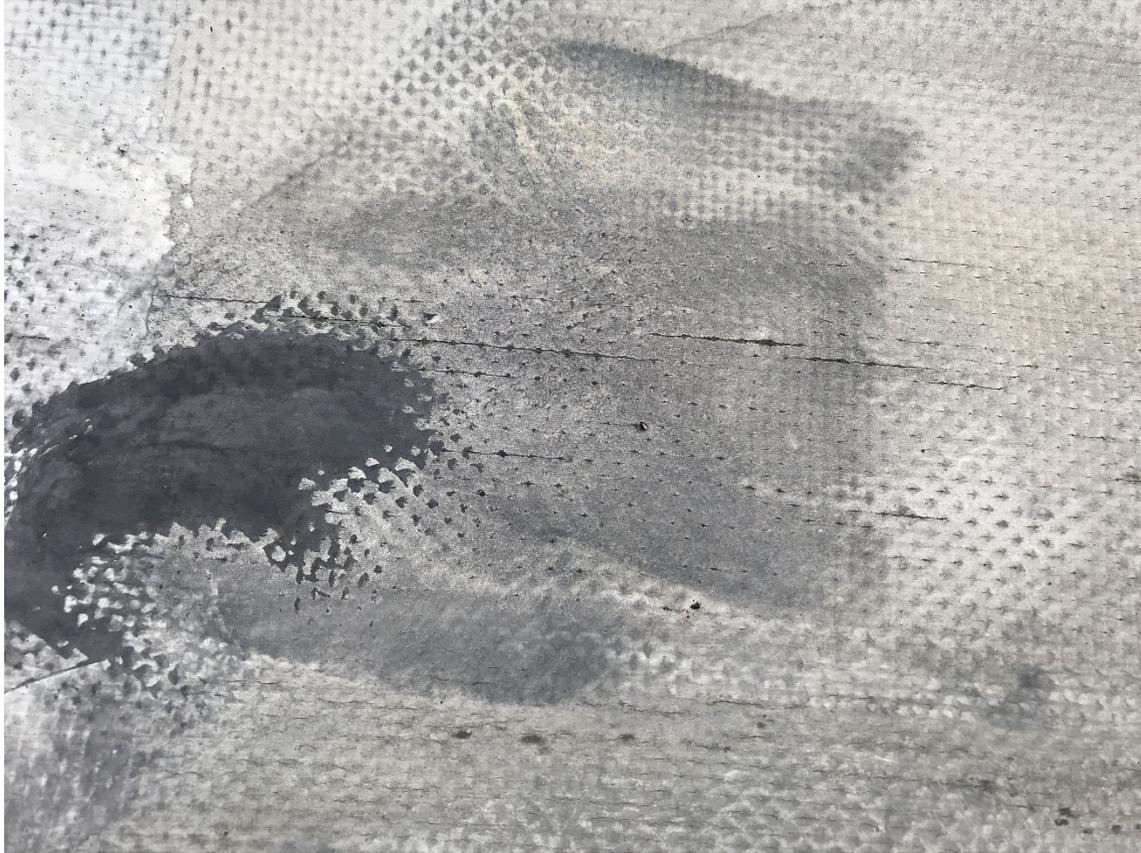
# Why now?

- **32 year old roof (12 years past warranty)**
- **Indoor renovations at risk – Protect our recent investments**
- **Roof maintenance costs escalating  
(over 500% increase last year - \$36,000 spent)**
- **State Reimbursement is 75.36% including solar array**
- **Solar array will provide 25% of electrical needs (\$20,000/year)**
- **With State reimbursement, solar payback is 8 years**

# Current Roof Membrane



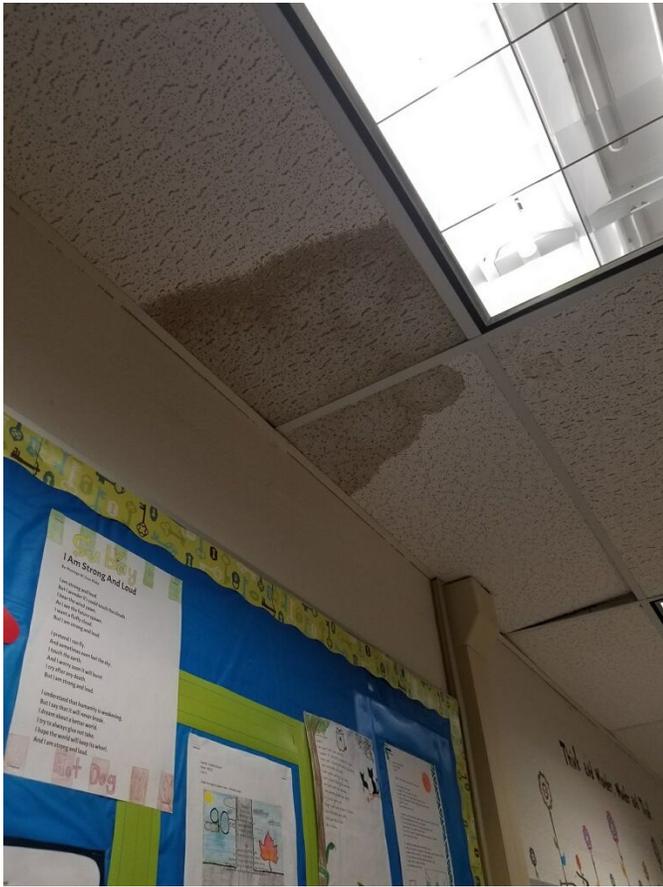
# Current Roof Membrane



# Roof Gutters



# Leaks



# Leaks



# **Hazardous Materials**

- **Must be remediated if disturbed**
- **Reasonable cost expected**
- **Minimal initial discovery:**
  - **Chimney caulk**
  - **Soffits with gutters**
  - **Tar behind Plywood – no intention to disturb**

# **Proposed Design**

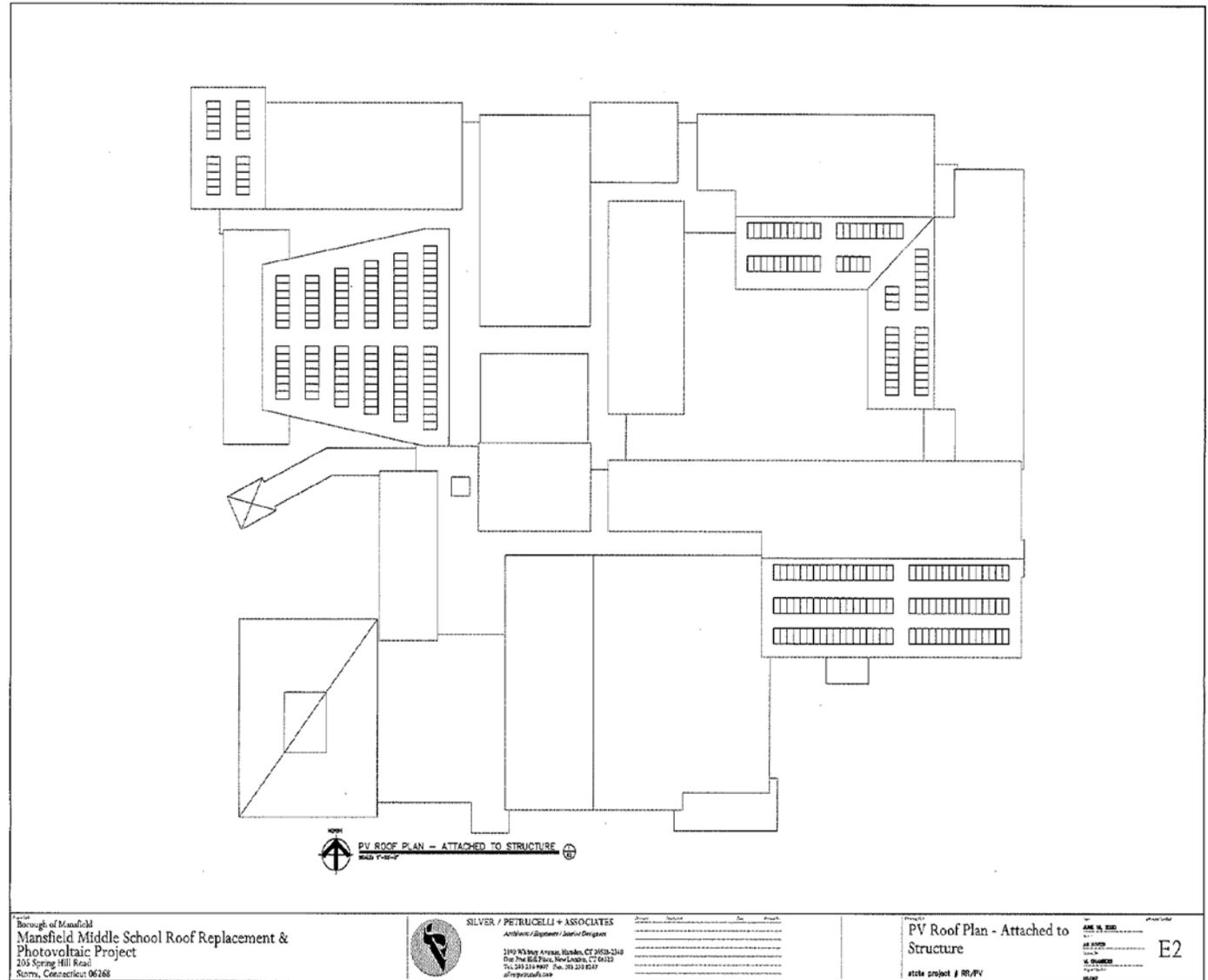
- **Two-ply modified bituminous membrane**
- **Solar array in areas that maximize performance**



# Two-Ply Modified Bituminous membrane roofing



# Solar system



# Projected budget

WORK CATEGORIES	QTY.	UNIT	MATERIAL COST		LABOR COST		ALLOWANCE	TOTAL \$	CT INELIGIBLE
			UNIT \$	TOTAL	UNIT \$	TOTAL			
<b>OTHER COSTS</b>									
STATE PERMIT FEE (.26 PER 1,000)	1	LS					\$705.00	\$705	\$705
INSURANCE	1	LS					\$18,000.00	\$18,000	\$18,000
<b>OTHER SUB-TOTAL</b>							\$18,705		<b>TOTAL: \$18,705</b>
<b>DIVISION TWO</b>									
DUMPSTERS	10	EA	\$1,000.00	\$10,000				\$10,000	\$0
EXISTING ROOF INSULATION	90,516	SF		\$0	\$1.50	\$135,774		\$135,774	\$0
DEMO - WOOD BLOCKING	6,800	LF	\$0.00	\$0	\$5.00	\$34,000		\$34,000	\$0
HAZ-MAT ABATEMENT	1	LS				\$20,000		\$20,000	\$0
CRANE RENTAL (UNIT LIFTING)	1	LS				\$25,000		\$25,000	\$0
DEMO - METAL FLASHING	6,800	LF			\$4.00	\$27,200		\$27,200	\$0
<b>DIVISION TWO SUB-TOTAL</b>							\$251,974		<b>TOTAL: \$0</b>
<b>DIVISION FIVE</b>									
METAL FLASHING	6,800	LF	\$15.00	\$102,000	\$9.00	\$61,200		\$163,200	\$0
STEEL CONNECTIONS & REINFORCING FOR PV SYSTEM	1	LS	\$10,000	\$10,000	\$40,000	\$40,000		\$50,000	\$0
METAL WALL PANELS	1	LS				\$25,000		\$25,000	\$0
SAW CUTTING FOR REGLETS & METAL	1,000	LF	\$4.45	\$4,450	\$4.00	\$4,000		\$8,450	\$0
5% TOTAL DECK REPLACEMENT ALLOWANCE	1	EA				\$40,000		\$40,000	\$40,000
<b>DIVISION FIVE SUB-TOTAL</b>							\$266,650	\$40,000	<b>TOTAL: \$40,000</b>
<b>DIVISION SIX</b>									
PERIMETER WOOD BLOCKING	6,800	BF	\$3.00	\$20,400	\$2.00			\$20,400	\$0
MECH. UNIT WOOD BLOCKING	1,500	BF	\$3.50	\$5,250	\$2.00	\$3,000		\$8,250	\$0
<b>DIVISION SIX SUB-TOTAL</b>							\$28,650		<b>TOTAL: \$0</b>
<b>DIVISION SEVEN</b>									
BASE LAYER INSULATION (5" THICK)	90,516	SF	\$2.50	\$226,290	\$1.10	\$99,568		\$325,858	\$0
TAPERED INSULATION INSULATION (6" THICK)	20,000	SF	\$2.00	\$40,000	\$1.50	\$30,000		\$70,000	\$0
COVERBOARD	90,516	SF	\$0.75	\$67,887	\$1.00	\$90,516		\$158,403	\$0
MOD. BIT ROOFING MEMBRANE	90,516	SF	\$2.20	\$199,135	\$2.00	\$181,032		\$380,167	\$0
VENT STACKS	40	EA	\$25.00	\$1,000	\$60.00	\$2,400		\$3,400	\$0
PITCH POCKET	50	EA	\$25.00	\$1,250	\$25.00	\$1,250		\$2,500	\$0
SLIP SHEETS & PITCH POCKETS FOR PV SYSTEM	1	LS				\$150,000		\$150,000	\$0
WALKWAY PADS	5,000	SF	\$2.00	\$10,000	\$4.00	\$20,000		\$30,000	\$0
SEALANTS	1	LS				\$12,000		\$12,000	\$0
MISC ROOF ACCESSORIES	1	LS				\$15,000		\$15,000	\$0
ADHESIVES	1	LS				\$10,000		\$10,000	\$0
<b>DIVISION SEVEN SUB-TOTAL</b>							\$1,157,328		<b>TOTAL: \$0</b>
<b>DIVISION FIFTEEN</b>									
ROOF DRAIN & SUMP	29	EA	\$400.00	\$11,600	\$300.00	\$8,700		\$20,300	\$0
ROOF SCUPPER	12	EA	\$1,000.00	\$12,000	\$600.00	\$7,200		\$19,200	\$0
<b>DIVISION FIFTEEN SUB-TOTAL</b>							\$39,500		<b>TOTAL: \$0</b>
<b>DIVISION TWENTY SIX</b>									
PV PANELS	1	LS	\$65,000	\$65,000	\$0.00	\$0		\$65,000	\$0
INVERTERS	1	LS	\$25,000	\$25,000	\$0.00	\$0		\$25,000	\$0
RACKING	1	LS	\$25,000	\$25,000	\$0.00	\$0		\$25,000	\$0
ELECTRICAL COMPONENTS	1	LS	\$40,000	\$40,000	\$0.00	\$0		\$40,000	\$0
DIRECT INSTALL LABOR	1	LS	\$0	\$0	\$85,000	\$85,000		\$85,000	\$0
<b>DIVISION TWENTY SIX SUB-TOTAL</b>							\$240,000		<b>TOTAL: \$0</b>
<b>SUBTOTAL =</b>							\$2,022,807		<b>TOTAL: \$58,705</b>
<b>CONSTRUCTION COST PER SQUARE FOOT =</b>							\$27.93		
<b>GEN. CONDITIONS</b>							10.00%	\$202,281	\$4,696
<b>OVERHEAD &amp; PROFIT</b>							15.00%	\$303,421	\$7,045
<b>Subtotal</b>							\$2,528,509		
<b>CONSTRUCTION TOTAL =</b>							\$2,528,509		<b>TOTAL: \$70,446</b>
<b>A/E FEES =</b>							\$67,150		<b>\$1,559</b>
<b>ENVIRONMENTAL FEE</b>							\$0		<b>\$0</b>
<b>CONTINGENCY =</b>							8.00%	\$204,341	<b>\$204,341</b>
<b>GRAND TOTAL</b>							\$2,800,000		<b>TOTAL: \$276,346</b>

CONSTRUCTION COST PER SQUARE FOOT =

\$27.93

	TOTAL \$	CT INELIGIBLE
<b>CONSTRUCTION TOTAL =</b>	<b>\$2,528,509</b>	<b>TOTAL: \$70,446</b>
<b>A/E FEES =</b>	<b>\$67,150</b>	<b>\$1,559</b>
<b>ENVIRONMENTAL FEE</b>	<b>\$0</b>	<b>\$0</b>
<b>CONTINGENCY =</b>	<b>8.00%</b>	<b>\$204,341</b>
<b>GRAND TOTAL</b>	<b>\$2,800,000</b>	<b>TOTAL: \$276,346</b>



3190 Whitney Avenue  
Hamden, CT 06518  
Phone: 203 230 9007 ext. 203  
Fax: 203 230 8247  
www.silverpetrucelli.com

# Cost to Taxpayer

**Bond issue = \$840,000**

**Interest paid over term = \$327,325**

**Debt Service peaks in FY2023 at \$82,925**

**Tax impact on median home with  
assessed value of \$159,500 = \$11.67  
for peak year.**

<b>ESTIMATED DEBT SERVICE REQUIREMENTS TO MATURITY</b>					
<b>MANSFIELD MIDDLE SCHOOL ROOF</b>					
Fiscal Year	Schools		Total Debt	Mill Rate Equivalent	Annual Impact Median Home
	Principal	Interest			
2022		\$19,425	\$19,425	0.02	\$2.73
2023	\$45,000	\$37,925	\$82,925	0.07	\$11.67
2024	\$45,000	\$36,725	\$81,725	0.07	\$11.50
2025	\$45,000	\$28,700	\$73,700	0.07	\$10.37
2026	\$45,000	\$26,450	\$71,450	0.06	\$10.06
2027	\$45,000	\$24,200	\$69,200	0.06	\$9.74
2028	\$45,000	\$21,950	\$66,950	0.06	\$9.42
2029	\$45,000	\$19,700	\$64,700	0.06	\$9.11
2030	\$45,000	\$17,450	\$62,450	0.06	\$8.79
2031	\$40,000	\$15,200	\$55,200	0.05	\$7.77
2032	\$40,000	\$13,600	\$53,600	0.05	\$7.54
2033	\$40,000	\$12,000	\$52,000	0.05	\$7.32
2034	\$40,000	\$10,800	\$50,800	0.04	\$7.15
2035	\$40,000	\$9,600	\$49,600	0.04	\$6.98
2036	\$40,000	\$8,400	\$48,400	0.04	\$6.81
2037	\$40,000	\$7,200	\$47,200	0.04	\$6.64
2038	\$40,000	\$6,000	\$46,000	0.04	\$6.47
2039	\$40,000	\$4,800	\$44,800	0.04	\$6.31
2040	\$40,000	\$3,600	\$43,600	0.04	\$6.14
2041	\$40,000	\$2,400	\$42,400	0.04	\$5.97
2042	\$40,000	\$1,200	\$41,200	0.04	\$5.80
<b>Total</b>	<b>\$840,000</b>	<b>\$327,325</b>	<b>\$1,167,325</b>		<b>\$164.29</b>
10/1/19 Grand List	\$ 1,133,261,177				

**Town of Mansfield, Connecticut**

*Pro Forma Debt Impact - \$2,800,000 Mansfield Middle School Roof & PV Project*

*June 30, 2020*

Bonds Details	Notes 2021		Bonds 2022		Notes 2022		Notes 2023	
	GO Notes <sup>(1)(2)(3)</sup>		GO Bonds <sup>(3) (4) (5)</sup>		GO Notes <sup>(1)(2)(3)</sup>		GO Notes <sup>(1)(2)(3)</sup>	
Par Amount	\$	1,050,000	\$	840,000	\$	210,000	\$	210,000
Dated Date		6/15/2021		6/15/2022		6/15/2022		6/15/2023
Final Maturity		6/15/2022		6/15/2042		6/15/2023		6/15/2024
Projected Effective Rate		1.8500%		2.8507% <sup>(6)</sup>		2.2500%		2.7500%
Projected Premium	\$	-	\$	46,958	\$	-	\$	-
Average Life		1.000		10.214		1.000		1.000
Total Interest	\$	19,425	\$	297,400	\$	4,725	\$	5,775
Total Debt Service	\$	1,069,425	\$	1,137,400	\$	214,725	\$	215,775

Fiscal Year	Existing General Fund			Proposed	Proposed	Proposed	Proposed	Proposed Total	Year/Year
	Principal	Interest	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	New Debt Service	Change in DS
6/30/2021	\$ 585,000	\$ 295,375	\$ 880,375	\$ -	\$ -	\$ -	\$ -	\$ 880,375	
6/30/2022	585,000	270,525	855,525	19,425	78,200	-	-	953,150	\$ 72,775
6/30/2023	585,000	245,400	830,400	-	75,950	4,725	-	911,075	(42,075)
6/30/2024	585,000	218,900	803,900	-	73,700	-	5,775	883,375	(27,700)
6/30/2025	585,000	191,850	776,850	-	71,450	-	-	848,300	(35,075)
6/30/2026	565,000	164,800	729,800	-	69,200	-	-	799,000	(49,300)
6/30/2027	365,000	145,850	510,850	-	66,950	-	-	577,800	(221,200)
6/30/2028	365,000	134,900	499,900	-	64,700	-	-	564,600	(13,200)
6/30/2029	370,000	123,950	493,950	-	62,450	-	-	556,400	(8,200)
6/30/2030	370,000	112,850	482,850	-	55,200	-	-	538,050	(18,350)
6/30/2031	370,000	101,750	471,750	-	53,600	-	-	525,350	(12,700)
6/30/2032	370,000	90,650	460,650	-	52,000	-	-	512,650	(12,700)
6/30/2033	370,000	79,550	449,550	-	50,800	-	-	500,350	(12,300)
6/30/2034	370,000	68,450	438,450	-	49,600	-	-	488,050	(12,300)
6/30/2035	370,000	57,350	427,350	-	48,400	-	-	475,750	(12,300)
6/30/2036	370,000	46,250	416,250	-	47,200	-	-	463,450	(12,300)
6/30/2037	370,000	35,150	405,150	-	46,000	-	-	451,150	(12,300)
6/30/2038	370,000	23,588	393,588	-	44,800	-	-	438,388	(12,763)
6/30/2039	370,000	12,025	382,025	-	43,600	-	-	425,625	(12,763)
6/30/2040	-	-	-	-	42,400	-	-	42,400	(383,225)
6/30/2041	-	-	-	-	41,200	-	-	41,200	(1,200)
	\$ 8,290,000	\$ 2,419,163	\$ 10,709,163	\$ 19,425	\$ 1,137,400	\$ 4,725	\$ 5,775	\$ 11,876,488	

<sup>1</sup> Estimated cost of issuance of \$10,000 will need to be paid by the project or from reserves. Assumes a non-rated issue.  
<sup>2</sup> Includes \$210,000 to cover State of Connecticut school construction grant retainage of 11% of estimated grant amount.  
<sup>3</sup> Rates are preliminary and subject to change with market movement.  
<sup>4</sup> Structured with 20 year term, 20 substantially level principal payments. 1st principal payment will be 12 months after issuance.  
<sup>5</sup> Estimated cost of issuance of \$75,000 will need to be paid by the project, from bond premium or from reserves. Assumes one (1) S&P credit rating.  
<sup>6</sup> Projected True Interest Cost (TIC). TIC is based on the following yield assumptions: 2022 - current market + 77 bps.

**\*\* Preliminary, Subject to Change. For discussion purposes only. \*\***

Disclosure: Hilltop Securities Inc. is providing the information contained in this document for discussion purposes as municipal advisor to the Town of Mansfield. Future interest rates are dependent upon many factors such as, but not limited to, interest rate trends, tax rates, supply, changes in laws, rules and regulations, as well as changes in credit quality and rating agency considerations. The effect of such changes in such assumptions may be material and could affect the projected results. These results should be viewed with these potential changes in mind as well as the understanding that there may be interruptions in the market or no market may exist at all.





**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager   
**CC:** Derek Dilaj, Acting Director of Public Works; Cherie Trahan, Director of Finance;  
**Date:** July 27, 2020  
**Re:** Historic Restoration Fund Grant for Mansfield Historic Society

---

**Subject Matter/Background**

The State Historic Preservation Office (SHPO) offers matching, reimbursement Historic Restoration Fund (HRF) grants of up to \$100,000 to Connecticut municipalities and 501(c)3 and 501(c)13 nonprofits for capital projects or archaeological site preservation, protection, and stabilization at historic properties listed on the State or National Registers of Historic Places. HRF Grants are funded by the Community Investment Act (also known as Public Act 05-228), which was signed into law on July 11, 2005. The Act provides increased funding for historic preservation as well as open space, farmland preservation, and affordable housing.

**Key Grant Details:**

- Grant awards range from \$5,000 - \$100,000
- Grant awards must be matched on a one-to-one basis
- Grant funds are paid on a single-payment reimbursement basis following project completion
- Hard costs are eligible, pre-development costs are not eligible
- Work must adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Grants cannot be awarded for work already completed or in progress
- Property must be owned or leased (20-year minimum) by the applicant
- A preservation easement must be placed on the property following project completion
- Facilities must be open to the public or work must be visible to the public

Attached please find an application in the amount of \$109,516.00 to the state's HRF grant program. The Mansfield Historical Society has committed to fronting the construction costs beyond the \$50,000 match from the Town, which would be reimbursed by the State to the Historical Society upon completion. In addition to reduce costs of the project the Mansfield Historical Society is to committed to restoration of the Field Stone Walkway and restoration of the grass areas which would be impacted by

construction of the buildings' drainage system. As explained in the application, the grant funds would be used to excavate around the Old Town Hall and former Town Office Building to install a drainage system to reduce the moisture and flooding in the basements that is causing water damage and mold issues, making these spaces unsuitable for storage. The system will extend south along Route 195 to tie into the Connecticut Department of Transportation drainage system.

During construction an unused chimney on the north side of the Old Town Hall and a section of retaining wall will need to be removed. Work on the adjacent property will be required to access the bottom of the foundation to install a French drain in this area. In addition, the garage doors leading into the basement of the Old Town Hall will be replaced by a bulkhead, the foundation wall repaired, and then the steep driveway and the stairwell between the two buildings will be filled in. This will eliminate a major point of water entry into the basement of the Old Town Hall.

### **Financial Impact**

The grant program does require a local "match" or contribution from the town. \$50,000 in matching funds was included for this project in the 2019/2020 Town budget. The Mansfield Historical Society will front the remaining costs that will be reimbursed after project completion.

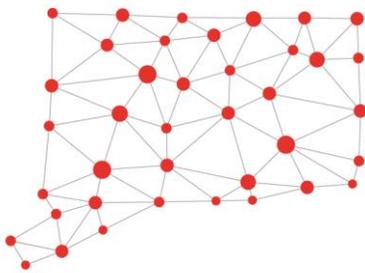
### **Recommendation**

Staff recommends that the Council authorize the Interim Town Manager to submit the grant application on behalf of the town, in partnership with the Mansfield Historical Society. If the Town Council supports this recommendation, the following resolution is in order:

*Resolved, effective July 27, 2020, that John C. Carrington, Interim Town Manager, is empowered to execute and to deliver in the name of and on behalf of this municipality, an application and a future contract, if the grant is approved, with the State Historic Preservation Office (SHPO) for a Historic Restoration Fund grant.*

### **Attachments**

- 1) Proposed Grant Application
- 2) Project Narrative
- 3) Estimated Budget to Renovate Buildings



CONNECTICUT  
**STATE HISTORIC PRESERVATION OFFICE**  
INVESTING IN PRESERVATION SINCE 1955

## **Historic Restoration Fund Grant**

*Application*  
2018

## Historic Restoration Fund Grant | *Application*

### Applicant Information

Municipality/Organization: Mansfield Historical Society	Town of Mansfield	
Chief Elected Official/Executive Director: David Landry, President	John Carrington, Interim Town Manager	
Federal Employer ID Number: 06-6068580	06-6002032	
Street Address: 954 Storrs Road	4 South Eagleville Road	
City/Town: Storrs Mansfield	State: CT	ZIP Code: 06268

### Contact Information

Contact Name: Ann Galonska, Museum Director	Derek Dilaj, Acting Director of Public Works	
Email Address: mansfield.historical@snet.net	derek.dilaj@mansfieldct.org	
Phone Number: 860.429.6575		
Mailing address (if different from above): P.O. Box 145		
City/Town: Storrs Mansfield	State: CT	ZIP Code: 06268

*This contact information will be used for all questions and mailings related to the grant process.*

### Project Site Information

Street Address: 954 Storrs Road	
City/Town: Storrs Mansfield, CT	ZIP Code: 06268
Historic Name of Property: Town Hall and Town Office Building	

### Project Information

1. Identify the type of project:

- Rehabilitation
- Restoration
- Archaeological site preservation, protection, or stabilization

---

2. One sentence explanation of the project:

The Mansfield Historical Society, in partnership with the Town of Mansfield is applying for an HRF grant to partially fund the installation of a new drainage system which will eliminate the infiltration of water into the basements of both buildings and prevent further water damage.

---

3. Grant Amount Request:  
\$54,758.00

Total Project Cost:  
\$109,516.00

---

4. Identify historic designation status (check all that apply):

National Historic Landmark

National Historic Landmark, District: \_\_\_\_\_

National Register of Historic Places

National Register of Historic Places, District: Mansfield, CT - Spring Hill Historic District

State Register of Historic Places

State Register of Historic Places, District: Mansfield, CT - Springhill Historic District

Local Historic Property

Local Historic District: Spring Hill

---

5. Brief description of the property's history:

The Town Hall and Town Office Building served as the focus of Mansfield's civic life from 1843 through the 1970s. The Town Hall was built in 1843 and was Mansfield's first municipal building. The Town Office building was constructed in 1935 and was a WPA project. By the 1970s the buildings were no longer adequate for conducting the town's business. The former Storrs Grammar School was renovated to serve as the new municipal center. In 1980 the Mansfield Historical Society moved into the 1935 Town Office building. Both buildings are currently used by the Mansfield Historical Society for collection storage, and publicly accessible exhibit space.

---

6. Identify the applicant:

municipality

501(c)3 nonprofit

501(c)13 nonprofit

*If the applicant is a 501(c)3 or 501(c)13, submit a copy of the IRS Status Determination letter.*

---

7. Is this a subsequent phase of a project?:

yes  no

If yes, explain:

---

---

8. Has the applicant received previous grants from SHPO?:

yes    no

If yes, please list all grants received (include grant type, date awarded, and award amount):

Historical Preservation Technical Assistance grant from the Connecticut Trust for Historic Preservation in partnership with SHPO - awarded Feb. 16, 2016. This was for a condition assessment study of the Old Town Hall and former Town Office Building that was conducted by the Nelson Edwards Company Architects, LLC. The grant amount was \$16,012. An amendment of \$1,420.50 was granted on Jan. 19, 2017 to help fund design and development for a new drainage system.

---

9. Has the applicant received other capital grants from the State of Connecticut in the last three years?:

yes    no

If yes, please list all grants received (include grant type, date awarded, and award amount):

---

10. Has the applicant read the preservation restriction template and agreed to the terms?:

yes    no

Has an attorney confirmed that a preservation restriction can be placed on the property?:

yes    no

*A legal opinion from an attorney must be provided, please see Application Guidelines for more details.  
The preservation restriction template can be found in the Closeout Guidelines.*

---

11. Has the property had a preservation restriction in the past?:

yes    no

If so, identify for what project and the expiration date of the restriction (whether active or expired):

---

12. Does the applicant own or lease the property?:

own  lease Property is owned by the Town of Mansfield and leased to the Mansfield Historical Society.

If the property is leased, does the applicant have a long-term lease of at least 20 years as of the date of the application?:

yes  no Mansfield Historical Society has a 20 year lease that was renewed June 29, 2016. The next renewal date is in 2036.

If the property is leased, have notarized statements been obtained from the owner/s of the property that permit the applicant to submit this application and complete the project?:

yes  no

*Please submit a copy of the Certificate of Title or lease and applicable notarized statements.*

---

13. Is the property insured?

yes  no

*Please submit a copy of the Insurance Policy for the property.*

---

14. Does the applicant have the funding for the entire project available and restricted for the purposes of this project?:

yes  no

---

15. Please identify the consultant on the project:

Name: Matthew Maynard

Firm: Towne Engineering, Inc.

Contact information: P.O. Box 162  
South Windham CT 06266  
860.423.6371  
mmaynard@towneengineeringinc.com

Profession:  Historic Architect  Structural Engineer  Architectural Historian

Other: Project Engineer

*Please submit the consultant's resume.*

---

16. Is the project shovel ready and does the applicant agree to have the project go out to bid within 120 days of the contract execution?:

yes  no

---

---

17. Does the project involve ground disturbance?:

yes     no

If yes, has the Staff Archaeologist been contacted?:

yes     no

If yes, outline Staff Archaeologist's recommendation(s):

Due to the previous ground disturbances from the construction of the Town Office Building and the new foundation for the Town Hall, the likelihood of impacting significant archaeological deposits is low. The State Archaeologist, Sarah Sportman is willing to assist during trenching should archaeological deposits be discovered.

---

18. If the property is located in a Local Historic District, has the applicant received a Certificate of Appropriateness from the Local Historic District Commission?:

yes     no     N/A

*Please include a copy of the Certificate of Appropriateness.*

---

19. The applicant must aggressively solicit bids for all contract work from qualified minority and women owned businesses and to meet all other Affirmative Action and procurement requirements as outlined in the Bidding, Contracting and Construction Guidelines.

Does the applicant agree to these terms?:

yes     no

*The Bidding, Contracting and Construction Guidelines can be found here:  
<http://www.cultureandtourism.org/cct/cwp/view.asp?a=3933&q=317350>*

---

20. Does project involve improving accessibility or universal access?:

yes     no

If yes, explain:

The former Town office building is currently not ADA compliant. As part of this project the steep driveway at the rear of the building will be filled in and leveled off. This will enable the future installation of an accessible entrance and ramp.

---

21. All projects funded with this grant program must be visible and open to the public at least twelve days a year on an equitably spaced basis and available by appointment. Does the applicant agree to these public visitation terms?:

yes     no

*Please include a proposed schedule outlining the dates and times the property will be open to the public.*

---

22. Is the project located within a FEMA designated flood zone?:

yes     no

*Please include a FEMA FIRM map.*

## Authorization

Name of Authorized Official:

Title:

Signature:

Date:

*The authorized official is the individual identified in the Certified Resolution as empowered to carry out the grant application and associated agreements on behalf of the organization/municipality.*

## Legislative Information

U.S Representative's Name: Joe Courtney

District #:  
2ND

State Senator's Name: Mae Flexer

District #:  
29

State Representatives Name: Gregg Haddad, Brian Smith

District #:  
54 & 48

## Application Checklist

*This checklist should be submitted with the application. All material listed is required unless otherwise noted. See the Application Guidelines for an explanation of each item.*

	Included	N/A	Comments
Project narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Scope of work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Consultant's resume ( <i>contingent</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Photographs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Construction/project schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Long-term preservation plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Attorney letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Schedule of Public Visitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proof of Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Certificate of title or long-term lease agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
501(c)3 or 501(c)13 IRS tax status determination letter ( <i>contingent</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Certified Resolution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FEMA FIRM Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Review letter from Staff Archaeologist ( <i>contingent</i> )	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Certificate of Appropriateness from municipal historical commission ( <i>contingent</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Letters of Support ( <i>optional</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## PROJECT NARRATIVE

### 1. Brief description of the organization (non-profits only)

The Mansfield Historical Society, founded in 1957, preserves and interprets over 300 years of Mansfield history through exhibits, programs, research and publications. The Society maintains a museum and research library in the former Town Office Building (1935) and the adjacent Old Town Hall (1843) located at 954 Storrs Road (Route 195) in Mansfield.

The museum presents annually changing exhibits and provides resource materials and services to the general public and local schools. Our collection is comprised of over 7,000 artifacts — including some 3,000 photographs, along with furniture, decorative arts, costumes, tools, and materials relating to local industries and agriculture. Mansfield was the center of the American silk industry in the early nineteenth century and the birthplace of leading figures such as Governor Wilbur L. Cross, Postmaster General Charles Emory Smith, and Charles and Augustus Storrs, founders of Connecticut's flagship University.

The Edith Mason Library is a non-circulating research collection of books and manuscripts relating to the history and genealogy of the Town of Mansfield and its residents. Its holdings include over 600 catalogued books and some 3,500 manuscripts dating from the 18th century to the present.

The Society holds regular meetings, publishes a newsletter, and offers public programs several times a year. It has produced sixteen publications to date. The Society has received eight Awards of Merit from the Connecticut League of History Organizations along with other recognitions for its publications and efforts in promoting interest in local history.

### 2. Brief description of the project site

The site of the Old Town Hall and the adjacent former Town Office Building is one of twenty-four sites that compose the village of Spring Hill. This site, along with the Isaac Sargeant House (1734), once a tavern, now the Spring Hill Inn, the Spring Hill Baptist Church (1808), and the Spring Hill Exchange (1846), once a store, form the core of this historic landscape, which was designated an Historic District in the 1970s, and placed on the National Register of Historic Places in 1979.

The Town Hall (1843) and the Town Office Building (1935) served as the focus of the community's civic life from 1843 through the 1970s. Town meetings, elections, and interactions with local officials brought Mansfield citizens to Spring Hill several times a year. In addition, the Town Hall was a place for social activities such as dances and other community entertainments. Responding to the changing needs of local government, the Town Office Building was constructed in 1935 to provide office space and better record storage. It was a WPA funded project. Plaques were later added to its exterior to commemorate the service of residents in the two world wars. An addition was constructed in 1957 to enlarge the vault area and provide more office space.

At the same time that the Town Office Building was being constructed, a new foundation for the Town Hall was built adjacent to it, set back from the road. The Town Hall was then moved from its original location on the site onto the new foundation. Sometime during World War II or during the subsequent Cold War years, a plane spotting tower was constructed on top of the Town Hall

building. The Town Office Building served as the town's Civil Defense Headquarters during these years.

By the 1970s it was clear that larger quarters were needed for conducting town business. In 1977, voters approved plans to renovate the old Storrs Grammar School and transform it into a municipal building. The town offices moved into the new municipal building at the end of the 1970s. The Old Town Hall and former Town Office Building have been occupied by the Mansfield Historical Society since 1980 under a long-term lease arrangement with the Town of Mansfield.

Though relatively simple architecturally, each building reflects its period of origin, with a simple Greek Revival entrance treatment on the Town Hall, and the cupola, hip roof, and fanlight-embellished doorway of the Town Office Building embodying the Colonial Revival Style.

### **3. Overview of the proposed project**

The Old Town Hall and former Town Office Building are now in deteriorating condition, largely due to water leaking into the buildings from the roof systems and into the basements due to poor site drainage. These problems need to be remedied in order to ensure the long-term survival of both buildings and to protect the historical collections stored within them.

The roof of the Old Town Hall was replaced in 2006 and the slate roof on the former Town Office Building has been partially replaced and repeatedly patched over the years. There is still some leakage around the cupola of the former Town Office Building and at the intersection between the original part of the building and its 1957 addition. Slates also continue to fall from the roof and need to be replaced. In the Old Town Hall, water leaks into the building from around its watch tower and chimneys. These problems will be addressed in another phase of repairs.

Our top priority is to curtail the repeated flooding and continual dampness in the basements of both buildings. Water infiltrating the basements is now threatening the structural integrity of the buildings and also creating mold issues. The basements are no longer suitable for storage. The water damage is especially severe on the north side of the Old Town Hall where the sill plate and siding are rotting. A broken retaining wall in this area is a contributing factor. Rain water running off the roof and drainage from the abutting property collects in the narrow space between the side of the building and the retaining wall – a space that is only two to three feet wide.

The existing drainage system has completely failed. A series of underground clay pipes originally collected run-off from the roofs and carried it to the storm drain system on Route 195. There were also pipes in the basements that connected to this drainage system and removed any water that entered the buildings. This system was reportedly never very effective and now the clay pipes are partially collapsed or filled with roots. The drainage system is no longer connected to the storm drain on Route 195.

Before repairing the buildings, it is essential to eliminate the underlying cause of the damage. The Mansfield Historical Society, in partnership with the Town of Mansfield, is applying for an HRF grant to partially fund the creation of a new drainage system that will eliminate the entry of water into the basements of the two buildings. Towne Engineering has designed a drainage system composed of perforated footing drains (French drains) around the perimeters of the

buildings that will tie into the DOT storm drain on Route 195. In addition, the steep driveway that currently directs water into the basement of the Old Town Hall via its garage doors will be filled in and regraded, along with the narrow space between the two buildings where a stairway now exists. The garage doors will first be replaced by an appropriate size bulkhead and the remaining void in the foundation wall filled in. As a side benefit, filling in and re-grading the driveway area will also enable the future addition of a handicapped accessible entrance at the rear of the former Town Office Building. This building is currently not ADA compliant.

**4. Description of the project need and why it is a priority for the property and applicant. Ideally this should be based on a previously conducted preservation plan, capital needs assessment, or conditions assessment. If so, the applicable documents should be included.**

In October 2015, the Mansfield Historical Society partnered with the Town of Mansfield in applying for a Historic Preservation Technical Assistance grant (HPTAG) from the Connecticut Trust for Historic Preservation in partnership with the State Historic Preservation Office. The matching grant, awarded in March 2016, funded a condition assessment of the Old Town Hall and former Town Office Building to identify, prioritize, and estimate costs for all needed repairs. The HPTAG grant of \$32,024 required a 1:1 match. The Town of Mansfield provided \$15,000 in matching funds and the Mansfield Historical Society provided the remaining \$1,012. The condition assessment was undertaken by The Nelson Edwards Company Architects LLC (NEC) and their team of consultants in the spring/summer of 2016.

On October 26, 2016, the MHS Building Committee met with then Town Manager Matthew Hart and town facilities staff to discuss the preliminary findings and the recommendations from the HPTAG project. All agreed that preventing further water entry into the buildings was the top priority and that the buildings' drainage issues were the main concern. The basements of both buildings are subject to periodic flooding and continual dampness. The existing drainage system has completely failed.

The solution proposed by NEC was to design a new perimeter and site drainage system that would tie into the DOT storm sewer on CT Route 195. NEC also recommended replacing the garage doors in the basement of the Old Town Hall with a bulkhead and then filling in the steep driveway. Leveling out this area would also lay the groundwork for the future addition of a handicapped accessible entrance at the rear of the former Town Office Building.

We decided to apply the remaining \$4,500 in the HPTAG project budget towards design development documents for this drainage problem solution. However these funds were not sufficient to cover the civil engineering services required. Therefore we applied for a \$2,840 amendment to the original grant and an extension until April 15, 2017 to complete the work. The Historical Society provided the additional \$1,420 in matching funds. Thereafter Towne Engineering prepared a set of design documents for a new drainage system.

We received the Condition Assessment Study report from NEC in March 2017 and we filed our final report on the grant project on April 15, 2017. Shortly afterwards Town Manager Matthew Hart departed to take a new position. With the position of Town Manager vacant and a difficult 2017-2018 budget year, no further progress towards addressing the buildings' condition issues could be made.

Discussions were re-opened in the fall of 2018 following the hiring of a new Town Manager, Derrik Kennedy. We met with the Town Manager and also held a reception for Town Council members during which we provided tours of the buildings and discussed the condition issues and needed repairs. Derek Dilaj, Assistant Engineer (now Acting Director of Public Works) and Allen Corson, Director of Facilities Management, helped us obtain cost estimates for the drainage system project designed by Towne Engineering. Rectification of the drainage problems was estimated at that time to cost about \$90,000, including construction of perimeter drains, connection to the state's Route 195 stormwater system, filling and grading, and construction of a suitable bulkhead for the Old Town Hall.

Based on these estimates, Derrik Kennedy agreed to add \$50,000 in matching funds as a line item in his proposed 2019-2020 Town Budget. At the January 28, 2019 Town Council meeting, Bruce Clouette and Rudy Favretti spoke on behalf of the Mansfield Historical Society about the proposed drainage system project and its necessity for preserving the historically significant buildings that the Society occupies. Many other Historical Society members attended to show their support. In March the 2019-2020 Town Budget was finalized, with the inclusion of the \$50,000 in matching funds for the drainage system project. The Town budget passed in May 2019 and the matching funds are now available. The Mansfield Historical Society will front the remaining funds needed for the project.

In the two plus years since the Condition Assessment was completed, the buildings have continued to deteriorate. Comparisons of the photographs of the north side of the Old Town Hall taken for the Condition Assessment Report and those taken in October 2019 illustrate the progressive deterioration. Something must be done soon to correct the condition issues to ensure the long-term survival of the buildings. The water leakage and continual dampness also threaten the important historical records and artifacts that we are working to preserve.

Our mission is to not only preserve Mansfield's history, but to also make it accessible to the public. Current conditions make this difficult. As a result of the condition assessment study, our exhibit space has been cut in half. In order to provide access for the HPTAG study, we had to move large portions of our collections from the attic storage areas to the first floor of the Old Town Hall building. They will have to remain in temporary storage there until the roof systems and cupola have been repaired. That will be the next phase of repairs, following installation of a new drainage system. We have been unable to use the Old Town Hall for exhibits or special events since April of 2016.

The Town's current Plan of Conservation and Development devotes an entire chapter to Community Heritage and Sense of Place. The Plan specifically identifies the Spring Hill Historic District, which is both a local historic district and a National Register of Historic Places-listed property, as one of the resources that define Mansfield's historic character. The Old Town Hall and the former Town Office Building are both contributing components of the Spring Hill Historic District. Partnering with the Town as we have for the past 40 years, we at the Mansfield Historical Society stand ready to do all that we can so that these buildings will continue to enrich Mansfield's Community Heritage and Sense of Place well into the future.

Mansfield Historical Society		Prioritized List of Repairs with Probable Cost of Construction										NEC Project No. I6007.00					
March 10, 2017		1843 OLD TOWN HALL															
Item No.	Design Professional	SAMPLE SCOPE FORMULATION (INCLUDES BOTH BUILDINGS)								Item	Immediate: within 1 year	Urgent: 1-3 Years	Necessary: 3-5 years	Maintenance: w/in 10 yrs	Cosmetic	Probable Cost of Construction	
		SCOPE PKG. A	SCOPE PKG. B	SCOPE PKG. C	SCOPE PKG. D	SCOPE PKG. E	SCOPE PKG. F	SCOPE PKG. G	SCOPE PKG. H								
<b>OWNER INFORMATION / TO DO ITEMS</b>																	
A01	Towne Eng									Civil Engineering design for correcting storm drainage							\$5,500.00
A02	GNCB									Attic is not to be used for storage							\$0.00
<b>RESTORATION &amp; REPAIR ITEMS</b>																	
A03	GNCB	o								Remove all 6 inch diameter columns supporting the original first floor girders and provide three new 4 inch diameter columns with steel cap and base plates at third-points of the girders. Sawcut the slab-on-grade and provide new 2 foot x 2 foot x 1 foot concrete spread footings with 2-#5 rebar each way at the bottom.	x						\$5,000.00
A04	GNCB	o								Reattach beadboard ceiling with 8d nails at 6 inches on-center. Where attic joists bow upward, install a 2x6 ledger sister fastened to the joists with SDW screws at 12"oc to provide a level base to attach the ceiling to.	x						\$1,000.00
A05	NEC			o						Correct roof eave detail at South elevation. Repair and reinstall, or replace, gutter at south elevation. Install gutter at North elevation with downspouts discharging storm water away from building or into new subsurface drain line to storm sewer.	x						\$2,000.00
A06	NEC			o						Remove north chimney; repair gaps at wall, soffit & roof.	x						\$8,500.00
A07	NEC			o						Rebuild top 8' at east chimney.		x	x				\$20,000.00
A08	GNCB	o								Conduct a full investigation of the sill from the exterior by removing the lower four clapboards. Deteriorated segments of the sill, stud bases, and post bases should be spliced in kind with new timbers. This will require the wall framing to be shored from above to allow the deteriorated timber to be removed and new timbers installed. This work to include sills at 3 exterior doors.		x					\$2,500.00
A09	GNCB	o								Support the ends of the new 1st fl girders. <b>OPTION 1:</b> Install a new 4 inch diameter column with steel cap and base plates and 2 foot x 1 foot x 1 foot concrete spread footing adjacent to the foundation wall where girders are framed into the wall with face-mounted hangers. PROB COST \$4,500.00; <b>OPTION 2:</b> Support the ends of the new first floor columns with legitimate connections at door and window openings by installing new double 9 1/2 inch LVL headers to span the length of the window or door opening, Anchor LVLs to the masonry foundation walls with (4) 3/4 inch diameter adhesive anchors and fasten the end of the girder to the new header with (4) Simpson Strong-Tie A35 Clips, PROB COST: \$2,500			x				\$2,500.00
A10	GNCB	o								Replace stair from basement to first floor. Sister the undersized stair stringers from the first floor to the attic with a 2x10 fastened with SDW screws at 12 inches on-center.		x					\$2,500.00
A11	GNCB	o								Repair the water-damaged base of the post supporting the basement-first floor stairs by splicing in a new 2 foot long length of 3x3 post. Half-lap the splice with the original post and fasten timbers together with (3) 1/2 inch diameter through-bolts.		x					[N/A if stair is replaced]
A12	GNCB	o								Lap floor joist which is cut in half at northeast corner of attic with (1) 2x4 x 3'-0" sister fastened with 8 SDW screws.		x					\$100.00
A13	GNCB	o								Reinforce undersized roof rafters with (1) 1 1/4 inch x 5 1/2 inch LVL sisters fastened with SDW screws at 12 inches on-center staggered top and bottom.		x					\$10,000.00
A14	GNCB	o								Reinforce principal rafter/trusses per the recommendations shown on S1.4		x					\$7,000.00
A15	GNCB	o								Provide a legitimate load path for the westernmost principal rafter/truss configuration. Provide (2) 4 inch diameter steel columns with steel cap and base plates at third-points of attic tie girt to re-establish the load path to the first floor columns. This must be done to prevent the installation of a horizontal strut through the finished attic space		x					\$2,000.00
A16	GNCB	o								Provide a legitimate base connection for the east posts of the observation tower. Splice the base of the southeast post with a 4x4 extension with a half-lap connection fastened with 1/2 inch diameter bolts. Post extension to sit on an attic floor joist with (2) LVL sisters and be anchored with (2) Simpson A35 Clips. Reinforce attic floor joist or provide new joist at northeast post as well.		x					\$800.00
A17	NEC			o						Restore and reglaze windows in watchtower. Repair flashing penetrations at watchtower.		x					\$12,400.00
A18	Towne Eng		o							Replace subsurface drainage system and tie into existing DOT storm sewer.		x					TBD
A19	Towne Eng		o							Site work, hatch concrete, stairs, sump pump	x						\$8,000.00
A20	Towne Eng		o							fill in area - trucking site work. 132 cu yards approx.	x						\$4,000.00
A21	GNCB	o								Replace the water- and rodent-damaged sheathing at the east shed addition in kind.			x				\$1,000.00
A22	GNCB	o								Provide plywood walkway down center of attic to allow maintenance and inspection.			x				\$500.00
A23	GNCB	o								Anchor top and mid-span of the east chimney with 1/2 inch x 4 inch steel straps fastened to the timber stud wall. Straps should wrap around the chimney, lap two studs on either side, and be fastened with (4) Fastenmaster Trusslok screws at each stud			x				\$2,000.00
A24	NEC			o						Remove window, install sill pan and head flashing, and reinstall window at E elevation			x				\$500.00
A25	NEC			o						Remove & replace all wood siding in kind. Prepare & paint all wood trim.			x				\$30,000.00
A26	NEC			o						OTH Restoration of 19 DH windows; plus 4 small fixed (not incl watchtower windows)			x				\$60,000.00
A27	NEC			o						New storm windows (should be replaced when windows are restored and exterior painting is done.)			x				\$16,000.00
A28	NEC			o						Restore or replace-in-kind 2 double doors; replace one single leaf door.			x				\$12,000.00
A29	NEC				o					Prepare and repaint 3 exterior doors			x				\$1,500.00
A30	Towne Eng					o				Remove old ramp			x				\$1,000.00
A31	Towne Eng						o			New Wood Handicapped ramp with "Trex" type decking - 500 sf.			x				\$15,000.00
A32	NEC						o			Install insulation in attic floor joists			x				\$3,000.00
A33	GDD							o		Additional power and/or receptacles				x			\$1,600.00
														SUBTOTAL		\$235,400.00	
														15% General Conditions		\$35,310.00	
														15% Contractors O & P		\$40,606.50	
														20% Contingency		\$62,263.30	
														TOTAL		\$373,579.80	

Mansfield Historical Society		Prioritized List of Repairs with Probable Cost of Construction										NEC Project No. 16007.00				
March 10, 2017		1935 TOWN OFFICE BUILDING														
		SAMPLE SCOPE FORMULATION (INCLUDES BOTH BUILDINGS)														
Item No.	Design Professional	SCOPE PKG. A	SCOPE PKG. B	SCOPE PKG. C	SCOPE PKG. D	SCOPE PKG. E	SCOPE PKG. F	SCOPE PKG. G	SCOPE PKG. H	Item	Immediate: within 1 year	Urgent: 1-3 Years	Necessary: 3-5 years	Maintenance: w/in 10 yrs	Cosmetic	Probable Cost of Construction
<b>OWNER INFORMATION / TO DO ITEMS</b>																
B01	Towne Eng									Civil Engineering design for correcting storm drainage.	x					See Old Town Hall
B02	Gen'l Constr									Remove roof insulation to allow full survey of the roof and cupola framing to assess condition and cupola load-path.		x				\$300.00
B03	Gen'l Constr									The hard ceilings applied to the underside of the first floor framing should be removed to allow a full survey of the framing to be completed to determine the condition of all members. Note: this assumes that ceiling will not be replaced after inspection.			x			\$300.00
B04	GNCB									Investigation of cupola framing and first floor framing (after removal of insulation/finishes - see B02 & B03)		x				\$1,800.00
<b>RESTORATION &amp; REPAIR ITEMS</b>																
B05	Civil Eng									Tie roof drainage into DOT storm sewer	x					TBD
B06	NEC									Remove south chimney	x					\$2,500.00
B07	GNCB									Provide 1/4" x 4" steel straps @ 3'-0" o.c. chimney straps anchored w/ 2 adhesive anchors each side. Mortar gap tight.	x					\$2,000.00
B08	GNCB									Rebuild small entrance roof @ SE using 4x4 compression strut into masonry pocket. (Or steel tension rod above, or 4x4 post & concrete footing)	x					\$3,000.00
B09	GNCB									At bases of 4x4 posts supporting 1st fl girder, scrape, coat w/ linseed oil primer, and repaint. Same at two wood posts supporting E-W girder.		x				\$1,200.00
B10	GNCB									Reinf EW girder w/ (2) 1 3/4" x 7 1/4" LVL sister at cut doorway header.		x				\$500.00
B11	GNCB									Provide staggered solid blocking between the first floor joists supported on the north-south spanning girder near the stairs.		x				\$300.00
B12	GNCB									The joists framing into the stair headers at the first floor should be mechanically fastened to the header with (1) Simpson A35 Clip to account for minimal existing toe-nail connections.		x				\$300.00
B13	GNCB									*Max Occupancy = 40' signage to post.		x				\$50.00
B14	GNCB									Mechanically fasten the base of all roof rafters to the top plate with (1) Simpson A35 Clip.		x				\$300.00
B15	GNCB									Provide solid 2x blocking at the mid-span of all roof rafter ties to prevent buckling; remove vapor retarder & insulation and replace.		x				\$1,500.00
B16	GNCB									Reduce the amount of concentrated load from the cupola to the attic decking. Temporarily shore the cupola posts, remove the base plate and attic floor decking and install (2) 2x10 joists directly below the post to adequately pick up the load and transfer it to the masonry bearing walls. Repair, finish, and repaint ceiling.		x				\$1,500.00
B17	NEC									At 1957 addition, remove existing roof system down to deck and replace low slope roof with EPDM, incl, flashing & carpentry.		x				\$10,000.00
B18	NEC									De-icing system for roof replacement at 1957 addition, at roof/wall joint to mitigate leaking from ice dams.		x				TBD
B19	NEC									At slate roof, repair slipped and cracked slates. Install full gutter at East eave with drainage discharge to storm sewer		x				\$9,500.00
B20	NEC									Install new hcap door cut into stone wall		x				\$2,000.00
B21	NEC									Cupola - take it off back to shop, rebuild. Crane x2 (@ 2000) shop rebuild; copper roof		x				\$12,000.00
B22	GDD									New single wall fiberglass underground storage tank; [double wall tank = \$18500]		x				\$9,000.00
B23	NEC									Restoration and repainting of wood trim, pediment, entry surround and cornice.		x				\$15,000.00
B24	Towne Eng									Blacktop & accessible sloped sidewalk or pavers & grass						\$3,000.00
B25	NEC									Repair gaps at cornice & slate. Re-point stone if necessary. Restore stone chimney w/ lift, plus copper cap; Re-point stone behind south chimney (after removal)			x			\$9,000.00
B26	NEC									Restoration of 12 DH windows - including sealing frame to masonry			x			\$33,000.00
B27	NEC									12 New storm windows (should be replaced when windows are restored)			x			\$9,200.00
B28	NEC									Replace missing insulation in attic			x			\$300.00
B30	GDD & NEC									Fixtures and piping (only) for accessible toilet room and general construction for accessible toilet room			x			\$15,000.00
B31	GDD									Modify 1957 heating to be fed from new boiler			x			\$8,000.00
B32	GDD									Pressure test existing radiant heat 1957 addition			x			\$750.00
B33	GDD									Install heavy duty, high capacity dehumidifier with permanent piping to drain line			x			\$2,500.00
												<b>SUBTOTAL</b>		\$153,800.00		
												15% General Conditions		\$23,070.00		
												15% Contractors O & P		\$26,530.50		
												20% Contingency		\$40,680.10		
												<b>TOTAL</b>		<b>\$244,080.60</b>		



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager   
**CC:** Derek Dilaj, Acting Director of Public Works; Linda Painter, Director of Planning  
**Date:** July 27, 2020  
**Re:** Request for Water Main Easement on Town Owned Property, Baxter Road

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**Subject Matter/Background**

Willington Property Group, LLC is the owner of the Cedar Ridge Apartments, which consists of 100 units located on two parcels, 43 and 57 Burt Latham Road in Willington. These apartments are served by a public community water system, which is under a Consent Order by the State Department of Public Health to resolve both water quality and aging infrastructure problems. An engineering study was completed and recommended that an extension of the Connecticut Water Company water main on Baxter Road was the best overall solution to resolve the Consent Order. The Department of Public Health concurred with this recommendation.

Willington Property Group, LLC is requesting to obtain a water main easement for the installation and future maintenance of a proposed 8" water main to connect their property to the Connecticut Water Company water main on Baxter Road over a land parcel that is Town-owned.

The Town Council held a Public Hearing on September 9, 2019 and subsequently approved the sale of the easement with the following language:

*...Said easement should include a provision requiring Council approval for use of the easement to provide water service to other Willington properties or expansion of the existing development to prevent induced growth...*

The Connecticut Water Company will take ownership of the waterline and easement once construction of the line is completed by Willington Property Group, LLC. The Connecticut Water Company has proposed utilizing the language from the existing diversion permit requiring new connections or existing connections with an increased intensity as allowed by local Plans of Conservation and Development in effect on September 16, 2013 in lieu of the above provision requiring direct further approval by the Town Council.

### **Financial Impact**

The Willington Property Group, LLC paid for the appraisal and will pay for the easement. The Town will be responsible for approximately \$180 per month for Fire Protection Charges for the new waterline depending on the final design.

### **Legal Review**

None at this time. The Town Attorney will review final easement language

### **Recommendation**

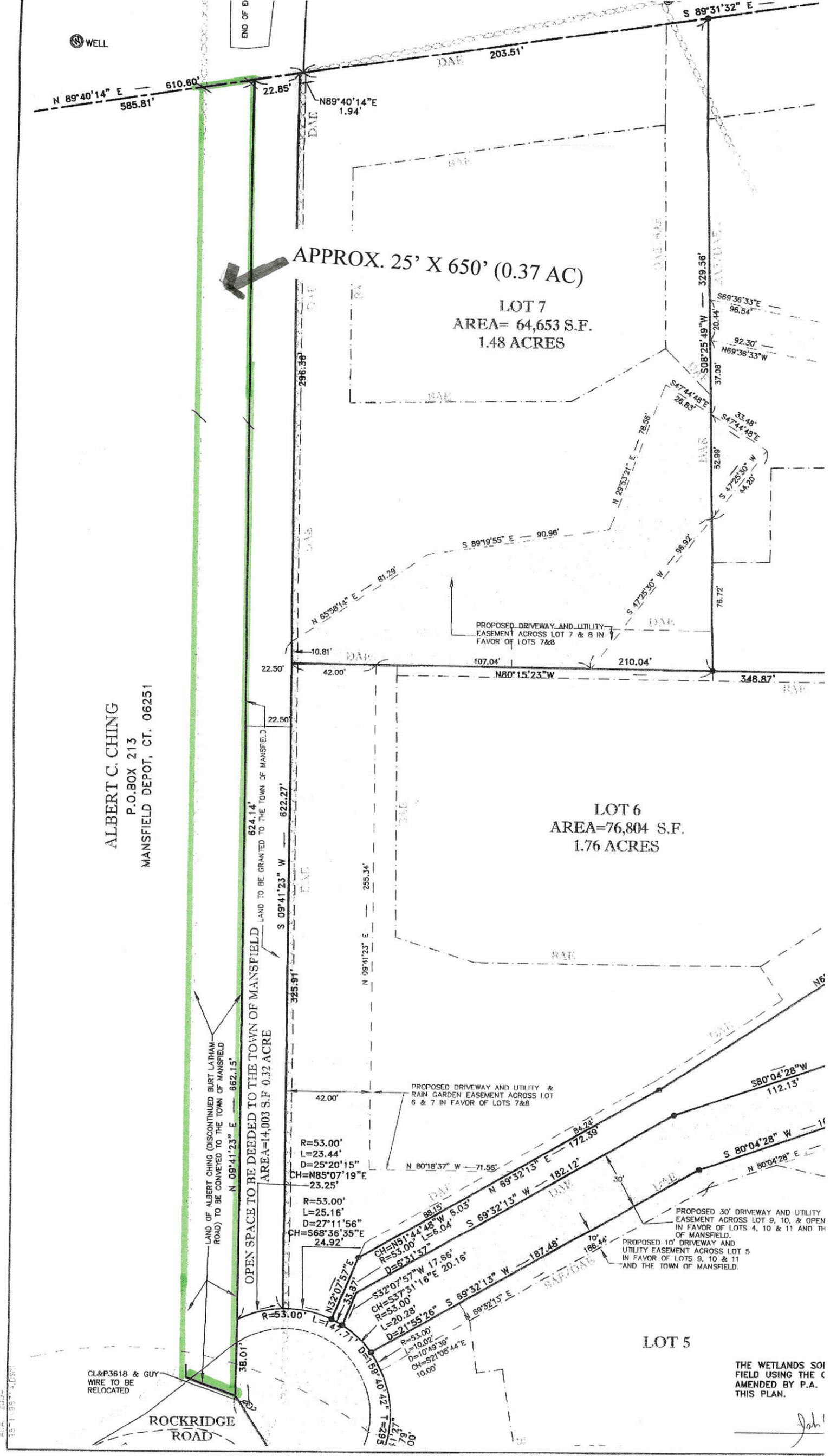
If Town Council wishes to make further revisions, staff recommends that the Council approve sale of the easement.

If the Town Council supports this recommendation and wishes to approve this evening, the following motion is in order:

*Move that the Interim Town Manager is authorized to execute on behalf of the Town of Mansfield a Purchase and Sale Agreement to sell, for no less than \$2,700, the referenced easement to the Willington Property Group, LLC, its successors or assignees and thereafter to execute all necessary documents to close the transaction in accordance with language from the Diversion Permit..*

### **Attachments**

- 1) Proposed Water Main Easement, Willington Property Group



WELL

END OF E

N 89°40'14" E  
585.81'

610.60'

APPROX. 25' X 650' (0.37 AC)

LOT 7  
AREA= 64,653 S.F.  
1.48 ACRES

LOT 6  
AREA=76,804 S.F.  
1.76 ACRES

LOT 5

THE WETLANDS SOI  
FIELD USING THE C  
AMENDED BY P.A.  
THIS PLAN.

ALBERT C. CHING  
P.O. BOX 213  
MANSFIELD DEPOT, CT. 06251

ORIGINAL MK DRAWN  
DATE: 11/15/03  
BY: J. J. BRADY  
ASSOCIATES, LLC

CL&P3618 & GUY  
WIRE TO BE  
RELOCATED

ROCKRIDGE  
ROAD

PROPOSED WATER MAIN EASEMENT  
WILLINGTON PROPERTY GROUP

SCALE 1" = 50'





**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager   
**CC:** Derek M. Dilaj, Acting Public Works Director/ Town Engineer; Linda M. Painter, AICP, Director of Planning and Development  
**Date:** July 27, 2020  
**Re:** Community Sewer Service Agreement – North Frontage, LLC

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**Subject Matter/Background**

The Town of Mansfield has traditionally managed community sewer systems (CSS) in Mansfield via an agreement (CSSA) that sets up both maintenance and system replacement funds that the town holds on behalf of the owners. The Town currently administers several CSSAs for private collection systems and/or pumping stations namely (Freedom Green, Ledgebrook, Eastbrook Heights, Knollwood Apartments and most recently Main Street Homes). The Town does not own and operate these systems however, the Town administers two accounts to ensure the appropriate operation and maintenance of the system.

North Frontage, LLC's collection system meets the state's criteria for a community sewage system, the collection system will be owned and operated by North Frontage, LLC, and the town has to ensure its effective management. Further, the collection system is proposed to be located under private property. As a result, a community sewage system agreement should be in place to protect the Town's interest.

Attached is a proposed CSSA for the collection system.

**Financial Impact**

All costs of the collection system will be borne by the developer. The Town will administer the CSS agreement and maintenance/replacement funds, as maintenance reports have to be submitted twice a year for review. The administrative/engineering costs for all wastewater customers are already considered in the development of the annual UConn Water and Sewer Budget and Willimantic Sewer Budget. Administering an additional CSSA will not add any significant cost to the Town.

**Legal Review**

As the proposed CSSA for the proposed development complies with our standard form, we have not asked for a separate legal review of this proposal.

**Recommendation**

*Move, that the council recess as the Town Council and convene as the Mansfield Water Pollution Control Authority.*

Staff recommends that the town council acting as the Water Pollution Control Authority authorize John Carrington, Interim Town Manager, to execute the Community Sewer System Agreement for North Frontage, North Frontage LLC.

If the Town Council acting as the Water Pollution Control Authority supports this recommendation, the following motion is in order:

*Move, effective July 27, 2020, to authorize John Carrington, interim Town Manager, to execute the attached Community Sewer System Operation and Maintenance Agreement between the Water Pollution Control Authority of the Town of Mansfield and North Frontage, LLC.*

Once the Town Council acting as the Water Pollution Control Authority votes on an action the following motion is in order:

*Move, that the Mansfield Water Pollution Control Authority recess as the Mansfield Water Pollution Control Authority and reconvene as the Town Council.*

### **Attachments**

- 1) Draft Community Sewer Service Agreement between Town of Mansfield and North Frontage, LLC.

North Frontage LLC  
73 Meadowbrook Lane  
Mansfield Center, CT 06250

and

Water Pollution Control Authority  
Town of Mansfield

Community Sewer System  
Operation and Maintenance Agreement

This Agreement made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, between:

The Mansfield Water Pollution Control Authority, herein after referred to as the “WPCA”

and the owner, North Frontage, LLC, hereinafter referred to as the “Owner”.

WITNESSETH:

WHEREAS, the OWNER has made application to the WPCA to construct and operate a privately owned, operated and maintained community sewer system to serve up to 60 residential units in four buildings to be constructed on approximately 9.5 acres of land located on Meadowbrook Lane in the Town of Mansfield, Connecticut and.

WHEREAS, Section 7-246f (a) of the Connecticut General Statutes places the ultimate responsibility for ensuring the effective management of this community sewerage system with the WPCA and Section 7-246f(b) authorizes the WPCA to act upon default on behalf of the OWNER, and

WHEREAS, the WPCA and the OWNER are desirous of assuring that this private community sewerage system is operated and maintained in accordance with all applicable federal, state, and local regulations and Section 7-246f(a) of the Connecticut General Statutes.

WHEREAS, the OWNER has obtained approval from the Town of Windham Water Pollution Control Authority to connect to the Conantville Interceptor that ultimately discharges to the Town of Windham’s sewer system, said approval being stated in a letter attached hereto as Appendix "A".

NOW THEREFORE, in consideration of the mutual promises herein contained, each to the other, the parties agree as follows:

**I. The OWNER agrees:**

- A. to Construct the private community sewerage system at his own expense in accordance with the following documents:
  - 1. The referenced plan sheets, entitled: “Site Plan prepared for North Frontage, LLC, North Frontage Road, Mansfield Center, Connecticut Dated September 24, 2018, Revised October 15, 2018, Revised November 12, 2018, Revised November 26, 2018, Revised December 3, 2018, Revised December 19, 2018 (Per PZC Approval Conditions) and approved by the Planning and Zoning Commission on December 17, 2018.

2. No change shall be made to any of the work outlined in said plans or to the items specified in said booklet without the written approval of the Director of Public Works of the Town of Mansfield.
- B. To operate and maintain the private community sewerage system in accordance with all conditions of this agreement and all applicable federal, state, and local standards, regulations and laws pertaining to sanitary sewerage systems, and in accordance with standard maintenance practices as defined in the current edition of the Water Pollution Control Federation's Manual of Practice No. 7, entitled "Operation and Maintenance of Wastewater Collection Systems " and to secure the services of a mutually agreed upon engineering firm to report on said operation and maintenance as outlined herein.

## **II. OPERATION AND MAINTENANCE FUND**

- A. The OWNER agrees to establish an escrow fund with the WPCA for the operation and maintenance of the community sewerage system, said fund to be called the OPERATION AND MAINTENANCE FUND, the fiscal year of said fund will be July 1 to June 30. The OWNER shall pay into this account forthwith one full year's estimated operation and maintenance cost for the sewerage system, including the full year's estimated cost of the services of a mutually acceptable engineering firm to review and report to the WPCA on the operation and maintenance of the system, and repair and maintenance work as recommended by said firm, and any direct costs incurred by the Town of Mansfield in carrying out its responsibilities herein establish, or \$4,000, whichever is more. Thereafter, an annual payment shall be made on September 1, the amount of which shall be set by the Director of Finance after review of the preceding fiscal year's operating and maintenance expenses. This payment shall be sufficient to cover the foregoing expenses for that current fiscal year.
- B. Payments shall be made out of the Operation and Maintenance Fund by the Town of Mansfield Director of Finance only. Payments for operation, maintenance and engineering as recommended in Section I.B above, shall be disbursed from the fund only when requests for payment are accompanied by appropriate invoices and detailed description of the work accomplished, and requests are submitted within 90 days of actual date of completion of work. Alternatively, the OWNER may leave the original fund intact without either drawing the fund down and replenishing it annually to adjust for Operation and Maintenance expenses as set forth in Section I.B. In this case the OWNER shall pay the costs of Operation and Maintenance directly but will still be responsible for complete reporting to the WPCA as described herein. Direct costs incurred by the Town of Mansfield for administration, management and/or enforcement of the provisions herein established shall be deducted from the fund based on vouchers submitted by the Department of Public Works provided that said vouchers shall be made available to the OWNER for their review, and only after written notice of default has been delivered to the OWNER and the OWNER has not corrected all deficiencies pertaining to provisions herein established within 60 days after such notice. However, in the event of an emergency where public health regulations may be violated by a system malfunction, the Town retains the right to act immediately on behalf of the OWNER and to charge the OPERATION MAINTENANCE FUND for any responsible costs incurred by the Town related to the emergency.
- C. The OWNER agrees to make an additional interim payment in the event that the foregoing expenses during the year exceed the available balance in the OPERATION AND MAINTENANCE FUND. In that event, no payment shall be made from said fund for said

expenditures until such times as said interim payment has been received from the OWNER equal to or greater than the estimated remaining fiscal year expenditures, as determined by the Town of Mansfield Director of Finance.

### III. SINKING FUND

- A. The OWNER agrees to establish a SINKING FUND with the WPCA to provide for the replacement of major components of the community sewerage system at the end of their estimated serviceable life, as set forth in Schedule "A" and Schedule "B", appended hereto. Said fund is to be called the SINKING FUND, and interest income shall accrue to the fund. Payments into this SINKING FUND are to be made annually commencing on July 1, 2021 occurring after the signing of this Agreement in an amount which shall be established to reflect cost of replacement, serviceable life, and increase in construction costs, as set forth in Schedule "A" and Schedule "B", appended hereto. After completion of the sewer connection, the amount of the annual payment into the SINKING FUND, and the total amount which is on deposit in said account shall be reviewed annually to assure that:
- i. The amount of the annual payment is sufficient to provide for the ultimate replacement of said major components at the end of their estimated serviceable life without providing for the collection of excess monies, and,
  - ii. The basis upon which said replacement cost is estimated, as set forth in Schedule "A" and Schedule "B", appended hereto, remain true.
- B. Payments from the SINKING FUND shall be only for capital items meeting the tests of:
- i. Minimum dollar cost  

The item shall represent a major expense not readily chargeable to the OPERATION AND MAINTENANCE FUND, and
  - ii. Serviceable Life  

The expenditure shall be for items which extend the serviceable life of the system, and not for items which represent ongoing repair and maintenance items.
- C. Each such invoice chargeable to the SINKING FUND and meeting the above tests shall be accompanied by a certification from the engineering firm representing the OWNER, insuring that the above provisions are met, and shall be approved by the WPCA. Requests for payment shall be submitted to the Town of Mansfield and each invoice shall be accompanied by a detailed description of the expense incurred. Funds will be disbursed out of the SINKING FUND by the Town of Mansfield Director of Finance only, in accordance with provisions stated herein
- D. Each fund provided for herein shall be in the name of the Town of Mansfield. Withdrawals shall be made only by the Town of Mansfield Director of Finance upon invoices submitted to him by the OWNER or, in the event of default by the OWNER as provided for herein, by the WPCA.

#### **IV. REPORTING**

- A. The OWNER shall forward to the WPCA, semi-annual operation and maintenance reports of any and all routine, emergency, and preventative maintenance work done on the system, whether by the OWNER'S own forces or by contracted services, and any and all work recommended to be done said system. Said report shall be written in a form approved by the WPCA and shall be timely submitted to the WPCA, on the first business day of January and July. The report shall be prepared by the OWNER and shall use Manual of Practice #7 described in paragraph I.B above as a guide for reporting.
- B. The OWNER shall furnish the WPCA with copies of all reports and notices filed with or received from the State or any other agencies, persons, or firms regarding the system's operation, maintenance or condition upon receipt by the OWNER.
- C. The OWNER shall operate and maintain the system utilizing maintenance services provided by the OWNER to the extent that said semi-annual reports provided to the WPCA by the OWNER show satisfactory operation and maintenance of the system on a continuing basis, otherwise, if unsatisfactory to the WPCA such maintenance and operation of said system shall be contracted with a mutually agreed firm qualified to operate said system and to perform required maintenance on said system.
- D. The OWNER shall comply in all respects with the provisions of Section 7-246f of the Connecticut General Statutes, including any necessary revision to this Agreement that may arise from shared use of the major system components by other users added to the system after the date of signing of this Agreement.
- E. The OWNER shall obtain a permit to discharge as provided by Section 22a-430 of the Connecticut General Statutes, and the OWNER shall certify to the WPCA and the Building Official of the Town that a permit to discharge has been obtained.
- F. Both Parties agree:
  - i. That it is not intended that the WPCA will own or operate or maintain said community system unless there is a default by the OWNER, or by their heirs, successors, or assigns, in which event, the WPCA may take whatever steps necessary to operate the system in conformity with this Agreement and the applicable federal, state, and local standards, regulations, and laws as set further in Paragraph I.B above and especially Section 7-246f(b) of the Connecticut General Statutes, in which event the WPCA shall have an irrevocable power to contract in the name of the OWNER for the purpose of operating and maintaining the system, and in the event that such Operation and Maintenance Escrow Fund is insufficient for such purposes, then the WPCA may assess such deficiency against the OWNER. There shall be a delinquency charge of one percent per month, together with reasonable attorney's fee, administrative costs and all other costs in the event that it becomes necessary for the WPCA to collect any unpaid assessment.
  - ii. The parties recognize that the Connecticut Department of Energy and Environmental Protection and other federal and state agencies may have jurisdiction over said community sewerage system and its operation and may have the final decision as to whether corrective actions or changes are made. Any such

actions or changes agreed upon by the parties are subject to such regulatory agency's approval.

- iii. The parties recognize that notwithstanding the term of this Agreement, the provision of Chapter 103 of the Connecticut General Statutes and, in particular, Section 7-246(f) of the General Statutes control actions of the parties regarding the community sewerage system and that, where in conflict with the terms of this Agreement, the provision of the statute shall prevail.

G. TERM AND ASSIGNABILITY:

This Agreement shall run with the land, be binding upon the OWNER'S heirs, successors and assigns and shall be recorded in the Mansfield Land Records.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

WITNESSES:

WPCA

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Name John C. Carrington, PE  
Its Interim Town Manager

WITNESSES:

North Frontage, LLC

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Name

Its \_\_\_\_\_  
(Title)

State of Connecticut

(WPCA)

County of Tolland ss. Mansfield

On this the \_\_\_\_ day of \_\_\_\_\_, 2020, before me, \_\_\_\_\_,

The undersigned officer, personally appeared \_\_\_\_\_, who acknowledged himself to be the \_\_\_\_\_ of \_\_\_\_\_, a corporation and that he as such \_\_\_\_\_, being authorized to do so, executed the foregoing instrument for the purposes contained therein, by signing the name of the corporation by himself as \_\_\_\_\_.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

State of Connecticut

(North Frontage, LLC.)

County of Fairfield ss. Fairfield

On this the \_\_\_\_ day of \_\_\_\_\_, 2020, before me, \_\_\_\_\_,

The undersigned officer, personally appeared \_\_\_\_\_, who acknowledged himself to be the \_\_\_\_\_ of \_\_\_\_\_, a corporation and that he as such \_\_\_\_\_, being authorized to do so, executed the foregoing instrument for the purposes contained therein, by signing the name of the corporation by himself as \_\_\_\_\_.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**Schedule A**

**Meadowbrook Gardens**

Schedule "A"

Estimated Replacement Cost of Major Components of System

Item #	Description	Unit	Unit Price (\$)	Cost (\$)
1	Sanitary Sewer Manhole	EA	\$2,000	\$10,000
2	6" gravity PVC pipe (includes backfill and surface restoration)	LF	\$65	\$16,250
3	8" gravity PVC pipe (includes backfill and surface restoration)	LF	\$85	\$74,970
			Total	\$117,470

Projected basis of replacement cost at end of useful life:

- A. Estimated useful life is 50 years.
- B. Annual increase in construction costs is estimated at 4% per year.
- C. Therefore, the cost of replacement of the system after 50 years will be:

**Replacement Cost (Year 50) = Construction Cost  $\times (1 + i)^{n-1}$**

**Replacement Cost (Year 50) = \$117,470  $\times 1.04^{49}$**

**Replacement Cost (Year 50) = \$802,714**

**Schedule B**

## Meadowbrook Gardens

### Schedule "B"

#### Determination of Annual Payment to Sinking Fund Escrow Account

#### Assumptions:

- 33% of the System will fail in 50 years
- Annual increase in construction costs is estimated to be 4%
- Interest rate for the sinking fund is 0.35%
- Therefore, cost of replacing one third of the system after 50 years will be:

$$\$802,714 / 3 = \$267,571$$

#### Yearly Payment:

$$\text{Yearly Sinking Fund Payment} = \$267,571 \times \frac{i}{(1+i)^n - 1}$$

$$\text{Yearly Sinking Fund Payment} = \$267,571 \times \frac{0.0035}{(1+0.0035)^{50} - 1}$$

$$\text{Yearly Sinking Fund Payment} = \$4,906.16$$

## Appendix A





**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager   
**CC:** Linda Painter, Director of Planning and Development; Jillene Woodmansee, Planner I  
**Date:** July 27, 2020  
**Re:** Amendments to Community Development Block Grant (CDBG) Program Citizen Participation Plan

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**Subject Matter/Background**

On May 15, 2020, the Town Council adopted a Citizen Participation Plan for CDBG Small Cities projects. This Plan establishes procedures to guide input on community development activities, including public hearing requirements as well as how to file comments or complaints. The Department of Housing and Urban Development (HUD) and the Connecticut Department of Housing (CTDOH) have authorized changes to local CDBG Citizen Participation Plans to reflect the impacts of the COVID-19 virus on how governments conduct business.

Staff has revised the Citizen Participation Plan to:

- Authorize the use of virtual meeting formats for public hearings
- Add provisions related to special funding rounds, including the requirement that a public hearing be held prior to submission of a special funding application and the information that will be provided to the public as part of that hearing.
- Change the public hearing notice provisions to require notices to be posted at least five (5) days in advance of the hearing and to allow publication in the electronic version of a newspaper in addition to or in lieu of publication in a physical newspaper. The revisions also require publication of the notice on the Town's website in the legal notice section at least 5 days prior to the hearing.
- Require that public hearing notices include information on how written comments can be submitted in advance of the public hearing.

Section 8 of the Citizen Participation Plan authorizes amendment to the Plan as needed provided such amendments are approved by resolution of the Town Council. Pursuant to HUD and DOH requirements, members of the public were provided with a minimum of five (5) days to provide comment on proposed amendments to the Citizen Participation Plan. Notice of the proposed amendments was published on the Town's website on July 20, 2020 with instructions on how to provide written comments in advance of the Council's July 27, 2020 meeting. Members of the public may also

provide input on the proposed amendments during the public comment portion of the meeting.

**Recommendation**

If the Council concurs with the proposed amendments, the following resolution is recommended:

*Move, effective July 27, 2020, to adopt amendments to the Community Development Block Grant (CDBG) Program Citizen Participation Plan as further described in the packet for the July 27, 2020 Town Council meeting.*

**Attachments**

- 1) Proposed Amendments to CDBG Citizen Participation Plan

The Town of Mansfield has designed a community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) program. The Department of Planning and Development is proposing amendments to the Citizen Participation Plan which was adopted by the Town Council on May 15, 2020.

Revisions to the Citizen Participation Plan include the following:

- Authorize the use of virtual meeting formats for public hearings
- Add provisions related to special funding rounds, including the requirement that a public hearing be held prior to submission of a special funding application and the information that will be provided to the public as part of that hearing.
- Change the public hearing notice provisions to require notices to be posted at least five (5) days in advance of the hearing and to allow publication in the electronic version of a newspaper in addition to or in lieu of publication in a physical newspaper. The revisions also require publication of the notice on the Town's website in the legal notice section at least 5 days prior to the hearing.
- Require that public hearing notices include information on how written comments can be submitted in advance of the public hearing.

Comments on the proposed amendments will be accepted by email at [TownMgr@mansfieldct.org](mailto:TownMgr@mansfieldct.org) or by USPS mail at 4 South Eagleville Road, Mansfield CT 06268 and must be received prior to the scheduled meeting on Monday, July 27, 2020 at 7:00pm. Additionally, public comment can be phoned in live. Please email [TownMgr@mansfieldct.org](mailto: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.



## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM CITIZEN PARTICIPATION PLAN**

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## **SECTION 1 - INTRODUCTION**

The Town of Mansfield has designed this community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) program. This Plan is an essential element of the Town of Mansfield's present and future community development process and has been developed to comply with the regulations and requirements of the CDBG program as administered by the Connecticut Department of Housing (DOH) and the U.S. Department of Housing and Urban Development (HUD). This Plan supersedes all other Citizen Participation Plans which may have been adopted by the Mansfield Town Council.

The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the Town of Mansfield's CDBG program(s). The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized.

Citizens are encouraged to participate in all phases of the CDBG program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the Mansfield Town Council.

## **SECTION 2 - SCOPE OF PARTICIPATION**

The Town of Mansfield will make reasonable efforts to provide for citizen participation during the community development process and throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the Town of Mansfield. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a. Identification and assessment of housing and community development needs; determination of CDBG project(s) and documentation; and the development of CDBG application(s);
- b. Changes and/or amendments to approved CDBG projects; and,
- c. Assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Citizens of the Town of Mansfield are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein.

### **SECTION 3 - CITIZEN PARTICIPATION CONTACT PERSON**

Jillene Woodmansee, Planning Specialist, has been designated Citizen Participation Coordinator by the Town Manager and will serve as the contact person for all matters concerning citizen participation activities. This person shall be responsible for overseeing citizen participation throughout the community development process and the implementation of all citizen participation activities and functions, except those which may be specifically delegated to other parties by this Plan.

The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The Citizen Participation Coordinator may be contacted at the Department of Planning and Development, 4 South Eagleville Road, Mansfield, CT 06268 and via telephone at 860.429.3341 during regular business hours. All questions concerning citizen participation in the community development process should be addressed to the Citizen Participation Coordinator.

### **SECTION 4 - TECHNICAL ASSISTANCE**

The Town of Mansfield staff shall provide technical assistance to individual citizens and citizen groups, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG program(s).

Such technical assistance is intended to increase citizen participation in the community development decision-making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to:

- Interpreting the CDBG program and its rules, regulations, procedures and/or requirements;
- Providing information and/or materials concerning the CDBG program; and
- Assisting low and moderate-income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

Technical assistance may be obtained by contacting the Town Manager's Office of the Town of Mansfield or Citizen Participation Coordinator.

## SECTION 5 - PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, especially low and moderate-income persons and residents of areas where CDBG activities are proposed or ongoing.

Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG programs. Local officials will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific CDBG project to the governing body at any regularly scheduled meeting.

### 5.1 Public Hearing **Formats, Times and Locations**

All public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low and moderate incomes, and residents of blighted neighborhoods and CDBG project areas.

Public hearings will be scheduled for convenient times as determined by the Town Council. Public hearings may be held at any site which, in the opinion of the Town of Mansfield, provides adequate access for citizen participation.

Hearings will normally be held at the Mansfield Town Hall. This site is centrally located and generally accessible to all citizens. This building is also accessible to persons with disabilities. Hearings may, however, at the option of the Town of Mansfield, be held at an alternate location to be specified in the public hearing notice(s).

Virtual public hearings may be used to meet the public hearing requirements of this plan, provided individuals without computer access are able to participate in the hearing through a call-in number.

### 5.2 Application Public Hearing-**Annual Small Cities CDBG Application Round**

At least one public hearing shall be held during any CDBG program fiscal year prior to the submission of an application to the DOH for CDBG assistance. The primary purposes of the public hearing shall be to assess community needs and problems in an effort to determine the most critical needs to be addressed by the CDBG program; and also to present for public comment and review the program activities which have been selected by the Town of Mansfield to resolve the identified needs.

An application public hearing will be held during the initial stage of program development to discuss items regarding community development and housing needs, the CDBG program, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of priorities and options associated with the development and submission of a CDBG

application. Local officials will also entertain proposals and comments from citizens concerning community development activities at this hearing.

This hearing will normally serve to discuss and review the information appropriate for all applications submitted by the Town of Mansfield during any fiscal year. Substantial changes in community development or housing needs in the community as determined by local officials may necessitate another hearing to fulfill the role of the first public hearing prior to the submission of other CDBG applications late in the fiscal year.

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to: the goals and objectives of the CDBG program; the total amount of CDBG funds available; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing a CDBG application; the application timetable(s); the application rating process; the schedule of meetings and hearings; activities previously funded in the Town of Mansfield through the CDBG program; and, an identification of projects which could result in the relocation of area residences or businesses; and the actions that would be undertaken if such relocation were necessary. Furthermore, the effectiveness of the Citizen Participation Plan in allowing citizen participation in the community development process and potential changes and/or amendments to the Plan will also be discussed at this meeting.

The Town of Mansfield may, at the option of local officials, review multiple CDBG project applications at one hearing when more than one application is to be submitted during the same fiscal year. Each such hearing shall be held prior to, and in preparation for, the application's approval by the Town Council.

A second objective of citizen participation during this stage is to inform citizens of the proposed project activities to be included in a CDBG application(s) and to solicit comments from citizens concerning these activities.

Citizens attending this hearing will be provided with information concerning the CDBG project(s) proposed, including, but not necessarily limited to: the project application(s) to be submitted and the applicable CDBG fund; specific project activities to be included; the location of the project activities; the approximate cost estimate for the proposed activities; the estimate of local match required; the impact of the project on low and moderate income persons; and, the approximate application submittal date.

### **5.3 Application Public Hearing-Special Funding Rounds**

When special CDBG funding opportunities become available, at least one public hearing will be held to discuss items regarding the purpose and nature of the special funding; assessment of community needs related to the special funding opportunity; and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs and the consideration of development and submission of an application for the special CDBG funding. Specifically, this hearing will be used to

inform citizens of the proposed project activities to be included in a CDBG application and to solicit comments from citizens concerning these activities.

Citizens attending this hearing will be provided with information concerning the nature and total amount of special funding available; eligible activities; CDBG project(s) proposed, including but not necessarily limited to: the project application(s) to be submitted; specific project activities including location; the approximate cost for the proposed activities; the estimate of local match (if any) to be provided; the impact on low and moderate-income persons; identification of projects/activities which could result in the relocation of area residences or businesses; the actions that would be undertaken if such relocation were necessary; and the approximate application submittal date.

#### **5.4 Amendment Public Hearings**

The Town of Mansfield will assure the opportunity for citizen participation during the implementation of any CDBG program(s) when changes to the project are under consideration by the Town of Mansfield. Citizen participation shall be obtained and considered in any amendments to a CDBG ~~program which~~ program that involves changes in dollar amount spent on any activity, changes in program beneficiaries, changes in the location of approved activities, addition to or deletion of project activities, and major budget shifts between approved activities.

To ensure adequate opportunity for citizen participation during CDBG programs, the Town of Mansfield shall hold a public hearing on all formal amendments which require the DOH approval. For "local" amendments (as defined by the DOH) and changes for which the DOH approval is not required, input from citizens concerning changes or amendments will be received at regularly scheduled Town Council meetings where such changes or amendments are considered.

#### **5.45 Assessment of Performance Public Hearings**

Citizens of the Town of Mansfield will be provided with the opportunity to comment on the performance of local officials, the Town of Mansfield staff, consultants, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the Town of Mansfield in resolving identified community development and housing needs, and in achieving its community development goals and objectives. On-going community assessment of the effectiveness of the community development process is considered essential to the success of the CDBG program.

At the conclusion of each CDBG project, a public hearing will be held to review program activities and to assess program performance. This hearing shall be held prior to the submission of the Pre-Close Out Certificate and any other required closeout documents to the DOH for a CDBG project. This hearing will be used to ensure community-wide participation in the evaluation of the CDBG program.

#### **5.56 Additional Hearings**

Other public hearings may be held as deemed necessary by the Town Council in order to inform citizens of community development project(s) and activities, and to solicit

citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this Plan.

### **5.67 Limited English Proficiency Residents**

The Town of Mansfield has followed the guidance provided in the DOH's Language Access Plan to determine the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

### **5.78 Public Hearing Notice**

Notice of public hearings will be published in a local newspaper, of general circulation at least ~~seven-five~~ (75) days prior to the hearing date unless more specific notice requirements are established by the State. Publication of the notice in an electronic version of the local newspaper may be used in lieu of, or in addition to, publication in the physical newspaper. The public hearing notice shall also be posted in the legal notice section of the Town's website at least five (5) days prior to the public hearing.

The Town of Mansfield may waive hearing notice requirements in cases where unusual circumstances justify alternative means of notifying the general public. In such situations, shorter notice may be given, and public notices posted on the Town's website and/or in public places may be used in place of a notice published in the newspaper.

Each notice of a hearing shall include the time, date, place, ~~and~~ topics and procedures to be discussed, and how written comments can be submitted in advance of the hearing. Notices for public hearings may be run or posted, separately or together, as may be deemed necessary by the Town Manager of the Town of Mansfield.

### **5.89 Accessibility to Low and Moderate Income Persons**

The public hearing procedures outlined herein are designed to promote participation by low and moderate income citizens, as well as residents of blighted neighborhoods and CDBG project areas in any public hearing(s). Local officials may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded or should additional action be deemed necessary. Activities to promote additional participation may ~~include~~:include posting of notices in blighted neighborhoods and in places frequented by low and moderate income persons, and holding public hearings in low and moderate income neighborhoods or areas of existing or proposed CDBG project activities.

### **5.910 Accessibility to Persons with Disabilities**

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. The Town of Mansfield shall provide a sign language interpreter whenever the Citizen Participation Coordinator is notified in advance that one or more deaf persons will be in attendance. The Town of Mansfield shall provide a qualified reader whenever the Citizen Participation Coordinator is notified in advance

that one or more visually impaired persons will be in attendance. Additionally, the Town of Mansfield shall provide reasonable accommodations whenever the Citizen Participation Coordinator is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

## **SECTION 6 - PROGRAM INFORMATION**

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. Local officials of the Town of Mansfield shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted or Limited English Proficiency neighborhoods and/or CDBG project areas.

To facilitate citizen access to CDBG program information, the Citizen Participation Coordinator will keep all documents related to a CDBG program on file in the Planning and Zoning Office. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan. Furthermore, information concerning any CDBG project will be available at regularly scheduled council meetings where the program is discussed.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearing; mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; performance and evaluation reports; other reports required by the DOH and/or the HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from the Town of Mansfield; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

In no case shall the Town of Mansfield disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the Town of Mansfield shall not disclose any information which may, in the opinion of the Town Manager, be deemed of a confidential nature.

## **SECTION 7 - PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS**

The public hearings scheduled, as described in this Citizen Participation Plan, are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the Town of Mansfield.

Any citizen or citizen's group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG funds, or to the implementation of any CDBG program, should submit such comments or objections in writing to the Town Manager. Should, after a reasonable period, a party believe that his/her comment or complaint has not been properly addressed or considered by the Town Manager, then the aggrieved may appeal his/her case to the Town Council.

Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable. Should the Town Council be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to the DOH.

Citizens may, at any time, contact the DOH and/or the HUD directly to register comments, objections or complaints concerning the Town of Mansfield's CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting the DOH or the HUD.

All comments or complaints submitted to the DOH or HUD shall be addressed in writing to:

Connecticut Department of Housing  
Attn: CDBG Small Cities Program  
505 Hudson Street  
Hartford, Connecticut 06106-7106

or

U.S. Department of Housing and Urban Development  
Attn: Community Planning and Development Division  
One Corporate Center  
20 Church Street, 10<sup>th</sup> Floor  
Hartford, Connecticut 06103-3220

Records of all comments, objections and/or complaints by citizens concerning the Town of Mansfield's CDBG program and subsequent action taken in response to those comments shall be maintained on file at the Planning and Zoning Office and shall be made available for public inspection upon request.

## **SECTION 8 - AMENDMENTS**

The Town of Mansfield may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the Town of Mansfield to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the Town of Mansfield. To this end, the effectiveness of the Plan will be discussed at public hearings held in conjunction with the community development

program as discussed herein, and potential amendments to the Plan will be reviewed at that time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the Town Council and shall be incorporated into this Plan.

**SECTION 9 - AUTHORITY**

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the Town of Mansfield in the development, implementation and execution of any Community Development Block Grant program.

APPROVED this, the ~~11<sup>th</sup>~~27<sup>th</sup> day of ~~May~~July 27, 2020.

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Antonia Moran  
Mayor

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John C. Carrington  
Interim Town Manager





**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager   
**CC:** Linda Painter, Director of Planning and Development; Jillene Woodmansee, Planning Specialist  
**Date:** July 27, 2020  
**Re:** Small Cities (Community Development Block Grant) COVID-19 Public Hearing

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**Subject Matter/Background**

As part of the CARES Act, Congress allocated additional CDBG funding to the states to help address the impacts of the COVID-19 virus. The Connecticut Department of Housing (CTDOH) has established a special CDBG-CV funding round to disburse approximately \$7.8 million dollars to prevent, prepare for and respond to impacts of the COVID-19 virus. Applications for funding are due to CTDOH on August 21, 2020. A second funding round for approximately \$11.2 million in CDBG-CV funds is expected in the coming weeks.

Pursuant to the Town's Citizen Participation Plan and CTDOH requirements, a public hearing must be held prior to submission of any CDBG funding application to solicit input from the community. Based on the August 21, 2020 application deadline, staff recommends that the Council schedule a public hearing for August 10, 2020 at 7:00 p.m. The purpose of the public hearing is to obtain citizens' views on the Town's community development and housing needs related to preventing, preparing for and responding to COVID-19 and to discuss specific project activities that could be a part of an application for funding under the CDBG-CV Small Cities program.

Planning Department staff have been working with other departments to identify community needs in the wake of the COVID-19 virus and ways in which the CDBG-CV funding might help to alleviate the impacts of the virus on our residents. Due to limitations on the types of activities that can be funded through this program as well as availability of other funding such as the recently announced rental and mortgage assistance program, it is possible that staff will be unable to identify a project that is both eligible and feasible pursuant to funding rules for this round.

If a specific project is not identified prior to the August 10, 2020 public hearing, staff recommends that the public hearing still be held to obtain public input on community needs due to the impact of COVID-19. This input would be used to guide a potential application for the second tranche of funding anticipated in the coming weeks. This input

could also help identify ways in which a portion of housing rehabilitation loan repayments could be used to assist residents impacted by the virus. Any change to the use of those repayments would need to be approved through a formal amendment to the Program Income Reuse Plan, which would be the subject of a separate public hearing.

### **Financial Impact**

The U.S. Department of Housing and Urban Development (HUD) provides Community Development Block Grant (CDBG) money to States, whom may distribute the resources to non-entitlement communities (population less than 50,000). If the grant is awarded, funding would come from Small Cities grant monies (via CTDOH); in-kind resources such as staff time will be dedicated to the program.

### **Recommendation**

CTDOH requires grant applicants to conduct a public hearing as proposed. Accordingly, staff recommends holding a public hearing to review and discuss its proposed application to the State Department of Housing for CDBG-CV funds under the Small Cities Program.

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

*Move, effective July 27, 2020, to schedule a public hearing for 7:00 p.m. at the Town Council's regular meeting on August 10, 2020, to solicit public comment regarding a proposed application to the State Department of Housing for funds under the CDBG-CV Small Cities Program.*



June  
FY2020

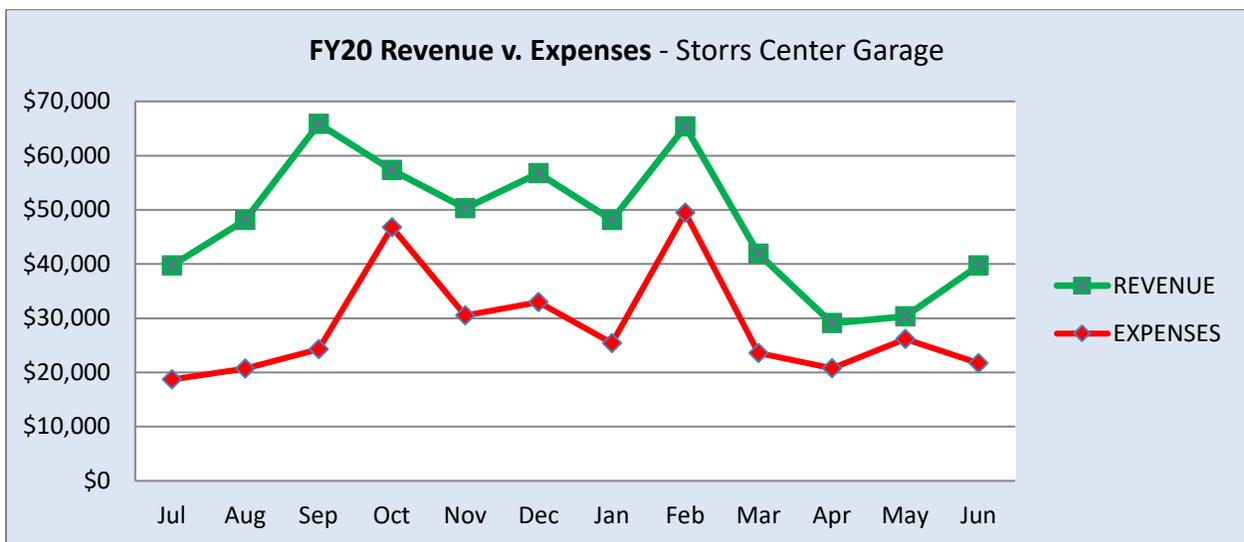
# Operations Report





### Actual v Budget FY2020

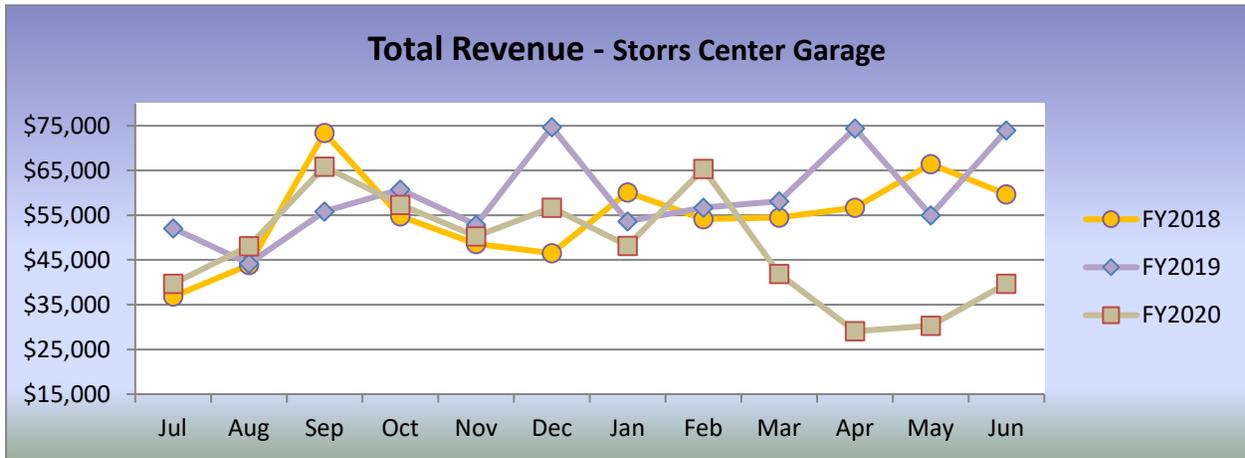
- June revenue is **under** budget for the month and **under** budget YTD.
- Operating Expenses for June are **under** budget for the month and **under** budget YTD.



### Notes for the report:

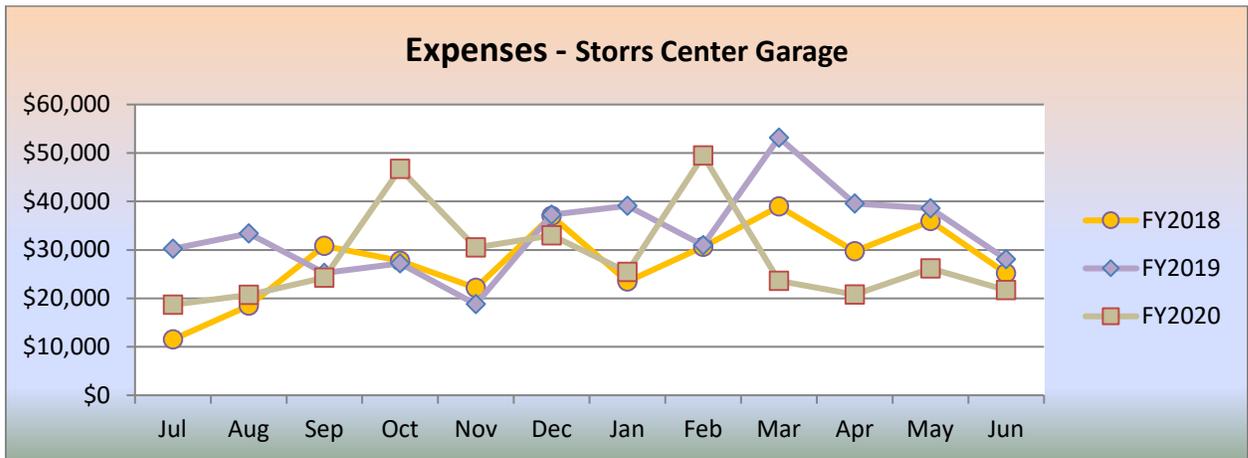
## Comparisons to Last Month (LM) & Last Year (LY)

- Total Revenue for June is **up 24%** compared to May.
- Revenue is **down 43%** compared to June of last year.



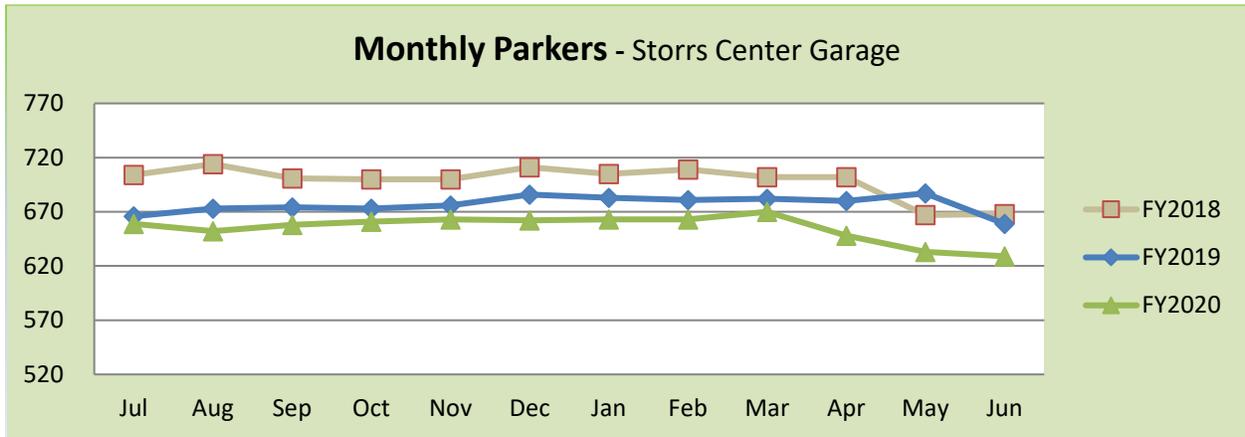
## Expenses Year Comparisons

- Expenses for June are **down 17%** compared to last month May.
- Expenses are **down 23%** compared to June of last year.



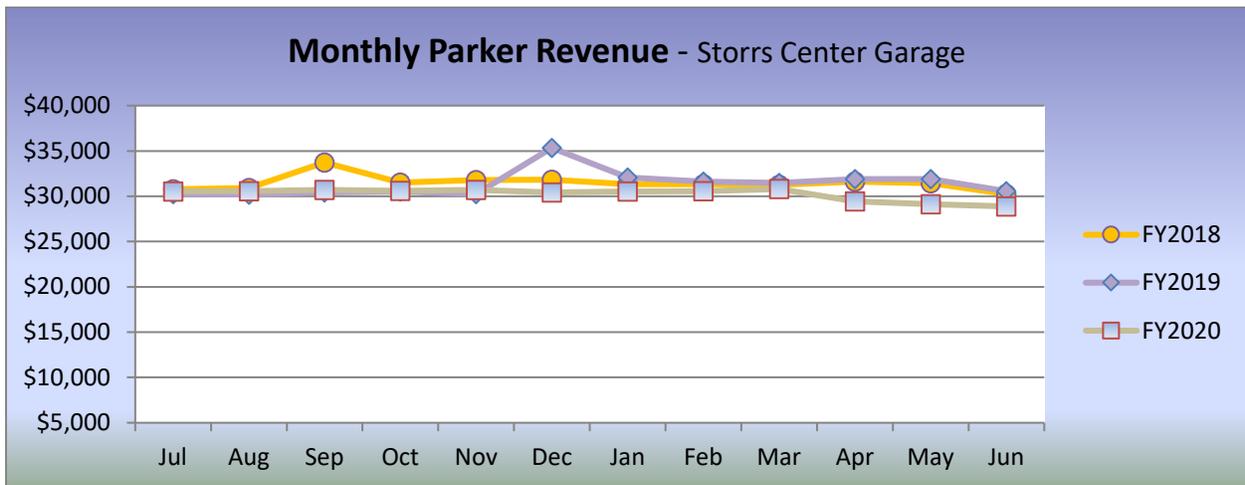
## Monthly Parkers

- Monthly parker activity for June is **down 1%** compared to the month of May.
- Monthly parkers are **down 5%** compared to June of last year.



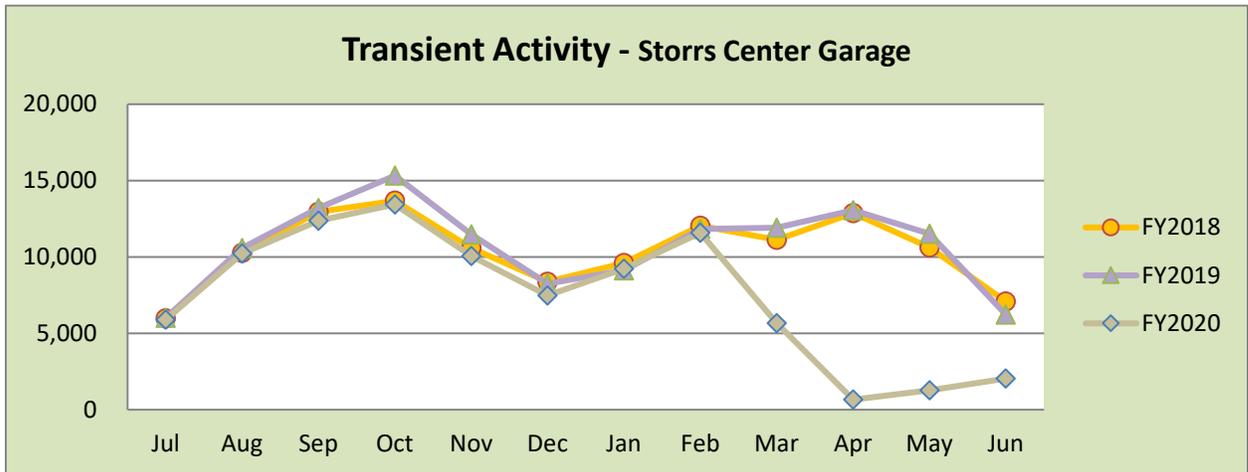
## Monthly Parker Revenue

- Monthly Parker Revenue for June is **down 1%** compared to May.
- Revenue is **down 5%** compared to June of last year.



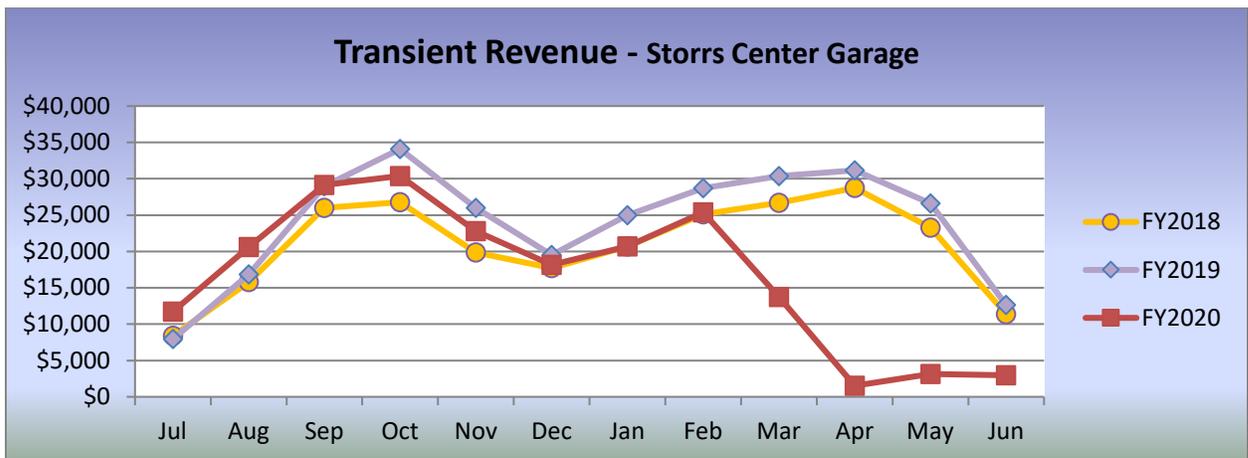
## Transient Activity

- Transient activity for June is **up 37%** compared to May.
- Transient activity for June is **down 67%** compared to June of last year.

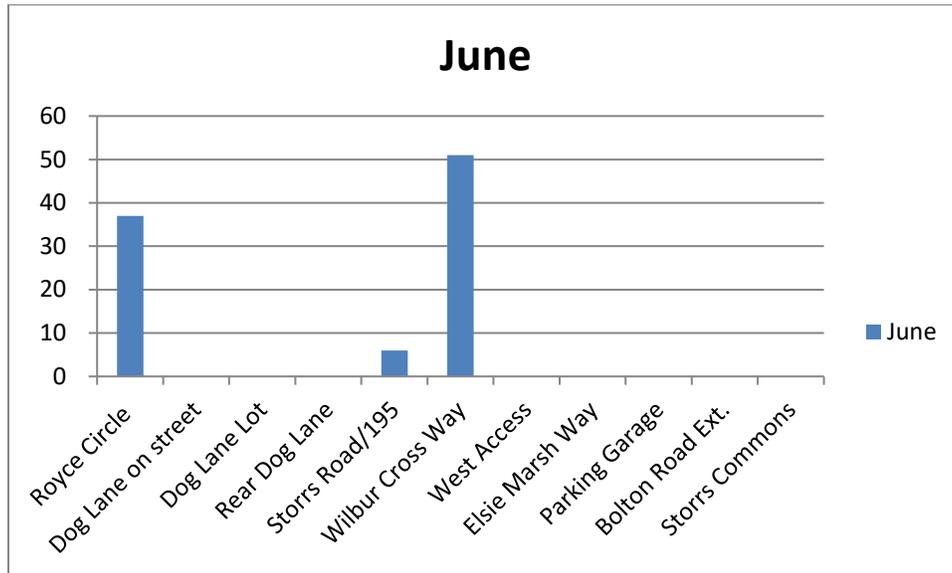


## Transient Revenue

- Transient revenue for June is **down 6%** compared to the month of May.
- Transient revenue for June is **down 76%** compared to June of last year.



# Ticket Enforcement FY2020





**Storrs Center  
Parking Operation**

**Financial Report  
June 2020**

**15 Lewis Street  
Hartford, Connecticut 06103**



One Financial Plaza  
14<sup>th</sup> Floor  
Hartford, CT 06103  
P: (860) 522.7641  
F: (860) 524.8249  
www.lazparking.com

Partners in Parking™

July 15, 2020

LAZ Partners – Storrs Center  
15 Lewis Street  
Hartford, CT 06103

**Re: Storrs Center –June 2020 Financial Report**

Dear Mike Kuziak:

Enclosed is the June 2020 financial package for Storrs Center Garage.

Net income for the month was \$17,998.23.

Should you have any questions, please feel free to contact me directly by phone at (860) 522-7641 ext. 7747 or by e-mail at [rcataldo@lazparking.com](mailto:rcataldo@lazparking.com)

Respectfully,

*Robert Cataldo*

Robert Cataldo  
Accounting Manager

LAZ Parking Management  
M - 540148 - Storrs Center  
For the Six Months Ending June 30, 2020

<b>Assets</b>	
1199 InterOrganizational Clearing Account	9,769.00
<b>Total Assets</b>	<b>9,769.00</b>
<b>Liabilities</b>	
2015 Intercompany	9,769.00
<b>Total Liabilities</b>	<b>9,769.00</b>
<b>Stockholders' Equity</b>	
3200 Paid to Owner	(507,104.59)
3504 Revenue Collected by Owner	(342,800.16)
3700 Retained Earnings	849,904.75
<b>Total Stockholders' Equity</b>	<b>0.00</b>
<b>Total Liabilities &amp; Stockholders' Equity</b>	<b>9,769.00</b>

LAZ Parking Management  
M - 540148 - Storrs Center  
For the Twelve Months Ending June 30, 2020

	ACTUAL	BUDGET	VARIANCE	% VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% VARIANCE	ANNUAL BUDGET
<b>REVENUES</b>									
Transient Parking	2,969.00	15,000.00	(12,031.00)	(80.21%)	200,215.99	277,000.00	(76,784.01)	(27.72%)	277,000.00
Violations	9,769.00	6,000.00	3,769.00	62.82%	44,473.65	72,000.00	(27,526.35)	(38.23%)	72,000.00
Monthly Parking	28,876.92	31,500.00	(2,623.08)	(8.33%)	362,804.53	377,649.95	(14,845.42)	(3.93%)	377,649.95
<b>Gross Revenue</b>	<b>41,614.92</b>	<b>52,500.00</b>	<b>(10,885.08)</b>	<b>(20.73%)</b>	<b>607,494.17</b>	<b>726,649.95</b>	<b>(119,155.78)</b>	<b>(16.40%)</b>	<b>726,649.95</b>
Sales Tax	(1,901.07)	(2,960.51)	1,059.44	(35.79%)	(34,902.04)	(35,526.12)	624.08	(1.76%)	(35,526.12)
<b>Net Revenue</b>	<b>39,713.85</b>	<b>49,539.49</b>	<b>(9,825.64)</b>	<b>(19.83%)</b>	<b>572,592.13</b>	<b>691,123.83</b>	<b>(118,531.70)</b>	<b>(17.15%)</b>	<b>691,123.83</b>
<b>OPERATING EXPENSES</b>									
Payroll	7,991.84	10,932.38	(2,940.54)	(26.90%)	118,351.82	142,120.94	(23,769.12)	(16.72%)	142,120.94
Payroll Taxes	792.21	1,426.68	(634.47)	(44.47%)	14,031.87	18,546.82	(4,514.95)	(24.34%)	18,546.82
Workers Compensation Insurance	66.90	499.61	(432.71)	(86.61%)	2,216.35	6,494.92	(4,278.57)	(65.88%)	6,494.92
Health Insurance	1,465.32	1,989.69	(524.37)	(26.35%)	16,178.90	25,865.98	(9,687.08)	(37.45%)	25,865.98
401K Company Match	144.73	343.28	(198.55)	(57.84%)	1,595.41	4,462.64	(2,867.23)	(64.25%)	4,462.64
Data Processing Fees	0.00	163.99	(163.99)	(100.00%)	104.84	2,131.86	(2,027.02)	(95.08%)	2,131.86
Vehicle	0.00	0.00	0.00	0.00%	279.03	0.00	279.03	0.00%	0.00
Utilities	4,783.00	4,783.00	0.00	0.00%	57,378.17	57,396.00	(17.83)	(0.03%)	57,396.00
Maintenance	0.00	2,665.58	(2,665.58)	(100.00%)	20,450.56	54,195.96	(33,745.40)	(62.27%)	54,195.96
Operating Supplies	54.64	400.00	(345.36)	(86.34%)	2,191.22	4,800.00	(2,608.78)	(54.35%)	4,800.00
Elevator Maintenance	2,273.68	1,100.00	1,173.68	106.70%	13,542.29	13,200.00	342.29	2.59%	13,200.00
Uniforms	0.00	0.00	0.00	0.00%	0.00	1,200.00	(1,200.00)	(100.00%)	1,200.00
Licenses and Permits	0.00	125.00	(125.00)	(100.00%)	480.00	1,500.00	(1,020.00)	(68.00%)	1,500.00
Claims	0.00	0.00	0.00	0.00%	150.00	0.00	150.00	0.00%	0.00
Office Supplies	0.00	25.00	(25.00)	(100.00%)	1,524.17	300.00	1,224.17	408.06%	300.00
Bank Fees	138.15	167.00	(28.85)	(17.28%)	1,943.45	2,004.00	(60.55)	(3.02%)	2,004.00
Credit Card Fees	320.04	1,224.35	(904.31)	(73.86%)	16,947.04	14,692.20	2,254.84	15.35%	14,692.20
Payroll Fees	0.00	177.00	(177.00)	(100.00%)	0.00	2,124.00	(2,124.00)	(100.00%)	2,124.00
Telephone	762.24	775.00	(12.76)	(1.65%)	3,751.90	9,300.00	(5,548.10)	(59.66%)	9,300.00
Cell Phone	35.02	0.00	35.02	0.00%	1,488.13	0.00	1,488.13	0.00%	0.00
Signage	0.00	0.00	0.00	0.00%	469.69	0.00	469.69	0.00%	0.00
Security	0.00	431.33	(431.33)	(100.00%)	0.00	5,175.96	(5,175.96)	(100.00%)	5,175.96
Incentive Fee	0.00	465.24	(465.24)	(100.00%)	0.00	6,350.01	(6,350.01)	(100.00%)	6,350.01
Management Fee	1,294.00	1,294.00	0.00	0.00%	15,528.00	15,528.00	0.00	0.00%	15,528.00
Pay Station Solutions	0.00	0.00	0.00	0.00%	667.35	0.00	667.35	0.00%	0.00
Sweeper	0.00	0.00	0.00	0.00%	8,000.00	0.00	8,000.00	0.00%	0.00
Insurance - GKL	1,379.20	1,095.15	284.05	25.94%	13,669.36	13,141.80	527.56	4.01%	13,141.80
Computer	0.00	0.00	0.00	0.00%	995.98	0.00	995.98	0.00%	0.00
Snow Removal	0.00	0.00	0.00	0.00%	17,191.44	26,000.00	(8,808.56)	(33.88%)	26,000.00
Tickets/Cards	0.00	0.00	0.00	0.00%	1,705.90	1,200.00	505.90	42.16%	1,200.00
Professional Services	35.63	0.00	35.63	0.00%	610.81	0.00	610.81	0.00%	0.00
Marketing	0.00	168.00	(168.00)	(100.00%)	0.00	2,016.00	(2,016.00)	(100.00%)	2,016.00
Depreciation - Equipment	179.02	261.83	(82.81)	(31.63%)	2,199.76	3,141.96	(942.20)	(29.99%)	3,141.96
Call Center Operations	0.00	800.00	(800.00)	(100.00%)	6,727.28	9,600.00	(2,872.72)	(29.92%)	9,600.00
State Taxes	0.00	82.17	(82.17)	(100.00%)	82.00	986.04	(904.04)	(91.68%)	986.04
Personal Property Taxes	0.00	0.00	0.00	0.00%	556.68	0.00	556.68	0.00%	0.00
<b>Total Operating Expenses</b>	<b>21,715.62</b>	<b>31,395.28</b>	<b>(9,679.66)</b>	<b>(30.83%)</b>	<b>341,009.40</b>	<b>443,475.09</b>	<b>(102,465.69)</b>	<b>(23.11%)</b>	<b>443,475.09</b>
<b>Net Income</b>	<b>17,998.23</b>	<b>18,144.21</b>	<b>(145.98)</b>	<b>(0.80%)</b>	<b>231,582.73</b>	<b>247,648.74</b>	<b>(16,066.01)</b>	<b>(6.49%)</b>	<b>247,648.74</b>

Note: Violations are distributed quarterly by the Town.

LAZ Parking Management  
M - 540148 - Storrs Center  
For the Twelve Months Ending June 30, 2020

	July	August	September	October	November	December	January	February	March	April	May	June	YEAR TO - DATE
<b>REVENUES</b>													
Transient Parking	11,721.00	20,587.00	29,134.00	30,387.00	22,785.00	18,142.00	20,712.76	25,364.00	13,734.18	1,525.05	3,155.00	2,969.00	200,215.99
Violations	0.00	0.00	10,153.25	0.00	0.00	11,760.50	0.00	12,790.90	0.00	0.00	0.00	9,769.00	44,473.65
Monthly Parking	30,512.68	30,565.18	30,706.92	30,602.89	30,706.92	30,421.92	30,519.42	30,571.92	30,796.92	29,420.92	29,101.92	28,876.92	362,804.53
<b>Gross Revenue</b>	<b>42,233.68</b>	<b>51,152.18</b>	<b>69,994.17</b>	<b>60,989.89</b>	<b>53,491.92</b>	<b>60,324.42</b>	<b>51,232.18</b>	<b>68,726.82</b>	<b>44,531.10</b>	<b>30,945.97</b>	<b>32,256.92</b>	<b>41,614.92</b>	<b>607,494.17</b>
Sales Tax	(2,521.71)	(3,054.22)	(4,129.08)	(3,641.61)	(3,193.01)	(3,600.97)	(3,094.04)	(3,338.97)	(2,624.29)	(1,877.95)	(1,925.12)	(1,901.07)	(34,902.04)
<b>Net Revenue</b>	<b>39,711.97</b>	<b>48,097.96</b>	<b>65,865.09</b>	<b>57,348.28</b>	<b>50,298.91</b>	<b>56,723.45</b>	<b>48,138.14</b>	<b>65,387.85</b>	<b>41,906.81</b>	<b>29,068.02</b>	<b>30,331.80</b>	<b>39,713.85</b>	<b>572,592.13</b>
<b>OPERATING EXPENSES</b>													
Payroll	8,994.51	10,749.10	8,444.23	10,109.75	10,927.00	10,666.48	9,989.69	11,038.88	11,501.08	8,615.57	9,323.19	7,991.84	118,351.82
Payroll Taxes	776.19	1,222.12	1,394.53	1,629.72	1,769.75	1,355.76	971.12	1,354.23	1,208.56	738.74	818.94	792.21	14,031.87
Workers Compensation Insurance	84.55	412.39	435.22	508.62	94.24	(15.82)	87.98	315.07	91.47	69.57	66.16	66.90	2,216.35
Health Insurance	1,275.33	1,275.33	1,275.33	1,275.33	1,275.33	1,465.32	1,465.32	1,465.32	1,200.32	1,465.32	1,465.32	1,465.32	16,178.90
401K Company Match	101.93	231.09	63.96	92.30	99.39	92.22	135.23	161.58	165.33	154.36	153.29	144.73	1,595.41
Data Processing Fees	52.42	52.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.84
Vehicle	63.94	42.10	51.26	51.21	0.00	48.29	0.00	0.00	22.23	0.00	0.00	0.00	279.03
Utilities	155.26	57.34	0.00	19,880.16	2.44	60.98	56.38	22,999.91	60.08	4,638.21	4,684.41	4,783.00	57,378.17
Maintenance	0.00	304.62	6,359.57	3,310.00	865.00	1,904.77	685.96	4,907.20	2,113.44	0.00	0.00	0.00	20,450.56
Operating Supplies	0.00	51.64	0.00	738.28	670.01	63.91	59.08	244.64	242.53	0.00	66.49	54.64	2,191.22
Elevator Maintenance	0.00	1,100.70	80.91	2,201.40	1,100.70	0.00	2,237.54	0.00	0.00	4,547.36	0.00	2,273.68	13,542.29
Licenses and Permits	480.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00
Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00
Office Supplies	1,007.50	0.00	0.00	278.11	54.64	54.64	74.64	0.00	54.64	0.00	0.00	0.00	1,524.17
Bank Fees	159.04	168.07	174.26	177.77	176.63	172.46	176.88	369.17	(29.85)	153.57	107.30	138.15	1,943.45
Credit Card Fees	927.68	966.28	1,544.31	2,027.97	2,265.22	1,855.76	1,382.74	2,807.60	999.54	1,342.09	507.81	320.04	16,947.04
Telephone	585.08	625.03	714.28	70.40	35.03	494.02	93.19	93.19	93.18	93.35	92.91	76.24	3,751.90
Cell Phone	232.37	0.00	0.00	516.64	494.02	35.02	35.01	35.01	35.02	35.01	35.01	35.02	1,488.13
Signage	0.00	0.00	0.00	382.87	0.00	0.00	86.82	0.00	0.00	0.00	0.00	0.00	469.69
Management Fee	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	1,294.00	15,528.00
Pay Station Solutions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	257.90	409.45	0.00	0.00	667.35
Sweeper	0.00	0.00	0.00	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
Insurance - GKL	1,095.00	1,095.00	1,095.00	1,095.00	462.22	916.71	1,379.20	1,379.20	1,014.43	1,379.20	1,379.20	1,379.20	13,669.36
Computer	0.00	0.00	995.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	995.98
Snow Removal	0.00	0.00	0.00	0.00	0.00	11,436.00	3,010.44	0.00	1,594.61	0.00	1,150.39	0.00	17,191.44
Tickets/Cards	0.00	0.00	0.00	0.00	0.00	0.00	944.20	0.00	761.70	0.00	0.00	0.00	1,705.90
Professional Services	54.74	54.74	(627.42)	0.00	85.86	24.15	505.99	0.00	135.95	55.95	285.22	35.63	610.81
Depreciation - Equipment	191.89	0.00	191.90	191.90	179.02	179.03	179.02	179.02	179.02	179.02	179.02	179.02	2,199.76
Call Center Operations	800.00	820.64	800.00	910.80	669.76	800.00	555.68	800.00	434.24	136.16	0.00	0.00	6,727.28
State Taxes	82.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.00
Personal Property Taxes	278.34	0.00	0.00	0.00	0.00	278.34	0.00	0.00	0.00	0.00	0.00	0.00	556.68
<b>Total Operating Expenses</b>	<b>18,691.77</b>	<b>20,714.51</b>	<b>24,287.32</b>	<b>46,742.23</b>	<b>30,520.26</b>	<b>32,992.05</b>	<b>25,406.11</b>	<b>49,444.52</b>	<b>23,579.42</b>	<b>20,759.57</b>	<b>26,156.02</b>	<b>21,715.62</b>	<b>341,009.40</b>
<b>Net Income</b>	<b>21,020.20</b>	<b>27,383.45</b>	<b>41,577.77</b>	<b>10,606.05</b>	<b>19,778.65</b>	<b>23,731.40</b>	<b>22,732.03</b>	<b>15,943.33</b>	<b>18,327.39</b>	<b>8,308.45</b>	<b>4,175.78</b>	<b>17,998.23</b>	<b>231,582.73</b>

Note: Violations are distributed quarterly by the Town.

LAZ Parking Management  
M - 540148 - Storrs Center  
For the Twelve Months Ending June 30, 2020

	Current June	Prior June	Variance	Current YTD	Prior YTD	Variance
<b>REVENUES</b>						
Transient Parking	2,969.00	12,633.00	(9,664.00)	200,215.99	287,785.06	(87,569.07)
Violations	9,769.00	35,499.20	(25,730.20)	44,473.65	93,320.45	(48,846.80)
Monthly Parking	28,876.92	30,542.68	(1,665.76)	362,804.53	376,386.85	(13,582.32)
<b>Gross Revenue</b>	<b>41,614.92</b>	<b>78,674.88</b>	<b>(37,059.96)</b>	<b>607,494.17</b>	<b>757,492.36</b>	<b>(149,998.19)</b>
Sales Tax	(1,901.07)	(4,697.56)	2,796.49	(34,902.04)	(45,230.28)	10,328.24
<b>Net Revenue</b>	<b>39,713.85</b>	<b>73,977.32</b>	<b>(34,263.47)</b>	<b>572,592.13</b>	<b>712,262.08</b>	<b>(139,669.95)</b>
<b>OPERATING EXPENSES</b>						
Payroll	7,991.84	9,229.36	(1,237.52)	118,351.82	117,658.38	693.44
Payroll Taxes	792.21	1,668.71	(876.50)	14,031.87	12,427.79	1,604.08
Workers Compensation Insurance	66.90	493.27	(426.37)	2,216.35	5,537.15	(3,320.80)
Health Insurance	1,465.32	1,650.33	(185.01)	16,178.90	19,790.65	(3,611.75)
401K Company Match	144.73	55.32	89.41	1,595.41	2,591.36	(995.95)
Data Processing Fees	0.00	137.90	(137.90)	104.84	1,371.46	(1,266.62)
Vehicle	0.00	49.58	(49.58)	279.03	658.99	(379.96)
Utilities	4,783.00	59.58	4,723.42	57,378.17	43,210.94	14,167.23
Maintenance	0.00	6,669.79	(6,669.79)	20,450.56	47,543.47	(27,092.91)
Vehicle Lease	0.00	0.00	0.00	0.00	27.27	(27.27)
Operating Supplies	54.64	0.00	54.64	2,191.22	1,720.61	470.61
Elevator Maintenance	2,273.68	1,100.70	1,172.98	13,542.29	22,158.69	(8,616.40)
Uniforms	0.00	0.00	0.00	0.00	1,388.69	(1,388.69)
Dues	0.00	0.00	0.00	0.00	313.53	(313.53)
Licenses and Permits	0.00	0.00	0.00	480.00	0.00	480.00
Claims	0.00	0.00	0.00	150.00	2,875.64	(2,725.64)
Office Supplies	0.00	155.71	(155.71)	1,524.17	806.75	717.42
Bank Fees	138.15	187.49	(49.34)	1,943.45	2,262.21	(318.76)
Credit Card Fees	320.04	1,740.94	(1,420.90)	16,947.04	20,464.62	(3,517.58)
Telephone	762.24	614.81	147.43	3,751.90	5,545.01	(1,793.11)
Cell Phone	35.02	0.00	35.02	1,488.13	0.00	1,488.13
Signage	0.00	0.00	0.00	469.69	150.99	318.70
Incentive Fee	0.00	0.00	0.00	0.00	6,183.34	(6,183.34)
Management Fee	1,294.00	1,296.99	(2.99)	15,528.00	15,450.89	77.11
Pay Station Solutions	0.00	0.00	0.00	667.35	0.00	667.35
Sweeper	0.00	0.00	0.00	8,000.00	0.00	8,000.00
Power Washing	0.00	0.00	0.00	0.00	6,074.18	(6,074.18)
Insurance - GKL	1,379.20	494.34	884.86	13,669.36	7,857.18	5,812.18
Computer	0.00	0.00	0.00	995.98	0.00	995.98
Snow Removal	0.00	1,596.85	(1,596.85)	17,191.44	41,317.54	(24,126.10)
Tickets/Cards	0.00	0.00	0.00	1,705.90	1,902.57	(196.67)
Professional Services	35.63	31.12	4.51	610.81	853.35	(242.54)
Administrative Expense	0.00	0.00	0.00	0.00	2,034.85	(2,034.85)
Depreciation - Equipment	179.02	45.85	133.17	2,199.76	219.82	1,979.94
Call Center Operations	0.00	800.00	(800.00)	6,727.28	9,600.00	(2,872.72)
Fire/Sprinkler	0.00	0.00	0.00	0.00	105.00	(105.00)
State Taxes	0.00	0.00	0.00	82.00	750.74	(668.74)
Personal Property Taxes	0.00	0.00	0.00	556.68	547.82	8.86
<b>Total Operating Expenses</b>	<b>21,715.62</b>	<b>28,078.64</b>	<b>(6,363.02)</b>	<b>341,009.40</b>	<b>401,401.48</b>	<b>(60,392.08)</b>
<b>Net Income</b>	<b>17,998.23</b>	<b>45,898.68</b>	<b>(27,900.45)</b>	<b>231,582.73</b>	<b>310,860.60</b>	<b>(79,277.87)</b>

Note: Violations are distributed quarterly by the Town.

**From:** [Kevin White](#)  
**To:** [Town Clerk](#)  
**Subject:** Universities and Local Schools  
**Date:** Saturday, July 11, 2020 2:44:08 PM

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To our Town Council:

I've already written Governor Lamont regarding the full reopening of schools in the fall. I'm of the opinion that it is dangerous wishful thinking.

It would blow all the progress we've made to date in keeping the spread down to smithereens. Contact tracing becomes impossible in a wildfire spread. There's NO containment strategy that can get that genie back in the bottle once let wildly loose in the world.

Classrooms (indoors) are metaphorical petri dishes for Covid-19 festering.

UConn holds the potential to devastate and overwhelm the resources of the Mansfield/Storrs host community. Eastern holds the same threat next town over.

(Please review the op-ed concerning this topic at:

[https://www.indystar.com/story/opinion/2020/07/05/op-ed-university-towns-poised-become-next-coronavirus-epicenters/5369697002/?fbclid=IwAR0lMBtMkAhl7ooxhPlkoNUq35re4nOct4nXCCcV-Ug470E\\_DE5AjLOKqgY](https://www.indystar.com/story/opinion/2020/07/05/op-ed-university-towns-poised-become-next-coronavirus-epicenters/5369697002/?fbclid=IwAR0lMBtMkAhl7ooxhPlkoNUq35re4nOct4nXCCcV-Ug470E_DE5AjLOKqgY))

Any grade school teacher, also, will inform that their level of control over students is ... let's just suggest "less than absolute", and that puts their lives, as well as all other lives in crossfire of the vectors of disease spread, in unnecessary jeopardy. Earlier this year, before corrective actions were taken, kids came home from schools with the bug and wound up killing their parents. It is to be reminded that with everything accomplished so far, the success, in part, occurred because students were REMOVED from the ability to create volumes of random tangential vectors. I can only imagine the added difficulties inherent in containment should those steps not have been wisely taken. So, why, all of a sudden, is now so different from then?

We are still just not ready for it, so alternatives must be found that don't ... frankly, lead to the unnecessary demise of others.

A teacher's union in Richmond, VA, a couple days ago, drafted a bit of a canary in a coal mine's warning toward this eventual gathering storm. I've also attached it for your review.

Alternative mechanisms need to be employed that reduce the very factors we already are completely aware contribute to the spread of the pandemic.

I would appreciate if our town council drafted a similar letter of concern to forward to the governor's office advising a cautionary hand toward ANY reopening of indoor learning until the time is right for all stakeholders, and offer to open a dialogue with the Governor's office moderating a discussion between University officials and the Town Council.

Indoor learning, at all levels, is an environment of spread on the level of close exercising in a gym. Create the conditions, and the virus will blossom in those conditions. It is folly to believe it won't.

Reopening must be delayed (or alternate means established that do not include indoor proximity of any kind) until the risk of infection spread can be appropriately managed. We're just not out those woods ... yet.

Best, and thank you for your kind consideration,

Kevin White  
203 Mount Hope Rd  
Mansfield Center

For Immediate Release  
July 9, 2020

We, the Richmond Education Association, would like to state what should be a very non-controversial position on returning to school during a global pandemic: we support a virtual return rather than a physical return to our school buildings in September.

At the present time, it is unequivocally unsafe for us to conduct in-person learning. Research is certain that this illness is airborne and highly contagious, especially indoors. It is unsafe for people to be gathering indoors in large groups at any location, however it is particularly unsafe to do so in Richmond Public School facilities where we have poor air quality systems and open classroom formats.

Therefore, the push for us to return to in-person learning at the beginning of the school year amounts to the following statement: We know this is unsafe for staff and students and we know that some people will die as a result. However we intend to do so anyway.

The rationales provided are the following:

- Without schools open, the economy will suffer
- Without a physical learning environment, the education of our children will be of lower quality
- Due to societal inequities of opportunities, not all students will have equal access to learning
- Without schools open, the health and well-being of children will suffer (Center for Pediatrics)

Society is telling us that the lives of staff and students are worth the sacrifice for the above; however we feel that as a society, we are failing to ask the right questions:

1. Why is our entire economy resting on schools as childcare centers? Shouldn't American businesses in the year 2020 have advanced to the point that other countries have where childcare is provided by businesses, long-term parental leave is accommodated, and flexibility in working from home or the office is normal practice?
2. Why have we allowed for an income gap that is so severe and distribution of resources that is so inequitable that we cannot provide online learning to all of our students?
3. Why is it the case that schools, ostensibly responsible for *education*, have become the band-aid solution to basic food access and healthcare services to families?
4. Why are our schools so poorly resourced that we can't even fund student and staff needs during normal times, and don't even come close to having the money to accommodate the adjustments that would be necessary to make partial in-school learning feasible during a health crisis?
5. If the economy so heavily depends on schools, why are businesses paying tax rates that allow for six figure salaries while schools don't even have functioning air-conditioning units?

We want to see this crisis prompt serious reflection on the larger structural problems that have been revealed by this pandemic. To that end, we are calling on the School Board, Superintendent, City Council, and the Mayor to come together to have a discussion focused on what needs to happen for Richmond to be able to weather a health crisis without putting people's lives at risk. We are committed to working together on possible next steps, including, but not limited to, tech training for teachers, a viable virtual plan for every grade level, working on and creating solutions for the entire RPS community.



July 23, 2020

TO: Town Council

FR: Nancy Tomastik



Attached please find the approximate 220 replies of "yes" in regard to Mansfield residents favoring an amendment to the Litter ordinance to prohibit unwanted ads and other materials being tossed onto our driveways and grounds and also to prohibit the installation of hooks, nails and tubes onto our mailbox for the purpose of distributing ads without our permission.

These replies were on the Facebook site "Mansfield Connecticut Connection" that is a Closed Group, filtered by the Administrator to include only Mansfield people.

I realize that this is not a normal petition, but during this pandemic, it is the best and safest that I could do. At least you will get an idea of the strong support for this measure: 220 "yes" replies within 24 hours!



**Nancy Tomastik**

June 25

Is anyone interested in Ginny Walton, Mansfield Recycling Coordinator, going to the Solid Waste Advisory Committee meeting next month with the number of Mansfield residents not wanting to receive the Hartford Courant ads in a plastic bag thrown on their driveway every week? She believes, if there were enough people wanting to stop this practice, she could approach the Committee to add onto the ordinance regarding litter and to make the recommendation to the Town Council. If this idea appeals to you, please just say "yes." I'll track the numbers (only) and give to Ginny. Thanks.

Carol Toomey Reichel and 60 others

220 Comments

Like

Comment



**Kayla Ward Gervino** Yes

Like · Reply · 3w



**Neil Warren** Yes

Like · Reply · 3w



**Kim Parker Girard** Yes

Like · Reply · 3w



**Alyse Lofman Kwapien** Yes

Like · Reply · 3w



**Nancy Tomastik** Yes

Like · Reply · 3w



**Eden Earley Espanol** Yes

Like · Reply · 3w



**Sandro Steinbach** Yes

Like · Reply · 3w



**Shannon Hirsch Sion** Yes

Like · Reply · 3w



**Barbara Davis** YES!!!

Like · Reply · 3w



**Emmy Anne Galbraith** Yes

Like · Reply · 3w



**Janet Kozin** Yes

Like · Reply · 3w



**Janis B. Hoyle** Yes. I'm getting my Sunday paper that way too.

Like · Reply · 3w



**Janis B. Hoyle** A11

Like · Reply · 3w



**Anne Bladen** Yes!

Like · Reply · 3w

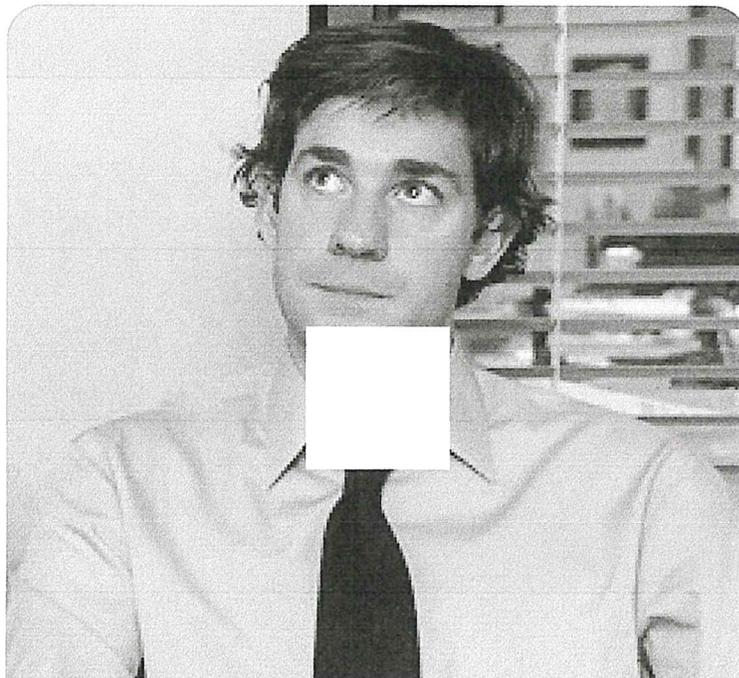


**Kailyn Kowolenko** Murphy Yes!

Like · Reply · 3w



**Nancy Smith** As long as they dont throw twice as many on our Wellington lawns



GIPHY

Like · Reply · 3w



**Penny Barton-Zuckerman** Yes

Like · Reply · 3w



**Barbara Scott** YES. Wonderful idea. I have called the Courant four or five times over the years about this issue but it keeps coming back.

Like · Reply · 3w

1



**Laurel Brandon** Yes

Like · Reply · 3w



**Steve Sawtelle** Yes

- 
Like · Reply · 3w
- 
**Carol H Scott** please support Ginny...she is the best  
Like · Reply · 3w
- 
**Micaela Orpheus** Yes  
Like · Reply · 3w
- 
**Nathan Wells** Yes  
Like · Reply · 3w
- 
**Jen Henry Zugarazo** Yes  
Like · Reply · 3w
- 
**Tia Marie Michaud** Yes  
Like · Reply · 3w
- 
**Melissa Melo** Yes  
Like · Reply · 3w
- 
**Lois Demurjian** Yes  
Like · Reply · 3w
- 
**Toivo Kask** I feel left out; I have never gotten any thing like that here at this house. Boo hoo!  
 Really it is a terrible practice and problematic if you are away for a while and they begin to build up on your driveway. At our last house out of state we were there only 4 months of the year and the amount of those things was ridiculous.  
Like · Reply · 3w
- 
**Ramona Georgescu** Yes  
Like · Reply · 3w
- 
**Car Rut** Yes  
Like · Reply · 3w
- 
**Corinna Plock Beebe** Yes  
Like · Reply · 3w
- 
**Haleh Ghaem** Yes  
Like · Reply · 3w
- 
**Christine Carter Jeffers** Yes  
Like · Reply · 3w
- 
**Cindy Larsen** Yes  
Like · Reply · 3w
- 
Like · Reply · 3w



**Lillian Merriam Wilcox** Yes

Like · Reply · 3w



**Mike Michaels** Yes very much yes!

Like · Reply · 3w



**Rebecca Aubrey** Yes!

Like · Reply · 3w



**Palmira Paez Mindek** Absolutely!!

Like · Reply · 3w



**Esther A Soffer** Yes!

Like · Reply · 3w



**Holly Taylor** Yes

Like · Reply · 3w



**Julio Gonzalez** Yes

Like · Reply · 3w



**Rachel Neu** Yes please!

Like · Reply · 3w



**Eric Belanger** Yes they throw the paper all over my yard

Like · Reply · 3w



**Pam Peters** Yes.

Like · Reply · 3w



**Debra Navitsky-Rosenberg** Yes

Like · Reply · 3w



**Sarah Gretzky** Yes

Like · Reply · 3w



**Marianne Jenney Buck** Yes

Like · Reply · 3w



**Holly Coolbeth McKercher** YES!

Like · Reply · 3w



**Roger Adams** Yes

Like · Reply · 3w



**Katherine Meyer White** Yes!

Like · Reply · 3w



**Shari Lopez Zwick** Yes!



**Stan Lopez Zwick** Yes!

Like · Reply · 3w



**Ginny Conland** Yes

Like · Reply · 3w



**Leigh Duffy** Yes

Like · Reply · 3w



**Ted Wrubel** Has any one made contact with these vendors to opt out of these deliveries?

Like · Reply · 3w



**Thomas Long** If opposed to this method of protecting newspapers from the elements, one could elect to receive the paper on line.

Like · Reply · 3w



**Cindy Larsen** Thomas Long I don't get a newspaper. These are just advertising in a plastic bag thrown on the side of the road. Not effective advertising— everyone just leaves them on the ground!

Like · Reply · 3w



**Larry Ross** Yes 1

Like · Reply · 3w



**Laura Ann** Yes!

Like · Reply · 3w



**Meghan Koberstein Silliman** Yes

Like · Reply · 3w



**Mary P Landeck** yes

Like · Reply · 3w



**Kerry Landeck** Yes

Like · Reply · 3w



**Lisa Day-Lewis** Somehow I don't get one, which is great! Maybe because we are the first people to live at our address

Like · Reply · 3w



**Suzanne Kerns Hathaway** we don't either...

Like · Reply · 3w 1



**Diane Scott** Yes

Like · Reply · 3w



**Pam Kriedeman** Yes

Like · Reply · 3w



**Rachel McAnallen** Alex kept calling the Courant and the finally stopped delivering to our driveway

Like · Reply · 3w



**Nancy Tomastik** I called many times, left messages, and finally they stopped for a month or two, and then they were back at it!

Like · Reply · 3w



**Holly Sawtelle** Would love for it to stop! The paper lands in my flowers sometimes too.

Like · Reply · 3w



**Stephen D Belanger** where's LameAss Lamont on this issue !!??

Like · Reply · 3w



**Kathy Ward** Yes.

Like · Reply · 3w



**Steven Goldberg** Yes

Like · Reply · 3w



**Amber Birmingham Johnston** Yes

Like · Reply · 3w



**Kevin White** Ginny is a local treasure as the right advocate.

Like · Reply · 3w



**Terry Wollen** Yes

Like · Reply · 3w



**Cari Anne** Yes

Like · Reply · 3w



**Susan Jacobson Beach** YES

Like · Reply · 3w



**Sunny Shine** YES

Like · Reply · 3w



**Wendy Michael Gergler** YES

Like · Reply · 3w



**Jodi Parent** Yes, because what a waste of paper if people don't want it!

Like · Reply · 3w



**Marilu Gehen** Yes

Like · Reply · 3w



**Sue Graskoski Audette** I called and they stopped it.

Like · Reply · 3w



**Melissa Wadsworth** We asked the person who delivers to stop and we haven't had it since, but if get a different driver I'm not sure if that will continue. So I'm a yes of you need me as an additional number

Like · Reply · 3w · Edited



**Laura Carrero Rangel** Yes

Like · Reply · 3w



**Stefan Germany** Yes

Like · Reply · 3w



**Nancy J. Abohatab** Yes

Like · Reply · 3w



**Christine Jaworski Ballestrini** Yes!

Like · Reply · 3w



**Jill Deans** Yes!

Like · Reply · 3w



**Susannah Everett** That would be wonderful!

Like · Reply · 3w



**Jennifer Wadsworth** Yes

Like · Reply · 3w



**Hélène Marcy** Yes

Like · Reply · 3w



**Lisa Shepherd Drzewiecki** Yes

Like · Reply · 3w



**Tami Hyde** Yes

Like · Reply · 3w



**Anne Newmyer** Yes

Like · Reply · 3w



**Molly Schaefer** Yes

Like · Reply · 3w



**Donna Dobrowolski** Ecsedy Yes!!

Like · Reply · 3w



**Sharon Laflamme** Yes

Like · Reply · 3w



**Jordana Frost** 🗳️ Count me in!

Like · Reply · 3w



**Tricia Reid** They're put IN my mailbox, and I have to dispose of them with my recycling. Wish they could be stopped completely. My mailbox is for mail!

Like · Reply · 3w



**Cheryl Roy** I don't set it anymore because I called (multiple times) and the finally stopped. But I say yes.

Like · Reply · 3w

[View 1 more reply](#)



**Larry Ross** Nancy, that has been my experience as well, there is a high turnover rate of drivers and a new one starts and there is an ugly plastic package on the driveway all over again.

Like · Reply · 3w



**Irene Sheehan** Yes and yes for my elderly neighbor who's not on Facebook.

Like · Reply · 3w



**Dee Apinis** Yes

Like · Reply · 3w



**Alana Butler** Yes

Like · Reply · 3w



**Elena Morosky Schreiber** Yes!! They're all over my road.

Like · Reply · 3w



**Sherry Perkins** Yes

Like · Reply · 3w



**Laura Albrecht** Yes!

Like · Reply · 3w



**Carin Morse Van Gelder** YES for two of us, one not on FB.

Like · Reply · 3w

1



**Erin Clark** Yes

Like · Reply · 3w



**Kate Caddy** Yes

Like · Reply · 3w

Like · Reply · 3w



**John Eric** Yes

Like · Reply · 3w



**Anne Mazur Pappalardo** Yes, for 3 of us

Like · Reply · 3w · Edited

1



**Marie Cantino** Absolutely

Like · Reply · 3w



**Megan Handfield Stimson** Yes

Like · Reply · 3w



**James Irwin** Yes

Like · Reply · 3w



**Heather McDonald**

Like · Reply · 3w



**Kim Mehrens** Yes

Like · Reply · 3w



**Josh Young** Yes

Like · Reply · 3w



**Kim Rollins** Yes

Like · Reply · 3w



**Brenda Barney** Yes

Like · Reply · 3w



**Eva Lister** Yes

Like · Reply · 3w



**Patty Tuite** Yes!!

Like · Reply · 3w



**Doryann Major Plante** Yes

Like · Reply · 3w



**Laura Kravet** Yes

Like · Reply · 3w



**Shamus Kelly** Yes

Like · Reply · 3w





**Helen T Clark Absolutely**

Like · Reply · 3w



**Jo-Anne Roberts I feel left out!** I don't receive them. I have a sticker on my mailbox that at one time was an indicator that I didn't want them. Isn't this still being done?

Like · Reply · 3w · Edited



**Bonnie Gaile Yes**

Like · Reply · 3w



**Cheryl Bishop Yes**

Like · Reply · 3w



**Amanda Rossolimo Cheryl Bishop we don't get them.** Someone long ago (think 15 years back) yelled so loud they stopped delivering

Like · Reply · 3w



**Cheryl Bishop Amanda Rossolimo just double-checked it is the Courant I throw out every week from driveway!**

Like · Reply · 3w

[View 2 more replies](#)



**Robin Sankowski Grenier Yes**

Like · Reply · 3w



**SLouise Owen Yes**

Like · Reply · 3w



**Lauren Samuelson LeBlanc Yes**

Like · Reply · 3w



**Jerry Kleinman Yes**

Like · Reply · 3w



**Becky Randazzo Yes**

Like · Reply · 3w



**Suzanne Durdan Yes!!**

Like · Reply · 3w



**Carol Fineout Yes**

Like · Reply · 3w



**Joanne Oliver Yes!**

Like · Reply · 3w



**Ellen Shirshac Yes**

-  Like · Reply · 3w
-  **Nadine Lavoie** Yes  
Like · Reply · 3w
-  **Mike Marchus** Yes  
Like · Reply · 3w
-  **Marisa Chrysochoou** Yes  
Like · Reply · 3w
-  **Jessica Fleming Duers** Absolutely  
Like · Reply · 3w
-  **Patricia Dittrich Braithwaite** Yes  
Like · Reply · 3w
-  **Matt Shepard** Yes  
Like · Reply · 3w
-  **Linda Williams** Yes  
Like · Reply · 3w
-  **David Kyle** Yes  
Like · Reply · 3w
-  **Kari Nowosielski** Yes  
Like · Reply · 3w
-  **Ken Forrest** Yes  
Like · Reply · 3w
-  **Cait Gergler Strube** Yes please!  
Like · Reply · 3w
-  **Ginnie Gorin** Yes  
Like · Reply · 3w
-  **Jeniffer Baer** Yes!!!!  
Like · Reply · 3w
-  **Honglian Wu** yes!  
Like · Reply · 3w
-  **Sandra Nadeau** Yes!!!  
Like · Reply · 3w
-  **Darcy Storeim** YES

Like · Reply · 3w



**Emily Anastasia** Yes

Like · Reply · 3w



**Carey Jordan** Yes

Like · Reply · 3w



**Stacy Hirschorn Boothroyd** Yes, please.

Like · Reply · 3w



**Karen Neumann** Yes

Like · Reply · 3w



**Sharon Benoit Kozin** Yes, please .

Like · Reply · 3w



**Larry Lombard** Yes!

Like · Reply · 3w



**Penelope Williams** Yes

Like · Reply · 3w



**Alicia Hansen Ducharme** Yes

Like · Reply · 3w



**Sarah Dufresne** Yes

Like · Reply · 3w



**Sabrina Hosmer** Yes

Like · Reply · 3w



**Jessica J. Higham** That would be wonderful!

Like · Reply · 3w



**Annie Thorkelson** yes

Like · Reply · 3w



**Mary Wattick Sutterfield** Yes please

Like · Reply · 3w



**Jean Lemcke Johnson** YES!

Like · Reply · 3w



**Halley Rose** Yes

Like · Reply · 3w



**Peter Fish** Yes!

Like · Reply · 3w



**Lisa Marie Bovee** Yes

Like · Reply · 3w



**Judy Pepin Racine** Yes

Like · Reply · 3w



**Joe McLaughlin** Yes

Like · Reply · 3w



**Nancy Hoffmann** Yes

Like · Reply · 3w



**Heather Evans** Yes!

Like · Reply · 3w



**Jennifer Stone** Yes!

Like · Reply · 3w



**Russ Starr** yes

Like · Reply · 3w



**Darryl Hilliard** No, what is the alternative?

Like · Reply · 3w

1



**Nancy Tomastik** The idea would be to prohibit ads/litter to be thrown on the ground. What the Hartford Courant would do as an alternative to driving by and tossing a plastic bag full of ads out the window onto our driveways or lawns remains to be seen. Ginny Walton said, in one case, the Town has already issued them a \$90 citation for tossing it on the road.

Like · Reply · 3w · Edited



**Susan Mitchell** Yes!

Like · Reply · 3w



**Stephen Ferruci** Heck yes.

Like · Reply · 3w



**Julie Brown** Yes, yes, yes!

Like · Reply · 3w



**Amy Gorin** Yes

Like · Reply · 3w



**Carrie Cochran** Yes please!

Like · Reply · 3w





**Lisa Peterson-blinn** Yes

Like · Reply · 3w



**Diane Dorfer** There's a number inside the paper, page two maybe, which you can call and ask to discontinue delivery.

Like · Reply · 3w



**Nancy Tomastik** As you can see by a few earlier comments, that approach is difficult and time-consuming to reach someone, and then it often is discontinued temporarily and then starts up again, probably due to a new driver.

Like · Reply · 3w



**Julia Sherman** They just keep coming back. I am in favor of banning these unwanted solicitations.

Like · Reply · 3w

[View 1 more reply](#)



**Norma LoMonaco** Hi iay

Like · Reply · 3w



**Norma LoMonaco** Okay

Like · Reply · 3w



**Aida Ghiaei** Yes

Like · Reply · 3w



**Miriam Drew** Yes

Like · Reply · 3w



**Mary Campbell Hirsch**

Like · Reply · 3w



**Moe Butler** Yes

Like · Reply · 3w



**Noga Shemer** Yes

Like · Reply · 3w



**Paul Caddy** Yes

Like · Reply · 3w



**Judy Marcus** Yes!

Like · Reply · 3w



**John Hopkins** Yes



**John Hankins** Yes

Like · Reply · 3w



**Gail Ash-Morgan** Yes

Like · Reply · 3w



**Martha Cutter** Yes. I hate those plastic bags! thanks!

Like · Reply · 3w



**Roxana Mocanu** yes

Like · Reply · 3w



**Julia Tanaka** Yes

Like · Reply · 3w



**Paulette Marquis** Yes, it's a waste of paper for us who don't read it.

Like · Reply · 3w



**Jeff Winston** Yes

Like · Reply · 3w



**Kelly Zimmermann** Yes

Like · Reply · 3w



**Lisa Seymour Garvey** Yes

Like · Reply · 3w



**April Holinko** Yes

Like · Reply · 3w



**Barb Brandt** Yes

Like · Reply · 3w



**Leigh Duffy** Yes

Like · Reply · 3w



**Liz Getter-Trudeau** Yes please! We have a compartment under the mail box and they still throw them on the ground. We've called in the past to stop the delivery of these ads, now they're back at it.

Like · Reply · 3w

1



**Lisa Pane** yes

Like · Reply · 3w



**Petie Stone** Yes

Like · Reply · 3w



**Bibi Mell** yes! I removed the screws where they hang them underneath our mailbox and they have stopped for now but would prefer a more permanent solution

prefer a more permanent solution

Like · Reply · 3w

1



**Emily Wojteczko** Yes

Like · Reply · 3w



Write a comment...



July 23, 2020

TO: Mansfield Town Councilor Moran (Mayor), Ausburger, Berthelot,  
Bruder, Fratoni, Freudmann, Kochenburger, Schurin, and Shaiken

FR: Nancy Tomastik, Mansfield Resident for 47 years  
203 Maple Road, Storrs, CT 06268



This message is to request an amendment to the Litter ordinance regarding (1) the prohibition of unwanted circulars, ads, and other materials from being tossed onto the driveways and grounds of Mansfield residents and (2) the prohibition of hooks, nails and tubes being installed on our mailboxes for the purpose of ads being distributed without our permission.

Recently I posted a request for input on this issue on Facebook Mansfield Connecticut Connection. Within 24 hours there were an astounding 220 "yes" replies to prohibit this practice! For example, the Hartford Courant tosses ads in plastic bags on our properties every week. Another example is the annual tossing of the thick Yellow Pages book in a plastic bag on our grounds. Not only are these items a litter issue, they're also a home security issue when residents are away, such as on vacation or due to illness, and the materials pile up. Mansfield residents are clearly frustrated and adamant about wanting these practices stopped!

For the sake of the environment, Mansfield is now against plastic bags being used for our purchases, but ironically Mansfield allows ads in plastic bags by the hundreds - or probably thousands - being tossed on our properties every week! We're tired of cleaning up and handling these items, especially during covid-19! Companies should not be allowed to endanger, invade, burden, and exploit us in these ways, and we are asking for an ordinance to protect us.

I'm leading this effort for Mansfield residents, and I hopefully look forward to your positive response . Thank you for your consideration of this issue.



**From:** [minati](#)  
**To:** [Town Clerk](#)  
**Subject:** Stopping delivery of plastic bagged sale papers & other junk  
**Date:** Thursday, July 23, 2020 1:52:01 PM

---

Hello Dear TownClerk,

I live on Fieldstone Dr and I am writing to request the town to stop permitting this vendor from distribution of sale and other advertisements that are put into plastic bags and thrown on the driveways or hung on nails on the mail box. There are several problems that I am listing below:

- It is littering all over the lawns and the road
- Paper and plastic get separated and flying all over the place littering at the edge of property
- It gets wet on the roads and is slippery, cause for falls and other accidents
- The plastic adds to the problem when we are trying to get rid of it
- But most importantly, I don't want it - this happens on Wednesday and Thursday every week in my neighborhood and is a real pain!

I request the Town Clerk to take necessary action to stop this pesky problem at the earliest possible.

Thanking you in advance,

Minati Roychoudhuri  
7 Fieldstone Dr

**From:** [Larry & Gail Ash-Morgan](#)  
**To:** [Town Council](#)  
**Subject:** Please pass a litter ordinance  
**Date:** Thursday, July 23, 2020 3:24:24 PM

---

To the Mansfield Town Council:

First, thank you all for serving our town!

Second, we urge you to pass a litter ordinance forbidding anyone from dropping unsolicited mailers and advertisers on townspeople's private property. We do not need more paper or plastic litter strewn along our roadsides or elsewhere. Mansfield is a beautiful place and is striving to reduce trash and pollution. This would be a constructive and greatly appreciated step forward.

Thank you for your attention to this issue.

Lawrence and Gail Ash-Morgan

377 Warrenville Road  
Mansfield Center

**From:** [janishoy25](#)  
**To:** [Town Council](#)  
**Subject:** Town litter  
**Date:** Thursday, July 23, 2020 4:36:34 PM

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I am concerned about the litter caused by careless delivery of advertisement flyers and even the Hartford Courant itself. I called the Courant office many times because I had to look for my paper in poison ivy. Is it possible to enforce a litter ordinance?

Thank you for any action you can take that will help us to keep Mansfield's lovely country roads clean and more litter free.

Janis Hoyle  
125A Bassetts Bridge Rd

Sent from my Verizon, Samsung Galaxy smartphone

**From:** [Kerry](#)  
**To:** [Town Council](#)  
**Subject:** litter ordinance  
**Date:** Thursday, July 23, 2020 7:10:33 PM

---

To whom it may concern,  
Please change the rule allowing plastic bags full of ads and other useless items to be thrown onto our driveways and lawns...thank-you,

Kerry Landeck  
Storrs

Sent from [Mail](#) for Windows 10

**From:** [Julie Brown](#)  
**To:** [Town Council](#)  
**Subject:** litter ordinance  
**Date:** Friday, July 24, 2020 8:04:46 AM

---

I support a town ordinance prohibiting ads and unwanted newspapers being delivered to our mailboxes and on our property.

Dr. Julie Brown  
128 South Eagleville Rd.  
Storrs, CT 06268

**From:** [Lois Demurjian](#)  
**To:** [Town Council](#)  
**Subject:** Litter ordinance  
**Date:** Friday, July 24, 2020 9:04:14 AM

---

Dear Town Council,

I am writing to support an effort to ban free newspaper ads, litter, etc, from being delivered to our mailboxes. They are unsightly, unwanted, and in many cases end up on the ground cluttering our streets. In addition, it's adding plastic to the environment.

Thank you for doing the right thing!

Lois Demurjian  
Mansfield

**From:** [David Freudmann](#)  
**To:** [Larry & Gail Ash-Morgan](#)  
**Cc:** [Town Council](#)  
**Subject:** Re: Please pass a litter ordinance  
**Date:** Thursday, July 23, 2020 3:47:50 PM

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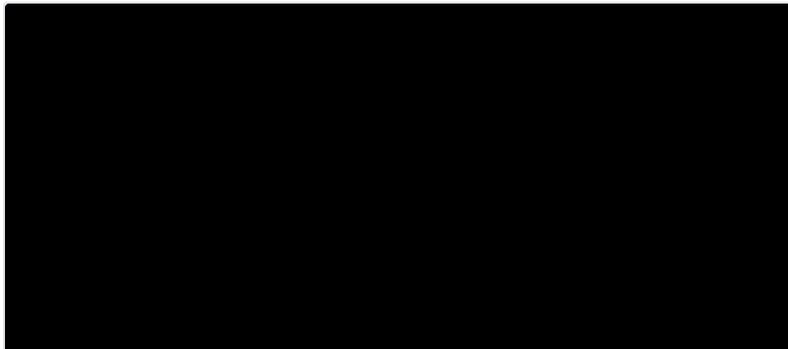
To: Larry and Gail Ash-Morgan

- - - - -  
From Google:

### **Littering Is Illegal in Connecticut**

In 1992, **littering** was made an infraction, which means **littering** is punishable by a fine, usually set by a Superior Court judge, of between \$35 and \$90. An infraction is not a crime. It is however, against the law to **litter**. The **Connecticut Anti-Litter Law** CGS Sec.

[Connecticut General Statutes 22a-250 – Littering or dumping prohibited. Orders. Procedures. Penalties » LawServer](#)



Connecticut General Statutes 22a-250 – Littering  
or dumping prohibited. ...

- - - - -  
It is my understanding that littering is an infraction under the laws of Connecticut, punishable by a fine. Thus, a town ordinance might not be necessary, but rather, better enforcement of existing state law.

Thank you for your note to the Council.

--David Freudmann  
( 22 Eastwood Rd., 860-429-0763 )  
On Thursday, July 23, 2020, 03:24:25 PM EDT, Larry & Gail Ash-Morgan <glashmorgan78@gmail.com> wrote:

To the Mansfield Town Council:

First, thank you all for serving our town!

Second, we urge you to pass a litter ordinance forbidding anyone from dropping unsolicited mailers and advertisers on townspeople's private property. We do not need more paper or plastic litter strewn along our roadsides or elsewhere. Mansfield is a beautiful place and is striving to reduce trash and pollution. This would be a constructive and greatly appreciated step forward.

Thank you for your attention to this issue.

Lawrence and Gail Ash-Morgan

377 Warrenton Road  
Mansfield Center