

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

DRAFT MINUTES

1. CALL TO ORDER

Mayor Moran called the regular meeting of the Mansfield Town Council to order at 7:09 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 Sheridan 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and natural resources; she testified at the legislature regarding changing alcohol rules in town; the University has withdrawn opposition to the Eagleville Green project; she was a judge during History Day at UCONN; she attended a small communities coalition CCM meeting regarding cyber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 Fratoni, Bruder, and Schurin to the Ad Hoc Committee on Naming of Ballfields, which is charged with considering a request to name one of the Town's ballfields then report back to the Town Council for formal review and consideration. Motion **passed** unanimously.

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

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

D. Town Council Goal Setting

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

9. REPORTS OF COUNCIL COMMITTEES

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

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

Motion **passed** unanimously.

10. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS

None.

11. PETITIONS, REQUESTS AND COMMUNICATIONS

A. SEC Environmental Sustainability Report (CY 2019)

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

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

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

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

12. FUTURE AGENDAS

- Update on COVID-19 Response

13. ADJOURNMENT

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

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

March 9, 2017

To: Town council
From: Betty Wassmundt

RE: Shared Services

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

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

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

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

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

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

Please get to work on this. Thank you.



TOWN OF MANSFIELD

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

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

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

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

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

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

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

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

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

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

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

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

MANSFIELD TOWN COUNCIL

Antonia Moran

Mayor

Dated at Mansfield, Connecticut

this 9th day of March, 2020

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

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

Date

(Seal)

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1 - Establishment; Duties.

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

(a) Pre-referendum Duties:

Plan development. The Building Committee shall:

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

(b) If said Referendum is approved:

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

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

The Building Committee shall:

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

Antonia Moran,
Mayor, Town of Mansfield