

AGENDA

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

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

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

- A. [04.22.20 DRAFT Minutes](#) 5 - 9
[04.27.20 DRAFT Minutes](#)

4. **PUBLIC HEARINGS**

- A. **Small Cities Program (Community Development Block Grant)** 11 - 22
This hearing was originally opened on March 23, 2020 and continued due to the COVID-19 crisis. The original hearing notice was published in the Chronicle on March 6 and March 13, 2020. Notice of the new hearing date was posted on the Town's Legal Notices webpage on April 24, 2020. Additional information on the Small Cities Program is available in the Agenda Item Summary for New Business Item.
[AIS - Small Cities Program \(Community Development Block Grant\) Public Hearing](#)
[Ten Previous CDBG Grant Awards](#)
[Tear Sheets of legal notices in the Chronicle \(3/6/2020 and 3/16/2020\) Notice published on the Town's legal notices webpage \(4/24/2020 and 5/5/2020\)](#)

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

6. **REPORT OF THE TOWN MANAGER**

7. REPORTS AND COMMENTS OF COUNCIL MEMBERS

8. OLD BUSINESS

- A. Update on Town Response to COVID-19 (Item #7A, 4.27.20 Agenda)** 23 - 27
[2. AIS - Update on Town Response to COVID-19](#)
[Mayor's COVID-19 Update 04/26/20](#)
[Mayor's COVID-19 Update 05/04/20](#)
- B. FY 2020/2021 Budget Review Calendar and Budget Discussion (Item #7B, 4.27.20 Agenda)** 29 - 138
[AIS - FY 2020/2021 Budget Review Calendar and Budget Discussion](#)
[Current FY 2020/2021 Budget Review Schedule](#)
[Revised FY 2020/2021 Budget Review Schedule](#)
[Flagged Items 2020-2021](#)
[Revised Proposed Levy](#)
[Revaluation Analysis Commercial Properties](#)
[Prioritization of CIP with financing plan](#)
[CIP Narrative with Justification](#)
[Capital Requests Current List - Justification DPW](#)
[Capital Requests Current List - Justification Facilities](#)
[20200430 Memo EDC Marketing Update](#)
[Staffing Prioritization](#)
[HR Staffing Changes FY2020/2021](#)
[COST Email re Unemployment Compensation Data by Town](#)
[Unemployment Rates by Town](#)

9. NEW BUSINESS

- A. Grant Opportunity: CT Department of Agriculture Farm Viability Grant** 139 - 145
[AIS - Grant Opportunity: CT Department of Agriculture Farm Viability Grant](#)
[Draft Grant Application](#)
[Draft Project Budget](#)

B.	Small Cities Program: Authorization to Apply for Small Cities Funding and Adoption of Required Plans and Policies AIS-Small Cities Program: Authorization to Apply for Small Cities Funding and Adoption of Required Plans and Policies Resolution Authorizing Submission of Small Cities Application in the amount of \$550,000 Proposed 2020 Fair Housing Action Plan 2017 Fair Housing Action Plan Citizen Participation Plan Section 3 Plan Residential Anti-Displacement and Relocation Assistance Plan Compliance with Title VI of the Civil Rights Act of 1964 Policy Statement Affirmative Action Policy Statement Resolution Adopting a Policy Prohibiting the Excessive Use Force Against Any Individual Engaged in Non-Violent Civil Rights Demonstration Relocation Policy	147 - 189
C.	Appointment of Auditor to Conduct Financial Audit for Fiscal Year 2019/2020 AIS - Appointment of Auditor to Conduct Financial Audit for Fiscal Year 2019/2020	191
D.	Transfer of Uncollected Taxes to Property Tax Suspense Book AIS - Transfer of Uncollected Taxes to Property Tax Suspense Book Process Suspense Report CGS Section 12-165	193 - 201
E.	Financial Statements Dated March 31, 2020 AIS - Financial Statements Dated March 31, 2020 Financial Statements Dated March 31, 2020	203 - 264
10. REPORTS OF COUNCIL COMMITTEES		
11. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS		
12. PETITIONS, REQUESTS AND COMMUNICATIONS		
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B.	T. Friedland (5.1.20)	267
C.	J Sidney (5.1.20)	269 - 270
D.	A. Welch (5.2.20)	271
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13. FUTURE AGENDAS		
14. ADJOURNMENT		

DRAFT MINUTES

CALL TO ORDER/ROLL CALL

Mayor Moran called the special meeting of the Mansfield Town Council to order at 6:33 p.m. on GoToMeeting.

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

Board of Education Present: Kathy Ward, Susannah Everett, Katherine Paulhus, Martha Kelly, Rebecca Aubrey

Staff Present: Interim Town Manager John Carrington, Director of Finance Cherie Trahan, Superintendent of Schools Kelly Lyman, Director of Information Technology Jaime Russell, Director of Parks and Recreation Curt Vincente, Director of Facilities Management Allen Corson

1. Staff Reports/Communications

Mr. Carrington reported there are no further COVID-19 updates. Ms. Trahan reviewed the contents of the meeting packet and discussed revaluation numbers.

2. Budget Review

- Board of Education – Mansfield Public Schools
Board Chair Kathy Ward introduced the Board's budget process. Superintendent Lyman reviewed state and national educational achievements, financial investment in relation to performance, and a student profile including eligibility for free/reduced meals, special education, and English as a second language. Ms. Lyman presented major cost drivers of the proposed budget, effects of enrollment reductions, effects of changes to health insurance benefits, projected school facility needs, and capital fund requests including air conditioning for the middle school auditorium and technology updates.
- Shared Facilities Management
Mr. Carrington reviewed increases and capital projects. In response to Councilor questions, Mr. Carrington and Mr. Corson explained the need and process for the replacement of light fixtures in the parking garage. Staff will prioritize projects per Council's request.

- **Management Services Fund**
Mr. Carrington reviewed major components of the proposed budget and reviewed elements of the shared services agreements.
- **Shared Finance**
Mr. Carrington reviewed expenditures and revenues. Ms. Trahan explained how expense shares are determined.
- **Shared Information Technology**
Ms. Trahan reviewed expenditures and revenues and explained how expense shares are determined.

3. Discussion of Proposed Budget/Council Questions

None. All discussion and questions took place during business item number two.

4. Public Comment

None.

ADJOURNMENT

Mr. Shaiken **moved** and Mr. Kochenburger seconded to adjourn the meeting at 8:31 p.m. The motion **passed** unanimously.

Antonia Moran, Mayor

Sara-Ann Chaine, Town Clerk

DRAFT MINUTES

1. CALL TO ORDER

Mayor Moran called the regular meeting of the Mansfield Town Council to order at 7:01 p.m. on GoToMeeting.

2. ROLL CALL

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

3. APPROVAL OF MINUTES

Mr. Bruder **moved** and Ms. Berthelot seconded to approve the minutes of the April 1, 2020 special meeting as presented. Motion **passed** with all in favor.

Mr. Shaiken **moved** and Mr. Bruder seconded to approve the minutes of the April 13, 2020 regular meeting as presented. Motion **passed** with all in favor.

Mr. Kochenburger **moved** and Mr. Bruder seconded to approve the minutes of the April 16, 2020 special meeting as presented. Motion **passed** with all in favor.

4. OPPORTUNITY FOR PUBLIC TO ADDRESS COUNCIL

None.

Mr. Freudmann **moved** and Mr. Bruder seconded to consider the Connecticut Small Business Development Center Update business item immediately following the Update on Town Response to COVID-19. Motion **passed** unanimously.

5. REPORT OF THE TOWN MANAGER

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

6. REPORTS AND COMMENTS OF COUNCIL MEMBERS

Mayor Moran reported that she attended the MMS Roof Committee's architect interviews, the School Building Committee is reviewing designs, and she has been attending the Governor's conference calls with mayors and managers. Mr. Shaiken reported he has been sworn in to the Eastern Highlands Health District's medical reserve corps and encouraged community members to sign up.

Mr. Bruder reported that Southeast Elementary School had their parade which followed the bus routes and his family has participated in the Town's bear hunt.

[Mr. Fratoni arrived.]

7. OLD BUSINESS

A. Update on Town Response to COVID-19 (Item #8A, 4.13.20 Agenda)

Mr. Carrington presented the portion of his written Town Manager's report pertaining to the Town's COVID-19 response.

B. FY 2020/21 Budget Review Calendar and Budget Discussion (Item #8F, 1.13.20 Agenda)

Mr. Shaiken **moved** and Ms. Berthelot seconded to revise the fiscal year 20/21 budget calendar by adding a budget discussion to May 26th preceding the Town Council meeting, to add a public hearing on the Town Council's proposed budget for June 2nd at 6:30pm, and to adopt the budget on June 4th and June 8th if necessary. Motion **passed** unanimously.

8. NEW BUSINESS

A. Connecticut Small Business Development Center Update

Mr. Gregory Lewis of the Connecticut Small Business Development Center (SBDC) explained that the SBDC provides no cost business advising to small business around the state. He is currently assisting business owners with two funding sources – the economic injury disaster loan fund and the paycheck protection program – and added there is a third funding source from a Department of Economic and Community Development program for women and minority owned businesses. Mr. Lewis encouraged businesses to reach out to him for help and reviewed the loan terms of the funding sources.

B. Proposed Capital Improvement Program Adjustments

By recommendation of the Finance Committee, Mr. Kochenburger **moved**, effective April 27, 2020, to approve the Capital Fund Adjustments as presented by the Director of Finance in her Correspondence dated April 20, 2020.

Mr. Freudmann **moved** and Mr. Fratoni seconded that charges by the Town for financial services will be increased by \$5000 for the Mansfield Board of Education and by \$4000 for Regional School District 19, for furniture and office renovations. Motion **failed** with all against except Ausburger, Fratoni, and Freudmann who voted in favor.

Motion to approve the Capital Fund Adjustments **passed** with all in favor except Ausburger, Fratoni, and Freudmann who voted against.

C. Fair Housing Policy and Resolution

Mr. Shaiken **moved** and Ms. Berthelot seconded, effective April 27, 2020, to adopt the attached Fair Housing Policy Statement; and, effective April 27, 2020, to adopt the attached Fair Housing Resolution. Motion **passed** unanimously.

9. REPORTS OF COUNCIL COMMITTEES

Mr. Bruder reported that the Committee on Committees has not met since the last Council meeting but is receiving applications for open positions and will conduct interviews soon.

Mr. Kochenburger reported that the Finance Committee recently discussed capital improvement projects and had an informational discussion regarding the lease agreement between Region 19 and the Town for the Depot Campus building.

10. DEPARTMENTAL AND ADVISORY COMMITTEE REPORTS

None.

11. PETITIONS, REQUESTS AND COMMUNICATIONS

A. Storrs center Parking Operation Financial Report (March 2020)

B. J. DeWolf (4/14/20)

C. A. Rash (4/15/20)

D. C. Dyer (4/16/20)

E. M. Ferron (4/17/20)

F. PZC Application Referral: Proposed Amendments to Zoning Regulation (4/21/20)

12. FUTURE AGENDAS

None

13. ADJOURNMENT

Mr. Shaiken **moved** and Mr. Bruder seconded to adjourn the meeting at 8:55 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 
CC: Linda Painter, Director of Planning and Development; Francis Raiola, Fire Chief; Jillene Woodmansee, Planning Specialist
Date: May 11, 2020
Re: Small Cities Program (Community Development Block Grant) Public Hearing

Subject Matter/Background

The purpose of this evening's public hearing is to obtain citizens' views on the Town's community development and housing needs. Additionally, we will be reviewing and discussing specific project activities in the areas of housing, economic development or community facilities, which could be a part of an application for funding through the Small Cities program administered by the Connecticut Department of Housing (DOH). Pursuant to federal and state guidelines for public hearings, staff will make a presentation on the CDBG program and proposed activities and participants will be allowed to ask questions which must be answered during the public hearing itself.

This hearing is a continuation of the hearing opened on March 23, 2020. As we were in the initial stages of COVID-19 shelter in place instructions, the Council continued the public hearing to allow for staff to refine virtual meeting procedures. Copies of the legal notices published in The Chronicle on March 6, 2020 and March 16, 2020 are attached. Additionally, staff posted updated hearing notices on the Town's Legal Notice webpage on April 24, 2020 and May 5, 2020 to advise residents of tonight's hearing.

Overview of Current Community Development Activities

The Town has operated a housing rehabilitation loan program for low and moderate-income homeowners since the 1980s. Funding for this program comes from the Community Development Block Grant (CDBG) Small Cities program operated by the Connecticut Department of Housing (DOH). The Town has received several grants to assist homeowners in basic rehabilitation activities. For the past several years, efforts have focused on the issuance of 0% interest loans that are repayable upon refinancing or transfer of the property. As of March 31, 2020, the Town has approximately 100 outstanding loans valued at \$1.3 million dollars for this program. Any repayments are used to fund new housing rehabilitation projects. Due to recent repayments, the Town has a balance of \$121,784 in repaid loans that are being used to fund additional projects. There is one rehabilitation project in the pipeline and four homeowners on the

waiting list for assistance. Furthermore, we are anticipating additional loan repayments estimated at \$54,000 in the coming year due to the passing of various loan recipients.

Small Cities Program

Each year, DOH accepts application for Small Cities grant through a competitive grant round. In addition to housing rehabilitation activities, funding can also be used for Public Housing Modernization, Infrastructure, Public Services (only to include Youth Homelessness and Shelter Diversion) and Public Facilities. Additional information regarding previous activities funded by the Small Cities Program is included in Attachment 1.

Housing Rehabilitation Activities

In considering potential applications for funding during the 2020 grant application cycle, staff initially identified a housing rehabilitation project that would assist the owners at White Oak Condominiums in replacing existing septic systems with a new community system. Unfortunately, we were unable to establish that a majority of the units met income eligibility requirements in the short time frame established to prepare the application. Staff is continuing to work with the condominium association to accept and review applications from unit owners and tenants with a goal of having an application ready for the 2021 grant cycle.

Staff also considered an application for additional housing rehabilitation funds for the existing revolving loan program. Given the current funds available from previous loan repayments and the number of property owners that have expressed interest in and qualified for the program at this time, staff determined that current housing rehabilitation activities could continue using existing program income (repayment of previous loans). It is also important to note that progress on these projects has been delayed to the COVID-19 virus. Staff is working with the staff of the Eastern Highlands Health District to develop policies and procedures that will allow housing rehabilitation projects to resume activity.

Proposed Application

After determining that additional funding for housing rehabilitation activities is not practical at this time, the Town explored other potential applications based on eligible activities. After reviewing recent capital needs with the Interim Town Manager and Director of Finance, staff is recommending that the Town Council apply for \$700,000 in funding for fire protection equipment. Specifically, the funds would be used to purchase a new fire truck for Station 207, located at the Four Corners. The acquisition of fire protection equipment is eligible for up to \$1 million in grant funds for public facilities provided the facility is located in an eligible census tract. While the maximum allowed application is \$1 million for public facilities, the Notice of Intent filed with DOH and public hearing notices identified the Town's intent to apply for up to \$700,000 in this round. Accordingly, staff does not recommend requesting more than the \$700,000 identified in the Notice of Intent and Public Hearing Notices.

In discussing fire protection needs with Chief Raiola, it was determined that acquisition of a hybrid aerial/pumper truck would be the preferred option for replacement equipment in this location. The need for aerial (ladder) capabilities is driven by several considerations, including:

- Improving the safety of fire fighters in extinguishing fires in multi-story structure as well as performing rescue activities.
- Recent completion of sewer and water extensions to the Four Corners that will enable redevelopment at a higher intensity, including new multi-story, mixed-income multi-family residential development. As this area redevelops, it would be impractical to rely on use of ladder trucks from UConn and adjoining municipalities to serve this area.

Chief Raiola has estimated the cost of a hybrid aerial/pumper vehicle at \$1.1 million dollars. The Town has already reserved \$250,000 for a replacement fire truck as part of the FY18 Capital Improvement Budget.¹ If the grant was awarded, the Council would need to commit to appropriating the additional funding (\$200,000) to cover the balance of the cost of the vehicle as well as estimated administrative costs (\$50,000) associated with a \$700,000 grant. These funds would be included in the application as the local contribution to the project, demonstrating a significant financial commitment from the community in addition to the grant funds being requested through the program.

It is important to note that acquisition of a ladder truck would have other budgetary implications due to staffing needs associated with such equipment. Currently, the fire department has three stations and only staffs 4-5 firefighter/EMT's on duty. Due to staffing shortages and the continued lack of qualified volunteers, the department is no longer staffing Station 207 on a 24/7 basis. It is important to understand that existing staffing is responsible for the **minimum** coverage of one ambulance with 2 personnel in addition to fire and rescue apparatus. State and nationally recognized standards currently recommend a minimum of 3-4 firefighters per firetruck. We have maximized our response capabilities over the years by having all of our staff trained to operate both fire apparatus as well as ambulances; however, we are not currently meeting the recommended standards. Adding a ladder truck will require additional staffing to provide emergency services to our community in a safe manner.

Other Projects

Other potential or proposed projects eligible for Small Cities funding may also be reviewed and discussed at this hearing.

Attachments

- 1) Ten Previous CDBG Grant Awards
- 2) Tear Sheets of legal notices in The Chronicle (3/6/2020 and 3/16/2020)

¹ These funds were originally earmarked for a replacement rescue vehicle for Station 107; however, the Fire Department has switched the priority order of replacement for Squad 207 and Rescue 107. Accordingly, these funds would be used for the new hybrid aerial/pumper truck for Station 207.

3) Notice published on the Town's legal notices webpage (4/24/2020 and 5/5/2020)

**RECENT SMALL CITIES (CDBG) RECENT GRANT AWARDS
AND PROGRAM INCOME AMENDMENTS**

TEN MOST RECENT GRANT AWARDS

2012	\$300,000	Housing Rehabilitation Program (16 projects completed)
2007	\$500,000	Juniper Hills Fire Safety Repairs
2002	\$300,000	Housing Rehabilitation Program
2001	\$300,000	Wright's Village improvements
2001	\$500,000	Juniper Hills kitchen and site improvements
1999	\$300,000	Housing Rehabilitation Program
1997	\$300,000	Housing Rehabilitation Program
1996	\$100,000	Addition to Safe Havens
1996	\$125,000	Wright's Village Siding Project
1996	\$275,000	Housing Rehabilitation Program

**PROJECTS FUNDED THROUGH PROGRAM INCOME AMENDMENTS
(2007-2010)**

2010	\$75,557	Replacement of Senior Center Roof and modifications to Family Changing Room at Mansfield Community Center
2010	\$50,000	Septic System Repair at 534 Storrs Road (Mansfield General Store)
2007	\$20,000	Water heater replacement at Holinko Estates

CHRONICLE MEDIA LLC

Ad Number: 174510

PO BOX 229

WILLIMANTIC, CT. 06226

I hereby certify that the attached advertisement of LEGAL NOTICE was published in THE CHRONICLE on:

3-6-20

3-16-20

Subscribed and sworn to me on this 18th day of March 2020

Notary Public Signature _____

I KIM A. KOIVISTO
NOTARY PUBLIC
MY COMMISSION EXPIRES JAN. 31, 2025

For the moment, Sale avoids surgery

ASSOCIATED PRESS

FORT MYERS, Fla. — Boston Red Sox ace Chris Sale has a flexor strain near his left elbow and will not undergo Tommy John surgery — for now.

The 30-year-old lefthander felt discomfort in his pitching elbow Monday, a day after throwing his first batting practice of spring training. He had an MRI that was reviewed by team physicians and Drs. James Andrews and Dr. Neal ElAttrache. Sale's ulnar collateral ligament, which was treated with a platelet-rich plasma injection last August 19, did not sustain additional

damage.

"That's what we're hoping for," Sale said. "There's optimism to be had, and I'm thankful for that. But I know the situation we're in right now and it's not fun."

Sale, 109-73 in 10 Major League seasons, is entering the second season of a \$160-million, 6-year contract. After helping the Red Sox win the 2018 World Series, he went 6-11 with a 4.40 ERA in 25 starts last year, his fewest wins and starts and highest ERA in a full season since 2012.

"Over the last year and up to this

point, I've done nothing but fall flat on my face," Sale said. "So it's a gut punch. It's a tough realization, but I've said it time and time again, I have no time to hang my head or sit in a corner and pout. I've got work to do and I've got an uphill battle to climb, but I got my climbing shoes on."

"Tommy John's been a factor in my life for 20 years now. So, obviously, with these things happening it's on the table, but it's always been on the table. So, that's not something I'm going to worry myself with. I can't go out there with that in the back of my mind."



Boston Red Sox pitcher Chris Sale throws during spring training camp in Fort Myers, Fla. AP

860-423-8466 x3001

classified@thechronicle.com

Classifieds



Legal Notice

Legal Notice

INVITATION TO BID

Sealed Bids for: Danielson Domestic Violence Shelter, Scheduled Renovations and Modernizations, Killingly CT.

Attention: Mary T. Calorio, Town Manager Town of Killingly

The Town of Killingly will receive sealed bids on or before 2:00 PM EST. Wednesday, March 25, 2020 at the Town Managers Office, Killingly Town Hall, 172 Main Street, Killingly, Connecticut 06239 and said bids will be publicly opened and read aloud immediately thereafter.

Bids will be received for furnishing all labor, materials, tools and equipment necessary to complete the **Scheduled Renovations and Modernizations, Killingly CT.** The project will be financed with a Small Cities CDBG grant from the State of Connecticut Department of Housing and the US Department of Housing and Urban Development.

Contract Documents including Plans and Specifications dated **December 23, 2019**, as prepared by Fred Marzec Architects, LLC, 282 Franklin Street, Norwich, CT. 06360, (860) 887-5870 will be on file at the Killingly Town Hall, 172 Main Street, Killingly, Connecticut 06239. A **mandatory** Pre-Bid walk through will be held March 11, 2020 at 10:00 AM. All bidders must meet in the Town Hall Meeting Room, Killingly Town Hall for information and requirements regarding the project, and from there will go to the building site for a walkthrough.

All bid forms must be completely filled in when submitted. Attention of bidders is directed to certain requirements of this contract which require payment of Federal Prevailing wages, and compliance with certain local, state and federal requirements.

No bids shall be withdrawn for a period of ninety (90) days after the opening of bids, without the consent of the Town of Killing, Connecticut.

For further information, please contact Fred Marzec of Fred Marzec Architects, LLC at (860) 887-5870

The town of Killingly reserves the right to reject any all bids and /or waive any informalities in bidding, when such action is deemed to be in the best interest of the Town of Killingly.

The Town of Killing and United Services, Inc. are Affirmative Action/Equal Opportunity Employers. Small, Minority-owned, women-owned and economically disadvantaged business are encouraged to apply

The work described in the Project Manual is the entire project and covers the site and scheduled interior and exterior demolition, including the intended construction and its sequencing. The Contractor shall be responsible to review the outline of work and the impacts on the existing structure and its continued occupation and use.

General Contractors: May obtain **Electronic PDF Construction Documents:**

Bid Documents are available digitally only, and can be found on the Town of Killingly Website: www.killinglyct.gov. Neither the Owner nor the Architect will be responsible for full or partial sets of Bid Documents obtained from any other source.

Legal Notice

Legal Notice

Public Notice: SBA Communications Corporation proposes to construct a 198-ft AGL (199-ft AGL with appurtenances) monopole communications tower to be located at 85 Roper Rd, north-northeast of the Town of Plainfield, in Windham County, CT, on a parcel of land identified as Parcel ID #021/123A/0016 by the Windham County Tax Assessors Office. Interested persons are invited to identify historic sites already listed in, or that may be eligible for listing in the National Register of Historic Places in the vicinity of the proposed facility and to identify potential effects the facility may cause to these sites. Comments may be submitted by email to gswearingen@tepgroup.net or by U.S. Mail to **326 Tryon Road, Raleigh, NC 27603** by May 5, 2020. Questions about this facility or this notice may be directed to **Tower Engineering Professionals (Attn: George Swearingen) at (919) 661-6351**. This notice is provided in accordance with the regulations of the Federal Communications Commission, 47 C.F.R. Part 1, Appendices B and C.

Help Wanted

Help Wanted

Elderly Housing Management

is seeking part-time **FOOD SERVICE WORKERS** to work at Juniper Hill Village, a senior living community in Mansfield, CT. Position is responsible for performing various duties involved in the Food Service Program, including set-up, serving, assisting with food preparation and cleaning up after meals

Qualifications and Skills Requirements:

- Ability to read, write and communicate in English
- Ability to tolerate the pace of a busy kitchen
- Ability to comply with state and local health department requirements
- Good interpersonal skills and reliability
- This position requires physical effort (lifting up to 25 lbs, reaching at or above shoulder height, ability to bring meals to temporarily disabled residents.

WALK-INS WELCOME TO COMPLETE AN APPLICATION. INTERVIEWS WILL BE SCHEDULED BY APPOINTMENT. Address: 1 Silo Circle, Storrs, CT Salary: \$11.00/hour or more depending on experience

MERCHANDISE

Furniture

FURNITURE FOR SALE Matching sofa & chair \$80. Matching antique dresser and nite stand \$100/BO 6'-7" wooden folding tables \$90.00/BO Mansfield Center 860-377-2928

Merchandise For Sale

PRIVACY HEDGES Spring Blowout Sale! 6ft Arborvitae Reg \$179 Now \$80 Beautiful, Nursery Grown. Free Installation & Free delivery, Limited Supply! Order Now **518-536-1367** www.lowcosttree-farm.com

Wanted To Buy

WW II Uniforms, Helmets, Medals, Insignia, Equipment, Souvenirs, Etc. Cash Paid 860-423-8144

Help Wanted

WARNING Readers are advised that some "work at home" ads or ads offering information on jobs, government homes or vehicles, may require an initial investment. We urge you to investigate the company's claims thoroughly with the Better Business Bureau of the state you are writing or calling before sending any money and proceed at your own risk. If you choose to call an 800 number, let the tape recorded message end before you hang up.

REAL ESTATE FOR RENT

Unfurnished To Rent

WILLIMANTIC Ivey Gardens 84 Ash St 2 & 3 br some w/ basements Starting \$1020 - \$1325. 1st month rent free 13 months lease.6.5 Call 860-423-8647

Roommate Wanted

WINDHAM available immed. seeking female to share furnished condo. \$650/mo. 2BR, 1 bath, well maint. Windham complex, parking, pool exercise room, plus, Sec dep, no pets, 860-771-1258

Rooms For Rent

WMTC Rms-\$575/mo. h/hw,elec,cable,WIFI MRE 860-456-7610

Office Space For Rent

OFFICE space for rent in Mansfield, Windham, Tolland. Small suites up to 11,000 sq. ft. Call Tom 860-539-4953.



Puzzle

UNIVERSAL Sudoku Puzzle

				9	2			
3	4	6		5				
				6				
5	6	3				8	2	
		7	2	1				
1	3			6		5	4	
				1				
			9		4	6	5	
5	8							

Complete the grid so every row, column and 3 x 3 box contains every digit from 1 to 9 inclusively.

Previous puzzle solution

6	7	2	4	5	8	1	9	3
4	3	8	1	6	9	2	5	7
9	5	1	2	3	7	6	4	8
8	4	9	7	2	5	3	1	6
3	6	7	8	4	1	9	2	5
1	2	5	3	9	6	8	7	4
5	8	4	6	1	2	7	3	9
7	1	3	9	8	4	5	6	2
2	9	6	5	7	3	4	8	1

3/6 DIFFICULTY RATING: ★★★★★ © 2020 by Andrews McMeel Syndication 3/5

Legal Notice

Legal Notice

TOWN OF WILLINGTON NOTICE AND WARNING SPECIAL TOWN MEETING

The electors of the Town of Willington and all persons who are entitled to vote in Town Meeting on the matters mentioned in the following warning are hereby warned and notified to meet in Town Meeting at Old Town Hall; 11 Common Road, Willington, at 7:00 P.M. on Wednesday, March 11, 2020 for the following purpose:

ITEM I
To see if the townspeople, on the recommendation of the Board of Selectmen, will adopt a resolution to establish a school building committee for the Center School partial roof replacement project.

ITEM II
To see if the townspeople, on the recommendation of the Board of Selectmen, will adopt a resolution to authorize at least the preparation of schematic drawings and specifications for the Center School partial roof replacement project.

ITEM III
To see if the townspeople, on the recommendation of the Board of Selectmen, will adopt a resolution that authorizes the Superintendent of Schools to apply to the Commissioner of the Department of Administrative Services to accept or reject a grant for the Center School partial roof replacement project.

ITEM IV
To see if the townspeople, on the recommendation of the Board of Finance, will authorize the appropriation of \$448,350 from the Capital Reserve Fund for the Center School partial roof replacement project.

ITEM V
To see if the townspeople, on the recommendation of the Board of Selectmen, will adopt a resolution to establish a school building committee for the Hall Memorial School roof replacement project.

ITEM VI
To see if the townspeople, on the recommendation of the Board of Selectmen, will adopt a resolution to authorize at least the preparation of schematic drawings and specifications for the Hall Memorial School roof replacement project.

ITEM VII
To see if the townspeople, on the recommendation of the Board of Selectmen, will adopt a resolution that authorizes the Superintendent of Schools to apply to the Commissioner of the Department of Administrative Services to accept or reject a grant for the Hall Memorial School roof replacement project.

ITEM VIII
To see if the townspeople, on the recommendation of the Board of Finance, will authorize the appropriation of \$605,050 from the Capital Reserve Fund for the Hall Memorial School roof replacement project.

ITEM IX
To see if the townspeople, on the recommendation of the Board of Finance, will authorize the appropriation of \$100,000 from Capital Projects Fund LoCIP for the Public Works Underground Diesel Tank Replacement to be reimbursed by the State of Connecticut Local Capital Improvement Program.

Dated at Willington, This 2nd day of March, 2020,

Willington Board of Selectmen:
Erika G. Wiczenski Liza Boritz John Blessington

Legal Notice

Legal Notice

TOWN OF COVENTRY LEGAL NOTICE ZONING BOARD OF APPEALS

The Board will hold Public Hearings on Tuesday, March 3, 2020 at 7:00 p.m. in the Town Hall Annex, 1712 Main Street, Coventry, CT to hear the following:

1. **#20-01Z- Continued Public Hearing from the February 18, 2020 regular meeting** - Application of property owner Lynn M. Lynch and legal representative Stephen T. Penny, requesting a variance of Section 4.03.03 (b.) Rear Lot Standards and Criteria to eliminate the need to demonstrate that a driveway could be feasibly designed and constructed in the access way for a proposed re-subdivision at 152 Cheney Lane, Coventry CT 06238 (Assessors Map J, Block 35, Lot 23) GR-40 Zone.

2. **#20-02Z-** Application of David J. Senna, requesting a variance of Table 4.04A Dimensional Requirements and Section 5.07.04 Extension or Enlargement of Non-conforming Structures to construct a deck and an entryway to the non-conforming house at 190 Trowbridge Road, Coventry CT 06238 (Assessors Map 10 Block 16 Lot 7) GR-40 Zone.

3. **#20-03Z-** Application of David and Rosanna Hierl, requesting a variance of Table 4.04A Dimensional Requirements to construct a home addition within the sideline setback at 100 Eric Drive, Coventry CT 06238 (Assessors Map A Block 28 Lot 71) GR-80 Zone.

Application information may be found on file in the Land Use Office. Interested persons may appear and written communication will be accepted prior to the closing of the hearing. Dated this 3rd day of March, 2020.



Legal Notice

LEGAL NOTICE

TOWN OF MANSFIELD NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of Mansfield will conduct a public hearing by the Town Council on Monday, March 23, 2020 at 7:00 pm in the Council Chambers of the Audrey P. Beck Municipal Building, 4 S. Eagleville Rd., to discuss the Fiscal Year 2020 Community Development Block Grant program and to solicit citizen input.

Maximum award limits:
•Up to \$1,500,000 for Public Housing Modernization (including pre-development and construction);
•Up to \$800,000 for Housing Rehabilitation Program;
•Up to \$1,000,000 for Infrastructure (e.g., streets and sidewalks);
•Up to \$350,000 for Public Services (Youth Homelessness and Shelter Diversion programs in participation with CAN); and
•Up to \$1,000,000 for Public Facilities (e.g., construction, reconstruction, rehabilitation or installation of public facilities and improvements and fire protection equipment).

Major activity categories are: Acquisition, Housing Rehabilitation, Public Housing Modernization, Community Facilities, Public Services, and Economic Development. Projects funded with CDBG allocations must carry out at least one of three National Objectives: benefit to low-and moderate-income persons, elimination of slum and blight, or meeting urgent community development needs.

The purpose of the public hearing is to obtain citizens views on the Towns community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or public facilities, which could be part of the Towns Application for funding for the year 2020.

The public hearing will be to give citizens an opportunity to make their comments known on the program and for approval of the Program Income Reuse Plan. If you are unable to attend the public hearing, you may direct written comments to the Town of Mansfield, Planning and Development Dept., 4 S. Eagleville Rd., Mansfield, CT 06268 or you may telephone 860-429-3330. In addition, information may be obtained at the above address between the hours of 8:15am - 4:30pm Mon. Wed., 8:15am 6:30 Thurs. and 8:00am 12:00pm Fri.

The Planning and Development Department on behalf of the Town of Mansfield anticipates applying for either the maximum grant amount of \$800,000 under the Housing Rehabilitation Eligible Activity or up to \$700,000 under the Public Facilities Eligible Activity. In addition, the Town will maintain a revolving loan fund with program income (principal and interest) generated from the grant for a housing rehabilitation loan program.

The Town Mansfield promotes fair housing and makes all programs available to low-and moderate-income households regardless of race, creed, color, national origin, ancestry, sex, gender identity or expression, marital status, age, lawful source of income, familial status, learning disability or physical/mental disability, or sexual orientation.

All are encouraged to attend. The hearing is accessible to all persons with disabilities. Any disabled persons requiring special assistance or non-English speaking persons should contact Holly Schaefer, ADA Coordinator, at 860-429-3336 at least five days prior to the hearing.

Equal Opportunity/Affirmative Action

NHL

EASTERN CONFERENCE

Atlantic Division

GP	W	LOT	Pts	GF	GA
Boston	70	44	14	121	0227 174
Tampa Bay	70	43	21	6	92245 195
Toronto	70	36	25	9	81238 227
Florida	69	35	26	8	78 231228
Montreal	71	31	31	9	71 212 221
Buffalo	69	30	31	8	68 195 217
Ottawa	71	25	34	12	62 191243
Detroit	71	17	49	5	39 145 267

Metropolitan Division

GP	W	LOT	Pts	GF	GA
Washington	69	41	20	8	90240 215
Philadelphia	69	41	21	7	89232 196
Pittsburgh	69	40	23	6	86224 196
Carolina	68	38	25	5	81222 193
Columbus	70	33	22	15	81180 187
N.Y. Islanders	68	35	23	10	80 192 193
N.Y. Rangers	70	37	28	5	79234 222
New Jersey	69	28	29	12	68 189 230

WESTERN CONFERENCE

Central Division

GP	W	LOT	Pts	GF	GA
St. Louis	71	42	19	10	94225 193
Colorado	70	42	20	8	92237 191
Dallas	69	37	24	8	82180 177
Winnipeg	71	37	28	6	80 216 203
Nashville	69	35	26	8	78 215 217
Minnesota	69	35	27	7	77220 220
Chicago	70	32	30	8	72 212 218

Pacific Division

GP	W	LOT	Pts	GF	GA
Vegas	71	39	24	8	86227 211
Edmonton	71	37	25	9	83225 217
Calgary	70	36	27	7	79 210 215
Vancouver	69	36	27	6	78228 217
Arizona	70	33	29	8	74 195 187
Anaheim	71	29	33	9	67 187 226
Los Angeles	70	29	35	6	64 178 212
San Jose	70	29	36	5	63 182 226

NOTE: Two points for a win, one point for overtime loss. Top three teams in each division and two wild cards per conference advance to playoffs.

Wednesday's Results

Chicago 6, San Jose 2
Winnipeg 4, Edmonton 2
St. Louis 4, Anaheim 2
Colorado 3, N.Y. Rangers 2, OT
Los Angeles 3, Ottawa 2

Note: Season suspended indefinitely

NBA

EASTERN CONFERENCE

Atlantic Division

	W	L	Pct	GB
x-Toronto	46	18	.719	—
x-Boston	43	21	.672	3
Philadelphia	39	26	.600	7½
Brooklyn	30	34	.469	16
New York	21	45	.318	26

Southeast Division

	W	L	Pct	GB
Miami	41	24	.631	—
Orlando	30	35	.462	11
Washington	24	40	.375	16½
Charlotte	23	42	.354	18
Atlanta	20	47	.299	22

WESTERN CONFERENCE

Southwest Division

	W	L	Pct	GB
Houston	40	24	.625	—
Dallas	40	27	.597	1½
Memphis	32	33	.492	8½
New Orleans	28	36	.438	12
San Antonio	27	36	.429	12½

Northwest Division

	W	L	Pct	GB
Denver	43	22	.662	—
Utah	41	23	.641	1½
Oklahoma City	40	24	.625	2½
Portland	29	37	.439	14½
Minnesota	19	45	.297	23½

Pacific Division

	W	L	Pct	GB
x-L.A. Lakers	49	14	.778	—
L.A. Clippers	44	20	.688	5½
Sacramento	28	36	.438	21½
Phoenix	26	39	.400	24
Golden State	15	50	.231	35

x-clinched playoff spot

Wednesday's Results

Philadelphia 124, Detroit 106
Charlotte 109, Miami 98
New York 136, Atlanta 131, OT
Dallas 113, Denver 97
Utah at Oklahoma City, ppd
New Orleans at Sacramento, ppd

Note: Season suspended indefinitely

Brady eyes new deal

Continued from Page 9

As it was, prior to the CBA passing, the Patriots didn't have a lot of cap space to work with if the intention was to sign Brady, and also gather the necessary pieces to compete for a Super Bowl. They did, however, have some avenues if they really wanted to sign Brady. Now they have even more, even though the salary cap for 2020 (\$198.2 million per club) is lower than anticipated.

According to cap guru Miguel Benzan of the Boston Sports Journal, the cap space for the Patriots with a \$200-million ceiling was \$25.4 million.

Still not a lot. But the Pats can now cut that dead money hit in half to \$6.75 million, which would be tacked onto whatever the new cap figure would be with Brady re-signing before hitting free agency.

So does Belichick make another run at Brady with a new set of rules, and the ability to maneuver a little better?

Even with some prospective teams dropping out of the running — the Tennessee Titans have reportedly agreed to terms to re-sign Ryan Tannehill to a multi-year deal — Brady probably doesn't want to make that call back to the Patriots.

After being put off by the initial dialogue with Belichick, he's happy to wait. Or head out to free agency after the 18th, if free agency

is still on, get an offer, and see what the Hoodie has in mind after that.

The Titans were a destination Brady would have strongly considered. They were a real possibility, but they are apparently sticking with Tannehill after signing him to a 4-year deal, which is another positive toward Brady returning to Foxboro.

That doesn't mean there aren't other teams out there willing to court the 6-time Super Bowl champion.

The Los Angeles Chargers, Las Vegas Raiders and Tampa Bay Buccaneers should be in the mix, with the San Francisco 49ers the wild card, although they appear to be out of the Brady Sweepstakes, too.

So the ball's in Belichick's court.

Did he indicate to Brady or imply his initial offer was solely based on not having a new CBA, and if that would change with a new agreement passed?

That's certainly possible. Brady seemed pleased with the new agreement, applauding NFLPA head DeMaurice Smith for his work getting it done.

Will they speak again? That's not out of the question prior to free agency opening. The Patriots can exclusively negotiate with Brady until noon Monday, assuming free agency is still on Wednesday.

The guess here is there will be more discussion between the two GOATS.

How do you let the best player in franchise history walk when there's no viable solution as a replacement?

Maybe there's another offer out there from Belichick. Maybe Brady will give the Patriots more latitude, given New England remains the best option for him going forward.

Or, it will be more of the same, continuing to indicate Belichick is ready to cut bait with the icon.

It's also possible that Brady has already moved on from the Patriots after the previous phone call with Belichick.

We will know soon enough which direction it goes.

Distributed by Tribune Content Agency.

Weekend Sports in Brief

VIRUS OUTBREAK

The already-delayed professional sports seasons in North America could be on hiatus for significantly longer than first planned after federal officials said Sunday that they recommend all in-person events involving 50 people or more be called off for the next eight weeks.

That's twice as long as the 30-day shutdowns that the NBA, NHL and Major League Soccer decided to put into place last week in response to the global coronavirus pandemic that has already made a deep impact on the U.S. financial markets and has been blamed for at least 64 deaths in this country.

Major League Baseball also was going with what essentially was a 30-day shutdown after canceling the rest of spring training and pushing back the start of regular season play for two weeks. Opening Day was to have been March 26.

But new recommendations from the Centers for Disease Control and Prevention on Sunday night seem to suggest that sports in this country could be gone until May, if not later.

DETROIT — Christian Wood of the Detroit Pistons has tested positive for the coronavirus, a person with direct knowledge of the situation said Saturday night. Wood is feeling fine,

according to the person who spoke to The Associated Press on condition of anonymity because neither the Pistons nor Wood had publicly confirmed his positive result. Wood's diagnosis became known one week after he played against the Utah Jazz — spending much of that night matched up with Rudy Gobert, who was the first NBA player known to test positive for the virus.

Utah's Donovan Mitchell has also tested positive for the virus.

NFL

NASHVILLE, Tenn. — The Tennessee Titans are keeping the quarterback that led them within a victory of the Super Bowl, agreeing to a 4-year, \$118-million extension with Ryan Tannehill.

The Titans announced the deal Sunday.

After being traded by Miami to Tennessee last March, Tannehill went 9-4 overall as a starter, 7-3 over the final 10 games of the regular season after the Titans benched Marcus Mariota in mid-October.

Tannehill led the NFL with a career-best 117.5 passer rating, the fourth highest in NFL history and a franchise best.

Tannehill threw for 2,742 yards with 22 touchdowns and six interceptions during the regular season. His 9.6 yards per attempt also led the league as another team record.



Thousands of great local candidates are at your fingertips. Put Connecticut's most comprehensive online job board to work, and find the area's most qualified local job seekers in almost every industry. Hire closer, smarter, and better. Hire local, with CTJobs.com.

HIRE CLOSER. HIRE HAPPIER.



the Chronicle is a partner of CTJobs.com

Trecker

Continued from Page 9

If that is the case, the present disruption could be the golden opportunity for services like Amazon, Flo Sports and Yahoo to extend their reach.

And at this crucial juncture, thanks to its new CBA, the NFL stands in exactly the right spot to make decisions that will impact the entire sports media world.

Jerry Trecker has covered sports in Connecticut and around the globe for more than six decades.

Walker

Continued from Page 9

trying to continue to play and focus on this year's team. I think that I've made a nice jump this year."

One website projected Walker as a first-round pick earlier this year.

"During a player's college career, they're working towards certain goals," Auriemma said in a statement.

"And when you have an opportunity to reach a certain goal that you set for yourself, I think it's important that you have an opportunity to take it."

"Meg's decided this is the

right time for her to take advantage of this opportunity. Obviously, she had an incredible season this year and is incredibly talented.

We support her 100 percent and we're going to support her going forward. We wish her the best of luck as she begins her pro career."

Walker's departure means all four players who came to UConn from the high school class of 2017 have moved on. Andra Espinoza-Hunter is at Mississippi State, Lexi Gordon is at Texas Tech and Mikayla Coombs is at Georgia.

Distributed by Tribune Content Agency.

860-423-8466 x3001

Classifieds

classified@thechronicle.com







Legal Notice

TOWN OF MANSFIELD
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of Mansfield will conduct a public hearing by the Town Council on Monday, March 23, 2020 at 7:00 pm in the Council Chambers of the Audrey P. Beck Municipal Building, 4 S. Eagleville Rd., to discuss the Fiscal Year 2020 Community Development Block Grant program and to solicit citizen input.

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The Planning and Development Department on behalf of the Town of Mansfield anticipates applying for either the maximum grant amount of \$800,000 under the Housing Rehabilitation Eligible Activity or up to \$700,000 under the Public Facilities Eligible Activity. In addition, the Town will maintain a revolving loan fund with program income (principal and interest) generated from the grant for a housing rehabilitation loan program.

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Equal Opportunity/Affirmative Action

Help Wanted

TRUE VALUE HOME CENTER

WILLIMANTIC

The Following Positions are available:

SALES ASSOCIATE

Full-time. One weekend day required. Must be dependable. Cashier experience a plus.

SHOP ASSOCIATE

Part-time. Must be dependable. Experience preferred.

Apply in person only:
Store Manager
True Value Home Center
1561 West Main St. Willimantic, CT

EMPLOYMENT

Help Wanted

WARNING

Readers are advised that some "work at home" ads or ads offering information on jobs, government homes or vehicles, may require an initial investment. We urge you to investigate the company's claims thoroughly with the Better Business Bureau of the state you are writing or calling before sending any money and proceed at your own risk. If you choose to call an 800 number, let the tape recorded message end before you hang up.

MERCHANDISE

Furniture

FURNITURE FOR SALE

Matching sofa & chair \$80. Matching antique dresser and nite stand \$100/BO 6'-7" wooden folding tables \$90.00/BO Mansfield Center 860-377-2928

the Chronicle We Deliver! 860.423.8466

Merchandise For Sale

PRIVACY HEDGES Spring Blowout Sale!

6ft Arborvitae

Reg \$179 Now \$80 Beautiful, Nursery Grown. Free Installation & Free delivery. Limited Supply! Order Now **518-536-1367** www.lowcosttreefarm.com

Wanted To Buy

WW II Uniforms, Helmets, Medals, Insignia, Equipment, Souvenirs, Etc. Cash Paid 860-423-8144

Office Space For Rent

OFFICE space for rent in Mansfield, Windham, Tolland. Small suites up to 11,000 sq. ft. Call Tom 860-539-4953.

REAL ESTATE FOR RENT

Unfurnished To Rent

NORTH WINDHAM Newly renovated 1Br apt. Private entrance, Heat & electric incl. \$175/wkly. Indoor cats ok. Refs & Sec reqd 860-456-2382 (Lv msg)

Rooms For Rent

WMTC Rms-\$575/mo. h/w,elec,cable,WIFI MRE 860-456-7610

CLASSIFIEDS is the place to go! the Chronicle 860.423.8466

Puzzles

UNIVERSAL Sudoku Puzzle

		8	7					
2		5	1		6	4	8	
	9	1		2	6			
9	7		8		3	2		
3		6	5		8		7	
	1	8		9			6	5
			7	4		2	3	
6	5	2		3	8		7	
				6	2			

Complete the grid so every row, column and 3 x 3 box contains every digit from 1 to 9 inclusively.

Previous puzzle solution

3	4	7	8	1	2	5	6	9
8	2	5	7	9	6	4	1	3
9	1	6	5	4	3	7	8	2
7	9	3	6	5	8	1	2	4
5	6	2	4	3	1	9	7	8

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that the Mansfield Town Council will hold the following public hearing on 5/11/2020 via a web-based virtual meeting to hear comments regarding the Fiscal Year 2020 Community Development Block Grant program and to solicit citizen input.

Maximum award limits:

- Up to \$1,500,000 for Public Housing Modernization (including pre-development and construction);
- Up to \$800,000 for Housing Rehabilitation Program;
- Up to \$1,000,000 for Infrastructure (e.g., streets and sidewalks);
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The purpose of the public hearing is to obtain citizen's views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or public facilities, which could be part of the Town's Application for funding for the year 2020.

The public hearing will be to give citizens an opportunity to make their comments known on the program and for approval of the Program Income Reuse Plan. If you are unable to attend the public hearing, you may direct written comments to the Town of Mansfield, Planning and Development Dept., 4. S. Eagleville Rd., Mansfield, CT 06268 or you may telephone 860-429-3330. Due to social distancing guidelines, additional information may be obtained by emailing the planzonedept@mansfieldct.org.

The Planning and Development Department on behalf of the Town of Mansfield anticipates applying for either the maximum grant amount of \$800,000 under the Housing Rehabilitation Eligible Activity or up to \$700,000 under the Public Facilities Eligible Activity. In addition, the Town will maintain a revolving loan fund with program income (principal and interest) generated from the grant for a housing rehabilitation loan program.

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Information on how to participate in the public hearing will be on the meeting agenda, which will be posted at <http://www.mansfieldct.gov/AgendaCenter> no less than 24 hours before the meeting.

No information from the public shall be received after the close of the Public Hearings.

All are encouraged to attend. The hearing is accessible to all persons with disabilities. Any disabled persons requiring special assistance or non-English speaking persons should contact Holly Schaefer, ADA Coordinator, at 860-429-3336 at least five days prior to the hearing.

Sara-Ann Chaine
Town Clerk

Equal Opportunity/Affirmative Action

Pursuant to Governor Lamont's Executive Order 71, enacted March 21, 2020, all public notices, including but not limited to public hearing notices, notices of decision, and notices of proposed changes to adopted regulations and maps for the following entities will now be posted on the Town Website in the Legal Notices section (<http://www.mansfieldct.gov/1713/Legal-Notices>).. Until the public health emergency is over, the on-line posting of these notices shall replace publication of such notices in The Chronicle newspaper and posting of such notices in the Town Clerk's office.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager
Date: May 11, 2020
Re: Update on Town Response to COVID-19

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

Subject Matter/Background

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

Financial Impact

None

Legal Review

None

Recommendation

None

Attachments

- 1) Mayor's COVID-19 Update 04/26/20
- 2) Mayor's COVID-19 Update 05/04/20

From: Toni Moran
Sent: Sunday, April 26, 2020 11:16 AM
To: Town Council
Cc: John C. Carrington
Subject: Update, Friday

EHHD continues to do contact investigations, with staff now in training for a new state system which will be more thorough and efficient. There are now 70 Medical Reserve Corp volunteers with 90 in process. No new deaths in EHHD, but one older person tested positive without any symptoms (test mandatory on entering long term care facility).

TM: Now have to wear masks whenever staff is in Town Hall. Discussion of centralizing dispersal of cleaning supplies, PPEs, etc., in preparation for phased openings of town buildings in the future. Budget calendar will be on Council agenda, most decisions in June? Memorial Day Parade is cancelled; alternative event being discussed.

Schools: Kelly commented on all that she was thankful for: staff and department collaboration, and spirit. Report on Mansfield Home Town Hero, Louis Goffinet, who has been raising money and shopping for elderly residents. Discussion with bus company about using school buses to deliver food. Reg. 19: Food Share went well on Thursday, more families than expected. Prepping to begin roof project.

Human Services: 130 families at Food Share; also handed out activity kits for kids, getting donations for summer camperships. Pat commented that this is a very generous community. Placing an ad in CHronicle detailing how people can access local assistance electronically.

Facilities: plenty of supplies; ordered plexiglass for work stations.

Fire: continuing to provide regional support for Willington (4 out of 5 full time FF sick), working on Tolland County mutual aid agreement on supplies, support, etc.

Emergency Management: Still receiving PPEs for level 1 (first responders, medical providers, etc) but 2 and 3 not coming soon.

Library: the seed library is up and running; orders taken online, seeds mailed out.

Parks and Rec: no May billing; continuing phone contacts with members, calls taking longer than expected because people are lonely and chatty. Watch signs for weekly activities: Earth Day, May Day, etc.

Animal Control: pet food donations continuing.

No other departments had anything new to report.

Had to take my bears in because of the rain. No teddy bears picnic this weekend.

Toni

From: Toni Moran
Sent: Monday, May 4, 2020 9:09 AM
To: Town Council
Cc: John C. Carrington
Subject: May 1-4 update

As the good news about the decline in state hospitalizations continues, the town is also beginning to plan for a graduated reopening when that becomes appropriate. The lack of a certain date continues to be problematic, as does the probability that any reopening will have to be consistent with social distancing rules.

Friday was national School Lunch Day, and Gregg Haddad will recognize those workers as Community Heroes. This week is School Staff Appreciation Week. (And also Firefighter Appreciation Day). The school community experienced several serious medical problems (probably unrelated to Covid 19) last week, and Human Services is working to provide supports to staff and students. These were family members, one or two steps away from actual school employees. The Governor's Reopening task force has organized regional committees on schools; Kelly Lyman one of two superintendents on the East Conn council. State opening special online comment and opinion website for parents and staff. Reopening safely will not be easy for any school. Region 19 has begun work on the roof, and is formulating a plan for graduation.

Human Services: continues to find ways to support families.

Emergency Management: PPEs continue to arrive, including some for small businesses and local medical care providers.

Finance: Interviewing 4 candidates for Director this week; preferred candidate from earlier round withdrew. Reporting Covid related costs, could be \$240-250,000.

Library: increasing pressure to reopen; looking at redesign of interior to comply with Safe Store rules.

Parks and Rec: Continuing contacts, Silver Sneakers survey completed by 425+ members. Phone calls to members going well.

Planning and Zoning: Looking for ways to make it easier for restaurants to reopen with outdoor only eating, requiring expanded areas for outdoor tables and social distancing.

No other news.

Enjoy the day.

Toni



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance
Date: May 11, 2020
Re: FY 2020/2021 Budget Review Calendar and Budget Discussion

Subject Matter/Background

On January 13, 2020, the Council approved the Budget Review Calendar for FY 2020/2021, as prepared by the Director of Finance and the Interim Town Manager.

Due to COVID-19, adjustments to the calendar were necessary.

On April 27, 2020 the council discussed changes to the Budget Review Calendar and offered suggestions for new dates.

Staff will also be present to continue review and discussion of the budget.

Recommendation

Staff recommends that the Town Council adopt the revised schedule as suggested at the April 27, 2020 meeting.

If the Council concurs with this suggestion, the following motion is in order:

Move, to adopt the Revised Budget Review Calendar for FY 2020/2021 as presented by staff.

Attachments

- 1) Current FY 2020/2021 Budget Review Schedule
- 2) Revised FY 2020/2021 Budget Review Schedule
- 3) Flagged Items 2020-2021
- 4) Revised Proposed Levy
- 5) Revaluation Analysis Commercial Properties
- 6) Prioritization of CIP with Financing Plan
- 7) CIP Narrative with Justification
- 8) Capital Requests Current List - Justification DPW
- 9) Capital Requests Current List - Justification Facilities

- 10) 20200430_Memo_EDC_Marketing Update
- 11) Staffing Prioritization
- 12) HR Staffing Changes FY 2020/2021
- 13) COST Email re Unemployment Compensation Data by Town
- 14) Unemployment Rates by Town

FY 2020/21 Budget Review Schedule

March 30 Monday 6:30pm – 9:30pm	Budget Presentation Message, Budget in Brief, Guide to Budget, Revenue and Expenditure Summaries	Council Chambers Beck Building
April 01 Wednesday 6:30pm – 9:30pm	Budget Review – General Fund & Capital Gen. Government, Public Safety, Community Services, Community Development, Town-wide, Operating Transfers, Parks & Recreation Fund, Mansfield Discovery Depot, Other Operating Fund	Council Chambers Beck Building
April 08 Wednesday 1:00pm – 2:30pm	Public Information Session Manager’s Proposed Budget Review	Council Chambers Beck Building
April 10 – 17	School Vacation	
April 13 Monday 7:00pm	Public Hearing on Budget at Regular Council Meeting	Council Chambers Beck Building
April 16 Thursday 6:30pm – 9:30pm	Budget Review – General Fund & Capital Public Works. Other funds: Town Aid, Sewer Operating, Solid Waste Fund, Transit Services, Debt Service, Health Insurance, Workers Comp, and Cemetery Fund. Other agencies: EHHD & MDP	Council Chambers Beck Building
April 22 Wednesday 6:30pm – 9:30pm	Budget Review – General Fund & Capital Board of Education, Shared Facilities Management, Shared Finance, Shared Information Technology & Management Services Fund	Council Chambers Beck Building
April 23 Thursday 7:00pm – 9:30pm	Budget Discussion (flagged items & discussion)	Council Chambers Beck Building
April 27 Monday 6:00pm – 7:00pm	Adoption of Budget (prior to regular meeting)	Council Chambers Beck Building
April 29 Wednesday 6:30pm – 9:30pm	Adoption of Budget (if necessary)	Council Chambers Beck Building

May 04 Monday 7:00pm	Region 19 Annual Meeting on Budget	EO Smith Media Center
May 05 Tuesday	Region 19 Budget Referendum	Ashford, Mansfield, Willington
May 07 Thursday 6:00pm – 7:00pm	Public Information Session Town Council Adopted Budget	Council Chambers Beck Building
May 12 Tuesday 7:00pm	Annual Town Meeting	Mansfield Middle School Auditorium

FY 2020/21 Budget Review Schedule

March 30 Monday 6:30pm – 9:30pm	Budget Presentation Message, Budget in Brief, Guide to Budget, Revenue and Expenditure Summaries	Virtual Meeting
April 01 Wednesday 6:30pm – 9:30pm	Budget Review – General Fund & Capital Gen. Government, Public Safety, Community Services, Community Development, Town-wide, Operating Transfers, Parks & Recreation Fund, Mansfield Discovery Depot, Other Operating Fund	Virtual Meeting
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April 22 Wednesday 6:30pm – 9:30pm	Budget Review – General Fund & Capital Board of Education, Shared Facilities Management, Shared Finance, Shared Information Technology & Management Services Fund	Virtual Meeting
May 11 Monday 7:00pm	Budget Review – Discussion - Item on Regular Town Council Meeting Agenda	Virtual Meeting
May 26 Tuesday 6:00pm – 7:00pm	Budget Review – Discussion and Proposed Adjustments (prior to the Regular Council meeting)	Virtual Meeting

April 23 Thursday 7:00pm – 9:30pm	Public Hearing on the Council's Proposed Budget	Virtual Meeting
June 2, 2020 Tuesday 7:00pm		
April 27 Monday 6:00pm – 7:00pm	Adoption of Budget (prior to regular meeting)	Virtual Meeting
June 4, 2020 Thursday 6:30pm – 9:30pm		
April 29 Wednesday 6:30pm – 9:30pm	Adoption of Budget (if necessary- prior to regular meeting)	Virtual Meeting
June 8, 2020 Monday 6:00pm – 7:00pm		
May 04 Monday 7:00pm	Region 19 Annual Meeting on Budget Cancelled	EO Smith Media Center
May 05 Tuesday	Region 19 Budget Referendum Cancelled	Ashford, Mansfield, Wilmington
May 07 Thursday 6:00pm – 7:00pm	Public Information Session Town Council Adopted Budget Cancelled	Council Chambers Beck Building
May 12 Tuesday 7:00pm	Annual Town Meeting Cancelled	Mansfield Middle School Auditorium

Flagged Items - Manager's Proposed Budget FY 2020/21

	Date	Item Flagged	Councilor	Page	Action	Disposition
1	4/1/2020	Communications postion	Freudman	Pg. 21		
2	4/1/2020	Contributions to Area Agencies	Freudman	Pg. 184		
3	4/1/2020	HR Specialist position	Freudman	Pg. 21		
4	4/1/2020	Resident State Troopers program	Freudman	Pg.23		
5						
6						
7						
8						
9						
10						

Prepared 5/1/2020

Requested Items - Manager's Proposed Budget FY 2020/21

	Date	Request	Councilor	Page	Action	Disposition
1	4/1/2020	Additional information on high school youth services program and delivery methods	Ausburger	Pg. 175	Distributed 4/16/20	Schneider
2	4/1/2020	Revised staffing page breaking down Human Services by division	Moran	Pg. 179	Distributed 4/22/20	Trahan
3	4/1/2020	Information on change in values due to revaluation	Shaiken		Distributed 4/22/20	Trahan
4	4/16/2020	Projected Debt Service FY25/26 including new elementary school	Freudmann	Pg. 249	Distributed 4/22/20 - Slide 22	Trahan
5	4/19/2020	Town by Town Cost per Pupil	Freudmann		Distributed 4/22/20	Trahan
6	4/22/2020	Info. on change in value due to revaluation for commercial properties	Shaiken		Distributed 5/11/20	Trahan
7	4/22/2020	Prioritization and additional information on proposed capital projects	Berthelot		Distributed 5/11/20	Carrington/Trahan
8	4/22/2020	Prioritization of new staffing positions			Distributed 5/11/20	Carrington/Trahan
9						
10						

Future Suggetions/Discussions

	Date	Item	Councilor	Page	Action	Disposition
1	4/1/2020	MERS discussion in Personnel Committee	Schurin	Pg. 203		
2						
3						

Updated: April 30, 2020 - Region 19 Contribution

**Town of Mansfield
Estimated Tax Warrant and Levy
FY 2020/21**

Amount to Raise by Taxation	Dollars	Equiv. Mill Rate
1. Proposed Budget		
Mansfield School Board	\$ 23,490,240	
Town General Government	20,602,800	
Total Town	44,093,040	
Region 19 General Fund Contribution	11,027,801	
Total Expenditure Budgets	\$ 55,120,841	48.62
2. Plus: Fund Balance Reserve	128,000	0.12
3. Less:		
Tax Related Items	724,750	
Non-Tax Revenues	19,631,320	
App. Of Fund Balance	-	
Total Other Revenues	20,356,070	17.96
Amount to Raise by Taxes (current levy)	\$ 34,892,771	30.78
Tax Warrant Computation		
1. Amount to Raise by Taxes (current levy)	\$ 34,892,771	30.78
2. Amount of Abatement	291,000	0.26
3. Reserve for Uncollected Taxes (98.7% coll rate)	453,606	0.40
4. Release Reserve for Tax Appeals	-	
5. Elderly Programs	22,000	0.02
6. Estimated Pro-rated Assessments	-	
Total Tax Warrant	\$ 35,659,377	31.46
Mill Rate Computation		
1. Tax Warrant	35,659,377	
-----	-----	= 31.46
2. Taxable Grand List - RE & PP	1,133,648,696	
Proposed Mill Rate	31.46	
Current Mill Rate	31.38	
Increase (Decrease)	0.08	
Percent Increase (Decrease)	0.24%	
Reduce for 0 increase	\$ 88,000.00	

**Impact of October 1, 2019 Revaluation
Commercial Properties**

No. Properties	Old Assessed Value		Range of Change		Average Change		Median Chg
	From	To	From	To	\$	%	\$
9	\$ 2,000,001	\$ 12,192,200	\$ (676,800)	\$ 757,900	\$ 133,411	6.3%	\$ 115,200
9	\$ 1,000,001	\$ 2,000,000	\$ (71,800)	\$ 384,000	\$ 94,289	7.2%	\$ 23,700
17	\$ 500,001	\$ 1,000,000	\$ (109,500)	\$ 250,000	\$ 6,129	0.8%	\$ (2,800)
32	\$ 250,001	\$ 500,000	\$ (115,100)	\$ 107,700	\$ 4,193	0.7%	\$ (350)
49	\$ -	\$ 250,000	\$ (98,100)	\$ 36,880	\$ (756)	(0.6%)	\$ (600)

No. Properties	Old Assessed Value		Median		Annual Tax Change		
	From	To	Value	Change	Current	New/Prop	Change
9	\$ 2,000,001	\$ 12,192,200	\$ 2,049,600	\$ 115,200	\$ 64,316	\$ 68,105	\$ 3,788
9	\$ 1,000,001	\$ 2,000,000	\$ 1,284,800	\$ 23,700	\$ 40,317	\$ 41,165	\$ 848
17	\$ 500,001	\$ 1,000,000	\$ 570,500	\$ (2,800)	\$ 17,902	\$ 17,860	\$ (42)
32	\$ 250,001	\$ 500,000	\$ 328,700	\$ (350)	\$ 10,315	\$ 10,330	\$ 15
49	\$ -	\$ 250,000	\$ 190,750	\$ (600)	\$ 5,986	\$ 5,982	\$ (4)

Current Mill Rate	31.38
Proposed Mill Rate (revised)	31.46
	0.08

Note: There were 11 properties that reflected an increase in value of 14% or more. These properties account for \$3,087,380 or 93% of the overall commercial increase. All of these properties showed an increased income value, additions or renovations.

Priority #	Description
1	Immediate Need
2	High Priority
3	Ongoing Funding

**Town of Mansfield
Capital Projects Fund Financing Plan - 2020/21**

Priority	Description	Budget 2020/21	LOCIP	CNR Fund	Other Funds	State and Federal Grants	Town Aid Road Fund
General Government							
2	Furniture & Fixtures	15,000		15,000			
1	Software	255,000		-	255,000		
	Total General Government	270,000	-	15,000	255,000	-	-
Public Safety							
Fire and Emergency Services							
3	Communication Equipment	10,000			10,000		
3	Fire Ponds	8,000		8,000			
3	Life Safety Equipment	10,000		10,000			
2	Ambulance Stretcher & Load System	50,000		50,000			
3	Personal Protective Equipment	25,000		25,000			
1	Protective Clothing Extractor/Dryer	20,000		20,000			
1	Replacement Ambulance 607	170,000		170,000			
	Total Public Safety	293,000	-	283,000	10,000	-	-
Public Works							
3	Bridges	5,000		5,000			
3	Engineering CAD Upgrades	5,000		5,000			
3	Guiderails Imprv/Replacements	50,000		50,000			
1	Grapple Truck	85,000			85,000		
1	Large Dump Trucks w/plows	105,000		105,000			
2	Mini Excavator	120,000		120,000			
1	Pickup/small dump truck	70,000		70,000			
3	Replace Street & Sidewalk Lights	5,000			5,000		
3	Road/Resurfacing	1,100,000	185,000	815,000			100,000
3	Storrs Center Improvements	15,000		15,000			
2	Swap Shop Building	50,000			50,000		
3	Transp/Walkways per Town's Priority	35,000		35,000			
3	Trees	90,000		90,000			
	Total Public Works	1,735,000	185,000	1,310,000	140,000	-	100,000
Facilities Management							
Town							
3	Brick Repairs	11,000		11,000			
2	Bus Garage Building Repairs	62,000			62,000		
1	Comm Center Building Repairs	175,000		175,000			
3	Custodial Equipment	12,000		12,000			
2	Day Care Building Repairs	5,000		5,000			
1	Fire Stations Building Repairs	15,000		15,000			
1	Fleet Trucks	30,000		30,000			

**Town of Mansfield
Capital Projects Fund Financing Plan - 2020/21**

Priority	Description	Budget 2020/21	LOCIP	CNR Fund	Other Funds	State and Federal Grants	Town Aid Road Fund
Facilities Management (cont'd)							
1	Library Building Repairs	35,000		35,000			
3	Maintenance Projects	30,000		30,000			
1	Nash Zimmer Transportation Center	110,000			110,000		
1	Public Works Building Repairs	35,000		35,000			
3	Roof Repairs	35,000		35,000			
2	Senior Center Building Repairs	15,000		15,000			
2	Town Hall Building Repairs	40,000		40,000			
Education							
1	School Building Maintenance	150,000		150,000			
Total Facilities Management		760,000	-	588,000	172,000	-	-
Community Services							
2	Fitness - Equipment	55,840			55,840		
3	Invasive Control	20,000		20,000			
3	Park Improvements	30,000		30,000			
3	Playscapes and Playground Surfacing	50,000		50,000			
2	Human Services Van	64,000		39,000	25,000		
Total Community Services		219,840	-	139,000	80,840	-	-
Community Development							
2	Positioning & Marketing Plan	50,000		50,000			
1	Zoning/Subdivision Regulations	65,000		65,000			
Total Community Develop.		115,000	-	115,000	-	-	-
Education							
1	Technology Infrastructure	150,000		150,000			
Total Education		150,000	-	150,000	-	-	-
TOTAL C.I.P. 2019/20		\$ 3,542,840	\$ 185,000	\$ 2,600,000	\$ 657,840	\$ -	\$ 100,000

Town of Mansfield
Capital Improvements Program Narrative
FY 2019/20

Furniture - \$15,000

This appropriation will be used to replace older furniture for all Town departments.

Additional Information: The next area to be upgraded is the reception and administrative portion of the Building & Housing Dept. Photos.....

Software Upgrades - \$255,000

This appropriation will fund the upgrade of the Human Resource and Financial Management Systems, providing much needed efficiencies. The current system has been in place many years and no longer provides the level functionality we are looking for. Upgrades include electronic entry, approval and submission of timesheets, increased reporting capability, simplified budgeting and project management, and procurement efficiencies.

Communication Equipment - \$10,000

This appropriation will be used to replace communication equipment that has reached the end of its service life and to address inventory shortages as communication needs have grown.

Fire Ponds - \$8,000

This appropriation will be used to upgrade fire ponds for use by the fire department as a source of water for firefighting operations. Upgrades may include the purchase of equipment and components for installation of dry hydrants, improving access for fire apparatus and improving the capacity of a particular pond.

Life Safety Equipment - \$10,000

Funding will be used to replace defibrillators, stretchers and Lucas devices that will have reached their life expectancy over the next three years.

Ambulance Stretcher and Load System - \$50,000

This funding will allow us to replace an ambulance stretcher and load system which has reached the end of its life expectancy.

Personal Protective Equipment - \$25,000

This appropriation will fund the routine replacement of Personal Protective Equipment (PPE) replacement. PPE replacement for interior structural firefighters occurs on a five to ten-year cycle. This request maintains annual funding to replace a select number of PPE that has reached the end of its service life.

Replacement of Ambulance 607 Patient Compartment - \$170,000

This request is to replace the patient compartment box on a 2007 Ford E450 ambulance with over 150k miles. We are not replacing the chassis due to its good condition and the engine and transmission have been previously replaced. This will allow the department to achieve 3 (3) year ambulance replacement cycles, replacing vehicles when they are 9 years old.

Protective Clothing Extractor and Dryer - \$20,000

This funds the purchase of a washer and dryer for firefighting gear to be able to properly decontaminate. The current washer and dryer can only wash 1 set of gear at a time and is nearing the end of its life.

Bridges - \$5,000

Provides funding for consultants for inspections, design of repairs, and repairs, including culvert liners, spot repairs and patching.

Engineering CAD Upgrades - \$5,000

This appropriation will provide funds to support the CAD (Computer Assisted Drafting) systems in the Engineering office as well as some funds to further GIS (Geographical Information Systems) development within various Town departments.

Guiderails Improvements/Replacement - \$50,000

This appropriation will fund the replacement of metal-beam guiderails and wooden guideposts along Town roadways.

Grapple Truck - \$85,000

This will fund the purchase of a used truck that is able to pick up logs left on the roadside by the Town's contractor and tree crew leader, if they are not picked up by residents.

Additional information - cost savings justification:

Time Associated with Wood Cleanup (10/18/19 ⁽¹⁾ - 4/18/2020)	158.5	Hours
Existing Wood Pick-Up Method		
Front Loader	101.00	\$/hr ⁽²⁾
Large Dump Truck (2)	48.90	\$/hr ⁽²⁾
Equipment Total	\$ 31,509.80	
3 Employees	29.38	\$/hr/Employee
Labor Costs	\$ 13,970.19	
10/18/19 - 4/18/20 Total Cost	\$ 45,479.99	
Yearly Cost	\$ 90,959.98	
Grapple Truck Wood Pick-Up Method		
Grapple Truck	53.00	\$/hr ⁽²⁾
Equipment Total	\$ 8,400.50	
1 Employee	29.38	\$/hr/Employee
Labor Costs	\$ 4,656.73	
10/18/19 - 4/18/20 Total Cost	\$ 13,057.23	
Yearly Cost	\$ 26,114.46	
Task Savings	\$ 64,845.52	

(1) Date when Tree Crew Leader was hired

(2) 2019 FEMA Rates - Equipment Ownership Costs (Fuel, Deprec)

Replace Street & Sidewalk Lights - \$5,000

This will fund the replacement of streetlights and decorative sidewalk lights due to failure, or being knocked down by accident or weather conditions.

Large Dump Truck with Plow - \$105,000

To fund the replacement of one of the Department's nine front-line dump/plow trucks and will include a salt distribution system and liquid salt tank. The current vehicle is a 2005 International with over 92,000 miles.

Mini Excavator - \$120,000

This piece of equipment is a rubber tracked excavator that is primarily used by the drainage crews during road resurfacing and special projects.

Additional Information - The Department utilizes excavators during road resurfacing and special projects for other departments. These machines are able to operate on existing roadways with little damage and capable of excavating and moving drainage materials.

Pickup/Small Dump Truck - \$70,000

To replace two pickup trucks with plows that have reached the end of their useful lives. These vehicles are used for plowing walkways and parking lots, and moving smaller equipment and materials.

Road Resurfacing and Drainage - \$1,100,000

Resurface or maintain selected Town roads as part of the Town's continuing road surface maintenance program in accordance with the Pavement Management System Study. These funds pay for contractors to remove pavement and install new surfaces including equipment and material. Funds are also used to purchase all the bituminous materials used by the DPW in patching roads, paving over trenches and leveling roads. Installation of drainage piping, materials, and structures. This item also includes funding for asphalt materials for patching, leveling, paving trenches and resurfacing materials.

Storrs Center Improvements - \$15,000

This will fund the replacement and repairs of crosswalks, sidewalks and curbing.

Swap Shop Building - \$50,000

These funds would be used to install a Swap Shop structure to allow for heat and storage of items to avoid landfill or incineration. The current swap shop is housed in the Transfer Station building which does not have adequate heat during the winter months.

Transportation/Walkways per Town's Priority List - \$35,000

This appropriation will provide funds to assist in the design, inspection, maintenance, construction, and right-of-way purchases for various transportation facilities that are not auto-related, such as bus stops, priority walkways, and bikeways.

Trees - \$90,000

This appropriation will fund the removal of public trees that have become hazards and the planting of new Town trees.

Additional Information: As a result of the Emerald Ash Borer, Gypsey Moths and Drought the demand to address these trees in a timely fashion requires an increase in capital funds. These funds will be used to remove trees and their stumps, replacement as needed or to plant new trees.

Brick Repairs - \$11,000

This appropriation will be used for pointing, mortar, and sealing of the bricks at Town buildings.

Bus Garage Building Repairs - \$62,000

This appropriation will be used to provide vehicle exhaust, replace windows, and install a new sink. Funding will come from the bus garage account in the Management Services Fund.

Community Center Building Repairs & Improvements - \$175,000

This appropriation will provide funding for a number of projects within the building. The funds will primarily be used for repairs to the HVAC system in the locker rooms, and to replace water heaters in the therapy and main pool.

Custodial Equipment - \$12,000

This appropriation will be used to replace outdated and broken equipment.

Day Care Building Repairs - \$5,000

This appropriation will be used to replace children's sinks. **Please note-this is a corrected description.**

Fire Stations Building Repairs & Improvements - \$15,000

This appropriation will be used for repairs/replacement of garage doors. **Please note-this is a corrected description.**

Fleet Vehicles - \$30,000

This appropriation will fund the replacement of a work truck.

Library Building Repairs - \$35,000

This appropriation will be used to rework the front and side door access to the employee and entrance and auditorium. **Please note-this is a corrected description.**

Additional information:

- People have fallen entering and exiting the south entrance of the auditorium. The current configuration of the entry creates an easy trip hazard for elderly people in particular. The cement is cracked, patched, and in need of replacement.
- The handicap ramp and steps leading to the staff entrance/west auditorium entrance are also in need of repair. They are crumbling and the ramp is full of bumps, which makes it difficult to navigate.

Maintenance Projects - \$20,000

This appropriation will fund small projects and emergency repairs that come up throughout the year.

Nash Zimmer Transportation Center/Parking Garage Repairs - \$120,000

Funding will be used for LED lighting upgrades of the parking garage. Funding will come from the Repair and Maintenance Reserve account funded by LAZ Parking.

Public Works Building Repairs - \$35,000

This appropriation will fund bathroom upgrades.

Roof Repairs – Town Buildings - \$35,000

This appropriation will fund minor roof maintenance throughout town buildings.

Senior Center Building Repairs - \$15,000

This appropriation will fund additional carpet replacement.

Town Hall Building Repairs & Improvements - \$40,000

This appropriation will be used to fund carpet replacement and bathroom upgrades.

School Building Maintenance - \$150,000

These funds will primarily be used to address work needed at the Mansfield Middle School. Some funds will be used to keep the elementary school buildings safe and operating until the new elementary school opens.

Fitness Equipment - \$55,840

This appropriation will fund the replacement of exercise equipment that is beyond normal depreciation and life expectancy, and is scheduled to be upgraded.

Invasive Control - \$20,000

This appropriation will be used for aquatic invasive control at Eagleville Lake, in partnership with the town of Coventry, and at Bicentennial Pond, if funds allow. In subsequent years as the infestation is better controlled, the cost may decrease.

Park Improvements - \$30,000

This appropriation will fund an ongoing effort to replace and repair equipment and facilities throughout the Town's park system. This includes playground equipment, picnic areas, ball fields, trail network, signage, fencing, etc. Facility repair and equipment replacement helps to limit the Town's potential liability and provides for safe areas for use by the public. This fund is also used to supplement any outside funding sources such as grants and donations that are obtained to make improvements to the Town's parks.

Playscapes and Playground Surfacing - \$50,000

This appropriation will continue building reserves necessary for the replacement of all Town playscapes. Also, included in this appropriation are funds to replace the specialty engineered wood fiber at the Town's playscapes with a poured in place rubber material to meet current safety standards.

Human Services Van - \$64,000

The Senior Transportation Program is in need of a second van. The current van will be over 7 years old and we currently have no back up vehicle when the van is out of operation. In addition this van would provide the opportunity to provide additional transportation when more than one van is required. The Mansfield Senior Center Association has donated \$25,000 toward this purchase.

Zoning/Subdivision Regulations - \$65,000

This funding will provide professional and technical services to assist the Planning and Zoning Commission in a complete rewrite of the Zoning and Sub-division regulations.

Additional Information: The Planning and Zoning Commission has been working on a complete rewrite of the Zoning and Subdivision Regulations for several years to improve usability and address recommendations contained in the Mansfield Tomorrow Plan of

Conservation and Development (POCD). While it was initially believed that reorganization of existing regulations would address many issues, it has since been determined that the vast majority of regulations need to be rewritten in their entirety. Prioritization of amendments to address pressing needs (authorizing multi-family housing in Mixed Use Districts, adoption of affordable housing regulations) has delayed the overall rewrite. This funding will be used to hire a consultant to assist the Commission in completing the regulation rewrite. If Mansfield is to continue to grow its grand list in an effort to decrease reliance on PILOT funds, it is imperative that we have regulations in place that will provide the necessary balance between growth and conservation that is embodied in the POCD. Furthermore, updated regulations will provide better guidance to prospective developers as to what is expected, in terms of both review process and quality of design.

Positioning and Marketing Plan - \$50,000

The Town completed a Positioning and Marketing Plan in December 2018. This funding will continue the multi-year implementation of the plan promoting Mansfield as a great place for families and businesses. The primary focus in this year will be on a digital information guide, wayfinding and signage plan, business promotion/economic development brochure, potential advertisements/video production and special events.

Technology Infrastructure - \$150,000

This appropriation represents the seventh year of capital funding to address critical technology infrastructure needs in the Mansfield Public Schools. There are a number of important projects for the coming year as we continue to meet instructional and operational requirements in the four school facilities. For this coming fiscal year, this includes increasing the schools' internet bandwidth fiber optic connection from a partial gigabit to a full gigabit to meet usage requirements; addressing higher draw UPS voltage filtering and continuity; completing required replacements of the servers that host our virtual cloud computing; addressing school security items; and implementing planned equipment replacement cycle needs at the four schools.

Bridges (\$5,000) - Provides funding or consultants for inspections, design of repairs, and repairs, including culvert liners, spot repairs, and patching. This item was used for preliminary design and grant application for Hillyndale Road Bridge. Moving forward this item will be used to design of culvert liners for bridges similar to Hillyndale Road to minimize the need for replacement in preference to rehabilitation

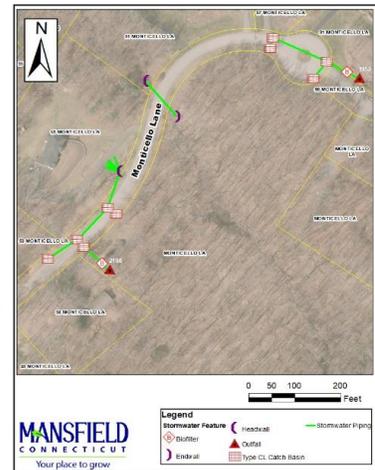
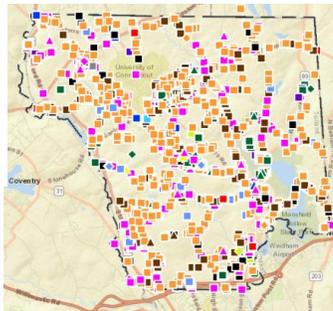
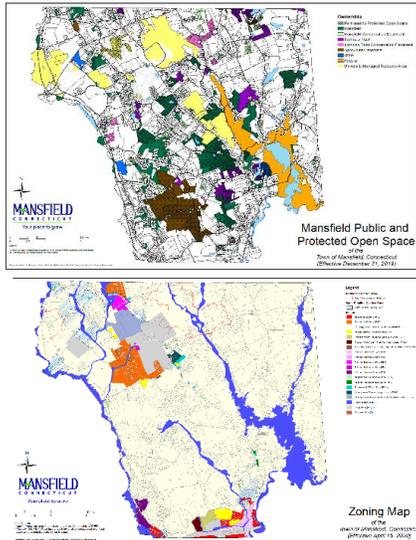


Photo 12: Typical underside of T-Beam superstructure with shallow spalls. (Note exposed transverse bars in the flange and exposed longitudinal rebar and stirrups in the web)



Photo #4 - CMP Culvert - Upstream Elevation

Engineering CAD Upgrades (\$5,000) – This appropriation provides funding to support the CAD (Computer Aided Design) and GIS (Geographic Information System) used by the Engineering Division in Asset Management, Design, Permitting, public GIS platform, and Data Presentation.



Guiderail Improvement/Replacements (\$50,000) – The appropriation will fund the replacement of metal-beam guiderails and wooden guideposts along Town roadways.



Grapple Truck (\$85,000) – This will fund the purchase of a used truck that is able to pick up logs left on the roadside by the Town’s Contractor and Tree Crew Leader, if they are not picked up by residents. Currently, the Town utilizes a Front Loader to load the logs onto two dump trucks to bring them back to the transfer station which requires three employees to complete. The grapple truck will allow for a single truck driver to pick up the logs, place them on the truck and deliver them to the transfer station. A financial analysis of the task is presented in **Exhibit A**.



Replace Street & Sidewalk Lights – This will fund the replacement of streetlights and decorative sidewalk lights due to failure, knocked down due to accident or weather conditions.

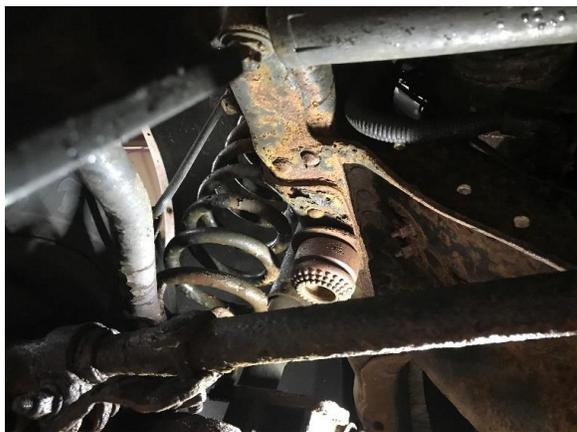
Large Dump Truck w/ plows (\$105,000) – To partially fund the replacement of one of the Department’s nine front-line dump/plow trucks and will include a salt distribution system and liquid salt tank. The current vehicle is a 2001 International with over 100,000 miles, separating frame rail and rotted body mounts.



Mini Excavator (\$135,000) – This piece of equipment is a rubber tracked excavator that is primarily used by drainage crews during road resurfacing and special projects. The machines are easily maneuverable and transportable, the rubber tracks do not create extensive damage to the roadway, and are able to be easily operated. The division currently rents two of these smaller units for the above reasons which are approximately \$3,000 per month each. These machines are utilized from March through November to complete drainage projects.



Pickup / small dump truck (\$70,000) – To replace two pickup trucks with plows that have reached the end of their useful lives. These vehicles are used for plowing walkways and parking lots and moving smaller equipment and materials. One of these vehicles would replace a 1999 Ford F-350 with 100,000 miles, requiring extensive body work including replacement of rotting engine mounts, failing exhaust manifold, rotting cab mounts and rotting bed. The second would replace a 2001 Ford F-350 with 92,000 miles, requiring extensive body work including replacement of rotting engine mounts and rotting bed, the engine requires new rocker arms.



Road/Resurfacing (\$1,100,000) - Resurface or maintain selected Town roads as part of the Town's continuing road surface maintenance program in accordance with the 2015 Pavement Management Study. These funds pay for contractors to remove pavement and install new surfaces including equipment and material. These funds are also used to purchase bituminous materials used by the DPW in patching roads, crack sealing, paving over trenches and leveling roads. Installation of drainage piping, materials and structures. Many of our roads require reconstruction or installation of new components for the stormwater management systems in order to achieve the full useful life for the new bituminous surface. Failure to replace these system result in premature failure of the roadway.



Downtown Storrs (Storrs Center) Improvements (\$15,000) - This will fund the replacement and repairs of crosswalks, sidewalks and curbing within Downtown Storrs. A large percentage of the vehicular traffic are larger trucks which have increased impact to the sidewalks and curbing. As funds are sufficient to replace larger sections to achieve an economy of scale it will be replaced with a more durable curbing and decorative features to accommodate the larger trucks and pedestrian use.

Swap Shop Building (\$50,000) – These funds would be used to install a Swap Shop structure to allow for heat and storage of items to avoid the landfill or incineration. The current swap shop is housed in the Transfer Station Building which does not have adequate heat during the winter months.

Tranp/Walkways per Town's Priority (\$35,000) – This appropriation will fund to assist in the design, inspection, maintenance, construction, and right-of-way purchases for various transportation facilities that encourage the use of alternative commuting, including public transit, bicycle and pedestrian travel. The appropriation is proposed for use for matching funds in the 2019 Alternative Transportation Set-Aside Program which the Town was shortlisted for in June 2019.

Trees (\$90,000) – This appropriation will fund the removal of hazardous trees that are in excess of 68 feet in height that the our current equipment is unable to address by an outside Contractor. The Tree Crew Leader has observed signs of extensive Emerald Ash Borer and Gypsy Moth damage within the community requiring increased frequency for removal.



Facilities Management Department Projects

Capital Requests Current List Facilities:

\$15,000.00

1. **Brick Repairs**, brick over time becomes porous and moisture can enter and do damage. Beyond this, it can receive staining and the mortar joints need care. If this is not done and kept up with moisture, can infiltrate to behind the brick and can loosen whole sections of wall. What we have done and propose to do is a complete washing of the brick, sealing of holes in the mortar making repairs and then a complete sealing of the brick.



Bus Garage Repairs: \$62,000.00

Currently the buses are driven in and may run with the garage doors opened. Adequate exhaust was not designed and should be setup so that when the buses are brought in they are hooked up to the exhaust. This is safer for the occupants and is an environmental measure. The windows are original to the building and do not function properly. Having them work properly will allow occupants to get fresh air when needed. The current sink runs its waste into a trench in the floor we would plumb this into a proper drain.



Community Center repairs and Improvements: \$175,000.00

a. Repairs to locker room HVAC:

This unit does not look bad, but it provides air to the locker rooms and is supposed to keep humidity low. This unit will quite often freeze up during the wintertime and will supply no air to the locker rooms. Over the years there have been two interim fixes one was to add commercial dehumidifiers which turned out to be too loud but also made occupants feel too cold, in winter and too hot in summer. The next attempt was to add an additional cooling/heating a/c this helps but does not remove enough humidity. Last year we hired an engineering firm to look at the complete problem. Their solution is a better designed Air Handler with new associated ductwork to handle temperature and humidity.



b. Replace water heaters:

These current water heaters are roughly 15 years old. The vendor does not make this heater anymore and quite often, they have an industry record of failing in ten years. The heaters tend to blow out in the bottom and may flood the second floor if no one catches it in time.



Notice rust on bottom of ours!!



More rust at base!!

Custodian equipment: \$12,000

Equipment needs to be replaced and updated on a regular base most equipment has a useful life ranging from 5 years up to 12 years.



Old custodial equipment

Day Care Building repairs: \$5,000.00



Sinks are delaminating they are so old do not look good

Fire Station Building Repairs and Improvements: \$15,000

These funds would mostly go to repairing doors and furnishings and fixtures. If doors are having problems, you may not be able to get a truck out when you need it. These buildings were behind in repairs when the Town took them over and are in need of many updates.



Hole in wall under partition



Old fixtures



Multi-color door from many fixes

Garage door opener so old no more parts

Fleet Vehicle: \$30,000 reduced from \$68,000

We use this vehicle for clearing schools and playgrounds of snow, also used to remove debris and deliver wood chips; even though we have some funds requested it will not be enough to outfit the truck with the plow, sander, dump body and any other accessories original request for \$68,000 this was reduced to \$30,000.



Library Building repairs: \$35,000.00

The steps and sidewalk areas are cracking up and crumbling, we patch every year. Both areas need to be reworked and properly given footings. The ramp for handy cap in front is not correct and needs repairs. The side door has had numerous older people trip and hurt them self's on the way out of the building. Both issues are safety problems.





Notice Safety tape bottom of door:

Nash Zimmer Transportation Center/Parking Garage Repairs: (\$120,000 out of the reserve account)

There are roughly 400 fixtures in the garage. Over 10 percent have failed; in the pictures, you can see dark areas. All lights should be working for safety. The style fixture that was put in does not allow for changing parts, i.e. the driver or what you may think of as the ballast. The company is also out of business for lighting. LED lights degrade their light output over time and are about 10 to 20 percent dimmer than when initially installed. They have a complete life of about ten years. The old fixtures are a little over eight years old. The new fixtures will save a little and electricity and the total purchase comes with a ten thousand dollar rebate.



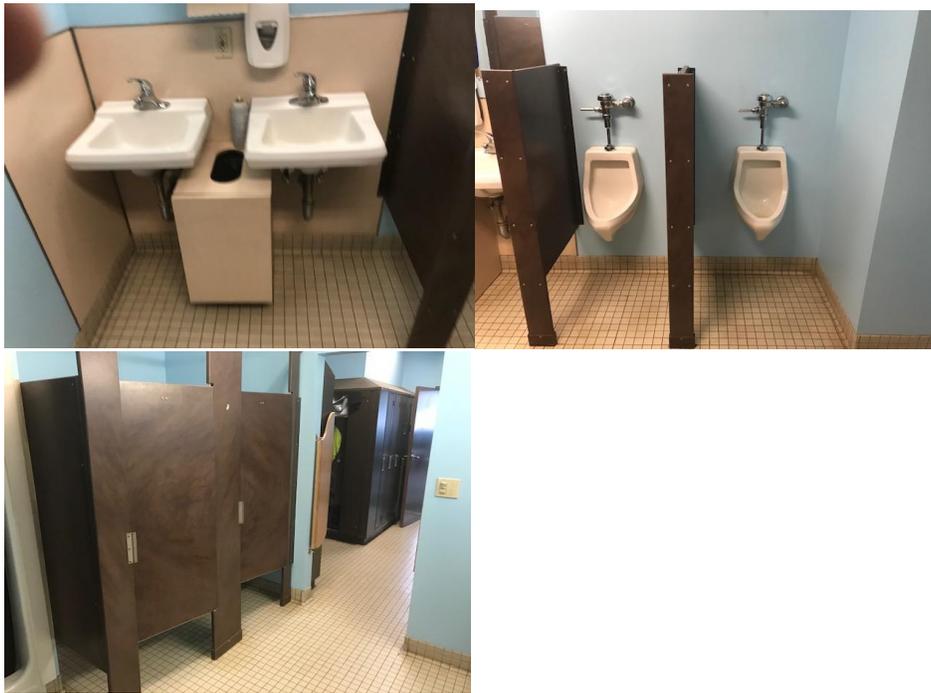
Dark areas in the garage



Light fixture from garage

Public Works Building Repair: \$35,000

This project is to separate the upstairs restroom so that it can handle more than one gender. The bathroom was set up with a locker room adjoining shower, urinals, and toilets. The intent of this project would be to separate the room so that there would be two or three private non-gender specific rooms that would have a toilet and individual shower stall.



Senior center building repairs: \$15,000 original request \$30,000



Carpet over twenty years old



Carpet with crumpling starting to become safety hazard

Town Hall Building repairs & Improvements: \$40,000



Bathroom renovations Town Hall





Worn carpet typical with some offices at Town Hall

School Building Maintenance: \$150,000.00

These units serve the Auditorium and have been for thirty years. Please consult the chart below from the American Society Heating Refrigeration and Air Conditioning Engineers. They give these units a life expectancy of 15 to 20 years. They are beyond their useful life's as well as contain refrigerant R-22 which is banned.



ASHRAE Equipment Life Expectancy chart

ASHRAE is the industry organization that sets the standards and guidelines for most all HVAC-R equipment.
For additional info about ASHRAE the website is www.ashrae.org.

Equipment Item	Median Years	Equipment Item	Median Years	Equipment Item	Median Years
Air conditioners		Air terminals		Air-cooled condensers	20
Window unit	10	Diffusers, grilles, and registers	27	Evaporative condensers	20
Residential single or Split Package	15	Induction and fan coil units	20	Insulation	
Commercial through-the wall	15	VAV and double-duct boxes	20	Molded Blanket	20
Water-cooled package	15	Air washers	17		24
Heat Pumps		Ductwork	30	Pumps	
Residential air-to-air	15	Dampers	20	Base-mounted	20
Commercial air-to-air	15	Fans		Pipe-mounted	10
Commercial water-to-air	19	Centrifugal	25	Sump and well	10
Roof-top air conditioners		Axial	20	Condensate 15	
Single-zone	15	Propeller	15	Reciprocating engines	20
Multi-zone	15	Ventilating roof-mounted	20	Steam turbines	30
Boilers, hot water (steam)		Coils		Electric motors	18
Steel water-tube	24 (30)	DX, water, or steam	20	Motor starters	17
Steel fire-tube	25 (25)	Electric	15	Electric transformers	30
Cast iron	35 (30)	Heat Exchangers		Controls	
Electric	15	Shell-and-tube	24	Pneumatic	20
Burners	21	Reciprocating compressors	20	Electric	16
Furnaces		Packaged chillers		Electronic	15
Gas- or oil-fired	18	Reciprocating	20	Valve actuators	
Unit heaters		Centrifugal	23	Hydraulic	15
Gas or electric	13	Absorption	23	Pneumatic	20
Hot water or steam	20	Cooling towers		Self-contained	10
Radiant Heaters		Galvanized metal	20		
Electric	10	Wood	20		
Hot water or steam	25	Ceramic	34		

Requests 2020 that were not as high as priority in our process and did not make it to council:

Every year we submit between 1 to 3 million in requests. Every year there is an internal process to prioritize. The need does not go away it just gets put off to another. Facilities are far behind that a true comprehensive plan to address all of facilities needs, is needed. We have done a lot in the last few years with some additional funding and using in house staff to complete jobs cheaper than contracting them out. The Facility Study completed four years ago made it clear that a little over one million is needed to be spent on Town buildings not including the Schools, yearly just to address current problems. This can be compared to road maintenance. If the Town does not find a way to address the issues, then you will have more emergency repairs in the future.

Animal Shelter New fencing:\$5,000.00



Fencing bulging out from dogs trying to escape. Bulging fence



Barbwire problems and fencing coming loose at top

Windows at Animal Shelter \$10,000:

These windows are as old as the building identified in the Facility Study as needing upgrading to triple pane will save energy over time. There are more than pictured.





Animal Shelter Lighting upgrades: \$3,500.00

In the facility, study will save the town money over time.



Old light fixtures at animal shelter and with missing covers on right not safe



Repairs to Facilities Shop loading Dock: \$35,000.00



You can see the damage to the roof from trucks hitting the roof, the dock is not at appropriate height for most trucks that come to deliver and needs work to repair.

Daycare dishwasher: \$22,000.00

They do not make these like this anymore hard to get parts:



Daycare kitchen exhaust \$9,000.00

Do by age for replacement and upgrade



Daycare Roof: \$185,000.00

Shingles have blown off in high windstorms this is a twenty year warranted roof going into thirty years repairs we have to do increase year after year.



Seams coming apart



Daycare Security \$5,000.00:



Old security devices need upgrading

Senior Center folding wall: \$35,000



Covering coming off wall



Senior center, Vendor claimed they do not make this wall any more over thirty years old

Equipment Trailer for Facilities: \$10,000

Even though Public Works will let us use theirs there are times when trailers are tied up and we need to move equipment. The one we do have is tied up for other purpose right now but is not heavy or big enough for all our equipment. Can also be used in demo work or moving supplies.



MCC Dirty duct work: \$10,000



MCC Carbon Dioxide detectors for HVAC: \$12,000.00

None are working currently they optimize the running of the HVAC saves energy.



Historical Society Lighting: \$10,000

The system installed is not grounded electrical does not meet current code.



Fire Station 307 Counters: \$30,000

These counters date back to when the building was build and are in need of upgrades.



Some delamination on drawers



Fire Station 307 Carpet and Flooring: \$15,000



Worn traffic pattern into carpet



Worn out carpet day room

Town Hall Dumpster Enclosure: \$5,000



Dumpsters on left has an enclosure looks better than the ones at Town Hall
Town Hall Study Mold: \$9,000.00



There are places under the building with dirt floors and wood floors above need to be investigated for mold potential.

Town Hall Asbestos Study: \$15,000

This lays under the Town Hall in the crawl spaces. We cannot access these spaces if needed to repair for a leak. It has already happened twice. The pipes are over fifty years old and have sprung spontaneous leaks, as well as the sewer pipes just leaking out raw sewer under the building. This study would produce a plan to get the asbestos remediated.



Parks Lions kitchen appliances: \$5,000.00



Parks Pavilion wanted for SE Park: \$35,000.00



Lions Pavilion



SE no Pavilion

Library Bathroom upgrades: \$12,000



Library Front Desk Replacement: \$50,000.00



Worn area of Library main desk



Not a design to meet today's needs

Library Carpet Replacement: \$100,000.00



Stained carpet by main entrance will not clean out also carpet worn almost twenty years old has a normal wear life of 10 to 12 years.



More worn carpet at Library

Library Lead and Asbestos Abatement: \$110,000.00



Tractor Replacement: \$30,000



Public Works Heater/AC Office: \$15,000

Old system still use R22 which is banned for use but is grandfathered





Town of Mansfield
Economic Development Commission

MEMO

To: Cherie Trahan, Director, Town of Mansfield Finance Department
CC: Steven Ferrigno, Chair, Economic Development Commission
From: Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership, Inc.
Date: April 30, 2020
Subject: Implementation of Positioning & Marketing Development Plan for the Town of Mansfield and Mansfield Schools

The Positioning & Marketing Development Plan was completed in December 2018 after review by the Town Council at its December 10, 2018 meeting.

The creation of the Positioning and Marketing Development Plan was the result of over three years of discussion by the Town's Economic Development Commission, Town Council, and Board of Education (among others) regarding the need to elevate Mansfield in the eyes of regional, state, and national audiences and prospective residents, business owners, investors, and visitors.

Over the last year and a half, Partnership and Town staff have been guided by the implementation goals in the Positioning & Marketing Development Plan as staff works through its work plan.

ACCOMPLISHMENTS IN 2019

- Development of a staff team including the interim Town Manager and Mansfield Superintendent of Schools to guide implementation of the Positioning & Marketing Development Plan
- New website
- Development of a communications toolkit to guide Town staff regarding proper use of new logos, colors, and other branding elements
 - Updates to printed and digital materials, apparel, etc. is ongoing
- New street pole banners
- New vehicle decals for Town fleet
- Town branded giveaways (e.g. stickie pads, recyclable bags) for use at community events such as the Celebrate Mansfield Festival
- New photography to be used on website and Town communications/publications – *on-going*
- New signage for key gateways into Mansfield – *begun in 2019/see 2020*

ACCOMPLISHMENTS IN 2020 TO DATE

Gateway Signage: Development of two new gateway signs at the intersections of Route 195 and Route 6 and of Route 195 and Route 32 (staff reviewed other locations as part of the research for this project; the intersection of Route 32 and Route 44 is a location to be considered in the future)



ACCOMPLISHMENTS IN 2020 TO DATE, continued

Gateway Signage, continued

Status:

- Formed a staff team to develop conceptual drawings using the new logo
- Drafted a Request for Proposal for structural engineering and fabrication of the designs
- Reviewed property ownership including working with CDOT on logistics
- Plan is to release the RFP this year with installation timing to be determined.

Development of an Information Guide for Mansfield: The Information Guide will be targeted toward new residents and potential new businesses. The goal is to market the Town to bring new people and businesses to Mansfield.

Status:

- A Request for Qualifications was released in January 2020
- A staff team interviewed three firms and selected Dornenburg Kallenbach Advertising (DKA) to work on the Information Guide.
- The staff team and DKA representatives held a kick off meeting on April 22.
- The group has begun to identify stakeholders to be interviewed including, but not limited to, human resources personnel at the Town and major employers in the area, realtors, and new residents who chose to live in Mansfield and who chose to live elsewhere.
- DKA has begun conceptual design based on staff feedback.
- The Information Guide is expected to be completed by the end of July 2020.

Photography: Staff is creating a bank of photographs, including a four-season campaign, for use on the Town website and in promotional materials

Status:

- Staff is seeking quotes for a commercial photo shoot

PLANS FOR FY2020-21

- Development of an overall signage plan for the town that will be implemented over a number of years.
 - A signage plan that is comprehensive, consistent, and clear is critical to promote a unified image for our community.
- Print advertisements and Google ad campaign to continue to promote Mansfield.
 - Note – A good signage plan may take up most of the funding proposed for FY20-21 but will provide benefits for several years once it is complete.

**STAFFING CHANGES FY 2020/21
PRIORITIZATION OF NEW/EXPANDED POSITIONS**

Human Resources – Priority - 1

- Management recommends funding for a Part-Time HR Specialist to assist with the amount of work and responsibility within the department. This will allow for the delegation of tasks instead of relying on one person. Cost to the General Fund: **\$34,700** for salary and benefits.

Information Technology – Priority - 2

- Management recommends increasing the hours of the Office Assistant from 19 hours a week to 35 hours per week. This is consistent with most other Departments. This is a priority need to move forward on project timelines, resolving inefficiencies, meeting required compliance items, avoiding higher costs, and supporting our organization's efforts to innovate and transform to meet citizen and organizational needs. This is a shared services position with all entities. Total increased cost for salary and benefits is \$48,130. Of that amount, **\$17,810** is the cost to the General Fund.

Public Works – Priority - 3

- Management recommends the hiring of a full-time laborer to support the tree program and Downtown Storrs. Cost to the General Fund: **\$74,990** for salary and benefits.

Public Works – Priority - 4

- Management recommends the upgrading of two experienced laborers to truck drivers. These laborers are often upgraded to truck drivers during snowstorms since we currently have 6 truck drivers to do 8 plow routes and at other times during the year. Cost to the General Fund: **\$17,720** for salary and benefits.

Town Manager – Priority - 5

- Management recommended funding for a full-time Communications Specialist position that will be shared with the Mansfield Board of Education. Cost to General Fund: **\$45,430** for salary and benefits.

Human Services – Priority – 6

- Management recommends changing the part-time 19 hour a week Outreach Social Worker to a full-time Outreach Coordinator. This position will oversee the outreach programs and transportation. To offset the additional cost, the part-time Senior Center Assistant position would be eliminated. Net cost to the General Fund: **\$18,330** for salary and benefits.

Human Services – Priority – 7

- Management also recommends increasing the hours of the Early Childhood Service Coordinator increase by 5 hours to 35 hours per week. The additional hours would be used to help support the youth programs throughout the year. Cost to the General Fund: **\$13,910** for salary and benefits. There is potential to offset approximately \$2,500 of the cost with grant funds through the Youth Service Bureau Enhancement grant.

Resident State Troopers – Priority - 8

- Management recommends increasing the hours for the Administrative Assistant in the Resident State Troopers office from 28 hours a week to 35 hours per week. Additional support is needed for increased public safety needs, expanded calls for services to include projected economic growth within the Mansfield community. Cost to the General Fund: **\$15,090** for salary and benefits.

STAFFING CHANGES FY 2020/21
PRIORITIZATION OF NEW/EXPANDED POSITIONS

Human Resources – Priority - 1

➤ Management recommends funding for a Part-Time HR Specialist to assist with the amount of work and responsibility within the department. This will allow for the delegation of tasks instead of relying on one person. Cost to the General Fund: **\$34,700** for salary and benefits.

Justification for this Part-time HR Specialist position:

- The current HR staff consists of an HR Director and a Senior HR Specialist. These 2 Full Time positions currently support approximately 450 employees (full time and part time) along with HR support to entities such as Eastern Highlands Health District, Mansfield Downtown Partnership, Discovery Depot, and the Housing Authority.
- According to PricewaterhouseCoopers' Saratoga Institute, which specializes in HR metrics, the average HR-to-Employee Ratio, for an Organization who size range is: 250 to 499 employees = 1.07
- The ratio should include HR professionals who work as generalists in those in areas such as benefits, compensation, recruitment, employee and labor relations
- The current average HR-to-Employee Ratio is .44 vs. 1.07
- The proposed average HR-to Employee Ratio with the addition of a part-time staff would be: .56 vs. 1.07
- The part-time position will provide assistance and back up for both the HR Director and the Senior HR Specialist through performing a variety of complex administrative, analytical, technical, and professional work in the areas of Human Resources and Risk Management, including:
 - **Employee Benefit Administration:**
 - Medical
 - Dental
 - Vision
 - Prescriptions
 - Flexible spending accounts
 - **Personnel System Administration:**
 - Process payroll changes and updating salary schedules
 - Updating Employee Information (tax forms, address, direct deposit, etc.)
 - Maintain documents in personnel files
 - **Recruitment:**
 - Posting positions
 - Scheduling interviews
 - Submitting background checks
 - Complete on-boarding documents
 - **Employee and Labor Relations:**
 - Unemployment Compensation Claims
 - **Processing of HR Invoices for Payment**
 - **Project work support:**
 - MUNIS conversion

Cherie Trahan

From: Connecticut Council of Small Towns <bgara@ctcost.org>
Sent: Wednesday, April 29, 2020 5:28 PM
To: Cherie Trahan
Subject: Unemployment Compensation Data by Town



Unemployment Compensation Data by Town

The state Department of Labor released preliminary data regarding unemployment compensation claims by town, age, industry, etc.

Here is [link](#) to the data.
Some towns have asked for this data to give them some indication as to how unemployment may affect local residents, needs, and property tax collections.

FAQ: Understanding these Initial Claim (IC) and Continued Claim (CC) tables
Initial Claims are applications for Unemployment Benefits. Initial Claims may not result in receiving UI benefits if the individual doesn't qualify.

Continued Claims are total number of individuals being paid benefits in any particular week.

The initial claims reported in these tables are "processed" claims to the extent that duplicates and "reopened" claims have been eliminated.

The claim counts you see in the tables may not match claim counts from other sources. Because of the pandemic related events claims are being filed at historically unprecedented levels creating processing backlogs of 3-5 weeks.

Claims filed for a particular week will change as time goes on and the backlog is addressed. It may be useful to revisit these tables over a period of weeks.

The counts from other reports are valid as of a particular date and may not reflect updates as the backlog is addressed.

Counts from DOL's online application system will not match initial claim counts because of duplication, disqualifying factors, and backlog issues.

Unemployment claims represent only one component of the unemployed. Claims do not account for those not covered under the Unemployment system (e.g. federal workers, railroad workers or religious workers) or the unemployed self-employed.

Stay safe and be well!
Betsy Gara
COST
860-841-7350

Connecticut Council of Small Towns | 1245 Farmington Avenue, 101, West Hartford, CT 06107

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Town Name	March 3, 2019	March 10, 2019	March 17, 2019	March 24, 2019	March 31, 2019	April 7, 2019	April 14, 2019	April 21, 2019	April 28, 2019	May 5, 2019	May 12, 2019	May 19, 2019
Total	2,353	1,931	1,713	1,552	1,630	3,473	5,499	1,907	1,882	1,663	1,938	1,961
Andover	1		1	4	1	5	2	1	1		3	1
Ansonia	24	10	12	15	9	35	49	15	13	13	16	10
Ashford	2	3	2	2	1	4	1	1	2	1	3	2
Avon	6	3	3	9	4	6	11	7	3	4	4	3
Barkhamsted	1	2	1	1	2	3	9		2	2	1	1
Beacon Falls	8	5	6	2	3	3	10	1		2	2	6
Berlin	7	12	7	6	8	15	32	15	8	4	5	2
Bethany	3	2	1	2	2	5	4	1	1		3	
Bethel	6	6	7	9	3	18	27	6	5	8	8	8
Bethlehem	3	2	3		1	4	3		2	1	2	1
Bloomfield	19	16	14	11	10	22	17	11	8	13	5	12
Bolton	2	8	3			2	6	3	1	1		4
Bozrah	3	5	3	1	2		7		1	2		2
Branford	12	18	14	11	14	31	40	13	6	14	11	9
Bridgeport	105	91	75	88	114	210	357	104	124	93	138	129
Bridgewater					1	2			1			
Bristol	53	43	36	40	35	78	147	44	45	44	43	46
Brookfield	6	1	6	8	4	12	12	6	7	11	8	6
Brooklyn	4		4	5	1	7	5	1	1	4	3	3
Burlington	8	4	4	3	3	5	16	3	5	3	5	4
Canaan	1	3	2			2	8		1	2	1	
Canterbury		2	4	3	2	2	8	4	1	3	8	3
Canton	4	1	2	1	3	9	4	5	6			5
Chaplin	1	3	2		2	3	3			3	1	2
Cheshire	14	8	2	4	9	16	36	15	3	3	8	9
Chester	2	3	2	3	3	2	8			1		2
Clinton	6	8	4	4	4	13	30	6	6	2	5	4
Colchester	6	9	9	6	6	15	29	7	10	7	6	9
Colebrook	3			1	1	3	4			1		1
Columbia	5	3	1	3	2	6	7	1	4	3	3	2

Town Name	March 3, 2019	March 10, 2019	March 17, 2019	March 24, 2019	March 31, 2019	April 7, 2019	April 14, 2019	April 21, 2019	April 28, 2019	May 5, 2019	May 12, 2019	May 19, 2019
Cornwall					1				1	1		
Coventry	6	5	2	1	4	11	13	1	8	7	6	11
Cromwell	2	5	2	2	6	7	12	8	7	6	9	2
Danbury	44	28	19	32	15	46	120	24	15	16	20	33
Darien	4	5	2	3	6	1	9	4	7	2	3	1
Derby	11	11	9	3	11	19	40	5	3	10	7	11
Durham	7	1	3	4	1	5	10	1	4	2	3	2
Eastford	1	1	2	1					1	1		2
East Granby	3		1		2	1	9	1	2	4		1
East Haddam	3	7	5	2	3	3	8	1	3	4	3	2
East Hampton	11	7	6	5	2	16	24	10	7	3	3	4
East Hartford	49	43	41	30	42	94	112	41	38	26	39	40
East Haven	20	14	12	15	17	35	79	20	9	13	19	19
East Lyme	6	5	6	5	4	12	19	6	11	4	7	6
Easton	2	1	1	1	1	3	4			2		1
East Windsor	9	5	5	1	7	5	10	4	7	4	2	9
Ellington	13	6	8	5	5	15	12	5	6	2	8	3
Enfield	26	18	13	18	26	33	57	20	13	15	14	15
Essex		1	2	1	4	6	5	2	2	2	1	5
Fairfield	24	15	11	14	12	33	54	20	16	16	18	9
Farmington	17	7	9	4	12	16	20	12	11	6	10	6
Franklin	3		1	1		2	4		1			1
Glastonbury	13	8	7	7	15	20	23	10	19	10	9	8
Goshen	1	2	1	1		2	7	1	1	1		1
Granby	3	1	3	2	2	13	8	6	1	3	4	3
Greenwich	11	8	13	10	11	13	18	9	12	6	8	11
Griswold	6	8	6	7	4	9	17	7	6	7	4	7
Groton	17	15	14	13	8	41	42	17	17	14	13	22
Guilford	5	5	6	2	7	10	14	8	11	5	7	7
Haddam	3	2	1	3	3	6	8	1	2	5	3	1
Hamden	44	34	19	27	23	48	95	16	23	27	39	34

Town Name	March 3, 2019	March 10, 2019	March 17, 2019	March 24, 2019	March 31, 2019	April 7, 2019	April 14, 2019	April 21, 2019	April 28, 2019	May 5, 2019	May 12, 2019	May 19, 2019
Hampton	2	2		3	1	5	8	1		1	2	1
Hartford	110	116	103	86	105	245	175	100	106	100	129	129
Hartland	2	1				1	1	1				
Harwinton	6	2		4	4	6	2	3	1	1	2	3
Hebron	6	1	5	4	3	8	11	2	5	3	2	
Kent	5		1		1			1	1		2	1
Killingly	18	16	8	13	8	17	26	10	7	8	9	12
Killingworth	4	3		3	1	4	6	2	2	3		
Lebanon		3	2	2	6	12	12	1	6	5	4	3
Ledyard	5	4	7	3	6	13	18	5	5	7	3	3
Lisbon	1	1	1	2		3	8	3	2	3	4	2
Litchfield	4	4	4	1	4	3	7	9	1	1	4	1
Lyme	2			1	1	1		1			2	1
Madison	3	6	4	4	7	8	14	4	3	2	2	4
Manchester	48	41	33	20	26	79	96	32	39	27	30	28
Mansfield	4	5	6	3	7		1	4	1	6	16	13
Marlborough	2	2	1	2	1	5	7	2	6	1		1
Meriden	82	61	39	29	33	81	152	57	59	39	61	46
Middlebury	6		6	1	2	4	12	5	3		1	2
Middlefield	4		5	3	1	2	5	3	1	1	2	3
Middletown	32	31	14	27	11	53	89	29	20	19	31	30
Milford	40	29	30	25	23	49	74	35	21	20	21	13
Monroe	5	8	6	2	5	8	26	2	7	10	5	5
Montville	3	5	10	7	9	20	31	9	9	7	8	9
Morris	5		2	1	1	1	6	2		2		
Naugatuck	18	17	17	14	19	49	93	28	29	13	20	31
New Britain	81	71	73	54	48	119	148	71	56	54	76	52
New Canaan	2	2	2	3	1	8	2	3	3	3	1	3
New Fairfield	2	7	2	5	1	5	16	4	4	2	4	
New Hartford	4	3	1	2	3	5	3	4	2		1	2
New Haven	94	97	76	62	64	118	235	68	88	69	77	111

Town Name	March 3, 2019	March 10, 2019	March 17, 2019	March 24, 2019	March 31, 2019	April 7, 2019	April 14, 2019	April 21, 2019	April 28, 2019	May 5, 2019	May 12, 2019	May 19, 2019
Newington	16	15	13	12	20	18	40	19	18	8	14	17
New London	10	13	19	20	13	29	61	14	19	11	23	23
New Milford	11	10	11	17	9	21	40	7	16	8	11	15
Newtown	10	6	8	9	9	10	28	8	2	14	11	5
Norfolk			1	2	1	3	2		1			1
North Branford	10	4	4	6	4	10	35	8	8	4	6	8
North Canaan	1	1	1		1	2	1		1	2		
North Haven	12	11	12	6	11	17	43	10	8	3	10	9
North Stonington	4	1	1	2	3		11	2	3	1	5	2
Norwalk	36	38	40	28	32	59	121	31	37	35	32	30
Norwich	24	34	26	20	13	39	50	26	15	15	20	20
Old Lyme	1	4	2			7	9	2	1		4	5
Old Saybrook	2	2	3	1	5	8	7	7	5	2	1	3
Orange	4	6	7	2	2	5	6	7	4	7	3	3
Oxford	10	2	3	3	5	14	17	4	2	4		3
Plainfield	11	11	16	4	8	19	20	6	6	9	6	13
Plainville	12	8	8	13	9	15	28	9	11	9	6	7
Plymouth	11	6	11	6	11	22	25	12	7	8	10	8
Pomfret	4	2		1	4		7		2	2	1	2
Portland	4	1	7	7	3	6	13	2	3	4	2	8
Preston	3	2	3	4	3	4	4	1	2	3	1	2
Prospect	5	2	4	3	3	5	13	6	7	6	5	8
Putnam	8	7	5	5	3	8	9	3	5	4	3	3
Redding	3	2	2	2	1	3	2	2		2	3	
Ridgefield	1	8	3	7	3	7	7	7	8	3	6	7
Rocky Hill	3	6	4	9	6	14	15	6	12	5	11	7
Roxbury	1	1		1				1				2
Salem	3	2		1		2	8	2	1		2	2
Salisbury	1	3	1			1			1			
Deep River	1	3			1	4	4	1	1	1		2
Scotland		1					2	1	2		1	1

Town Name	March 3, 2019	March 10, 2019	March 17, 2019	March 24, 2019	March 31, 2019	April 7, 2019	April 14, 2019	April 21, 2019	April 28, 2019	May 5, 2019	May 12, 2019	May 19, 2019
Seymour	12	15	6	9	8	18	47	7	13	7	6	7
Sharon	1					1	1					1
Shelton	31	22	20	21	20	28	52	18	14	19	11	17
Sherman	1	3	1	2	1		5					
Simsbury	11	5	8	9	3	16	13	7	8	2	4	5
Somers	4	2	1	2	1	9	5	2	1	4	6	1
Southbury	7	4	4	3	8	9	24	7	6	6	7	7
Southington	34	20	12	20	15	35	51	19	18	14	13	12
South Windsor	16	10	9	3	15	23	25	12	10	11	12	11
Sprague	3		4	2	2	3	8	3	3		2	
Stafford	8	5	5	5	7	12	9	4	5	6	5	3
Stamford	50	45	46	41	30	70	106	54	35	42	37	36
Sterling	1	1	1	6		1	1	3	3	2	3	
Stonington	6	4	4	2	3	6	25	4	5	5	6	4
Stratford	38	25	20	14	28	58	106	43	35	31	36	26
Suffield	9	1	2	2	3	6	11	2	4	5	3	9
Thomaston	11	6	3	4	2	8	20	3	2	4	5	2
Thompson	6	2	2	1	1	4		2	2	2	2	2
Tolland	12	4	8	7	8	3	15	4	7	6	2	1
Torrington	35	22	22	11	11	45	93	31	23	19	16	16
Trumbull	14	13	8	8	15	17	43	5	20	16	15	5
Union					1	1				1		1
Vernon	29	19	18	7	10	59	57	16	18	13	19	19
Voluntown	2	2	3		2	3	3	1		3	7	2
Wallingford	34	20	9	15	17	45	85	26	26	24	25	17
Warren		1				1	1					
Washington	4		1	2		1	1	2		1	1	
Waterbury	111	94	88	65	79	166	261	94	83	76	90	124
Waterford	9	6	9	6	6	22	23	5	7	10	12	9
Watertown	17	9	12	6	6	21	42	14	12	9	10	14
Westbrook	6	3		1		5	12	7	1	1	2	3

Town Name	March 3, 2019	March 10, 2019	March 17, 2019	March 24, 2019	March 31, 2019	April 7, 2019	April 14, 2019	April 21, 2019	April 28, 2019	May 5, 2019	May 12, 2019	May 19, 2019
West Hartford	28	18	8	10	20	40	50	23	27	20	22	30
West Haven	47	32	36	25	20	52	127	39	34	31	33	28
Weston	5	2	2	1	2	4	3	2		3	1	
Westport	7	3	3	6	9	5	2	6	4	5		4
Wethersfield	14	15	9	6	13	20	27	14	17	3	5	11
Willington		2		3	2	3	5	1	3	1	9	3
Wilton	5	2	4	3	5	5	10	3	4		3	3
Winchester	8	6	9	8	3	14	35	8	7	3	10	4
Windham	16	20	23	17	5	25	54	17	14	19	41	42
Windsor	12	18	10	16	12	25	32	14	16	19	19	9
Windsor Locks	6	7	6	3	5	4	17	9	6	10	8	7
Wolcott	13	5	9	9	1	16	26	7	7	5	6	8
Woodbridge	6	1	3	2	3	4	6	1	3	3	1	1
Woodbury	8	2	3	2	5	6	11	4		7	3	3
Woodstock	3	1	3	3	4	3	6	1	4		1	3
Out of state	132	119	106	106	114	167	209	108	121	132	130	150
unknown	20	26	20	19	16	37	77	19	28	18	22	13

Town Name	May 26, 2019	June 2, 2019	June 9, 2019	June 16, 2019	June 23, 2019	June 30, 2019	July 7, 2019	July 14, 2019	July 21, 2019	July 28, 2019	August 4, 2019	August 11, 2019
Total	1,590	2,015	1,929	3,259	3,733	2,010	4,079	2,032	1,906	2,232	2,376	2,056
Andover	1	1		2	5	2	1	2	2	2	3	4
Ansonia	10	13	13	15	37	13	32	18	24	13	15	12
Ashford	1	4	3	5	4	2	2	1		1	1	
Avon	2	4	5	6	10	4	5	7		4	3	5
Barkhamsted	2	1		1	5	1	3	1	3	1	2	2
Beacon Falls	3	3	3	2	11	7	10	4	4	3	5	8
Berlin	6	7	7	18	22	9	15	5	3	11	8	9
Bethany	2	2	2	4	5	3	3	1	4	2	5	
Bethel	3	5	9	8	16	11	32	10	3	15	11	7
Bethlehem	2	2	1		3	3	5	2				
Bloomfield	7	10	15	24	29	8	33	17	11	8	11	16
Bolton	2	1		3	4	2	5	1	2	2	2	3
Bozrah	2	1	1	2	3	1	3	2	1			1
Branford	14	9	17	26	18	11	27	8	14	16	16	18
Bridgeport	111	99	111	159	224	123	214	114	127	158	126	141
Bridgewater		1			1	2	1					1
Bristol	37	46	33	75	71	43	89	37	52	54	53	46
Brookfield	4	4	2	7	10	9	23	12	3	13	4	7
Brooklyn	6	3	2	5	15	9	15	3	7	5	4	2
Burlington	5		3	4	9	1	13	3	5	3	6	2
Canaan		4	2	1	3	1	3	1	1	2	2	1
Canterbury	2	1	4	2	4	1	3	1	4	3	2	
Canton	1	5	4	4	4	5	4	7	2	3	3	6
Chaplin	1	1	1	3	2	3	1	1	1	1		1
Cheshire	2	11	8	14	15	12	12	8	12	11	7	12
Chester	2		2	4	3	1	1	2	2		3	
Clinton	4	3	4	10	9	6	9	8	2	10	10	6
Colchester	4	10	7	8	14	4	19	11	6	4	6	5
Colebrook		1			1		2	1	2		1	
Columbia	2	1		1	4	4	4	3	2	2	2	3

Town Name	May 26, 2019	June 2, 2019	June 9, 2019	June 16, 2019	June 23, 2019	June 30, 2019	July 7, 2019	July 14, 2019	July 21, 2019	July 28, 2019	August 4, 2019	August 11, 2019
Cornwall					1	1	2		1		1	1
Coventry	5	8	2	8	9	2	12	8	3	7	8	3
Cromwell	3	10	4	4	13	3	10	7	7	10	5	7
Danbury	19	24	28	35	41	25	97	37	28	35	32	34
Darien	4	7	3	6	4	5	3	3	7	7	4	2
Derby	11	8	7	13	14	14	16	12	6	11	10	8
Durham	2	1	4	4	3		5	1	2		2	2
Eastford				1		1			2		2	
East Granby	1	2	2	3		7	5	3	3	2	1	2
East Haddam	3	6	5	5	3	3	7	4	2	5	5	3
East Hampton	6	6	7	4	14	10	14	13	7	6	7	6
East Hartford	29	38	52	121	88	31	92	44	45	45	64	59
East Haven	18	21	14	28	29	24	37	23	20	22	26	19
East Lyme	10	9	5	20	18	7	13	7	4	6	12	4
Easton	2	5	2	3	7	3	1	6		4	1	
East Windsor	5	5	11	13	16	7	8	5	6	6	12	3
Ellington	2	13	4	14	10	7	8	8	7	10	9	7
Enfield	15	18	19	27	51	17	57	23	21	11	25	23
Essex	1	1	2	7	3	2	3		2	2	1	2
Fairfield	17	18	22	35	43	16	35	22	15	14	19	14
Farmington	3	12	11	18	13	7	9	4	5	7	5	6
Franklin	1	3	3	2	3	2	2	2	1	1	1	
Glastonbury	6	11	10	15	16	10	16	8	12	15	8	6
Goshen	2	2		3	2	2	2	2	1		2	1
Granby	1	1	3	7	8	8	5	2	3	3	5	6
Greenwich	9	11	11	14	17	14	17	11	10	11	9	11
Griswold	6	9	6	13	18	10	16	10	8	9	7	5
Groton	20	17	16	16	35	11	36	17	24	14	20	10
Guilford	5	10	7	6	12	6	10	11	10	6	4	6
Haddam		2	5	2	13	2	3	3	6	6	4	5
Hamden	41	21	33	49	55	39	68	37	34	38	32	34

Town Name	May 26, 2019	June 2, 2019	June 9, 2019	June 16, 2019	June 23, 2019	June 30, 2019	July 7, 2019	July 14, 2019	July 21, 2019	July 28, 2019	August 4, 2019	August 11, 2019
Hampton	2	1	2	1	3	2	5	2			1	3
Hartford	83	108	126	296	223	104	277	145	123	145	158	161
Hartland		1	1		4	1	1				2	1
Harwinton	5		2	1	7	2	6	4		3	1	2
Hebron	2	2	3	6	6	4	12	5	2	5	5	3
Kent		1		1	2	1	1		1	1		
Killingly	5	16	8	23	24	14	12	13	9	6	9	11
Killingworth		1	1	2	3	2	3	5	1	5	1	
Lebanon	7	6	5	3	17	7	7	2	1	2	3	3
Ledyard	4	3	6	7	15	8	22	7	6	7	8	2
Lisbon	2	5	3	1	8		9	2	1	3	3	2
Litchfield	1	5	3	2	4	1	5	1	4	1	1	
Lyme	1	1								1		1
Madison	4	3	8	3	9	5	11	4	9	2	6	4
Manchester	40	42	28	74	84	41	73	36	35	36	40	47
Mansfield	3	5	9	4	4	2	10	6	3	3	3	1
Marlborough		2	4	3	3	1	5	4	1		4	3
Meriden	36	53	57	81	85	47	86	51	33	41	63	34
Middlebury	3	1	3	3	1	2	8	2	2	2	4	2
Middlefield	2	4	2	2	4	3	3		1	3	3	2
Middletown	24	30	31	43	45	28	45	20	25	35	36	17
Milford	19	31	28	36	42	28	48	25	17	28	32	24
Monroe	5	6	12	9	20	10	26	10	5	3	14	3
Montville	3	3	6	11	15	6	14	4	8	10	21	14
Morris	1			3	1	1	1		2	1		1
Naugatuck	16	23	18	33	53	24	33	15	23	23	24	25
New Britain	46	62	55	142	113	55	128	51	63	77	75	60
New Canaan	1	2	2	2	2	6	6		1	3	3	4
New Fairfield	2		4	4	10	3	14	6	4	3	9	3
New Hartford	4	6	1	1	7	4	5	6	4	2	2	1
New Haven	76	80	83	142	186	90	193	91	74	103	99	89

Town Name	May 26, 2019	June 2, 2019	June 9, 2019	June 16, 2019	June 23, 2019	June 30, 2019	July 7, 2019	July 14, 2019	July 21, 2019	July 28, 2019	August 4, 2019	August 11, 2019
Newington	6	10	9	24	18	19	28	14	18	9	17	20
New London	27	18	18	43	32	17	34	20	17	19	32	22
New Milford	11	7	5	12	28	9	44	14	6	10	14	10
Newtown	6	10	5	14	12	6	37	9	8	10	6	9
Norfolk	1	1	1		1		1					1
North Branford	4	5	3	6	19	6	13	4	7	8	6	3
North Canaan								1		1	1	
North Haven	10	14	10	23	21	9	15	11	16	14	17	10
North Stonington	2		1	3	8	3	4	1		2	3	1
Norwalk	37	29	24	47	51	33	72	38	35	42	39	43
Norwich	17	20	23	54	61	26	52	29	28	30	23	30
Old Lyme	1	3	6	5	4		6	1	1	3	1	2
Old Saybrook	3	3	3	5	10	1	2	1	6	5	5	9
Orange	5	6	3	6	6	7	6	3	1	6	3	7
Oxford	6	4	7	11	16	7	10	6	4	2	5	7
Plainfield	5	13	6	16	17	10	18	9	8	14	13	16
Plainville	5	6	11	12	19	6	18	13	10	18	13	14
Plymouth	8	4	8	17	20	5	18	7	13	13	5	14
Pomfret	1		2	2	1	3	5		3		4	
Portland	1	5	3	5	8	4	9	5	8	7	3	10
Preston	2	3	2	3	3	4	3	4	1	4	4	1
Prospect	6	5	5	6	13	5	8	2	3	3	9	5
Putnam	2	7	5	1	7	1	12	3	3	3	7	4
Redding		4	4	1	2	2	7	3	3	2	4	1
Ridgefield	2	8	5	8	3	3	14	3	2	9	4	7
Rocky Hill	7	5	9	19	7	4	21	5	8	5	9	7
Roxbury	1				1		5		1	1	1	
Salem	3	1	3	3	2		2		1	2	2	1
Salisbury		1		1	1	1	2			2	1	1
Deep River	1	1	2	7	3	1	4	4	1	1	4	2
Scotland						1			1		1	

Town Name	May 26, 2019	June 2, 2019	June 9, 2019	June 16, 2019	June 23, 2019	June 30, 2019	July 7, 2019	July 14, 2019	July 21, 2019	July 28, 2019	August 4, 2019	August 11, 2019
Seymour	12	14	6	22	16	7	14	14	6	22	9	6
Sharon					1		2		1	1		
Shelton	13	22	22	39	47	18	67	24	17	21	26	13
Sherman			2	1	4	1	2	1	1			
Simsbury	5	7	5	9	15	4	12	7	11	5	6	7
Somers	1	2	1	2	9	3	11	4	2	2	3	4
Southbury	6	5	1	7	5	3	20	6	6	8	8	4
Southington	11	15	12	35	26	6	31	15	12	19	21	16
South Windsor	4	8	6	14	23	8	20	11	14	10	11	11
Sprague	4	2	1	7	8		4	2	2	3	4	3
Stafford	6	8	3	17	21	6	17	8	6	5	8	5
Stamford	39	46	42	74	94	35	91	42	43	44	73	67
Sterling	1	3	1	2	2	1	2	1	4		1	2
Stonington	1	7	4	8	8	3	16	5	5	6	4	4
Stratford	26	43	39	62	73	33	71	30	32	34	38	30
Suffield	3	6		14	6	7	8	8	4	2	16	5
Thomaston	2	6	2	4	9	6	8	2	1	6	5	6
Thompson	2		3	1	3	3		1	3	1	1	
Tolland	3	3	13	10	7	11	10	5	2	9	5	8
Torrington	17	29	18	40	55	43	51	30	21	25	21	22
Trumbull	12	19	12	21	21	13	32	9	15	13	14	11
Union					1	1				1		1
Vernon	15	18	17	34	35	11	28	11	13	19	26	19
Voluntown			3		2	3	2		3	4	3	1
Wallingford	11	28	28	31	26	15	51	17	14	22	37	12
Warren		1	1	1	4						1	
Washington				2	3	1	4	1			2	2
Waterbury	74	113	99	137	198	122	209	98	84	115	104	103
Waterford	14	9	12	17	30	8	9	8	5	12	9	8
Watertown	3	14	12	28	18	14	29	14	8	17	12	11
Westbrook	1	2	4	3	7		2	2	6		2	2

Town Name	May 26, 2019	June 2, 2019	June 9, 2019	June 16, 2019	June 23, 2019	June 30, 2019	July 7, 2019	July 14, 2019	July 21, 2019	July 28, 2019	August 4, 2019	August 11, 2019
West Hartford	26	24	19	32	27	28	33	16	21	28	27	21
West Haven	33	28	42	59	59	35	76	37	29	45	35	24
Weston	1	5	2	2		2	1	1	2	2	2	1
Westport	1	6	6	11	2	8	8	11	6	5	5	5
Wethersfield	7	15	6	23	14	10	20	15	12	12	11	17
Willington	1	4	2	3	10	3	3			2	1	2
Wilton		7	2	2	6	5	6	1	1	9	7	4
Winchester	4	4	6	5	16	9	17	7	9	12	8	11
Windham	17	24	30	27	33	16	35	24	19	18	21	14
Windsor	12	24	25	25	33	21	26	15	22	16	25	23
Windsor Locks	6	8	2	9	11	4	20	5	4	11	20	3
Wolcott	5	6	9	13	21	8	22	10	10	8	14	11
Woodbridge	2	3	5	4	2	4	4		1	4	3	1
Woodbury	4	2	8	3	11	3	10	3	2	3	1	3
Woodstock	5	2	6	4	8	7	2	4	1	1	5	1
Out of state	111	160	129	161	147	151	203	129	136	146	160	126
unknown	7	15	10	32	42	18	33	27	18	25	21	19

Town Name	August 18, 2019	August 25, 2019	Sept. 1, 2019	Sept. 8, 2019	Sept. 15, 2019	Sept. 22, 2019	Sept. 29, 2019	October 6, 2019	October 13, 2019	October 20, 2019	October 27, 2019	Nov. 3, 2019
Total	1,864	1,647	1,693	2,013	1,653	1,487	1,789	2,213	1,730	1,910	2,226	2,152
Andover		3		1	2		1	2	1	4	1	2
Ansonia	15	8	14	25	14	14	9	25	12	32	19	18
Ashford			2	2			2	1	6		1	4
Avon	3	4	7	3	3	8	3	8	2	2	8	3
Barkhamsted	2	5		4	2	2	1	2	2	4	1	2
Beacon Falls	2	2	3	2	6	2	3	4	3	6	5	2
Berlin	8	4	5	11	6	4	8	7	8	12	12	7
Bethany	1	1		1	5	2	2	2	2	2	4	
Bethel	4	6	3	7	4	5	1	10	5	8	4	12
Bethlehem	2	1	2		1		1	2	1	1	1	3
Bloomfield	15	13	18	19	17	14	12	21	9	13	17	25
Bolton		1	3	3	1	1	1		2	2	1	2
Bozrah		2		2	1	1			2		1	4
Branford	13	14	10	17	12	6	10	19	12	9	19	13
Bridgeport	119	86	87	144	88	73	85	140	101	102	348	115
Bridgewater		1		1	1			1			1	
Bristol	41	38	38	52	33	28	42	54	45	46	46	47
Brookfield	4	8	9	2	10	7	7	10	4	11	5	10
Brooklyn	4	1	3	1	6	1	3	4	4	2	4	4
Burlington	5	4	8	6	4	5	4	3	5	6	2	5
Canaan		1		1	1			2	1		2	2
Canterbury	2	4	2	2	2	2	3	2	4	2	3	4
Canton	2	3	12	4	3	2	4	3	1	2	3	6
Chaplin	1	1	2		1	2	3		1	2		
Cheshire	6	5	8	6	9	12	2	8	9	6	7	13
Chester	3	1	1	2		1		1	2		3	3
Clinton	2	3	8	4	2	2	5	5	5	8	8	3
Colchester	5	9	9	10	4	7	6	9	4	5	15	10
Colebrook	1			1	1			2			2	
Columbia	5	1	1	1	3	1	3	5		6	5	3

Town Name	August 18, 2019	August 25, 2019	Sept. 1, 2019	Sept. 8, 2019	Sept. 15, 2019	Sept. 22, 2019	Sept. 29, 2019	October 6, 2019	October 13, 2019	October 20, 2019	October 27, 2019	Nov. 3, 2019
Cornwall	1											
Coventry	6	6	1	4	7	4	5	1	7	5	7	5
Cromwell	5	4	7	9	4	7	11	5	7	8	6	2
Danbury	26	16	30	31	36	29	21	32	20	30	46	29
Darien	3	3	2	1	4	3	3	2	2	1	4	2
Derby	3	2	14	20	9	11	8	17	6	12	13	13
Durham	2	5	4	4	1	2	4	5	2	2	1	1
Eastford	2	1	1		1	1	1				1	
East Granby		1		4		2	5	1	2	2	2	4
East Haddam	4	3	2	5	1	4	3	3	3	2	4	4
East Hampton	8	5	4	4	4	6	1	4	5	3	13	9
East Hartford	48	39	36	37	29	30	46	46	32	27	44	39
East Haven	11	8	16	25	17	15	13	19	13	11	24	21
East Lyme	4	7	4	7	3	6	6	5	4	9	7	10
Easton	1	1	3		2	2			2	2		2
East Windsor	4	7	3	3	6	5	4	6	9	7	11	6
Ellington	3	8	5	9	7	7	4	6	6	7	8	6
Enfield	24	12	7	13	11	21	16	28	13	17	12	17
Essex	4	1	1	3	1	1	2	1	1		4	1
Fairfield	15	20	20	12	18	12	14	18	16	8	5	18
Farmington	13	8	12	11	10	8	5	12	4	6	7	13
Franklin		1		4	1	1	1		1		2	
Glastonbury	13	5	8	10	7	6	9	7	4	9	6	18
Goshen			1				1	2	3	1		1
Granby	12	5	1	2	2	5	4	5	3	3	6	2
Greenwich	12	11	5	14	6	10	4	12	17	9	15	13
Griswold	7	6	7	9	8	7	9	2	9	6	10	14
Groton	12	11	16	16	17	6	19	15	12	14	15	19
Guilford	5	4	8	8	5	4	7	10	4	9	5	12
Haddam		1	2	1		1	1	6	3	2	1	7
Hamden	26	22	33	30	31	26	20	38	31	26	30	26

Town Name	August 18, 2019	August 25, 2019	Sept. 1, 2019	Sept. 8, 2019	Sept. 15, 2019	Sept. 22, 2019	Sept. 29, 2019	October 6, 2019	October 13, 2019	October 20, 2019	October 27, 2019	Nov. 3, 2019
Hampton	1	2		1	2		1	2		1	2	
Hartford	118	94	91	117	103	75	104	132	97	101	99	86
Hartland	4			2			1				1	
Harwinton	2	2	3	2		1	1	1	1	1	2	2
Hebron	3	3	2	3	3	2	1	3	3	3	3	3
Kent	1		2					1			2	2
Killingly	10	6	9	7	7	9	11	17	6	12	15	6
Killingworth	4	3	1	1		3		2	2	5	4	2
Lebanon	4	1	6	5	2	6	5	4	2	4	2	6
Ledyard	5	5	2	6	5	6	10	4	6	6	10	2
Lisbon	3			3	1	2	2	2	1	2	2	4
Litchfield	4	4	3	3	1	1	1	8	3	1	1	3
Lyme			1				1		2	1		1
Madison	5	8	4	5	6	1	7	6	3	2	5	4
Manchester	26	28	35	36	24	29	48	33	40	25	32	35
Mansfield	2	3	2	3	2	2	2	3	4	3	4	1
Marlborough		4	2	3	3	1	3	2	1	1	4	4
Meriden	44	44	44	52	30	37	45	50	37	31	33	47
Middlebury	2	4	1	3	2		1	1	4	2	2	3
Middlefield	2			4	1	5	1	1	4	6	3	2
Middletown	28	19	27	36	25	31	26	42	23	28	23	29
Milford	19	35	16	32	22	14	30	35	15	25	26	24
Monroe	7	5	7	5	4	9	8	6	3	6	9	11
Montville	9	11	11	9	10	4	5	14	6	20	10	9
Morris	1	1	1	1			2	1	3	3		1
Naugatuck	21	17	20	31	21	12	25	27	15	23	24	16
New Britain	86	58	64	67	71	43	72	58	57	64	52	47
New Canaan	6	2	4	5	2	1	2	4	2	1	1	6
New Fairfield	2	2	4	3	4	1	6	4	2	5	4	3
New Hartford		2	2		4	2	4	1	3		2	2
New Haven	72	71	68	89	71	70	75	106	81	79	73	78

Town Name	August 18, 2019	August 25, 2019	Sept. 1, 2019	Sept. 8, 2019	Sept. 15, 2019	Sept. 22, 2019	Sept. 29, 2019	October 6, 2019	October 13, 2019	October 20, 2019	October 27, 2019	Nov. 3, 2019
Newington	7	13	21	18	16	22	12	14	13	16	11	21
New London	15	16	24	16	16	15	10	20	21	19	21	26
New Milford	14	8	10	10	20	4	19	9	13	15	13	16
Newtown	9	6	7	8	8	7	9	13	4	7	9	12
Norfolk	2				1			1	1			
North Branford	7	5	5	4	3	3	7	2	7	6	3	7
North Canaan								1				1
North Haven	11	14	13	14	7	3	8	10	9	8	12	10
North Stonington		1		1	4	1	2	1	1	2	2	6
Norwalk	31	18	26	22	30	27	24	30	23	31	47	58
Norwich	22	29	18	27	22	24	22	27	22	27	22	29
Old Lyme	1	4	4	1	2	2	2	5	2	6		5
Old Saybrook	4	2	5	2	3	3	1	1	4	4	6	6
Orange	4	4	3	7	1	1	5	4	2	4	2	3
Oxford	3		7	9	6	5	2	5	6	3	3	6
Plainfield	4	7	10	8	5	13	9	15	10	11	12	12
Plainville	15	10	15	12	3	7	12	17	12	10	8	7
Plymouth	5	6	8	11	10	9	6	9	11	7	8	8
Pomfret	1	3	1		2	3	1	3	3	2	2	1
Portland	4	3	3	2	2	5	3	5	2	2	6	6
Preston	3		2	2		1	3	3		4	3	
Prospect	6	6	3	1	5	4	6	4	4	2	5	4
Putnam	3	5	5	4	1	1	2	5	8	6	6	2
Redding	2	1		3	2		3		2		4	1
Ridgefield	4	2	5	2	3	4	1	4	4	2	2	8
Rocky Hill	14	8	13	5	4	12	5	6	6	9	8	5
Roxbury	1					1	1					
Salem	1				1	1	2	3	1	5	2	
Salisbury		1						1		3	4	1
Deep River	2	2	1		3	1	2	2	1	2	2	4
Scotland					1		1					

Town Name	August 18, 2019	August 25, 2019	Sept. 1, 2019	Sept. 8, 2019	Sept. 15, 2019	Sept. 22, 2019	Sept. 29, 2019	October 6, 2019	October 13, 2019	October 20, 2019	October 27, 2019	Nov. 3, 2019
Seymour	9	9	12	20	9	4	10	15	3	26	1	15
Sharon	2	1									1	
Shelton	16	24	11	48	16	15	25	25	19	24	22	17
Sherman	2	1	1	2					1	1	1	2
Simsbury	6	6	9	12	4	1	11	13	5	12	11	1
Somers	9	2	4	2	2	5	8	4	5	2	1	5
Southbury	7	7	7	4	2	3	4	6	7	6	7	6
Southington	9	14	22	19	11	17	17	25	25	22	24	21
South Windsor	5	9	10	7	8	6	11	11	7	9	9	10
Sprague	2	3	1	2		3	4	2	1		5	3
Stafford	5	6	3	2	4	3	3	5	5	8	7	6
Stamford	46	42	35	36	45	30	36	48	46	48	58	67
Sterling	1	1	2	3		2	1	4	1	2	1	3
Stonington	1	4	8	2	5	3	4	6	1	6	5	5
Stratford	38	29	23	36	25	25	32	35	26	25	33	39
Suffield	3	5	4	3	2	3	2	4	5	3	4	7
Thomaston	4	2	3	3	3	2	6	3	3	6	2	7
Thompson	3	2	1					2	1	2	1	2
Tolland	3	3	2	4	7	3	8	5	3	4	3	6
Torrington	16	18	13	28	22	17	18	21	12	16	28	20
Trumbull	8	5	5	18	12	10	10	15	9	10	14	14
Union				2								1
Vernon	17	10	9	19	16	12	22	28	15	15	19	22
Voluntown		1	2	4		2	2		1	1	2	3
Wallingford	22	21	17	21	18	24	20	15	16	15	17	20
Warren	1							2	1			
Washington	2			1	1	2		2	1	2		
Waterbury	101	80	75	106	91	73	83	116	102	149	96	117
Waterford	7	10	9	8	6	4	5	10	8	4	10	12
Watertown	9	12	9	9	12	6	6	6	15	9	21	11
Westbrook		2	2	5	7	2	4			7	2	4

Town Name	August 18, 2019	August 25, 2019	Sept. 1, 2019	Sept. 8, 2019	Sept. 15, 2019	Sept. 22, 2019	Sept. 29, 2019	October 6, 2019	October 13, 2019	October 20, 2019	October 27, 2019	Nov. 3, 2019
West Hartford	23	19	14	23	14	17	22	25	31	22	19	30
West Haven	35	26	29	29	26	18	34	39	26	29	31	36
Weston	4		2		1	2	3	1	3	3		3
Westport	3	2	2	6	6	6	7	3	5	4	6	6
Wethersfield	17	9	9	8	11	12	7	15	18	5	13	17
Willington	2	2	3		2		1	5	2	2	1	3
Wilton	1	3	9	3	1	2	5	4	3	4	3	3
Winchester	8	4	5	7	5	1	5	11	8	5	11	8
Windham	16	22	17	11	10	14	14	20	14	16	19	25
Windsor	21	12	21	11	16	20	22	15	16	14	17	17
Windsor Locks	9	3	3	11	3	5	6	5	9	9	5	13
Wolcott	9	5	10	9	8	4	4	14	4	9	7	13
Woodbridge	5	2			1	1	1	2	1	1	2	2
Woodbury	3	2	5	4	4	1	3	4	3	3	1	6
Woodstock	1	2	3			4	3	3	2	3	2	1
Out of state	113	123	101	94	103	98	136	151	109	129	138	166
unknown	15	21	12	18	17	15	16	18	20	13	16	17

Town Name	Nov. 10, 2019	Nov. 17, 2019	Nov. 24, 2019	Dec. 1, 2019	Dec. 8, 2019	Dec. 15, 2019	Dec. 22, 2019	Dec. 29, 2019	January 5, 2020	January 12, 2020	January 19, 2020	January 26, 2020
Total	1,984	2,541	2,293	2,822	2,846	4,045	7,978	3,013	7,041	3,350	2,876	2,648
Andover	4		2	1	3	8	8	1	8	3	2	1
Ansonia	12	13	16	17	19	25	65	22	58	18	25	16
Ashford	1		5	4	5	5	12	2	8	7	3	4
Avon	8	9	6	4	7	6	13	13	12	6	8	7
Barkhamsted	1	2	4	1	10	5	8	6	8	7	6	4
Beacon Falls	3	5	4	5	5	5	12	4	10	6	5	5
Berlin	17	11	12	12	18	26	51	5	38	20	3	14
Bethany	1	1	4	5	2	7	5	1	6	6	3	1
Bethel	9	8	7	12	8	14	38	19	38	18	9	13
Bethlehem		2	3	3	6	4	18	4	13	2	1	6
Bloomfield	11	13	15	18	23	14	36	15	38	18	20	16
Bolton	1	3	2	5	6	2	7	1	9	3	2	6
Bozrah		1	2		2	4	6	3	3	2	2	4
Branford	11	18	13	9	17	19	54	32	39	19	21	21
Bridgeport	111	150	109	163	147	248	410	177	473	197	190	159
Bridgewater				1	1		2			3	3	
Bristol	25	49	78	68	74	92	198	54	154	53	68	56
Brookfield	7	10	5	9	3	12	25	7	12	8	7	13
Brooklyn	3	7	7	4	2	4	13	13	7	4	4	8
Burlington	3	3	6	4	5	9	14	6	16	4	9	4
Canaan	2	2	3	3	4	7	8	2	3	3	3	2
Canterbury	2	5	1	2	4	6	19	6	10	6	5	3
Canton	7	4	4	5	8	3	9	8	15	8	4	6
Chaplin	2		1	1	1	6	8	2	3	4	3	2
Cheshire	9	11	10	10	11	7	29	18	22	9	8	6
Chester		2	4	2	1	5	6	1	10	3	7	3
Clinton	5	7	5	9	8	11	25	11	26	13	14	8
Colchester	8	15	5	12	11	15	34	18	36	16	6	7
Colebrook	1		1	1	3	3	4	1	3	1	1	3
Columbia		4	5	7	7	5	12	5	5	3	7	

Town Name	Nov. 10, 2019	Nov. 17, 2019	Nov. 24, 2019	Dec. 1, 2019	Dec. 8, 2019	Dec. 15, 2019	Dec. 22, 2019	Dec. 29, 2019	January 5, 2020	January 12, 2020	January 19, 2020	January 26, 2020
Cornwall					1			1		3	1	1
Coventry	8	13	5	9	11	16	27	6	29	13	12	10
Cromwell	3	10	9	13	11	12	23	10	30	5	6	7
Danbury	36	35	34	62	62	103	147	68	152	65	54	53
Darien	3	5	3	2	1	1	3	8	5	3	2	3
Derby	9	17	6	10	10	11	40	7	25	8	11	13
Durham	2	6	4	4	3	8	10	7	12	2	5	6
Eastford				1	1	2	3	1	2	1	1	1
East Granby		1	4	4	4	4	6	3	8	1	2	4
East Haddam	5	6	5	6	4	9	19	8	27	6	7	6
East Hampton	5	10	2	6	12	19	31	10	33	14	15	9
East Hartford	33	38	42	53	60	74	170	45	136	58	63	56
East Haven	27	13	21	27	21	32	82	36	64	33	23	29
East Lyme	7	13	7	15	4	12	37	15	27	9	11	6
Easton	7	1	1	3	4	3	5	1	5	5	2	3
East Windsor	6	13	8	10	14	18	19	11	27	8	4	5
Ellington	6	10	6	15	12	10	30	9	24	10	11	12
Enfield	14	20	17	39	19	43	79	22	62	29	21	29
Essex	2		2	1	3	9	12	5	12	9	7	5
Fairfield	12	18	12	22	12	25	39	23	49	20	18	16
Farmington	7	10	9	15	15	18	28	14	31	20	11	10
Franklin		2	1	2		1	5	2	2		4	1
Glastonbury	13	15	9	11	16	13	24	13	34	13	6	16
Goshen	2	2	3	5	5	4	6	4	6	6	1	2
Granby	4	2	6	13	3	7	10	2	14	4	11	1
Greenwich	7	8	17	11	10	12	20	10	34	13	9	9
Griswold	7	12	9	5	9	11	40	16	20	16	10	10
Groton	13	13	19	20	24	36	87	33	53	35	24	23
Guilford	7	2	3	12	5	6	24	9	13	12	10	8
Haddam	4	5	3	8	9	11	21	9	25	5	6	5
Hamden	34	41	21	36	31	58	107	30	72	40	37	35

Town Name	Nov. 10, 2019	Nov. 17, 2019	Nov. 24, 2019	Dec. 1, 2019	Dec. 8, 2019	Dec. 15, 2019	Dec. 22, 2019	Dec. 29, 2019	January 5, 2020	January 12, 2020	January 19, 2020	January 26, 2020
Hampton	2		3	2	1	4	9	3	7	2	1	2
Hartford	93	128	126	163	184	200	378	110	335	183	146	143
Hartland		1			3		2	1	4	2	1	
Harwinton		4	3	3	1	9	13	5	9	8	6	5
Hebron	10	5	9	2	5	8	22	10	13	12	6	1
Kent		1		2	1	2	2	1	8	2	3	1
Killingly	13	4	7	16	10	22	55	21	25	10	16	12
Killingworth	1	2	1	1	3	8	9	6	12	2	1	7
Lebanon	6	6	7	6	8	15	27	6	25	7	8	5
Ledyard	5	7	7	8	5	9	39	15	29	12	10	5
Lisbon		3	4	2	3	10	20	5	12	1	4	3
Litchfield	6	9	6	5	10	6	20	3	17	5	10	4
Lyme		1			2	6	1	4				2
Madison	4	3	3	8	6	11	14	5	14	9	6	5
Manchester	34	52	34	44	42	60	123	47	101	38	46	40
Mansfield	4	6	7	4	3	9	18	6	13	7	3	6
Marlborough		2	2	2	6	4	12	3	13	4	5	2
Meriden	59	50	52	55	54	88	171	69	155	68	62	60
Middlebury	5		3	1	5	4	14	4	14	6	1	3
Middlefield	2	5	2	2	4	5	5	5	9	6	2	5
Middletown	28	37	25	35	38	64	111	26	107	45	39	36
Milford	24	28	27	28	23	34	76	41	68	46	38	31
Monroe	11	5	8	14	12	15	42	9	26	13	14	7
Montville	10	8	11	6	19	21	61	17	39	21	8	9
Morris	2	2		3	2	4	8	2	7	6	1	4
Naugatuck	24	30	33	33	30	56	127	53	86	45	25	23
New Britain	62	74	97	65	85	129	269	79	190	113	89	87
New Canaan	4	3	1	6	5	2	6	4	6	1	4	4
New Fairfield	5	5	2	3	5	7	27	3	14	5	11	5
New Hartford	2	2		6	9	3	12	9	13	5	2	7
New Haven	70	93	73	109	91	152	307	113	211	111	116	91

Town Name	Nov. 10, 2019	Nov. 17, 2019	Nov. 24, 2019	Dec. 1, 2019	Dec. 8, 2019	Dec. 15, 2019	Dec. 22, 2019	Dec. 29, 2019	January 5, 2020	January 12, 2020	January 19, 2020	January 26, 2020
Newington	15	13	24	20	26	26	45	16	56	22	17	20
New London	16	23	11	42	28	39	84	38	56	30	25	36
New Milford	13	20	19	18	27	37	56	20	51	17	19	25
Newtown	10	5	9	11	11	19	39	16	32	15	9	9
Norfolk		2	2	4		2	2	1	6			1
North Branford	4	9	7	10	7	26	32	17	26	11	16	11
North Canaan		1			3		1	1	3	2		
North Haven	11	14	13	20	13	21	66	15	36	17	18	14
North Stonington	2	4	2	4	1	1	12	5	9	2	1	2
Norwalk	37	61	39	62	69	94	154	52	178	83	68	47
Norwich	39	39	41	33	41	49	107	43	98	46	36	33
Old Lyme	5	4	2	1	2	1	17	9	9	3	8	6
Old Saybrook	3	2	6	3	4	6	13	6	17	7	5	7
Orange	5	4	5	7	2	4	15	9	14	10	3	8
Oxford	4	5	3	10	9	11	29	12	24	6	9	8
Plainfield	10	15	12	19	14	21	62	10	32	13	15	17
Plainville	10	12	22	22	19	24	56	23	55	12	20	22
Plymouth	9	20	14	18	17	30	56	20	45	18	18	16
Pomfret	2	1	2	2	1	3	6	4	4	2	3	
Portland	1	9	9	16	6	11	16	6	21	9	9	9
Preston		5	4	3	2		15	4	8	5	3	4
Prospect	1	9	7	11	5	8	20	6	14	9	5	8
Putnam	4	7	4	8	8	7	12	9	13	7	7	8
Redding	3				2	3	7	5	16	6	4	3
Ridgefield	8	4	3	6	2	5	10	6	13	9	3	12
Rocky Hill	4	14	7	13	7	11	24	12	24	17	13	2
Roxbury				1	1	1	3	4	2	4	1	
Salem	5	5	1	3	3	2	6	2	3	2	2	7
Salisbury		1	2	1	3	7	3	1	4	1		
Deep River	5	2	1	3	4	4	15	7	16	1	2	2
Scotland	1		1	1	1		1	2	2	2	1	1

Town Name	Nov. 10, 2019	Nov. 17, 2019	Nov. 24, 2019	Dec. 1, 2019	Dec. 8, 2019	Dec. 15, 2019	Dec. 22, 2019	Dec. 29, 2019	January 5, 2020	January 12, 2020	January 19, 2020	January 26, 2020
Seymour	17	8	13	15	15	18	51	21	44	19	23	9
Sharon		2	1	1	3	5	2	1	3	4	1	2
Shelton	24	25	17	23	31	39	93	42	65	27	33	31
Sherman			1	2		1	9	1	3	1	2	4
Simsbury	6	12	11	9	11	8	14	16	17	5	9	7
Somers	2	10	4	6	10	3	17	6	8	11	6	8
Southbury	9	11	7	8	14	16	19	6	26	8	8	10
Southington	24	28	36	29	25	45	96	41	89	28	30	23
South Windsor	9	8	8	10	20	13	28	10	30	7	13	17
Sprague	2	3	3	7	4	3	7	5	11	3	3	5
Stafford	8	4	9	10	17	11	37	8	24	11	18	15
Stamford	57	50	33	80	65	86	153	63	197	104	70	65
Sterling	2		4	5	2	6	17	3	10	4	3	5
Stonington	8	4	6	11	4	10	25	11	32	10	6	9
Stratford	24	38	26	44	42	75	139	46	111	50	52	35
Suffield	4	6	3	2	11	9	26	5	15	12	3	8
Thomaston	9	17	15	11	7	21	31	3	19	11	5	11
Thompson	3	2	5	5	2	4	6	3	2	2	1	3
Tolland	6	7	9	10	6	13	16	14	13	6	5	7
Torrington	23	44	39	41	30	68	132	56	108	73	44	34
Trumbull	10	13	10	20	19	16	38	17	47	22	17	17
Union		1	1				1		1	2		
Vernon	18	23	14	24	51	46	67	32	55	29	33	27
Voluntown	1	1	1	2	1	3	4	7	7	4	3	2
Wallingford	20	21	22	28	22	42	83	36	78	42	28	30
Warren		2	1	2			4	1	2		1	1
Washington	3	1	3	1	3	6	3	1	3	4	1	2
Waterbury	105	181	150	118	147	228	506	145	327	173	131	124
Waterford	5	12	10	13	19	23	46	17	31	11	14	10
Watertown	7	24	22	16	19	30	69	14	48	19	18	9
Westbrook	1	1	3	4	5	4	8	8	13	9	4	5

Town Name	Nov. 10, 2019	Nov. 17, 2019	Nov. 24, 2019	Dec. 1, 2019	Dec. 8, 2019	Dec. 15, 2019	Dec. 22, 2019	Dec. 29, 2019	January 5, 2020	January 12, 2020	January 19, 2020	January 26, 2020
West Hartford	17	30	19	25	21	34	51	25	71	29	21	21
West Haven	28	40	43	44	28	74	106	46	96	60	44	52
Weston	4		1	1	4	2	4	4	1	1		2
Westport	3	4	6	6	8	9	12	4	20	3	11	6
Wethersfield	15	6	14	19	16	26	46	15	33	17	20	14
Willington	3	4	2	1	4	6	19	6	14	5	1	4
Wilton	3	4	5	6	7	6	11	7	9	7	3	6
Winchester	7	11	6	8	8	15	37	16	35	13	20	6
Windham	20	29	29	30	41	53	84	32	53	41	30	16
Windsor	16	24	22	17	18	33	53	19	50	42	29	23
Windsor Locks	11	10	9	12	14	31	37	22	35	13	8	8
Wolcott	7	24	11	8	14	15	54	20	23	17	15	10
Woodbridge	2	2	5	3		3	7	3	5	2	2	3
Woodbury	2	4	5	8	13	9	30	10	16	11	17	7
Woodstock	1	2	7	5	2	11	15		4	6	9	3
Out of state	163	190	148	196	188	213	271	154	465	209	154	143
unknown	15	16	22	32	28	52	101	34	80	46	29	45

Data after March 22 incomplete

Town Name	February 2, 2020	February 9, 2020	February 16, 2020	February 23, 2020	March 1, 2020	March 8, 2020	March 15, 2020	March 22, 2020	March 29, 2020	April 5, 2020	April 12, 2020
Total	2,760	2,427	1,836	2,083	2,301	5,982	77,604	64,063	46,807	21,833	7,808
Andover	2	1	1	1	3	1	81	76	58	18	2
Ansonia	21	17	13	15	13	46	437	467	322	134	35
Ashford	2	4	4	3	1	7	69	82	59	26	11
Avon	6	2	7	8	9	18	227	210	199	94	31
Barkhamsted	6	4	2	4	3	6	67	75	39	19	11
Beacon Falls	3	3	5	3	4	9	142	117	79	34	14
Berlin	12	15	10	9	13	29	363	362	250	112	23
Bethany	4	3		1	5	8	85	71	68	31	11
Bethel	13	10	4	12	13	39	423	375	303	139	53
Bethlehem	2	3	2	6	1	5	58	67	48	22	5
Bloomfield	20	12	12	20	17	31	326	285	249	152	40
Bolton	4	5		3	2	9	98	71	63	24	13
Bozrah	1	2	3		3	5	100	50	25	15	6
Branford	17	18	13	14	15	53	716	619	433	209	64
Bridgeport	150	136	92	118	98	209	2,608	2,631	1,889	939	334
Bridgewater	2	2				1	24	24	24	11	4
Bristol	69	48	40	50	46	130	1,564	1,292	858	424	181
Brookfield	9	6	7	4	7	26	319	323	283	112	37
Brooklyn	4	1	7	2	5	15	155	143	95	41	12
Burlington	6	2	4	2	8	18	178	158	109	51	23
Canaan	1	1	1		1	7	37	59	35	19	7
Canterbury	9	10	5	2	2	16	153	95	62	22	8
Canton	4	4	2	2	2	10	225	164	111	71	19
Chaplin		1	2		2	9	46	50	29	12	6
Cheshire	12	7	7	10	15	26	467	436	298	138	74
Chester	1	4		2		3	91	75	63	22	16
Clinton	9	9	4	8	7	24	356	242	212	78	39
Colchester	10	15	8	8	7	35	467	314	207	91	26
Colebrook	1	1		2	3	3	16	13	18	9	3
Columbia	5	3	1	2	2	8	110	102	54	29	8

Data after March 22 incomplete

Town Name	February 2, 2020	February 9, 2020	February 16, 2020	February 23, 2020	March 1, 2020	March 8, 2020	March 15, 2020	March 22, 2020	March 29, 2020	April 5, 2020	April 12, 2020
Cornwall					1	2	14	24	16	9	
Coventry	8	11	6	13	9	21	269	248	151	85	27
Cromwell	5	5	4	8	7	25	319	266	158	77	30
Danbury	52	45	20	38	40	102	1,301	1,385	1,174	511	133
Darien	6	4	3	4	1	15	117	127	122	54	25
Derby	13	8	2	19	18	27	328	301	174	92	26
Durham	7	6	3	3	2	8	101	118	114	28	15
Eastford	1	2	1		1	5	21	19	13	6	1
East Granby	3	4		2	1	6	89	75	67	25	13
East Haddam	4	4	5	3	7	12	187	141	117	46	10
East Hampton	7	4	11	3	6	26	257	197	162	70	21
East Hartford	53	43	35	40	48	95	1,247	1,018	786	415	132
East Haven	16	17	16	14	23	45	761	689	449	187	78
East Lyme	9	15	8	13	7	34	464	303	208	88	34
Easton			3	1	2	9	74	111	84	35	13
East Windsor	12	12	2	8	7	10	224	227	149	66	25
Ellington	12	10	9	7	11	16	294	303	196	99	37
Enfield	27	23	19	18	22	41	730	701	518	229	85
Essex	2	4		3	2	12	136	101	71	32	15
Fairfield	28	23	11	11	26	60	775	778	676	292	98
Farmington	15	8	7	10	11	29	434	349	280	143	40
Franklin	3	1	2	1	3	5	64	31	17	8	3
Glastonbury	15	7	14	9	9	37	553	485	379	168	55
Goshen	3	1	1	1	1	7	42	44	28	15	1
Granby	3	3	6	1	4	12	166	157	103	53	16
Greenwich	17	11	10	7	15	41	469	472	437	200	72
Griswold	10	15	3	7	3	49	622	268	168	82	27
Groton	22	19	22	13	31	120	1,509	812	523	236	72
Guilford	11	6	2	1	7	24	353	319	275	115	35
Haddam	4	4	5	2	4	17	153	140	98	46	24
Hamden	39	32	30	38	38	69	1,005	874	684	319	151

Data after March 22 incomplete

Town Name	February 2, 2020	February 9, 2020	February 16, 2020	February 23, 2020	March 1, 2020	March 8, 2020	March 15, 2020	March 22, 2020	March 29, 2020	April 5, 2020	April 12, 2020
Hampton	2	1		3		2	42	51	26	8	4
Hartford	135	140	113	110	117	193	2,341	1,960	1,442	859	289
Hartland	2	2	2			1	25	33	19	10	3
Harwinton	4	7	3	2	2	6	82	110	49	33	10
Hebron	8	5	7	5	4	10	167	166	106	42	11
Kent	3			1		4	38	44	34	8	3
Killingly	20	11	13	13	19	34	349	251	214	86	36
Killingworth	4	1	3	1	1	6	100	93	74	36	14
Lebanon	6	6		4	2	11	184	134	100	43	15
Ledyard	9	5	5	5	9	49	774	344	241	79	34
Lisbon	4	2	1	4	1	12	188	96	56	20	5
Litchfield	3	3	2		2	13	149	143	101	40	6
Lyme					3	2	35	24	24	10	4
Madison	7	7	4	4	8	20	244	211	187	79	22
Manchester	51	34	23	30	43	91	1,474	1,225	834	433	160
Mansfield	6	4	7	2	6	9	180	169	106	60	16
Marlborough	3	3	2	2	4	7	106	90	79	25	13
Meriden	63	45	45	54	65	134	1,372	1,213	781	418	135
Middlebury	2	4	3	2	5	12	131	124	102	40	16
Middlefield	4	2	1	5	2	4	79	82	58	19	15
Middletown	35	42	23	35	28	59	1,003	826	540	258	85
Milford	53	41	30	26	29	106	1,347	1,043	800	340	132
Monroe	20	11	6	4	12	22	331	325	284	95	43
Montville	8	14	15	12	10	86	1,237	411	256	109	39
Morris	1		2	1	3	2	40	34	34	13	3
Naugatuck	34	29	24	24	20	54	748	643	417	206	73
New Britain	83	56	61	67	60	159	1,639	1,426	951	496	187
New Canaan	5	4	9	1	1	10	116	149	159	46	18
New Fairfield	6	5	4	3		27	203	186	152	65	21
New Hartford	3	5	7	4	2	6	128	112	109	43	19
New Haven	104	117	74	86	85	169	1,961	1,655	1,183	560	230

Data after March 22 incomplete

Town Name	February 2, 2020	February 9, 2020	February 16, 2020	February 23, 2020	March 1, 2020	March 8, 2020	March 15, 2020	March 22, 2020	March 29, 2020	April 5, 2020	April 12, 2020
Newington	9	24	9	13	16	47	738	606	454	211	71
New London	18	21	16	16	18	78	1,255	684	398	179	69
New Milford	27	20	9	13	10	52	581	596	450	159	66
Newtown	10	11	10	8	7	33	399	392	325	140	46
Norfolk	1		2	3	1	2	29	20	14	10	
North Branford	9	11	7	10	5	24	312	266	169	79	21
North Canaan		1		1		1	11	11	12	3	3
North Haven	15	15	13	14	9	38	469	454	314	143	45
North Stonington		3	3	2	1	13	146	89	59	20	7
Norwalk	61	55	42	37	47	139	1,787	1,639	1,313	564	225
Norwich	37	33	31	25	41	218	3,718	1,055	663	297	89
Old Lyme	2	5	4		2	17	150	113	90	46	10
Old Saybrook	6	3	2	4	5	20	216	159	144	70	23
Orange	10	9	6	3	4	22	226	218	207	64	31
Oxford	12	10	1	9	9	18	204	260	164	78	19
Plainfield	14	10	12	9	12	40	494	267	169	86	45
Plainville	17	10	10	9	14	23	501	405	268	127	51
Plymouth	8	10	7	8	12	14	305	271	175	59	30
Pomfret	4			1	2	5	50	42	37	20	12
Portland	6	7	4	3	9	18	202	158	119	55	14
Preston	3	1	1	3	1	18	227	104	72	37	12
Prospect	7	2	4	4	1	14	179	154	128	51	14
Putnam	4	5	7	4	2	16	177	122	120	42	15
Redding	8	1	2	2	4	10	94	107	88	39	13
Ridgefield	7	5	3	5	5	29	200	247	236	90	17
Rocky Hill	13	13	10	12	9	31	376	335	235	128	41
Roxbury			1				25	26	26	8	4
Salem	4	4	5	1	5	8	119	85	44	20	9
Salisbury	1	1	1		1	5	27	20	18	4	4
Deep River	6	3	1	2	2	5	121	79	46	22	14
Scotland	2			1	1	1	11	6	6	5	

Data after March 22 incomplete

Town Name	February 2, 2020	February 9, 2020	February 16, 2020	February 23, 2020	March 1, 2020	March 8, 2020	March 15, 2020	March 22, 2020	March 29, 2020	April 5, 2020	April 12, 2020
Seymour	21	20	10	6	16	33	392	383	255	109	39
Sharon						3	12	17	28	3	2
Shelton	44	30	15	18	25	75	846	853	594	249	86
Sherman	3	2	2		1	6	56	53	37	10	8
Simsbury	9	10	5	8	7	21	342	325	279	112	28
Somers	7	5	3	3	1	8	130	138	82	38	20
Southbury	9	6	7	11	6	15	287	304	229	109	32
Southington	27	22	27	27	25	56	920	841	575	250	84
South Windsor	19	15	10	16	18	32	453	398	310	161	54
Sprague	2	2	4	2	2	13	163	74	37	14	8
Stafford	9	11	5	12	13	15	187	215	153	53	31
Stamford	64	56	46	52	53	181	2,108	1,919	1,606	790	272
Sterling	4	1	4	1	5	3	71	47	32	13	6
Stonington	6	3	1	5	9	34	425	219	150	59	13
Stratford	48	37	20	16	38	91	1,130	1,058	766	369	124
Suffield	8	9	3	7	10	14	165	184	109	44	26
Thomaston	7	6	6	11	2	22	176	166	92	64	22
Thompson	5		2		1		47	46	33	21	6
Tolland	13	6	4	6	10	15	231	250	158	83	30
Torrington	25	30	27	47	32	60	729	746	431	220	74
Trumbull	27	25	16	11	22	73	567	521	433	197	67
Union		1			1		7	8	5	3	1
Vernon	23	24	18	19	30	53	786	569	417	203	95
Voluntown	2	1		3	2	5	132	49	31	17	6
Wallingford	30	31	18	16	40	83	1,043	889	604	272	88
Warren		1				1	15	20	20	4	2
Washington	1	1	2	4	5	6	49	45	42	14	3
Waterbury	104	95	79	119	109	166	2,107	2,051	1,380	661	267
Waterford	11	9	7	8	5	50	743	380	259	137	50
Watertown	15	12	13	12	12	33	523	426	360	125	44
Westbrook	10	2	1	2		16	181	132	80	43	24

Data after March 22 incomplete

Town Name	February 2, 2020	February 9, 2020	February 16, 2020	February 23, 2020	March 1, 2020	March 8, 2020	March 15, 2020	March 22, 2020	March 29, 2020	April 5, 2020	April 12, 2020
West Hartford	28	25	17	23	21	59	886	859	628	328	108
West Haven	47	40	33	34	40	73	1,228	1,061	738	347	141
Weston		2	2	2	2	11	76	120	122	42	21
Westport	13	7	5	7	7	19	204	256	266	98	32
Wethersfield	7	10	22	14	19	45	590	471	363	171	68
Willington	1	3	2	5	4	11	99	90	62	34	13
Wilton	6	5	4	1	8	16	168	186	177	73	19
Winchester	10	8	6	11	10	18	231	214	135	61	23
Windham	25	29	12	16	19	42	491	364	215	93	37
Windsor	19	15	16	23	15	42	537	493	361	189	62
Windsor Locks	13	11	6	8	8	20	314	264	181	103	29
Wolcott	11	14	10	8	14	22	374	330	221	101	45
Woodbridge	6	4	3	2	4	11	97	100	96	36	9
Woodbury	3	4	4	6	5	12	182	179	117	47	31
Woodstock	1		1	4	5	6	102	91	79	23	12
Out of state	176	150	88	109	124	267	2,886	2,436	1,906	1,022	342
unknown	20	32	22	27	24	59	868	729	533	254	93

Processed initial claims only
 Updated April 20, 2020
 Dept. of Labor Office of Research



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Patricia Schneider, Director of Human Services, Linda Painter, Director of Planning and Development, Kathy-Ann Easley, Adult Services Social Worker, Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership, Inc., Jennifer Kaufman, Senior Planner, Cherie Trahan, Director of Finance
Date: May 11, 2020
Re: Grant Opportunity: CT Department of Agriculture Farm Viability Grant

Subject Matter/Background

The Human Services Department in conjunction with **Taste of Mansfield** propose to submit a grant proposal for \$41,150 from the CT State Department of Agriculture through their Farm Viability Grant program. The proposal requires a match of \$27,433, which will be met through in-kind staff and volunteer time (meeting the requisite 40 percent match of total project costs of \$68,583). If funded, the project would improve food security for low-income families in Mansfield while enhancing consumer awareness of CT Grown. Mansfield has a farmers market, five CSAs, and another six CSAs in surrounding towns. Prior to COVID-19, all of these entities struggled to grow their customer base. Taste of Mansfield has in place a foundation of communication tools to help residents learn where and how to purchase local food.

The Farm Viability Grant program, administered by the Department of Agriculture (DoAg), provides matching funds to Connecticut municipalities, groups of municipalities, regional councils of governments, and/or agricultural non-profit organizations for projects, which sustain and enhance agriculture in their communities. Applications for this year's program are due on May 21, 2020.

The project scope includes:

1. Develop and launch the **Mansfield Farms to Families Program** to include:
 - **Partner Shares** that contribute 50 percent of the cost of a Community Supported Agriculture (CSA) share.
 - **Farm Bucks** that provide vouchers for the purchase of fresh, local food to households identified through existing eligibility programs administered through Mansfield's Human Services Department, which can be redeemed at Storrs Farmers Market.
 - **Farms to Families Food Box** for Mansfield households identified and distributed through the TEFAP (The Emergency Food Assistance Program).
2. Outreach targeting Mansfield's low-income households. This outreach includes translation of select communication tools into Mandarin and Spanish, distributed by Mansfield's Department of Human Services and the Taste of Mansfield.

3. Create new capacity to process SNAP payments for purchases at the Storrs Farmers Market and for CSA members who wish to pay for some or their entire CSA share this way.
4. Create new fundraising tools and events to sustainably support the Mansfield Farms to Families Program by Year 2.

Financial Impact

There is a \$27,433 local match required, which can include in-kind volunteer and staff time. If authorized, the Town's in-kind match will include approximately 200 volunteer hours, valued at \$6,210 (\$31.05/hr. x 200 hours) plus an assembled budget of staff time of four town employees (three in Department of Human Services and one in Planning and Development) for a sum total of no more than \$21,223 of in kind staff salary and fringe. Town employees will pledge a few hours monthly to participate on a project advisory team to guide the work of a grant-funded project coordinator. Volunteers include local residents from Mansfield and surrounding areas. Human Services staff include Adult Services Social Worker, Administrative Services Specialist, and Office Assistant. Planning & Development staff includes the Senior Planner. If additional match is required, up to \$1,000 will be funded through the Neighbors Helping Neighbors Fund.

Recommendation

If the Council supports the filing of a Farm Viability Grant application to the CT Department of Agriculture, the following motion would be in order:

Move, effective May 11, 2020, to authorize the submission of the Farm Viability Grant Application to the CT Department of Agriculture.

Attachments

- 1) Draft Grant Application
- 2) Draft Project Budget

FY 2020 Farm Viability Grant

May 6, 2020 Draft Grant Application from the Town of Mansfield

Introduction: Taste of Mansfield is a collaborative campaign that aims to strengthen the Mansfield community through events and promotions highlighting locally grown and produced foods. In 2017, several Town entities formed the [Taste of Mansfield](#) partnership in an effort to coordinate and strengthen the many “eat and buy local events” occurring in town. By working together, the collaborators aim to connect the community and build resiliency through local food. Since 2017, Taste of Mansfield has promoted and co-hosted over 15 events including farm tours, free community meals, farmers market picnics, meet your farmer events and more. All Taste of Mansfield events must 1) connect the community through local food 2) educate guests about where local food comes from through signage and/or by acknowledgement through an announcement and 3) be welcoming and inclusive.

Taste of Mansfield Collaborators include:

- Mansfield Agriculture Committee
- Mansfield Economic Development Commission
- Mansfield Human Services Department
 - Senior Center
 - Mansfield Advocates for Children
- Mansfield Public Schools
- Mansfield Parks and Recreation
- Mansfield Public Library
- Mansfield Downtown Partnership, Inc.
- Storrs Farmers Market
- UConn Extension

a. Agricultural history

As reflected in Mansfield’s Plan of Conservation and Development (POCD), residents have and continue to value the scenic views and local agricultural products provided by farms and forests. Farmland (cropland and pastures) occupies over 3,500 acres of land in Mansfield, representing approximately 12 percent of Mansfield’s total acreage. Approximately 1,300 acres support operations for two dairy farms, one of these operated by the same family since 1772 and producing dairy products since 1871. The remaining acreage is divided among small farms (50 acres or less) and publicly owned farmland, owned by the Town, UConn, and the State.

Agriculture in Mansfield is diverse, producing dairy products, livestock and meat products, fruits and vegetables, honey, maple syrup, Christmas trees and other

forest products, nursery stock, as well as agritourism experiences. The last inventory in spring of 2019 identified 31 agricultural enterprises—including three Community Supported Agriculture (CSA) operations, farm stands, and retail outlets.

a. Long-term plans for agriculture

Mansfield's long-term plans for agriculture are included in its POCD (relevant excerpts attached). Including:

- *Goal 3.2, Mansfield has more land being used for agriculture.*
- *Goal 6.4, Agriculture is valued by the community and expanding with increased acreage, higher production and growing market opportunities.*

b. Are you enrolled in the Community Farms Preservation Program? What steps have you taken to participate in the program?

The Town of Mansfield signed a Cooperative Letter of Agreement with the Connecticut Department of Agriculture to participate in the Community Farms Preservation Program in 2012. As of yet, the Town has not preserved farmland under this program. However, since 2014 Mansfield assisted the CT Department of Agriculture (USDA) with the preservation of over 750 acres of farmland by funding appraisals and survey. Additionally, in 2017, Mansfield cooperated with USDA Natural Resources Conservation Service to purchase almost 44 acres of farmland through the Agricultural Conservation Easement Program – Agricultural Land Easements.

c. Staff and/or committees dedicated to agriculture

Mansfield has several staff and committee that are dedicated to agriculture, with the Mansfield Agriculture Committee being the primary town committee focused on agriculture issues.

- Mansfield Agriculture Committee, established in 1995, advises the Town Council on issues related to agricultural viability in Mansfield.
- Mansfield Economic Development Commission's primary mission is to promote the economic growth of Mansfield by monitoring economic conditions and making recommendations to the Town Council. The EDC plays a lead role in implementation of the [Town's economic development strategy](#), of which a key component is agriculture.
- Planning and Development Department's Senior Planner is the staff member charged with staffing the Agriculture Committee, facilitating farmland preservation, and coordinating with the agriculture community. The Town also contracts economic development work to the Mansfield Downtown Partnership.

d. How is the project positively working towards your core mission?

The Taste of Mansfield initiative is key to implementing several actions outlined in Mansfield's Plan of Conservation and Development. These actions include:

- *Goal 6.4, Strategy A, Action 6 Encourage schools to promote agriculture.*
- *Goal 6.4, Strategy B, Action 3 Organize events on farms, forestlands and at the Storrs Farmers Market.*
- *Goal 6.4, Strategy G, Action 3 Help make connections between farmers and new restaurants, stores and the distributors that supply them.*

Project Explanation: We aim to spend one year establishing systems that will increase access to local food for every family in Mansfield. Our activities will enhance consumer awareness of CT-Grown and improve food security for low-income families in Mansfield.

The project scope includes:

1. Develop and launch the ***Mansfield Farms to Families Program*** that will include:
 - ***Partner Shares*** that contribute 50 percent of the cost of a Community Supported Agriculture (CSA) share.
 - ***Farm Bucks*** that provide vouchers for the purchase of fresh, local food to households identified through existing eligibility programs administered through Mansfield's Human Services Department which can be redeemed at Storrs Farmers Market
 - ***Farms to Families Food Box*** for Mansfield households identified and distributed through the TEFAP (The Emergency Food Assistance Program)
2. Outreach to targeting Mansfield's low-income households. This outreach includes translation of select communication tools into Mandarin and Spanish, distributed by Mansfield's Department of Human Services and the Taste of Mansfield.
3. Create new capacity to process SNAP payments for purchases at Storrs Farmers Market and for CSA members who wish to pay for some or their entire CSA share this way.
4. Create new fundraising tools and events to sustainably support the Mansfield Farms to Families Program by Year 2

2020 Farm Viability Grant			
Mansfield Farms to Families			
BUDGET	GRANT	In-Kind	TOTAL COST
Combined salary from 4 staff in Dept. of Human Services / Planning and Development		\$21,223.00	
Volunteers (200 hours at \$31.05)		\$6,210.00	
*MATERIALS & SUPPLIES.			
Item 1: Food boxes	\$400.00		
CONTRACTUAL/CONSULTANT.			
Contractor 1: Project Coordinator	\$19,500.00		
Contractor 2: Translation specialist	\$1,750.00		
OTHER COSTS.			
Other 1: Partner Shares	\$7,500.00	\$0.00	
Other 2: Farm Bucks	\$2,000.00	\$0.00	
Other 3: Food Boxes - purchases of in-season products	\$10,000.00	\$0.00	
PROJECT TOTALS	\$41,150.00	\$27,433.00	\$68,583.00



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Linda Painter, Director of Planning and Development; Francis Raiola, Fire Chief; Jillene Woodmansee, Planning Specialist
Date: May 11, 2020
Re: Small Cities Program: Authorization to Apply for Small Cities Funding and adoption of required plans and policies

Subject Matter/Background

As discussed during this evening's public hearing, staff is recommending that the Town submit an application for \$700,000 in Small Cities funding to assist in acquisition of a new hybrid aerial/pumper truck for Station 207 in the Four Corners area. If the Council supports the submission of the application, approval of several plans and policies are required as described herein. Additionally, the CT Department of Housing (DOH) requires Council support of the project through a resolution.

Fair Housing Action Plan

In order to apply for and to receive funding under the Small Cities Community Development Block Grant (CDBG) Program and in accordance with its commitment to Fair Housing, the Town is required to update its Fair Housing Action Plan every three years. The previous plan was adopted by the Town Council on April 24, 2017. The following summarizes significant actions that the Town has taken pursuant to that Plan in support of fair housing in addition to its annual reaffirmation of support for Fair Housing through re-adoption of a Fair Housing Policy and resolution:

- Amended the Zoning Regulations to require all residential developments of five or more units to include affordable housing units. Ten percent of the units must be affordable to households at 80% of median income and five percent of the units must be affordable to households at 120% of median income.
- Reviewed the 2018 Housing Data Profile prepared by the Partnership for Strong Communities with the Planning and Zoning Commission and provided information related to how Mansfield compares demographically to surrounding communities, Tolland County and the state as part of activities related to Sustainable CT certification. This presentation also included an assessment of how our current housing stock addresses needs based on our demographics as well as the diversity and affordability of housing stock.

- Amended the Zoning Regulations to establish the South Eagleville Road Housing Opportunity Zone, which authorizes affordable housing developments that meet Sec. 8-30g, C.G.S. with site plan approval.
- Established the Ad Hoc Committee on Affordable and Workforce Housing to update the Town's affordable housing plan and consider the establishment of a Housing Trust Fund.
- Approved a Zoning Map amendment and site plan for Eagleville Green, a 42-unit mixed-income development in the South Eagleville Road Housing Opportunity Zone.
- Proposed amendments to Zoning Regulations for accessory dwelling units that would allow children under the age of 18 to live in an accessory dwelling unit with up to two adults to increase accessibility of these units to families. The provisions include limits based on the size of the unit to prevent overcrowding. The public hearing on the proposed amendments is scheduled for June 1, 2020.

Staff has prepared an updated Fair Housing Action Plan for 2020-2023 based on the requirements established by CTDOH.

Citizen Participation Plan

Pursuant to DOH requirements, we have prepared a Citizen Participation Plan to guide efforts to obtain community input on community development needs and concerns as well as procedures on how to file comments or complaints.

Section 3 Plan

The U.S. Department of Housing and Urban Development (HUD) requires that grant recipients adopt a plan to demonstrate how they will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of this plan is to provide, to the greatest extent feasible, economic opportunities for low- and very low-income persons in the form of training, employment, contracting and other economic opportunities arising in connection with the expenditure of housing assistance (including Section 8 assistance), and community development assistance.

Relocation Policy and Residential Anti-Displacement and Relocation Plan

The Town is required to adopt a relocation policy and residential anti-displacement and relocation plan to minimize displacement of residents associated with activities funded by HUD and to establish a plan to assist those that are displaced and require relocation.

Title VI of the Civil Rights Act of 1964

The Town is required to maintain its policy regarding Compliance with Title VI of the Civil Rights Act of 1964. Although the Town's policy has not been rescinded and remains in effect, staff recommends re-adoption to demonstrate the Town's continued commitment.

Affirmative Action Policy

The Town of Mansfield has had an Affirmative Action Policy since 1998. As part of this application process, we are asking the Council to reaffirm its commitment to affirmative action through adoption of an updated policy.

Policy Prohibiting the Excessive Use of Force

The Town is required to adopt and enforce a policy prohibiting the use of excessive force against any individuals engaged in non-violent civil rights demonstrations. This same policy was adopted by the Council on March 25, 2019.

Financial Impact

HUD provides Community Development Block Grant (CDBG) money to States, who distribute the resources to non-entitlement communities (population less than 50,000). As discussed in the Agenda Item Summary for the public hearing associated with this application, the Town would contribute \$250,000 in capital funding previously reserved for replacement fire equipment in FY18 toward the acquisition of the new truck and would commit to appropriating an additional \$200,000 if the grant were to be awarded, for a total of \$450,000. Additionally, increases in staffing costs are anticipated as further described in the Agenda Item Summary for the public hearing associated with this application. Lastly, the Town also anticipates incurring indirect costs in the form of staff time spent on administration of the grant.

Recommendation

To submit the application, which is due May 22, 2020, the following actions are needed

Resolution Authorizing Application for Funding for Fire Protection Equipment

Move, effective May 11, 2020, to adopt the attached Resolution Authorizing the Submission of a Small Cities Community Development Block Grant Application in the amount of \$700,000 dollars for fire protection equipment. In adopting this Resolution, the Council agrees to commit \$250,000 of capital funds reserved for replacement fire equipment from the FY18 Capital Improvement Budget and to appropriate an additional \$200,000 for the vehicle purchase should the grant be awarded.

Adoption of Required Plans

Move, effective May 11, 2020, to adopt the following plans as provided in the Town Council packet for the May 11, 2020 meeting:

- *2020 Fair Housing Action Plan for the Town of Mansfield;*
- *Community Development Block Grant (CDBG) Program Citizen Participation Plan;*
- *Section 3 Plan; and*
- *Residential Anti-Displacement and Relocation Assistance Plan.*

Adoption of Required Policies

Move, effective May 11, 2020, to adopt the following policies and resolutions as provided in the Town Council packet for the May 11, 2020 meeting:

- *Compliance with Title VI of the Civil Rights Act of 1964 Policy Statement;*

- *Affirmative Action Policy Statement;*
- *Resolution Adopting a Policy Prohibiting the Excessive Use of Force Against Any Individual Engaged in Non-Violent Civil Rights Demonstration; and*
- *Relocation Policy.*

Attachments

- 1) Resolution authorizing submission of Small Cities application in the amount of \$550,000
- 2) Proposed 2020 Fair Housing Action Plan
- 3) 2017 Fair Housing Action Plan
- 4) Citizen Participation Plan
- 5) Section 3 Plan
- 6) Residential Anti-Displacement and Relocation Assistance Plan
- 7) Compliance with Title VI of the Civil Rights Act of 1964 Policy Statement
- 8) Affirmative Action Policy Statement
- 9) Resolution Adopting a Policy Prohibiting the Excessive Use of Force Against Any Individual Engaged in Non-Violent Civil Rights Demonstration
- 10) Relocation Policy



TOWN OF MANSFIELD
RESOLUTION AUTHORIZING THE SUBMISSION OF A SMALL CITIES
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR FIRE
PROTECTION EQUIPMENT

- WHEREAS, Federal monies are available under the Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301, et. seq., as amended, also known as Public Law 93-383, and administered by the State of Connecticut, Department of Housing as the Connecticut Small Cities Community Development Block Grant Program; and
- WHEREAS, Pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of the State of Connecticut Department of Housing is authorized to disburse such federal monies to local municipalities; and
- WHEREAS, The Town needs to update and improve fire protection equipment to better serve its residents; and
- WHEREAS, The Town of Mansfield conducted a public hearing to receive citizen comments on housing and community development needs; and
- WHEREAS, It is desirable and in the public interest that the Town of Mansfield make application to the State for \$700,000 in order to undertake a Small Cities Community Development program 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 imposed by Part VI of Chapter 130 of the Connecticut General Statutes; and,

That the filing of an application for State financial assistance by the Town of Mansfield in an amount not to exceed \$700,000 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, mental retardation 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, mental retardation 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.

Antonia Moran
Mayor

Dated at Mansfield, Connecticut
this 11th day of May, 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 May 11, 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 19, 2019.

Date
(Seal)

Sara-Ann Chaine, Town Clerk

FAIR HOUSING ACTION PLAN

I. POLICY STATEMENT

It shall be the policy and commitment of the Town of Mansfield, Connecticut to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded by the town, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, lawful source of income, familial status, national origin, ancestry, age or mental or physical disability. This shall be done through a program of education, an analysis of impediments, and designation of a Fair Housing Officer and development of a procedure for complaints of discrimination. This plan will incorporate the directives of state and federal laws and executive orders, including, but not limited to:

- Title VI of the Civil Rights Act of 1964
- The Fair Housing Act – Title VIII of the Civil Rights Act of 1968, as amended
- Executive Order 11063, as amended by Executive Order 12259
- Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended
- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended
- Section 3 of the Housing and Urban Development Act of 1968, as amended
- Sections 503 and 504 of the Rehabilitation Act of 1973, as amended
- The Americans with Disabilities Act of 1990
- The Age Discrimination Act of 1975, as amended
- Executive Order 11246 (as amended by Executive Orders 12375 and 12086)
- Equal Opportunity under HUD contracts and HUD-assisted Construction Contracts
- Executive Order 12892, Leadership and Coordination of Fair Housing
- Connecticut General Statutes 46a-64c as amended

The Town of Mansfield commits to providing and promoting racial and economic integration in any housing development financially supported with DOH funding and will take affirmative steps to reach beneficiaries from all racial and ethnic groups as well as the physically or mentally handicapped and families with children and to reach a broad range of income eligible beneficiaries for appropriate and applicable housing opportunities.

II. SELECTION OF FAIR HOUSING OFFICER

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below has been designated to handle fair housing complaints and activities:

Patricia Schneider
Director of Human Services
Human Services Office • 303 Maple Road
Mansfield, CT 06268
860-429-3315

The Fair Housing Officer is responsible for the intake and processing of all housing complaints as well as implementation of the Fair Housing Plan activities and actions. While not expected to be an “expert” in Fair Housing Laws, at a minimum, the officer will be familiar with the complaint process and federal and state laws, which address Fair Housing. Records which show the date, time, nature of complaint and decisions made in the complaint process will be fully documented.

A separate file will maintain a record of all housing discrimination complaints and follow-up actions.

III. COMPLAINT PROCESS

Housing discrimination complaint forms such as Forms HUD-903 and HUD-903A (Spanish version) from HUD, as well as, a summary of actions which may constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at the Human Services Office, 303 Maple Road, Mansfield, Connecticut. Complaints need not be made on official forms to be valid.

Forms will also be distributed to lenders, realtors, and at other public places such as the Town Hall and Library periodically.

The Fair Housing Officer will reasonably assist the complainant in submitting the complaint to the appropriate body by providing assistance in explaining the form and/or contacting the appropriate office and allowing the use of town phones for communication.

The individual(s) filing the complaint will then be advised of the option of filing directly with the U.S. Department of Housing and Urban Development (HUD) within one year after an alleged violation, the Connecticut Commission on Human Rights and Opportunities (CHRO) by filing a notarized complaint within 180 days of the alleged violation, or the Equal Employment Opportunity Commission or with all agencies simultaneously. The individual should also be advised of the option of filing suit, at his/her expense in Federal District Court or State Court within two years of an alleged violation. The individual should be further advised that if he/she cannot afford an attorney, the Court may appoint one and that a suit may be commenced even after filing a complaint, if the individual has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing.

A court may award actual and punitive damages and attorney's fees and costs.

The Fair Housing Officer will keep a record of the progress on the number of complaints filed, actions taken, and the status of each complaint.

IV. OPPORTUNITY MAPPING

Using the Connecticut Opportunity Map, which is available at the DOH website, the Town has determined that the target area for the proposed project or activity is a high and very high opportunity area.

V. IMPLEMENTATION AND ACTION STEPS

The Town will take specific action steps and implementation activities over the next three-year period following the guidelines provided by DOH.

Encourage the creation and rehabilitation of affordable housing in a variety of locations

1. Identify developable land within the municipality for developers of affordable housing.

Encourage the collection and analysis of data to determine if the municipality is meeting its goals to affirmatively further fair housing

3. Report municipal and regional racial and ethnic composition data in municipal POCDs.

Ensure local planning documents affirmatively further fair housing

4. Publish the municipality's POCD on its website.

Convene stakeholders to review proposed legislative solutions to existing impediments to fair housing choice

5. Review occupancy ordinances, regulations and/or guidelines to ensure that the rules are not unnecessarily restrictive for families with children. At a minimum, they should be in line with reasonable local fire and building codes.
7. Review zoning ordinances to determine if they require special permits for affordable housing or require large lot sizes, low density requirements, or other policies that would make the development of affordable housing expensive and propose changes to such requirements.
8. If the municipality's zoning ordinance does not include a statement that people with disabilities have the right to request a reasonable accommodation of a change in any zoning ordinance, add this to the existing zoning ordinances.

Promote fair housing enforcement and education

11. Appoint a fair housing officer, have him or her trained on their duties and responsibilities as a fair housing officer, and publicize the person's name, contact information, and job responsibilities.

Additional Steps

- The Town of Mansfield will adopt annually a Fair Housing Policy Statement and a Fair Housing Resolution as an indication of its commitment to Fair Housing Month during the month of April.
- The Town of Mansfield will display its fair housing policies/procedures and ADA policies and grievance procedure on its website.
- The Town of Mansfield will display Fair Housing posters identifying the town's Fair Housing Officer, title, address and phone number in prominent locations. In addition, fair housing information will be distributed outside of traditional municipal locations including local realtors and banks.
- All advertising of residential real estate owned by the Town of Mansfield for sale, rent or financing will contain the Fair Housing logo, equal opportunity slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, mental or physical disability, sexual orientation, gender identity or expression, familial status, marital status, national origin, age, ancestry, or lawful source of income.
- All bid advertisements by Town-sponsored programs must include the phrase "Equal Opportunity/Affirmative Action Employer." The type of logo, statement or slogan will depend on the type of media being used (visual or auditory). All logos/statements must appear at the end of the advertisement.

VI. ANALYSIS OF IMPEDIMENTS

The town will cooperate and assist the state with its periodic Analysis of Impediments and conduct a review of policies, practices and procedures that affect the availability and accessibility of housing.

VII. TIMETABLE

The following target dates for completion have been identified for the actions identified in Section V of this Plan:

Action Number	Summary	Target Date
1	Identify developable land for non-profit housing developers. This task will be ongoing throughout the life of the plan as developers contact staff for guidance on potential locations based on the size and infrastructure needs of their project.	Ongoing
3	Report municipal and regional racial and economic data in the Plan of Conservation and Development. Municipal data is currently included in the appendix to the Plan; regional data will be added as part of a planned update related to Section 8-30j, C.G.S. requirements for establishing/updating an affordable housing plan for the Town.	2021
4	Publish the POCD on the Town's Website. The Plan is currently published on the website (http://www.mansfieldct.gov/DocumentCenter/View/2558/-Plan-of-Conservation-and-Development?bidId=) and the anticipated update referenced under Action 3 will also be published on the Website.	2021
5	Review Occupancy Regulations to ensure they are not overly restrictive for families. The current definition of Family includes "functional families" to provide flexibility for non-traditional families. Other occupancy regulations will be reviewed as part of the Town's overall Zoning Rewrite Project.	2021
7	Propose Changes to Zoning Regulations to reduce barriers to affordable housing. Lot size requirements and review procedures for affordable housing developments will be reviewed as part of the Town's overall Zoning Rewrite Project.	2021
8	Propose Changes to Zoning Regulations to address reasonable accommodations for persons with disabilities. Revisions related to providing accommodations for persons with disabilities will be reviewed as part of the Town's overall Zoning Rewrite Project.	2021
11	Appoint a Fair Housing Officer. The Town has had a Fair Housing Officer for many years. Should the current Fair Housing Officer retire or should the responsibilities be transferred to another individual, training of that individual and publication of their contact information will occur.	Ongoing

VIII. AMENDMENTS

The Town Manager shall amend and revise this Plan as required to keep current with state/federal affirmative action and equal opportunity policies and procedures and local actions and activities to further the purposes of this Plan.

John C. Carrington
Interim Town Manager

Date



TOWN OF MANSFIELD FAIR HOUSING ACTION PLAN

RESOLUTION APRIL 24, 2017

I. STATEMENT OF POLICY

It shall be the policy and commitment of the Town of Mansfield to ensure that fair and equal housing opportunities are granted to all persons, in all housing opportunities and development activities funded by the Town, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, lawful source of income, familial status, national origin, ancestry, age or mental or physical disability. This shall be done through a program of education, an analysis of impediments, and designation of a Fair Housing Officer and development of a procedure for complaints of discrimination. This plan will incorporate the directives of state and federal laws and executive orders, including, but not limited to:

- Title VI of the Civil Rights Act of 1964
- The Fair Housing Act – Title VIII of the Civil Rights Action of 1968, as amended Executive Order 11063, as amended by Executive Order 12259
- Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended
- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended
- Section 3 of the Housing and Urban Development Act of 1968, as amended
- Sections 503 and 504 of the Rehabilitation Act of 1973, as amended The Americans with Disabilities Act of 1990
- The Age Discrimination Act of 1975, as amended Executive Order 11246 (as amended by Executive Orders 12375 and 12086) Equal Opportunity under HUD contracts and HUD-assisted Construction Contracts
- Executive Order 12892, Leadership and Coordination of Fair Housing
- Connecticut General Statutes 46a-64c as amended

The Town of Mansfield commits to providing and promoting racial and economic integration in any housing development financially supported with DOH funding and will take affirmative steps to reach beneficiaries from all racial and ethnic groups as well as the physically or mentally handicapped and families with children and to reach a broad range of income eligible beneficiaries for appropriate and applicable housing opportunities.

II. FAIR HOUSING OFFICER

In accordance with Title VIII, Civil Rights Act of 1968, as amended, the Fair Housing Officer below has been designated to handle fair housing complaints and activities

Patricia Schneider
Director of Human Services
4 South Eagleville Road
Mansfield, CT 06268
860-429-3315

The Fair Housing Officer is responsible for the intake and processing of all housing complaints as well as implementation of the Fair Housing Plan activities and actions. While not expected to be an “expert” in Fair Housing Laws, at a minimum, the officer will be familiar with the complaint process and federal and state laws, which address Fair Housing. Records which show the date, time, nature of complaint and decisions made in the complaint process will be fully documented. A separate file will maintain a record of all housing discrimination complaints and follow-up actions.

III. COMPLAINT PROCESS

- Housing discrimination complaint forms such as Forms HUD-903 and HUD-903A (Spanish version) from HUD, as well as, a summary of actions which may constitute housing discrimination, and instructions for completing and filing housing discrimination complaints will be made available to citizens at Town Hall, 4 South Eagleville Road, Mansfield, CT 06268. Complaints need not be made on official forms to be valid.
- Forms will also be distributed to lenders, realtors, and at other public places such as the Library periodically.
- The Fair Housing Officer will reasonably assist the complainant in submitting the complaint to the appropriate body by providing assistance in explaining the form and/or contacting the appropriate office and allowing the use of Town phones for communication.
- The individual(s) filing the complaint will then be advised of the option of filing directly with the U.S. Department of Housing and Urban Development (HUD) within one year after an alleged violation, the Connecticut Commission on Human Rights and Opportunities (CHRO) by filing a notarized complaint within 180 days of the alleged violation, or the Equal Employment Opportunity Commission or with all agencies simultaneously. The individual should also be advised of the option of filing suit, at his/her expense in Federal District Court or State Court

within two years of an alleged violation. The individual should be further advised that if he/she cannot afford an attorney, the Court may appoint one and that a suit may be commenced even after filing a complaint, if the individual has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

- The Fair Housing Officer will keep a record of the progress on the number of complaints filed, actions taken, and the status of each complaint.

IV. OPPORTUNITY MAPPING

Using the Connecticut Opportunity Map, available at the Department of Housing website, Mansfield has determined that the target area for the proposed project is a high to very high opportunity area.

V. IMPLEMENTATION AND ACTION STEPS

ACTION STEPS

NUMBER	CATEGORY	DESCRIPTION	LEAD STAFF	WHEN
1	Encourage the creation and rehabilitation of affordable housing in a variety of locations.	Identify developable land within the municipality for developers of affordable housing.	Planning and Development	Ongoing
4	Ensure local planning documents affirmatively further fair housing	Publish the Town's Plan of Conservation and Development (POCD) on its website.	Planning and Development	Ongoing
5	Convene stakeholders to review proposed legislative solutions to existing impediments to fair housing choice.	Review occupancy ordinances, regulations and/or guidelines to ensure that the rules are not unnecessarily restrictive for families with children. At a minimum, they should be in line with building codes.	Planning and Development	2017-2018
11	Promote fair housing enforcement and education	Appoint a fair housing officer, have him or her trained on their duties and responsibilities as a fair housing officer, and publicize the person's name, contact information, and job responsibilities.	Town Manager	Complete-Update as Needed

NUMBER	CATEGORY	DESCRIPTION	LEAD STAFF	WHEN
13	Promote fair housing enforcement and education	Refer complaints of housing discrimination to HUD, CHRO or a private fair housing agency.	Fair Housing Officer	Ongoing

ADDITIONAL STEPS

STEP	LEAD STAFF	WHEN
<p>Annual adoption of Fair Housing Policy Statement and Fair Housing Resolution The Town of Mansfield will adopt annually a Fair Housing Policy Statement and a Fair Housing Resolution as an indication of its commitment to Fair Housing Month during the month of April.</p>	Fair Housing Officer	Annually-Month of April
<p>Display of Fair Housing, ADA, and Grievance Policies and Procedures The Town of Mansfield will display its fair housing policies/procedures and ADA policies and grievance procedure on its website.</p>	Fair Housing Officer	Ongoing
<p>Fair Housing Posters The Town will display Fair Housing Posters identifying the Town's Fair Housing Officer, title, address and phone number in prominent locations.</p>	Fair Housing Officer	Ongoing
<p>Distribution of Fair Housing Information Fair Housing information will be distributed outside of traditional municipal locations including realtors and banks.</p>	Fair Housing Officer	Annually-Month of April
<p>Advertising of Residential Real Estate All advertising of residential real estate owned by the Town of Mansfield for sale, rent or financing will contain the Fair Housing logo, equal opportunity slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, mental or physical disability, sexual orientation, gender identity or expression, familial status, marital status, national origin, age, ancestry, or lawful source of income.</p>	Purchasing Agent	As needed
<p>Bid Advertisements All bid advertisements by town sponsored programs must include the phrase "Equal Opportunity/Affirmative Action Employer." The type of logo, statement or slogan will depend on the type of media being used (visual or auditory). All logos/statements must appear at the end of the advertisement.</p>	Purchasing Agent	As needed

VI. ANALYSIS OF IMPEDIMENTS

The Town will cooperate and assist the state with its periodic Analysis of Impediments and conduct a review of policies, practices and procedures that affect the vulnerability and accessibility of housing.

TIMETABLE

The Town will carry out the abovementioned action steps within three years of the adoption of this Plan.

AMENDMENTS

The Town Manager shall amend and revise this Plan as required to keep current with state/federal affirmative action and equal opportunity policies and procedures and local actions and activities to further the purposes of this Plan.

Maria E. Capriola

Maria E. Capriola
Interim Town Manager

8/31/2017

Date



**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 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).

5.2 Application Public Hearing

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 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 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.

5.4 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.

5.5 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.

5.6 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.

5.7 Public Hearing Notice

Notice of public hearings will be published in a local newspaper at least seven (7) days prior to the hearing date unless more specific notice requirements are established by the State. 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 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. 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.

5.8 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: 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.

5.9 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, 10th 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 11th day of May, 2020.

Antonia Moran
Mayor

John C. Carrington
Interim Town Manager

SECTION 3 PLAN

This Plan will serve as the Town of Mansfield's Section 3 Plan in compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3, are, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations directed to low- and moderate-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

APPLICABILITY

This Section 3 Plan applies to all of Mansfield's federally funded activities for housing and community development that are over the mandated thresholds.

PURPOSE

The purpose of the Section 3 Plan is to provide to the greatest extent feasible economic opportunities for low- and very low-income persons in the form of training, employment, contracting and other economic opportunities arising in connection with the expenditure of housing assistance (including Section 8 assistance), and community development assistance used for the following projects:

- (i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement).
- (ii) Housing construction; and
- (iii) Other public construction.

Economic opportunities provided under this Section 3 Plan will be consistent with Federal, State and local laws and regulations, including employment and contracting procedures established by the State for all state agencies.

EMPLOYMENT AND CONTRACTING GOALS

The Town of Mansfield will comply, to the greatest extent feasible, with the goals established in this section, when awarding contracts or conducting new hires resulting from activities or projects subject to the requirements of Section 3.

The goals apply to housing and community development activities for which the amount of assistance received from HUD exceeds \$200,000; and the contract or subcontract exceeds \$100,000.

Employment Goals

Training and employment opportunities will be made available to Section 3 residents as follows:

- (i) Thirty percent (30%) of the aggregate number of new hires for the one year period beginning in FY2020 and continuing thereafter.

The following order of preferences will be maintained in meeting the goals established above.

- (i) First priority will be given to Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located
- (ii) Second priority will be given to participants in HUD Youthbuild Programs
- (iii) Third priority will be given to homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located for housing constructed under the Stewart B. McKinney Homeless Assistance Act
- (iv) Other Section 3 residents.

Persons requesting consideration for the above preferences will be required to submit the appropriate documentation to demonstrate their eligibility. Acceptable documentation includes, but is not limited to the following:

- Proof of residency in a public housing development;
- Evidence of eligibility for Section 8 certificate or voucher;
- Evidence of eligibility for a federally assisted program for low/mod income (e.g. Jobs, JTPA, Jobs Corps.);
- Evidence of eligibility for a State or local assistance program for low/mod income, or receipt of AFDC; or
- Self-certification statement of income eligibility.

Contracting Goals

This section applies to contractors and subcontractors performing work on Section 3 covered project(s) where the amount of the contract or subcontract exceeds \$100,000.

The Town of Mansfield commits to award to Section 3 business concerns:

- (i) At least ten percent (10%) of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and
- (ii) At least three percent (3%) of the total dollar amount of all other Section 3 covered contracts.

The following order of preference will be followed when providing contracting opportunities to Section 3 businesses:

- (i) First priority will be given to Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located, and
- (ii) Second, applicants selected to carry out HUD Youthbuild Programs.

Procurement activities from this award will be conducted in a competitive manner, consistent with 24 CFR 85.36(c)(2).

Businesses requesting consideration for the above preferences will be required to submit the appropriate documentation to demonstrate their eligibility.

SECTION 3 COVERED PROJECT AREA

The area for Section 3 covered project(s) will be the following ten (10) towns:

Mansfield	Windham	Willimantic	Willington	Coventry
Bolton	Chaplin	Tolland	Hampton	Ashford

SECTION 3 RESIDENT

A Section 3 resident means:

- (i) A public housing resident; or
- (ii) An individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended, and who is:
 - a. A low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary...
 - b. A very low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median income for the area, as determined by the Secretary...
 - c. A person seeking the training and employment preference provided by Section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference. Section 8 assistance means assistance provided under Section 8 of the 1937 Act (42 U.S.C. 1437f) pursuant to 24 CFR Part 882, subpart G.

SECTION 3 BUSINESS CONCERN

A business will qualify as a Section 3 Business Concern if it meets one or more of the following criteria:

- (i) At least 51% of the legal owners of the business qualify as Section 3 residents; or
- (ii) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- (iii) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (i) or (ii).

MECHANISM TO BE ADOPTED TO COMPLY, TO THE GREATEST EXTENT FEASIBLE, WITH THE EMPLOYMENT AND CONTRACTING GOALS

The Town of Mansfield commits to do the following:

1. Send notices of job availability subject to these requirements to recruitment sources and organizations which are capable of referring eligible Section 3 applicants.
2. Send out letters to community organizations requesting their assistance in recruiting qualified Section 3 residents for specific, state employment certification lists.

3. Work with the State of Connecticut's Department of Administrative Services Recruitment Division in recruiting qualified Section 3 residents for specific, state employment certification lists.
4. Inform all developers, bidders, contractors and sub-contractors performing work on a Section 3 funded activity of their responsibility to comply with the federal requirements.
5. Maintain a record of all communications, statements, advertisements and contract provisions directed at disseminating the Town's commitment to these requirements.
6. Refrain from knowingly doing business with any developer, bidder, contractor, sub-contractor or supplier of materials upon notification from HUD that the entity has been found to be in violation of the Section 3 mandates.
7. Network and cooperate with State agencies including the Department of Labor and the Department of Social Services to create training and employment opportunities for low- and very low-income residents.
8. When determining the responsibility of potential contractors, consider their record of Section 3 compliance as evidenced by past actions and their current plans for the pending contract.
9. Contact business assistance agencies, minority contractor's associations and community organizations utilized as resource centers to inform them of contracting opportunities and request their assistance in identifying Section 3 businesses that may be interested in bidding for work in connection with Section 3 covered assistance.
10. Provide written notice to known Section 3 business concerns of contracting opportunities. The notice will allow sufficient time for the Section 3 business concerns to respond to the bid invitation or request for proposals.
11. Follow up with Section 3 business concerns that have expressed interest in participating in contracting opportunities.
12. Advise Section 3 business concerns where they might seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.
13. Where appropriate, break out contract work items into economically feasible units to facilitate participation by Section 3 business concerns.
14. Contact agencies administering HUD Youthbuild programs to notify them of contracting opportunities.
15. Advertise contracting opportunities through trade associations, newspaper(s) of general circulation and minority newspapers.
16. Support businesses that provide economic opportunities to low-income persons by linking them to support services available through the Small Business Administration (SBA), the Department of Commerce and comparable agencies at State and local levels.
17. Support joint ventures with Section 3 business concerns.

ALL CONTRACTS SUBJECT TO THE SECTION 3 REQUIREMENTS WILL INCLUDE THE FOLLOWING CLAUSE

Section 3 Clause

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of the contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 125 regulations.
- C. The contractor agrees to send each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this Section 3 Clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth the minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, the name and location of the person(s) taking applications for each position and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with the regulations in CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 required employment opportunities to be directed; were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

ANNOUNCEMENT OF PROGRAM AVAILABILITY

All Mansfield's programs are subject to the requirements of Section 3, for which awards are made on a competitive basis for housing rehabilitation, construction, or other public construction, and where the amount to be awarded to the applicant exceeds \$200,000 will include in the announcement a Section 3 statement, informing the prospective applicants that the funds are subject to these requirements.

The following statement will be included:

In accordance with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, to the greatest extent feasible training, employment and contracting opportunities, derived from these funds must be given to Section 3 residents and Section 3 businesses.

FILING AND PROCESSING COMPLAINTS

Any individual or business concern alleging that the Town of Mansfield or any of its funding recipients are in violation of the requirements of this Act, may file a complaint with the Town Manager’s Office. Complaints filed with this Office will follow the internal grievance procedure.

CONCLUDING STATEMENT

As Town Manager of the Town of Mansfield, I pledge the Town’s commitment to fully comply to the greatest extent feasible with the objectives of this Plan.

John C. Carrington
Interim Town Manager

Date

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The Town of Mansfield shall minimize the displacement of persons as a result of activities assisted with funds provided directly or indirectly by the US Department of Housing and Urban Development (HUD).

However, in the event that a project requiring displacement is undertaken, the Town of Mansfield, in compliance with Section 104(d) of the Housing and Community Development Act of 1974 as amended will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- and moderate-income housing as a direct result of activities assisted with federal funds, as described in 24 CFR 42.301 and in Section 570.606.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Mansfield will make public and submit to the State of Connecticut's Department of Housing the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least twenty (20) years from the date of initial occupancy.

The Town of Mansfield will provide relocation assistance, as described in 24 CFR 42.350, to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the Town of Mansfield will require the following to minimize the displacement of people from their homes:

The owner of the property shall certify adherence to the following conditions for participation in the Mansfield Small Cities Block Grant Program:

1. That no tenant has been, or will be, dislocated without due cause, for the purpose of evading terms of the agreement.

2. When a low- and moderate-income tenant occupied unit, or vacant unit is assisted under the Program, that unit will continue to be occupied by a low- and moderate-income household for five (5) years following the close of the work.
3. The rent collected from assisted units will be limited to the maximum allowed by the Fair Market Rent determined by the US Department of Housing and Urban Development (HUD) or the State's Department of Economic and Community Development (DECD) for a period of three (3) years following the completion of the work. *
4. The property owner shall not refuse to rent to tenants holding HUD Section 8 Housing Certificates or Vouchers, State Chapter 707 Housing Certificates, or any other recognized housing voucher certificate except for good cause such as tenants who failed to pay the rent, maintain the dwelling unit, or otherwise are in violation of the terms and conditions of the tenancy.
5. The property owner shall exercise affirmative fair housing marketing for the units in the subject property when they become vacant and shall not discriminate in housing on the grounds of race, color, national origin, ancestry, age, religion, welfare status, children, marital status, physical handicaps, sexual orientation or sex.
6. Dwelling units in the subject property will be maintained in a decent, safe, and sanitary condition.

*The "Barney Frank" amendment to Section 104(d) of the Housing and Community Development Act of 1974 requires that the rent of a low- or moderate-income tenant cannot be raised to exceed 30% of their income for a period of five (5) years after the unit has been assisted with Small Cities Block Grant monies.

May 11, 2020

John C. Carrington
Interim Town Manager

POLICY MEMORANDUM

To: All Citizens and Town Employees
From: John Carrington, Interim Town Manager
Date: May 11, 2020 (Revised), March 25, 2019 (Revised), April 9, 2012 (Revised), April 25, 2011 (Revised), April 26, 2010 (Revised)
Subject: Compliance with Title VI of the Civil Rights Act of 1964 Policy Statement

I. STATEMENT OF POLICY

The Town of Mansfield does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Mansfield seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that “No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs” covered by the Regulations.

This policy is effectuated through the methods of administration outlined in Mansfield’s Fair Housing Plan and is fully implemented to ensure compliance by the Town, as the recipient, and by sub-recipients. The cooperation of all Town of Mansfield personnel is required.

II. RELEVANT FEDERAL LAWS AND REGULATIONS

A. SEC. 601

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

B. SEC. 602

Each Federal department and agency which is empowered to extend Federal financial assistance to any program or activity, by way of grant, loan, or contract other than a contract of insurance or guaranty, is authorized and directed to effectuate the provisions of section 601 with respect to such program or activity by issuing rules, regulations, or orders of general applicability which shall be consistent with achievement of the objectives of the statute authorizing the financial assistance in connection with which the action is taken. No such rule, regulation, or order shall become effective unless and until approved by the President. Compliance with any requirement adopted pursuant to this section may be effected (1) by the termination of or refusal to grant or to continue assistance under such program or activity to any recipient as to whom there has been an express finding on the record, after opportunity for hearing, of a failure to comply with such requirement, but such termination or refusal shall be limited to the particular political entity, or part thereof, or other recipient as to whom such a finding has been made and, shall be limited in its effect to the particular program, or part thereof, in which such non-compliance has been so found, or (2) by any other means authorized by law: Provided, however, That no such action shall be taken until the department or agency concerned has advised the appropriate person or persons of the failure to comply with the requirement and has determined that compliance cannot be secured by voluntary means. In the case of any action terminating, or refusing to grant or continue, assistance because of failure to comply with a requirement imposed pursuant to this section, the head of the federal department or agency shall file with the committees of the House and Senate having

legislative jurisdiction over the program or activity involved a full written report of the circumstances and the grounds for such action. No such action shall become effective until thirty days have elapsed after the filing of such report.

C. SEC. 603

Any department or agency action taken pursuant to section 602 shall be subject to such judicial review as may otherwise be provided by law for similar action taken by such department or agency on other grounds. In the case of action, not otherwise subject to judicial review, terminating or refusing to grant or to continue financial assistance upon a finding of failure to comply with any requirement imposed pursuant to section 602, any person aggrieved (including any State or political subdivision thereof and any agency of either) may obtain judicial review of such action in accordance with section 10 of the Administrative Procedure Act, and such action shall not be deemed committed to unreviewable agency discretion within the meaning of that section.

D. SEC. 604

Nothing contained in this title shall be construed to authorize action under this title by any department or agency with respect to any employment practice of any employer, employment agency, or labor organization except where a primary objective of the Federal financial assistance is to provide employment.

E. SEC. 605.

Nothing in this title shall add to or detract from any existing authority with respect to any program or activity under which Federal financial assistance is extended by way of a contract of insurance or guaranty.

This Title VI Policy Statement re-affirms my personal commitment to the principals of nondiscrimination.

May 11, 2020

John C. Carrington
Interim Town Manager

POLICY MEMORANDUM

To: All Town Employees
From: John Carrington, Interim Town Manager
Date: May 11, 2020 (Revised), August 31, 2017 (Revised), May 31, 2011 (Revised), May1, 2010 (Revised), April 1, 1998 (Original)
Subject: Affirmative Action Policy

I. PURPOSE

The Affirmative Action and Equal Employment Opportunity policy of the Town of Mansfield (The Town) aims to reduce, and wherever possible, eliminate actual and apparent under-representation of minorities, women, older persons, and all persons of protected classes in the Town's workforce.

The Town of Mansfield will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-60-69), Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58(a)(d))Discrimination against Criminal Offenders (46a-80). Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46a-63-64), Connecticut General Statutes 46a-64c as amended, definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51 (15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60(a)), Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992. Such orders and legislation were enacted to ensure that all persons have the right and benefit of equal employment opportunity in a society that not only legally mandates equality but practices it as well.

II. STATEMENT OF POLICY

The Town of Mansfield is an equal employment opportunity/ affirmative action employer. In order to ensure that employees and job applicants are not subject to unlawful discrimination, it is the Town's policy to comply with all laws and regulations that prohibit employment discrimination and mandate specific actions for the purpose of eliminating the present effects of past discrimination. Equal employment opportunity is the purpose and goal of affirmative action. The Town has established equal employment opportunity and affirmative action as immediate and necessary objectives because we are committed to its concepts, principles, and goals.

Equal employment opportunity (EEO) means nondiscrimination -that is, hiring and promoting without regard to race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, gender identity or expression, genetic information, physical or mental disabilities (including learning disabilities, mental retardation, past/present history of mental disorder), prior conviction of a crime (or similar characteristics), workplace hazards to reproductive systems, or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. To attain parity demands affirmative action, a program of purposeful activity undertaken with conviction and effort to overcome barriers to equal employment opportunity. Affirmative action plans and programs are designed to:

- Overcome any remaining effects of past practices, policies or barriers to equal employment opportunity, and
- Achieve the full and fair participation of all protected class members groups found to be underutilized in the workplace, or adversely impacted by policies or practices. Specifically, women, Asians, Blacks, Hispanics, Native Americans, persons with disabilities, and other protected groups.

Affirmative Action is necessary throughout the employment process, from the posting of job notices through hiring to the termination of employment. The Town regularly reexamines all policies and procedures to discover and remove barriers to access, and to change practices that may have an illegally discriminatory impact. We also seek to accelerate the entry of members of underrepresented groups into the workforce, and to support their mobility once they are hired. We are equally vigilant in ensuring that all terms, conditions, and privileges, including upward and lateral mobility, are equitably administered.

Employees and others wishing to file complaints of discrimination or of affirmative action policy violations may do so by contacting:

Holly Schaefer, Director of Human Resources

Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268
PHONE: 860-429-3395

State of Connecticut Commission on Human Rights and Opportunities

Eastern Region Office
100 Broadway
Norwich, CT 06360
PHONE: (860) 886-5703

This policy statement will be provided to all employees through the employee intranet site which is available 24 hours a day / 7 days a week. The Town expects that each supplier, union, consultant and other entities with which it does business to comply with all applicable State and Federal Equal opportunity laws and regulations. The Town will not knowingly do business with an entity debarred from participation in any federal or state program or found to be in violation of any state or federal discrimination law.

This policy statement reaffirms the Town's commitment to the principals of Equal Employment Opportunity and to achieving the successful implementation of our goals and objectives.

May 11, 2020

John C. Carrington
Interim Town Manager



TOWN OF MANSFIELD
RESOLUTION ADOPTING A POLICY PROHIBITING THE EXCESSIVE USE
OF FORCE AGAINST ANY INDIVIDUAL ENGAGED IN NON-VIOLENT CIVIL
RIGHTS DEMONSTRATION

WHEREAS The Congress of the United States has passed the Armstrong/Walker “Excessive Force” Amendment (Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended) prohibiting the use of excessive force by a local law enforcement agency against any individual engaged in nonviolent civil rights demonstration within its jurisdiction;

WHEREAS The Town of Mansfield as a recipient of Community Development Block Grant funds is required to comply with the Armstrong/Walker “Excessive Force” Amendment; and

WHEREAS The use of excessive force against demonstrators may cause the Town to be in violation of previous grant agreements and lose its eligibility for future federal grants;

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

1. It is the policy of the Town that the use of excessive force is prohibited by local law enforcement agencies against individuals engaged in lawful and nonviolent civil rights demonstrations within the Town.
2. The Town hereby adopts a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
3. The Town Council directs the Town Manager and Resident Trooper to implement this Resolution by amending applicable procedures.

Adopted by the Town of Mansfield Town Council on May 11, 2020.

Antonia Moran
Mayor

Certified a true copy of a resolution adopted by the Town of Mansfield at a meeting of its Town Council on May 11, 2020 and which has not been rescinded or modified in any way whatsoever.

Date
(Seal)

Sara-Ann Chaine, Town Clerk

RELOCATION POLICY

The Town of Mansfield shall minimize the displacement of persons as a result of activities assisted with funds provided directly or indirectly by the US Department of Housing and Urban Development (HUD). However, in the event a project requiring displacement is undertaken, the Town will comply with its Residential Anti-Displacement and Relocation Assistance Plan and this Relocation Policy.

The Town shall provide relocation assistance to each low- or moderate-income household that is **permanently displaced** by demolition or the conversion of their dwelling unit to another use as a direct result of an activity assisted under through HUD Programs. Relocation assistance shall comply with the implementing regulations of 49 CFR Part 24 (Uniform Relocation Act (URA)) or Section 104(d) of the Housing and Community Development Act of 1974 as amended, and Section 570.606, whichever is most beneficial to the tenant. The low- or moderate-income household shall receive relocation assistance pursuant to 24 CFR Part 42 (HUD's regulations implementing the URA) to include advisory services, moving and related expenses, and replacement housing assistance.

If a low- or moderate-income household is required to **temporarily relocate** from their dwelling unit as a direct result of a HUD-assisted activity (e.g. housing rehabilitation/lead paint hazard control), the Town of Mansfield may provide relocation assistance. When necessary, temporary relocation assistance shall be provided as follows:

Owner-occupant

Relocation assistance is not required for homeowners by law. Therefore, the Town will strongly advocate for homeowners to temporarily relocate with family or friends during the rehabilitation process. If the homeowner is low- or moderate-income and is unable to relocate with family, the Town may provide a cash stipend in lieu of relocation expenses to offset relocation expenses. The stipend amount will be based on household size, period (in days) of relocation and work scope (relating to moving personal items).

The Town may make an exception for elderly and/or very low-income homeowners. In these cases, the Town may provide relocation services in excess of a cash stipend to include moving and related expenses and replacement housing assistance.

Tenant households

Tenant household will receive relocation benefits as detailed in the Uniform Relocation Act (49 CFR Part 24).

May 11, 2020

John C. Carrington
Interim Town Manager



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance
Date: May 11, 2020
Re: Appointment of Auditor to Conduct Financial Audit for Fiscal Year 2019/20

Subject Matter/Background

Section 7-392(c) and 4-232 of the Connecticut General Statutes, as amended, requires that each municipality annually designate an independent public accounting firm to audit the books and accounts of that government. Services were put out to bid out in 2016/17. A three year contract (with an option to extend for two years) was awarded to Blum Shapiro & Company, P.C. The FY 2019/20 audit will be the fourth year of the contract

Financial Impact

Funds are included in the proposed 20/21 budget to cover the audit fees of \$45,500.

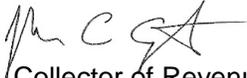
Recommendation

If the Finance Committee recommends the appointment to the Town Council, the following motion is in order:

Move, effective May 11, 2020 to appoint Blum Shapiro and Company, P.C. as the auditing firm for the Fiscal Year 2019/20.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance, Jerl Casey, Collector of Revenue
Date: May 11, 2020
Re: Transfer of Uncollected Taxes to Property Tax Suspense Book

Subject Matter/Background

As required by State Statute Section 12-165, attached please find the proposed transfer of uncollected taxes to the property tax suspense book, submitted for the Town Council's review and approval. As explained by the Collector of Revenue, the majority of the list items are motor vehicle account bills and old trash account bills to customers that the town has been unable to locate. The additions to the suspense book total \$30,277.71.

Although the taxes are removed from the books as a current receivable they continue to remain collectible for 15 years from the original due date. From July 1, 2018 to date, the town has successfully collected \$30,665.35 in outstanding suspense taxes and interest. The Finance Committee is reviewing this item at its meeting on May 11, 2020.

Recommendation

If the Finance Committee recommends approval of the Transfer to Suspense, the following motion is in order:

Move, effective May 11, 2020, to transfer \$30,277,71 in uncollected property taxes to the Mansfield Property Tax Suspense Book, as recommended by the Collector of Revenue.

Attachments

- 1) Process Suspense Report (Detail)
- 2) CGS Section 12-165

Process Suspend Report

TOWN OF MANSFIELD Date: 02/28/2020 Time: 09:44:02
 Condition (s): Year: 2018, Type: 00 - ALL BILLS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/SuspDist	Due/SuspSewer	Due/Susp	Total
2011-11-0000234	MCCARTHY MARGARET LEE	02	CANNOT LOCATE	02/28/2020	0.60			
2011-11-0001636	CROSTHWAITE SUZANNE	02	CANNOT LOCATE	02/28/2020	247.50			
2011-11-0001936	MINER MICHAEL	02	CANNOT LOCATE	02/28/2020	164.06			
2011-11-0001993	BURNETT FRANK	02	CANNOT LOCATE	02/28/2020	16.49			
2011-11-0002581	GUILLETTE PETER	02	CANNOT LOCATE	02/28/2020	145.97			
2011-11-0002821	VENETIS DEMETRIOS	02	CANNOT LOCATE	02/28/2020	1.78			
2011-11-0002838	DELANO SARA	02	CANNOT LOCATE	02/28/2020	114.00			
2011-11-0003019	BEAUDREAU MEREDITH & JASON	02	CANNOT LOCATE	02/28/2020	184.00			
2011-11-0003105	DIMOCK RISLEY	02	CANNOT LOCATE	02/28/2020	165.00			
2011-11-0003288	ELDRIDGE ROBERT	02	CANNOT LOCATE	02/28/2020	165.00			
2011-11-0003641	HNATH JAMES	02	CANNOT LOCATE	02/28/2020	133.72			
2011-11-0003689	MUKIC DAVOR	02	CANNOT LOCATE	02/28/2020	0.27			
2011-11-0003708	MASTRIANO KATE	02	CANNOT LOCATE	02/28/2020	8.25			
2011-11-0003713	RAYMOND JOHN	02	CANNOT LOCATE	02/28/2020	155.28			
2011-11-0003749	HARRINGTON COLLEEN	02	CANNOT LOCATE	02/28/2020	9.60			
2011-11-0003750	PRUSHKO LISA	02	CANNOT LOCATE	02/28/2020	45.85			
2011-11-0003783	SULLIVAN SHANNON	02	CANNOT LOCATE	02/28/2020	133.98			
2011-11-0003850	GOETZ JOSEPH	02	CANNOT LOCATE	02/28/2020	1.15			
2011-11-0003861	BURKE JUSTIN	02	CANNOT LOCATE	02/28/2020	59.94			
2011-11-0003874	MAGRO STEVEN	02	CANNOT LOCATE	02/28/2020	22.37			
TRASH/RECYCLE PICK UP								
	# Of Acct: 20							1,774.81
2011-12-0500018	REDDY HEATHER	02	CANNOT LOCATE	02/28/2020	1,185.00			
TRASH/RECYCLE PICK UP								
	# Of Acct: 1							1,185.00
YR : 2011	TOTAL : 21							2,959.81
2012-11-0003340	BORG LINDSEY	02	CANNOT LOCATE	02/28/2020	2.04			
2012-11-0003678	CLARKE SHARISSE	02	CANNOT LOCATE	02/28/2020	95.00			
2012-11-0003708	MASTRIANO KATE	02	CANNOT LOCATE	02/28/2020	30.25			
2012-11-0003749	HARRINGTON COLLEEN	02	CANNOT LOCATE	02/28/2020	204.00			
2012-11-0003783	SULLIVAN SHANNON	02	CANNOT LOCATE	02/28/2020	204.00			
2012-11-0003861	BURKE JUSTIN	02	CANNOT LOCATE	02/28/2020	165.00			
2012-11-0003874	MAGRO STEVEN	02	CANNOT LOCATE	02/28/2020	130.50			
2012-11-0003952	URRIOLA LYNELLE	02	CANNOT LOCATE	02/28/2020	120.75			
2012-11-0003965	KELLNER REBECCA	02	CANNOT LOCATE	02/28/2020	16.45			
TRASH/RECYCLE PICK UP								
	# Of Acct: 9							967.99
YR : 2012	TOTAL : 9							967.99
2013-03-0055236	LACHAPPELLE RICHARD E	04	BANKRUPTCY	02/28/2020	51.68			
MV REGULAR								
	# Of Acct: 1							51.68
2013-11-0001019	JONES NICOLE	02	CANNOT LOCATE	02/28/2020	65.25			
2013-11-0003376	LEDERMAN BRYAN	02	CANNOT LOCATE	02/28/2020	46.37			
2013-11-0003438	BIAMONTE JENNIFER	02	CANNOT LOCATE	02/28/2020	84.71			
2013-11-0003678	CLARKE SHARISSE	02	CANNOT LOCATE	02/28/2020	42.50			
2013-11-0003702	CHAPPELL KRISTEN	02	CANNOT LOCATE	02/28/2020	8.25			
2013-11-0003907	VON RHADE ALEXIS	02	CANNOT LOCATE	02/28/2020	46.00			
2013-11-0003914	WOLFRADT SARA	02	CANNOT LOCATE	02/28/2020	121.00			

Tax/Trash Accounts
 to Suspend
 total of 167 Accounts
 For \$ 30,277.71

Process Suspend Report

TOWN OF MANSFIELD Date: 02/28/2020 Time: 09:44:02
 Condition (s): Year: 2018, Type: 00 - ALL BILLS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/SuspDist	Due/SuspSewer	Due/Susp	Total
2013-11-0003965	KELLNER REBECCA	02	CANNOT LOCATE	02/28/2020	34.36			
2013-11-0004005	LEFEBVRE STEVE	02	CANNOT LOCATE	02/28/2020	0.99			
2013-11-0004044	CORLISS MACKENZIE	02	CANNOT LOCATE	02/28/2020	46.00			
2013-11-0004065	EDWARDSSEN TYLER	02	CANNOT LOCATE	02/28/2020	46.00			
2013-11-0004093	TAVARES STEPHANIE	02	CANNOT LOCATE	02/28/2020	2.55			
2013-11-0004117	ROBITAELLE SIERRA	02	CANNOT LOCATE	02/28/2020	15.60			
2013-11-0004139	CARDONA JUAN CARLOS	02	CANNOT LOCATE	02/28/2020	78.50			
TRASH/RECYCLE PICK UP								
	# Of Acct: 14				638.08			
YR : 2013	TOTAL : 15				689.76			
2014-03-0059008	SLONSKI JUDITH A	06	OTHER	02/27/2020	246.13			
2014-03-0061010	ZHANG HUI	06	OTHER	02/27/2020	287.95			
2014-03-0061066	ZHOU XIAO	06	OTHER	02/27/2020	590.83			
MV REGULAR								
	# Of Acct: 3				1,124.91			
2014-04-0080512	ELDREDGE ROBERT N	06	OTHER	02/27/2020	48.69			
2014-04-0080513	ELDREDGE ROBERT N	06	OTHER	02/27/2020	64.22			
2014-04-0080722	HAWKINS JASON A	06	OTHER	02/27/2020	72.26			
2014-04-0081041	LIZARDO-OLEA JOSE S	06	OTHER	02/27/2020	71.69			
2014-04-0081042	LIZARDO-OLEA JOSE S	06	OTHER	02/27/2020	44.63			
2014-04-0081043	LIZARDO-OLEA JOSE S	06	OTHER	02/27/2020	93.49			
2014-04-0081325	OSCHMANN JAMIE L	06	OTHER	02/27/2020	62.16			
MV SUPPLEMENTAL								
	# Of Acct: 7				457.14			
2014-11-0004283	SULLIVAN DARLENE	05	MOVED OUT OF STATE	02/28/2020	0.95			
TRASH/RECYCLE PICK UP								
	# Of Acct: 1				0.95			
YR : 2014	TOTAL : 11				1,583.00			
2015-01-0002544 0	LEDOUX ALTHEA M	11	MOBILE HOME REMOVED	02/28/2020	884.59			
REAL ESTATE								
	# Of Acct: 1				884.59			
2015-03-0050026	ABELE CYNTHIA M	06	OTHER	02/27/2020	52.87			
2015-03-0050562	BARR LAUREN E	06	OTHER	02/27/2020	53.77			
2015-03-0050563	BARR LAUREN E	06	OTHER	02/27/2020	9.86			
2015-03-0050564	BARR LAUREN E	06	OTHER	02/27/2020	58.55			
2015-03-0051060	BRADLEY CRYSTAL M	06	OTHER	02/27/2020	225.82			
2015-03-0052489	DOUDERA PAMELA J	06	OTHER	02/27/2020	66.91			
2015-03-0052759	ELDREDGE ROBERT N	06	OTHER	02/27/2020	92.60			
2015-03-0052760	ELDREDGE ROBERT N	06	OTHER	02/27/2020	58.55			
2015-03-0052834	ENVIRO ENTERPRISES LLC	06	OTHER	02/27/2020	796.63			
2015-03-0052835	ENVIRO ENTERPRISES LLC	06	OTHER	02/27/2020	130.83			
2015-03-0052836	ENVIRO ENTERPRISES LLC	06	OTHER	02/27/2020	178.32			
2015-03-0052837	ENVIRO ENTERPRISES LLC	06	OTHER	02/27/2020	106.64			
2015-03-0052838	ENVIRO ENTERPRISES LLC	06	OTHER	02/27/2020	1,110.87			
2015-03-0052839	ENVIRO ENTERPRISES LLC	06	OTHER	02/27/2020	267.37			
2015-03-0053366	GARAFANO THOMAS N	06	OTHER	02/27/2020	212.38			
2015-03-0054009	HAWKINS JASON A	06	OTHER	02/27/2020	112.91			
2015-03-0054928	KIELBANIA MARGARET O	06	OTHER	02/27/2020	239.86			
2015-03-0055521	LEVAN LORI L	06	OTHER	02/27/2020	55.27			

Process Suspend Report

TOWN OF MANSFIELD Date: 02/28/2020 Time: 09:44:02

Condition (s): Year: 2018, Type: 00 - ALL BILLS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/SuspDist	Due/SuspSewer	Due/Susp	Total
2015-03-0055688	LIZARDO-OLEA JOSE S	06	OTHER	02/27/2020	62.73			
2015-03-0055689	LIZARDO-OLEA JOSE S	06	OTHER	02/27/2020	59.74			
2015-03-0056015	MARELLA LISA K	06	OTHER	02/27/2020	152.04			
2015-03-0056962	NEVERS THOMAS M	06	OTHER	02/27/2020	312.74			
2015-03-0057265	OSCHMANN JAMIE L	06	OTHER	02/27/2020	297.51			
2015-03-0057584	PETERSON EDWIN V 3RD	06	OTHER	02/27/2020	74.68			
2015-03-0057809	PROPFE JOSHUA T	06	OTHER	02/27/2020	90.51			
2015-03-0058272	ROSA JESUS M	06	OTHER	02/27/2020	81.55			
2015-03-0058920	SLONSKI JUDITH A	06	OTHER	02/27/2020	233.28			
2015-03-0059378	SULLIVAN DARLENE	06	OTHER	02/27/2020	546.92			
2015-03-0059379	SULLIVAN DARLENE	06	OTHER	02/27/2020	572.31			
2015-03-0059726	TORRES DAP I	06	OTHER	02/27/2020	295.41			
2015-03-0060259	WANG TIANSHUO	06	OTHER	02/27/2020	0.01			
2015-03-0061093	GAHMER VIRGIL W	06	OTHER	02/27/2020	0.08			
2015-03-0061244	GAHMER VIRGIL W	06	OTHER	02/27/2020	123.96			
MV REGULAR	# Of Acct: 33				6,733.48			
2015-04-0080009	ABELE CYNTHIA M	06	OTHER	02/27/2020	55.26			
2015-04-0080114	BARR LAUREN E	06	OTHER	02/27/2020	40.03			
2015-04-0080415	DESLAURIERS KAREN T	06	OTHER	02/27/2020	44.42			
2015-04-0080722	HARDON JOSHUA H	06	OTHER	02/27/2020	67.21			
2015-04-0080723	HARDON JOSHUA H	06	OTHER	02/27/2020	47.49			
2015-04-0080729	HAWKINS JASON A	06	OTHER	02/27/2020	273.76			
2015-04-0080790	HOULE JOSHUA S	06	OTHER	02/27/2020	3.16			
2015-04-0080794	HU SENBO	06	OTHER	02/27/2020	291.83			
2015-04-0080838	JIANG YUTING	06	OTHER	02/27/2020	525.35			
2015-04-0080889	KIELBANIA BRYAN F	06	OTHER	02/27/2020	808.40			
2015-04-0080906	KNOWLTON CHERYL A	06	OTHER	02/27/2020	14.94			
2015-04-0080985	LEMAINE JESSICA A	06	OTHER	02/27/2020	132.38			
2015-04-0080997	LI BIN	06	OTHER	02/27/2020	420.78			
2015-04-0081004	LI TIANZE	06	OTHER	02/27/2020	315.19			
2015-04-0081042	LIZARDO-OLEA JOSE S	06	OTHER	02/27/2020	48.09			
2015-04-0081064	LUO YUPENG	06	OTHER	02/27/2020	33.60			
2015-04-0081099	MARELLA LISA K	06	OTHER	02/27/2020	398.62			
2015-04-0081285	NOWSCH JENNIFER L	06	OTHER	02/27/2020	35.40			
2015-04-0081433	REED BRIAN D	06	OTHER	02/27/2020	185.49			
2015-04-0081501	ROSA JESUS M	06	OTHER	02/27/2020	30.26			
2015-04-0081686	SULLIVAN DARLENE	06	OTHER	02/27/2020	502.41			
2015-04-0081750	TORRES HECTOR R JR	06	OTHER	02/27/2020	247.83			
2015-04-0081816	UPPALAPATI ASHISHEK	06	OTHER	02/27/2020	33.99			
2015-04-0081821	VANNORMAN BRIANA R	06	OTHER	02/27/2020	53.62			
2015-04-0081887	WANG WEIGUANG	06	OTHER	02/27/2020	141.88			
2015-04-0081893	WANG YUEQI	06	OTHER	02/27/2020	193.86			
2015-04-0081920	WHARTON MARTINA M	06	OTHER	02/27/2020	68.98			
2015-04-0081973	XIE NAN	06	OTHER	02/27/2020	190.84			
2015-04-0081974	XIE RUOCHEN	06	OTHER	02/27/2020	544.83			
2015-04-0082016	ZHANG LI	06	OTHER	02/27/2020	102.81			
2015-04-0082039	ZHOU ZIQIAO	06	OTHER	02/27/2020	245.29			
2015-04-0082040	ZHOU ZIQIAO	06	OTHER	02/27/2020	375.79			
2015-04-0082064	GAHMER VIRGIL W	06	OTHER	02/27/2020	13.50			
MV SUPPLEMENTAL	# Of Acct: 33				6,487.29			
YR : 2015	TOTAL : 67				14,105.36			

Process Suspense Report

TOWN OF MANSFIELD Date: 02/28/2020 Time: 09:44:03

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Condition (s): Year: 2018, Type: 00 - ALL BILLS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst Name	Code	Reason	Date	Town Due/SuspDist	Due/SuspSewer	Due/Susp	Total
2016-03-0050217	ALYAMI YAHYA D	02	CANNOT LOCATE	02/28/2020	250.25			
2016-03-0050875	BILODEAU PATRICIA M	06	OTHER	02/28/2020	223.60			
2016-03-0052309	DESLAURIERS KAREN T	05	MOVED OUT OF STATE	02/28/2020	159.89			
2016-03-0054007	HAWKINS JASON A	05	MOVED OUT OF STATE	02/28/2020	436.78			
2016-03-0054356	HU SENBO	02	CANNOT LOCATE	02/28/2020	252.39			
2016-03-0054584	JIANG YUTING	02	CANNOT LOCATE	02/28/2020	503.25			
2016-03-0055051	KNOWLTON CHERYL A	02	CANNOT LOCATE	02/28/2020	15.32			
2016-03-0055851	LUO YUPENG	02	CANNOT LOCATE	02/28/2020	120.07			
2016-03-0056991	NEVERS THOMAS M	02	CANNOT LOCATE	02/28/2020	260.66			
2016-03-0058358	ROSA JESUS M	02	CANNOT LOCATE	02/28/2020	74.12			
2016-03-0058896	SHVARTSMAN IGOR	03	DECEASED	02/28/2020	40.00			
2016-03-0059214	SQUIRES STEPHEN T	03	DECEASED	02/28/2020	64.94			
2016-03-0059386	STORRS MICHAEL	03	DECEASED	02/28/2020	67.69			
2016-03-0059387	STORRS MICHAEL	03	DECEASED	02/28/2020	56.05			
2016-03-0059448	SULLIVAN DARLENE	05	MOVED OUT OF STATE	02/28/2020	441.68			
2016-03-0059811	TORRES HECTOR R JR	02	CANNOT LOCATE	02/28/2020	251.47			
2016-03-0060087	UPPALAPATI ASHISHEK	02	CANNOT LOCATE	02/28/2020	70.76			
2016-03-0060126	VANNORMAN BRIANA R	02	CANNOT LOCATE	02/28/2020	106.29			
2016-03-0060372	WANG WEIGUANG	05	MOVED OUT OF STATE	02/28/2020	294.97			
2016-03-0060894	XIE NAN	05	MOVED OUT OF STATE	02/28/2020	183.78			
2016-03-0060895	XIE RUOCHEN	05	MOVED OUT OF STATE	02/27/2020	454.55			
2016-03-0061065	ZHANG LI	05	MOVED OUT OF STATE	02/27/2020	125.89			
2016-03-0061094	ZHAO YIDE	02	CANNOT LOCATE	02/28/2020	353.78			
2016-03-0061124	ZHOU ZIQIAO	05	MOVED OUT OF STATE	02/27/2020	835.59			
MV REGULAR	# Of Acct: 24				5,643.77			
YR : 2016	TOTAL : 24				5,643.77			
2017-01-0003484 0	MANSFIELD VILLAGE LLC	11	MOBILE HOME REMOVED	02/28/2020	123.52			
REAL ESTATE	# Of Acct: 1				123.52			
2017-03-0052287	DESLAURIERS KAREN T	05	MOVED OUT OF STATE	02/28/2020	137.72			
2017-03-0053985	HAWKINS JASON A	05	MOVED OUT OF STATE	02/28/2020	394.96			
2017-03-0054321	HU SENBO	02	CANNOT LOCATE	02/28/2020	216.78			
2017-03-0054577	JIANG YUTING	02	CANNOT LOCATE	02/28/2020	394.65			
2017-03-0055055	KNOWLTON CHERYL A	02	CANNOT LOCATE	02/28/2020	15.44			
2017-03-0055877	LUO YUPENG	02	CANNOT LOCATE	02/28/2020	104.99			
2017-03-0057043	NEVERS THOMAS M	02	CANNOT LOCATE	02/28/2020	242.10			
2017-03-0058423	ROSA JESUS M	02	CANNOT LOCATE	02/28/2020	69.79			
2017-03-0059260	SQUIRES STEPHEN T	03	DECEASED	02/28/2020	63.92			
2017-03-0059482	SULLIVAN DARLENE	05	MOVED OUT OF STATE	02/28/2020	376.12			
2017-03-0059857	TORRES HECTOR R JR	02	CANNOT LOCATE	02/28/2020	201.65			
2017-03-0060099	UPPALAPATI ASHISHEK	02	CANNOT LOCATE	02/28/2020	66.39			
2017-03-0060135	VANNORMAN BRIANA R	02	CANNOT LOCATE	02/28/2020	102.21			
2017-03-0060381	WANG WEIGUANG	05	MOVED OUT OF STATE	02/28/2020	273.91			
2017-03-0060892	XIE NAN	05	MOVED OUT OF STATE	02/28/2020	160.58			
2017-03-0060893	XIE RUOCHEN	05	MOVED OUT OF STATE	02/27/2020	357.28			
2017-03-0061077	ZHANG LI	05	MOVED OUT OF STATE	02/27/2020	107.46			
2017-03-0061137	ZHOU ZIQIAO	05	MOVED OUT OF STATE	02/27/2020	688.62			
MV REGULAR	# Of Acct: 18				3,974.57			
2017-04-0080805	KAMM DEBORAH S	03	DECEASED	02/28/2020	229.93			
MV SUPPLEMENTAL	# Of Acct: 1				229.93			

Process Suspense Report

TOWN OF MANSFIELD Date: 02/28/2020 Time: 09:44:03

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Condition (s): Year: 2018, Type: 00 - ALL BILLS, Order: Bill Number, Total Only: No, Recap by Dist: No

Bill #	Dst	Name	Code	Reason	Date	Town Due/Susp	Dist Due/Susp	Sewer Due/Susp	Total
YR : 2017		TOTAL : 20							4,328.02
Grand Total: 167									30,277.71

Sec. 12-165. Municipal suspense tax book. Each municipality shall have a suspense tax book. At least once in each year each collector of taxes in each municipality shall deliver to the board of finance or other similar board by whatever name called or, if no such board exists, to the board of selectmen if a town not consolidated with a city or borough, to the common council or board of aldermen if a city, to the warden and burgesses if a borough and to the governing board if any other municipality, a statement giving by rate bill: (1) The name and address of the person against whom each uncollectible tax was levied, and (2) the reason why such collector believes each such tax is uncollectible. At the end of such statement, the tax collector shall certify that, to the best of his knowledge and belief, each tax contained in such statement has not been paid and is uncollectible. A detailed examination shall be made by the authority to which such statement has been given of each tax shown thereon and, after such examination, it shall designate in writing each tax which is believed by it to be uncollectible. Thereupon, each tax so designated as uncollectible shall be transferred by such collector to the suspense tax book. (3) Each tax so transferred shall not thereafter be included as an asset of such municipality. The amount of each tax so transferred during the last fiscal year and the name of the person against whom each such tax was levied shall be published in the next annual report of such municipality or filed in the town clerk's office within sixty days of the end of the fiscal year. (4) Nothing herein contained shall be construed as an abatement of any tax so transferred, but any such tax, as it has been increased by interest or penalty, fees and charges, may be collected by the collector then or subsequently in office. The provisions of section 12-147 shall be applicable to all moneys so collected.



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager 
CC: Cherie Trahan, Director of Finance; Aga Gonzalez, Senior Accounting Manager
Date: May 11, 2020
Re: Financial Statements Dated March 31, 2020

Subject Matter/Background

Attached are the financial statements dated March 31, 2020. The Finance Committee will review this item at its meeting earlier this evening.

Recommendation

If the Finance Committee recommends acceptance of the financial statements, the following motion is in order:

Move effective May 11, 2020, to accept the Financial Statements dated March 31, 2020.

Attachments

- 1) Financial Statements Dated March 31, 2020

Town of Mansfield

Financial Statements

(For the Period Ending March 31, 2020)

Finance Department
Cherie Trahan
Director of Finance
May 11, 2020

Town of Manfield

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March 31, 2020

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MEMO

To: Mansfield Town Council
CC: John Carrington, Interim Town Manager
From: Cherie Trahan, Director
Date: May 11, 2020
Subject: **Financial Statements dated March 31, 2020**

Attached please find the financial report for the period ending March 31, 2020.

Overview – General Fund Budget

Revenues

Tax Collections

The total collection rate through March 31, 2020 is 97.9% as compared to 98.3% for last year. Real estate collections, which account for approximately 87% of the levy, are 98.3% as compared to 98.8% for last year. Collections in motor vehicles are 94.1% as compared to 93.7% for last year.

Licenses and Permits

Conveyance taxes received are \$99,903 or 66.6% of the annual budget. Building permits received are \$178,387 or 101.9% of the annual budget. Housing Code permits are \$125,929 or 87.6% of the annual budget.

State Support for Education

The Education Cost Sharing (ECS) is budgeted for \$9,509,100. The current estimate from the State is \$9,561,096 or \$51,996 more than budget.

State Support for General Government

The PILOT grant is by far the largest single grant within this category. The PILOT grant is budgeted at \$5,566,520; the Select PILOT payment at \$2,630,450; and the Municipal Stabilization grant at \$661,280. All three of these grant payments were received on October 31, 2019.

Charges for Services

Charges for services are primarily fixed by contract and are normally received during the year.

Fines and Forfeitures

We have received \$57,042 or 168.0% of expected budget to date.

Miscellaneous

This area is primarily interest income and the telecommunications service payment. Total interest income through March 31, 2020 is \$375,988 as compared to \$293,996 for the same period last year. STIF interest rate for March 2020 was 1.17% as compared to 2.21% for the same period last year.

Expenditures

Town Expenditures

There are no budgetary concerns at this time. There were no COVID-19 related expenses as of the date of this report.

Day Care Fund

The Day Care Fund ended the period with revenues exceeding expenditures by \$81,640. Fund balance at July 1, 2019 of \$31,800 increased to \$113,440 at March 31, 2020. This reflects the accrual of the reimbursement due to the State on the day care grant in FY 18/19. As the overpayment from the State is deducted from current year payments, I expect this excess to be reduced somewhat.

Cafeteria Fund

Expenditures exceeded revenues by \$44,542 for the period. Fund balance at July 1, 2019 decreased from \$173,783 to \$129,241 at March 31, 2020. This is primarily due to the timing of receipt of state grants.

Recreation Program Fund

Revenues exceeded expenditures by \$5,136 for the period. Fund balance at July 1, 2019 increased from \$31,984 to \$37,120 at March 31, 2020.

Capital Non-Recurring Fund

CNR began this fiscal year with a fund balance of \$658,177. Proceeding with the budget as adopted, we projected ending the fiscal year with a fund balance of \$312,827.

Town Aid Road Fund

Expenditures exceeded revenues by \$202,132 for the period. Fund balance at July 1, 2019 decreased from \$134,807 to (\$67,325) at March 31, 2020. Mansfield is estimated to receive \$414,125 for FY 2019/20. We are expecting to receive this before the end of the fiscal year. The Town Aid Road Fund is used to account and pay for snow removal costs.

Debt Service Fund

Fund Balance decreased from \$166,679 on July 1, 2019 to \$75,964 at March 31, 2020. This will be drawn down as additional interest payments are made during the year.

Enterprise/Internal Service Funds

Solid Waste Fund

Revenues exceeded expenditures by \$241,198. Retained Earnings increased from \$1,041,547 at July 1, 2019 to \$1,282,745 at March 31, 2020. This balance will be drawn down as expenses are met and scheduled repairs are made.

Health Insurance Fund (Town, Mansfield BOE, and Region 19 BOE)

Revenues exceeded expenditures through the first quarter by \$1,092,651. Fund balance increased from \$5,343,982 (including contributed capital) at July 1, 2019 to \$6,436,633 at March 31, 2020. Claims through March averaged \$581,319 (on a fiscal year basis) as compared to \$553,428, the average for last fiscal year which represents a 5.0% increase. To be considered fully funded, the Health Insurance Fund needs to maintain a fund balance of approximately \$2.1 million.

Worker's Compensation Fund

Revenues exceeded expenditures by \$9,039 through quarter end. Retained earnings increased from \$107,109 to \$116,148 at March 31, 2020. This balance will be drawn down as insurance payments are made.

Management Services Fund

Management Services Fund revenues through March 31, 2020 exceeded expenditures by \$133,733. Fund Balance increased from \$2,248,700 at July 1, 2019 to \$2,382,433 at March 31, 2020. This will be drawn down as expenditures are met during the year.

Transit Services Fund

The Transit Services Fund ended the period with revenues exceeding expenditures by \$27,982. Operations are proceeding according to budget for the Transportation Center and WRTD activity.

Cemetery Fund

Retained earnings in the Cemetery Fund increased from \$272,118 at July 1, 2019 to \$275,045 at March 31, 2020. The major costs for this fund are mowing and cemetery maintenance.

Eastern Highlands Health District

Operating revenues exceeded expenditures by \$67,078. Fund Balance increased from \$432,295 to \$499,373. This reflects the full receipt of the State Grant-in-Aid of \$134,429. I expect this surplus will be drawn down as expenses are met.

Mansfield Downtown Partnership

Revenues exceeded expenditures by \$63,313 through March 31, 2020, and fund balance increased from \$310,820 to \$374,133. UConn's contribution to the Partnership for the full year has been received. I expect this surplus will be drawn down as expenditures are met.

**Town Of Mansfield
General Fund Trial Balance
Fiscal Year 2019/20**

Account Number and Description	7/1/2019	Net Activity July - March		3/31/2020
	Beginning			Ending
	Balance	Debits	Credits	Balance
11211 Petty Cash - Treasurer (Imprest)	1,000.00			1,000.00
11213 Petty Cash - Mansfield Bd of Ed	550.00			550.00
11214 Petty Cash - Buchanan Center	129.90			129.90
11219 Petty Cash - Mansfield Middle	50.00			50.00
11220 Petty Cash - Tax Collector	200.00			200.00
11221 Petty Cash - Southeast School	0.00			0.00
11226 Petty Cash - Senior Center	50.00			50.00
11227 Student Activity Fund - Goodwin	500.00			500.00
11228 Student Activity Fund - Southeast	500.00			500.00
11229 Student Activity Fund - Vinton	500.00			500.00
11231 Athletic Fund - MMS	500.00			500.00
11310 Cash Disbursing Peoples Bank	(13,216,214.69)	48,753,812.69	43,953,499.96	(8,415,901.96)
11318 Cash-master Charge/visa	29,260.48	911,675.67	940,330.67	605.48
11320 Cash Athletics Imprest	1,500.00			1,500.00
11321 Interfund Payroll Cash	0.00	20,177,158.31	20,451,343.48	(274,185.17)
11364 Cash - Ct Stif Pool	23,471,779.47	5,209,993.37	2,000,000.00	26,681,772.84
11520 Certificates Of Deposit	504,387.31	958.43		505,345.74
13100 Taxes Receivable - Current	379,290.93	34,631,801.91	34,259,493.85	751,598.99
13200 Taxes Receivable - Delinquent	277,054.35	452,183.91	217,484.22	511,754.04
13999 Allowance for Doubtful Accts	(40,000.00)			(40,000.00)
14212 Due From State Gov't	26,010.00		26,010.00	0.00
14251 Due from Region 19	646.40	5,019.45	646.40	5,019.45
14257 Due from Downtown Partnership	0.00			0.00
14311 Accounts Receivable - General	54,165.08		54,165.08	0.00
14312 Accounts Receivable - Exchange	180.00	0.00	0.00	180.00
14313 AcctsRec-SelfinsExchange	(527.65)	456,204.58	455,676.93	0.00
14318 Returned Checks	15.00	197.20	155.26	56.94
14319 Worker's Compensation Advances	932.17	37,527.46	32,506.50	5,953.13
14323 Accounts Receivable-Other	0.00			0.00
Total Assets	11,492,458.75	110,636,532.98	102,391,312.35	19,737,679.38
21100 Accounts Payable	(1,769,529.09)	5,900,268.63	4,280,057.69	(149,318.15)
21200 Payroll Clearing	(748.54)	7,271.85	7,915.78	(1,392.47)
21216 Medical Insurance	20,696.19	3,366,548.22	3,387,244.41	0.00
21217 Taxable Medical Insurance	0.00			0.00
21233 Levy	0.00			0.00
21236 Dependent Care	0.00	30,374.08	31,867.60	(1,493.52)
21237 Uninsured Med Deduction	0.00	14,809.10	15,457.17	(648.07)
21245 Community Center Membership	0.00	11,944.92	11,944.92	0.00
21247 Child Care Discovery Depot	0.00			0.00
21250 Cell Phone Use Deduction	0.00	3,104.16	3,104.16	0.00
21411 Due To State - Dog Licenses	(9,417.00)	9,515.00	4,691.00	(4,593.00)
21412 Due To State - Hunting & Fishi	6,847.00	2,151.00	1,980.00	7,018.00
21414 Due To State-dog Licenses A.p.	(3,927.00)	3,970.00	2,018.00	(1,975.00)
21415 Due To State-marriage Licenses	(306.00)	1,122.00	986.00	(170.00)
21416 Due To State-permit Applicatio	(3,072.00)	6,552.00	5,162.00	(1,682.00)
21418 Due To State Animal Adop Depos	(45.00)	1,170.00	1,620.00	(495.00)

Fiscal Year 2019/20				
	7/1/2019	Net Activity July - March		3/31/2020
Account Number and Description	Beginning Balance	Debits	Credits	Ending Balance
21419 Due to State-Educ Train Fee	472.68	1,121.58	3,532.81	(1,938.55)
21420 Due to State Library Hist.Doc	(792.00)	8,392.00	8,336.00	(736.00)
21421 Due to State-Land Protection	(11,342.00)	63,277.00	63,507.00	(11,572.00)
21503 Due To Region 19	0.00			0.00
21609 Posting Variances	(125.60)	854,473.23	854,347.63	0.00
21611 Refundable Deposits	(145,727.50)	48,670.78	6,193.28	(103,250.00)
21620 Collection Fee Payable	(1,484.68)	24,132.55	25,813.42	(3,165.55)
21621 Processing Fee Payable-IPARQ	1,106.80	16,223.12	15,341.52	1,988.40
21622 Enforcement Cost Payable - LAZ	(3,689.25)	10,176.25	9,301.20	(2,814.20)
21623 Garage Revenue Payable- LAZ	(10,371.75)	34,704.65	34,320.40	(9,987.50)
21624 Enforcement Cost Payable - Storrs Commons	(3,956.20)	3,956.20	2,573.40	(2,573.40)
22100 Accrued Accounts Payable	(76,319.54)	323,492.99	252,423.45	(5,250.00)
22200 Accrued Payroll	(1,387,043.93)	1,387,043.93		0.00
23900 Due To Internal Service Fund	(431,231.13)	431,231.13		0.00
24100 Deferred Revenue - Taxes	(625,024.05)	34,047,867.85	34,654,875.60	(1,232,031.80)
24200 Deferred Revenue - Other	0.00	369,235.45	369,235.45	0.00
24500 Taxes Collected In Advance	(77,805.62)	77,805.62	158.72	(158.72)
Total Liabilities	(4,532,835.21)	47,060,605.29	44,054,008.61	(1,526,238.53)
32302 Current Year Encumbrances	0.00	5,481,782.11	3,915,521.51	1,566,260.60
32303 Res For Prior Year Encumb	(97,723.18)			(97,723.18)
32304 Res For Current Year Encumb	0.00	3,915,521.51	5,481,782.11	(1,566,260.60)
33310 Fund Balance - Available	(6,840,129.36)			(6,840,129.36)
33311 Assigned Fund Balance - Tax Appeals	(21,771.00)			(21,771.00)
34220 Actual Expenditures	0.00	38,316,548.63	749,141.95	37,567,406.68
34320 Actual Revenues	0.00	344,527.00	49,163,750.99	(48,819,223.99)
Total Fund Equity	(6,959,623.54)	48,058,379.25	59,310,196.56	(18,211,440.85)
*** Net Total ***	0.00	205,755,517.52	205,755,517.52	0.00

**Town of Mansfield
Town of Mansfield General Fund
Balance Sheet
March 31, 2020**

		<u>2020</u>
Assets		
Cash and Cash Equivalents	\$	18,503,117
Accounts Receivable - Property Taxes		1,223,353
Accounts Receivable - Intergovernmental		5,019
Accounts Receivable - Other		6,190
Due from Other Funds		-
		<hr/>
Total Assets	\$	<u><u>19,737,679</u></u>
 Liabilities and Fund Balance		
Liabilities:		
Accounts Payable	\$	169,404
Due to State of Connecticut		16,144
Due to Other Funds		-
Refundable Deposits		103,250
Accrued Liabilities		5,250
Deferred Revenue		1,232,032
Advance Tax Collections		159
		<hr/>
Total Liabilities		<u>1,526,239</u>
 Fund Balance:		
Assigned		21,771
Unassigned		18,189,670
		<hr/>
Total Fund Balance		<u>18,211,441</u>
 Total Liabilities and Fund Balance	 \$	 <u><u>19,737,679</u></u>

Town of Mansfield
Day Care Fund - Combined Program
Balance Sheet
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Assets		
Cash and Cash Equivalents	\$ 106,844	\$ 80,859
Accounts Receivable	<u>8,321</u>	<u>8,482</u>
Total Assets	<u><u>115,165</u></u>	<u><u>89,341</u></u>
 Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>1,725</u>	<u>-</u>
Total Liabilities	<u>1,725</u>	<u>-</u>
 Fund Balance	<u>113,440</u>	<u>89,341</u>
Total Liabilities and Fund Balance	<u><u>\$ 115,165</u></u>	<u><u>\$ 89,341</u></u>

Town of Mansfield
Day Care Fund - Combined Program
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>Budget</u> <u>2019/20</u>	<u>2020</u>	<u>Percent of</u> <u>Adopted</u> <u>Budget</u>	<u>2019</u>
Revenues				
Fees for Services - Parent Fees	\$ 811,600	\$ 572,806	70.6%	\$ 484,093
Fees for Services - State Grant	331,350	262,179	79.1%	256,037
School Readiness Grant	39,420	31,977	81.1%	26,772
State Support - DCF	29,790		0.0%	
Subsidies for Services	92,440	65,485	70.8%	20,222
National School Lunch Grant	36,420	19,081	52.4%	17,620
	<u>1,341,020</u>	<u>951,528</u>	<u>71.0%</u>	<u>804,744</u>
Expenditures				
Direct Program	861,130	591,291	68.7%	618,366
Administrative	154,930	135,287	87.3%	58,569
Energy	32,000	24,000	75.0%	27,000
Food Service Supplies	35,250	24,036	68.2%	19,028
Purchased Property Services	61,500	49,249	80.1%	48,773
Other Purchased Services	38,280	22,462	58.7%	25,753
Insurance	3,710	5,417	146.0%	5,291
Building Supplies	6,500	4,804	73.9%	3,197
Repairs & Maintenance	4,500	5,862	0.0%	1,514
Instructional Supplies	8,000	7,424	92.8%	3,619
Equipment	10,000	56	0.0%	-
	<u>1,215,800</u>	<u>869,888</u>	<u>71.5%</u>	<u>811,110</u>
Excess (Deficiency) of Revenues	125,220	81,640		(6,366)
Fund Balance, July 1	<u>31,800</u>	<u>31,800</u>		<u>95,707</u>
Fund Balance plus Cont. Capital, Mar 31	<u>\$ 157,020</u>	<u>\$ 113,440</u>		<u>\$ 89,341</u>

Mansfield Board of Education
Cafeteria Fund
Balance Sheet
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Assets		
Cash and Cash Equivalents	\$ 106,784	\$ 122,215
Accounts Receivable	50	55
Inventory	<u>25,418</u>	<u>29,554</u>
Total Assets	<u><u>132,252</u></u>	<u><u>151,824</u></u>
Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>3,011</u>	<u>737</u>
Total Liabilities	<u>3,011</u>	<u>737</u>
Fund Balance	<u>129,241</u>	<u>151,087</u>
Total Liabilities and Fund Balance	<u><u>\$ 132,252</u></u>	<u><u>\$ 151,824</u></u>

Mansfield Board of Education
Cafeteria Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>Budget</u>	<u>2020</u>	<u>Percent of</u> <u>Adopted</u> <u>Budget</u>	<u>2019</u>
Revenues	2019/20			
Sales of Food	\$ 532,060	\$ 374,745	70%	\$ 423,608
Intergovernmental	333,000	184,591	55%	183,551
Other	-	392	-	3,035
	<u>865,060</u>	<u>559,728</u>	<u>65%</u>	<u>610,194</u>
Total Revenues				
Expenditures				
Salaries & Benefits	487,490	395,874	81%	404,393
Food & Supplies	335,220	201,072	60%	199,579
Repairs & Maintenance	10,000	5,045	50%	5,043
Equipment	13,000	367	3%	96
	<u>845,710</u>	<u>602,358</u>	<u>71%</u>	<u>609,111</u>
Total Expenditures				
Transfers				
Transfers Out - General Fund	<u>2,550</u>	<u>1,912</u>	<u>75%</u>	<u>1,913</u>
Excess (Deficiency) of Revenues	16,800	(44,542)		(830)
Fund Balance, July 1	<u>173,783</u>	<u>173,783</u>		<u>151,917</u>
Fund Balance plus Cont. Capital	<u>\$ 190,583</u>	<u>\$ 129,241</u>		<u>\$ 151,087</u>

**Town of Mansfield
Parks and Recreation
Balance Sheet
March 31, 2020**

(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Assets		
Cash and Cash Equivalents	\$ 45,362	\$ 89,721
Accounts Receivable	<u>893</u>	<u>708</u>
Total Assets	<u><u>46,255</u></u>	<u><u>90,429</u></u>
 Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>9,135</u>	<u>1,822</u>
Total Liabilities	<u>9,135</u>	<u>1,822</u>
Fund Balance	<u>37,120</u>	<u>88,607</u>
Total Liabilities and Fund Balance	<u><u>\$ 46,255</u></u>	<u><u>\$ 90,429</u></u>

**Town of Mansfield
Parks and Recreation
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020
(with comparative totals for March 31, 2019)**

	Budget 2019/20	2020	Percent of Adopted Budget	2019
Revenues				
Membership Fees	\$ 971,610	\$ 612,526	63%	\$ 634,782
Program Fees	950,610	676,775	71%	688,500
Fee Waivers	61,900	29,538	48%	29,512
Daily Admission Fees	55,100	47,805	87%	41,710
Rent - Facilities/Parties	32,310	8,277	26%	17,002
Employee Wellness	16,000	-	0%	-
Rent - E.O. Smith	18,000	17,400	97%	9,150
Charge for Services	10,000	-	0%	-
Contributions	14,250	8,150	57%	5,562
Sale of Merchandise	3,750	1,379	37%	1,997
Sale of Food	3,000	2,402	80%	2,564
Other	6,000	3,067	51%	4,581
Total Revenues	2,142,530	1,407,319	66%	1,435,360
Operating Transfers				
General Fund - Recreation Administrative	431,020	323,265	75%	289,515
General Fund - Community Programs	100,000	75,000	75%	75,000
General Fund - Summer Challenge	-	-	0%	-
General Fund - Bicent. Pond	25,000	18,750	75%	18,750
General Fund - Teen Center	25,000	18,750	75%	18,750
Total Operating Transfers	581,020	435,765	75%	402,015
Total Rev & Oper Transfers	2,723,550	1,843,084	68%	1,837,375
Expenditures				
Salaries & Wages	1,445,300	995,730	69%	985,433
Benefits	308,210	215,509	70%	217,525
Professional & Technical	224,180	170,736	76%	162,627
Purchased Property Services	14,640	7,499	51%	4,813
Repairs & Maintenance	74,570	50,868	68%	52,230
Rentals	6,300	9,030	143%	6,510
Other Purchased Services	278,610	201,092	72%	196,171
Other Supplies	69,420	38,057	55%	38,378
Energy	137,800	103,125	75%	109,500
Building Supplies	19,460	6,172	32%	8,332
Recreation Supplies	47,940	24,617	51%	20,370
Equipment	84,560	15,513	18%	63,686
Total Expenditures	2,710,990	1,837,948	68%	1,865,575
Excess (Deficiency) of Revenues	12,560	5,136		(28,200)
Fund Balance, July 1	31,984	31,984		116,807
Fund Balance, Mar. 31	\$ 44,544	\$ 37,120		\$ 88,607

Town of Mansfield
Capital and Nonrecurring Reserve Fund Budget
Estimated Revenues, Expenditures and Changes in Fund Balance
Fiscal Year 2019/20

	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
	Actual	Actual	Actual	Actual	Adopted	Projected	Projected
Sources:							
General Fund Contribution	\$ 1,780,380	\$ 3,064,240	\$ 2,819,660	\$ 2,674,010	\$ 1,772,380	\$ 2,500,000	\$ 2,750,000
Board Contribution	105,000	122,000	100,000	552,000			
Ambulance User Fees	342,054	334,404	401,393	438,385	300,000	300,000	300,000
FEMA Grant	76,848						
Other	13,094	14,711	18,305	85,263			
Sewer Assessments	913	913	913		500	500	500
Sweep of CIP Balances			399,879				
CIT - EDR Controlling Interest Sale				249,556			
Pequot Funds	241,157	204,996	204,996	179,151	179,150	179,151	179,151
Total Sources	2,559,446	3,741,264	3,945,146	4,178,365	2,252,030	2,979,651	3,229,651
Uses:							
Operating Transfers Out:							
Management Services Fund	185,000	192,600	-		-	-	-
Capital Fund	1,905,223	3,100,567	3,385,000	4,120,623	2,482,380	2,800,000	3,150,000
Capital Fund - Storrs Center Reserve	228,600	175,000	325,000	150,000	115,000	130,000	129,000
Transit Services Fund - WRTD	25,000						
Compensated Absences Fund							
Total Uses	2,343,823	3,468,167	3,710,000	4,270,623	2,597,380	2,930,000	3,279,000
Excess/(Deficiency)	215,623	273,097	235,146	(92,258)	(345,350)	49,651	(49,349)
Fund Balance/(Deficit) July 1	26,569	242,192	515,289	750,435	658,177	312,827	362,478
Fund Balance, June 30	\$ 242,192	\$ 515,289	\$ 750,435	\$ 658,177	\$ 312,827	\$ 362,478	\$ 313,129

Capital Projects as of May 4, 2020

General Government

Revenues

Expenses

Account and Description	<u>Adjusted Budget</u>	<u>Received</u>	<u>Balance</u>	<u>Adjusted Budget</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Balance</u>
81611 Pool Cars	197,284	197,284	-	197,284	-	197,284	-
81612 Fleet Vehicle	70,893	70,893	-	70,893	-	70,893	-
81820 Financial Software/Hardware	523,896	523,896	-	523,896	1,755	469,237	52,904
81823 Financial Control Review	77,500	77,500	-	77,500	-	52,500	25,000
81824 Professional & Staff Development	17,774	17,774	-	17,774	-	17,774	-
81826 Town Manager Process Review	13,050	13,050	-	13,050	-	13,050	-
81827 Town Manager Recruitment	41,950	41,950	-	41,950	17,600	4,000	20,350
81919 Strategic Planning	297,241	297,241	-	297,241	-	297,241	-
81921 Classification & Compensation Study	38,700	38,700	-	38,700	3,870	34,830	-
81922 Police Services Consulting Assistance	48,843	48,843	-	48,843	-	48,843	-
86291 Technology Infrastructure - Schools	1,380,000	1,380,000	-	1,380,000	-	1,368,882	11,118
86299 Marketing/Branding/Comm Project	40,000	40,000	-	40,000	-	40,000	-
86309 Furniture & Fixtures	212,226	212,226	-	212,226	-	131,654	80,572
86336 Energy Management Plan	-	-	-	-	-	-	-
Total General Government:	2,959,357	2,959,357	-	2,959,357	23,225	2,746,188	189,944

Community Development

Revenues

Expenses

Account and Description	<u>Adjusted Budget</u>	<u>Received</u>	<u>Balance</u>	<u>Adjusted Budget</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Balance</u>
81825 Economic Development	42,500	42,500	-	42,500	-	5,500	37,000
83530 Four Corners Sewer/Water Impro	9,830,000	9,830,000	-	9,830,000	363,721	8,472,570	993,709
84103 Storrs Center Reserve	4,431,333	4,431,358	(25)	4,431,333	-	4,213,295	218,038
84107 Mansfield Tomorrow	40,000	40,000	-	40,000	15,650	-	24,350
84109 Downtown Storrs Enhancements	42,500	42,500	-	42,500	1,570	39,104	1,826
84110 Positioning & Marketing Plan	50,000	50,000	-	50,000	15,000	9,969	25,031
84122 Improvements Storrs Rd Urban	2,500,000	2,500,000	-	2,500,000	-	2,500,000	-
84123 Streetscape/Ped.Improv. DOT	625,148	625,148	-	625,148	-	625,148	-
84124 Imprvmnts StorrsRd DOT/Lieber	2,552,750	2,552,750	-	2,552,750	-	2,552,750	-
84126 Parking Garage Transit Hub	11,328,221	11,152,656	175,565	11,328,221	-	11,328,221	-
84127 DECD STEAP#2 Pha1A+Dog Lane Con	691,985	691,985	-	691,985	-	691,985	-
84129 Omnibus Budget Bill Feb2009	781,498	583,615	197,883	781,498	-	781,498	-
84132 Leyland/EDR Infrastructure (\$3M)	3,000,000	3,000,000	-	3,000,000	-	3,000,000	-
84137 Parking Garage Repairs/Maintenance	262,409	268,520	(6,111)	262,409	-	-	262,409
Total Community Development:	36,178,343	35,811,032	367,312	36,178,343	395,941	34,220,040	1,562,363

**Capital Projects as of May 4, 2020
Public Safety**

Revenues

Expenses

Account and Description	<u>Revenues</u>			<u>Expenses</u>			
	<u>Adjusted Budget</u>	<u>Received</u>	<u>Balance</u>	<u>Adjusted Budget</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Balance</u>
82801 Fire & Emerg Serv Comm Equipment	77,000	77,000	-	77,000	5,354	41,055	30,591
82823 Rescue Equipment	54,884	54,884	-	54,884	-	54,884	-
82827 Fire Personal Protective Equipment	168,000	168,000	-	168,000	-	142,029	25,971
82829 Replacement ET507	466,404	466,404	-	466,404	-	466,404	-
82844 Replacement ET 407	600,000	600,000	-	600,000	4,218	592,872	2,910
82845 Rescue 107 Replacement	250,000	250,000	-	250,000	-	480	249,520
82846 Vehicle Exhaust System	114,265	114,265	-	114,265	-	114,265	-
82847 Fire Station Study	34,995	34,995	-	34,995	20,997	13,998	-
82848 Administrative Vehicle Replacement	40,619	40,619	-	40,619	-	40,619	-
82849 Rescue 207 Replacement	50,201	50,201	-	50,201	-	50,201	-
82850 Defibulator Unit	10,000	10,000	-	10,000	-	3,290	6,710
82851 Fire Service - Uniform Updates	14,000	14,000	-	14,000	4,135	3,844	6,022
82902 Fire Ponds	79,500	79,500	-	79,500	-	58,892	20,608
86293 Security Improvements	125,000	125,000	-	125,000	1,985	64,560	58,455
Total Public Safety:	2,084,868	2,084,868	-	2,084,868	36,688	1,647,393	400,787

Community Services

Revenues

Expenses

Account and Description	<u>Revenues</u>			<u>Expenses</u>			
	<u>Adjusted Budget</u>	<u>Received</u>	<u>Balance</u>	<u>Adjusted Budget</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Balance</u>
84109 Senior Center Chairs	25,711	25,711	-	25,711	-	25,711	-
85105 Open Space Purchase	3,474,355	3,479,355	(5,000)	3,474,355	-	3,474,355	-
85107 Open Space - Bonded	1,283,750	725,750	558,000	1,283,750	-	938,851	344,899
85108 Eagleville School House - CSA	1,393,820	1,393,920	(100)	1,393,820	33,633	1,499,189	(139,002)
85804 Community Center Equipment	628,930	628,930	-	628,930	-	600,440	28,490
85811 Playscapes New/Replacements	348,670	348,670	-	348,670	-	253,587	95,083
85813 Invasive Control	62,000	62,000	-	62,000	-	39,660	22,341
85816 Park Improvements	428,518	428,518	-	428,518	-	418,666	9,852
85835 Parks & Preserves Management	32,648	32,748	(100)	32,648	-	32,648	0
Total Community Services:	7,678,402	7,125,602	552,800	7,678,402	33,633	7,283,105	361,663

**Capital Projects as of May 4, 2020
Facilities Management**

Revenues

Expenses

<u>Account and Description</u>	<u>Revenues</u>			<u>Expenses</u>			
	<u>Adjusted Budget</u>	<u>Received</u>	<u>Balance</u>	<u>Adjusted Budget</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Balance</u>
86260 Maintenance Projects	1,155,691	1,155,691	-	1,155,691	-	1,118,066	37,625
86290 Roof Repairs/Town Hall Roof Rplcmnt	782,900	782,900	-	782,900	16,296	764,282	2,322
86292 School Building Maintenance	1,794,342	1,794,342	-	1,794,342	166,435	1,535,430	92,477
86294 Vault Climate Control	51,700	51,700	-	51,700	-	51,700	-
86295 Emergency Generators	85,809	85,809	-	85,809	-	85,809	-
86296 Oil Tank Repairs	55,390	55,390	-	55,390	-	55,390	-
86304 Comm Center Repairs & Improvements	342,133	342,133	-	342,133	41,383	290,216	10,535
86305 Fire Station Repairs & Improvements	390,235	390,235	-	390,235	18,901	289,807	81,526
86306 Library Bldg Repairs & Improvements	159,000	159,000	-	159,000	-	145,298	13,702
86307 Senior Center Bldg Repairs & Improvem	120,000	120,000	-	120,000	7,687	89,183	23,130
86308 Town Hall Bldg Repairs & Improvements	146,000	146,000	-	146,000	-	97,495	48,505
86310 Cleaning Equipment	44,000	44,000	-	44,000	-	43,729	271
86311 Tractor Replacement	48,000	48,000	-	48,000	-	47,600	400
86315 Daycare Building Repairs	114,000	94,000	20,000	114,000	-	55,268	58,732
86316 Joshua's Trust Building Repairs	800	800	-	800	-	800	-
86317 Public Works Building Repairs	176,500	176,500	-	176,500	14,256	117,396	44,848
86318 Facilities Study	103,294	103,294	-	103,294	-	103,294	-
86319 Animal Shelter Building Repairs	37,500	37,500	-	37,500	-	11,180	26,320
86320 Historical Society Building Repairs	50,000	50,000	-	50,000	-	-	50,000
86321 Park Building Repairs	63,200	63,200	-	63,200	6,500	41,161	15,539
86323 MMS Gym Renovation	1,003,210	1,003,210	-	1,003,210	-	999,888	3,322
86325 Indoor Air Quality Testing	10,000	10,000	-	10,000	-	4,892	5,108
86326 Facilities Work Truck	257,217	257,217	-	257,217	39,493	209,812	7,913
86327 NZTC Building Repairs	35,730	35,730	-	35,730	-	35,660	70
86329 Storage Upgrades	10,047	10,047	-	10,047	-	10,047	-
86330 Fire Alarm Panel - MMS	90,980	90,980	-	90,980	-	90,980	-
86331 Bus Garage Building Upgrades	42,000	42,000	-	42,000	-	6,249	35,751
86333 School Building Project	50,880,179	368,179	50,512,000	50,880,179	3,084,670	654,677	47,140,832
86334 Forklift	30,000	30,000	-	30,000	-	30,000	-
86335 Brick Repairs	14,000	14,000	-	14,000	-	14,000	-
86401 MMS Bathroom Upgrades	100,000	100,000	-	100,000	3,323	96,568	109
86402 MMS Renovations	360,000	360,000	-	360,000	-	-	360,000
86403 MMS Roof Replacement	-	-	-	-	344	-	(344)
Total Facilities Management:	58,553,857	8,021,857	50,532,000	58,553,857	3,399,286	7,095,877	48,058,693

**Capital Projects as of May 4, 2020
Public Works**

Revenues

Expenses

<u>Account and Description</u>	<u>Adjusted Budget</u>	<u>Received</u>	<u>Balance</u>	<u>Adjusted Budget</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Balance</u>
83101 Tree Replacement	312,418	312,418	-	312,418	6,174	252,953	53,292
83302 Sm Bridges & Culverts	299,084	299,084	-	299,084	-	289,331	9,753
83303 Large Bridge Maintenance	496,286	496,286	-	496,286	-	480,862	15,424
83308 Town Walkways/Transp Enhancemnt	960,994	960,994	-	960,994	4,000	857,497	99,496
83311 Eastwood Road Sidewalk	387,600	371,324	16,276	387,600	-	280,682	106,918
83312 Safe Routes to Schools - Rte 89	585,000	127,000	458,000	585,000	295,789	215,185	74,026
83313 Cemeteries	25,000	25,000	-	25,000	1,660	23,290	50
83401 Road Drainage	853,170	853,170	-	853,170	-	853,170	-
83510 Guide Rails	354,145	354,145	-	354,145	-	330,129	24,016
83524 Road Resurfacing	8,105,820	7,840,032	265,788	8,105,820	45,658	8,027,232	32,929
83638 Small Dump Trucks & Sanders	84,896	84,896	-	84,896	-	90,606	(5,710)
83639 Large Dump Trucks	726,593	726,593	-	726,593	-	726,593	-
83641 Mowers & Attachments	94,059	94,059	-	94,059	-	94,059	-
83644 Street Signs	60,000	60,000	-	60,000	-	59,085	915
83735 Transfer Station Truck & Equipment	242,880	242,880	-	242,880	-	242,880	-
83911 Engineering Cad Upgrades	309,500	309,500	-	309,500	5,200	254,698	49,602
83920 Hillyndale Road Bridge Replacement	659,014	329,764	329,250	659,014	10,567	83,296	565,151
83921 Storrs Center Improvements	25,000	25,000	-	25,000	5,015	7,857	12,128
83922 Bucket Truck	165,000	165,000	-	165,000	-	162,374	2,626
83923 Toolcat Utility Work Truck	55,000	55,000	-	55,000	-	59,147	(4,147)
83924 Transfer Station Walls & Covers	200,000	200,000	-	200,000	-	-	200,000
Total Public Works:	15,001,458	13,932,144	1,069,314	15,001,458	374,063	13,390,926	1,236,469

Revenue/Expenditure Summary

Revenues

Expenses

<u>Account and Description</u>	<u>Adjusted Budget</u>	<u>Received</u>	<u>Balance</u>	<u>Adjusted Budget</u>	<u>Encumbrance</u>	<u>Expenses</u>	<u>Balance</u>
General Government	2,959,357	2,959,357	-	2,959,357	23,225	2,746,188	189,944
Community Development	36,178,343	35,811,032	367,312	36,178,343	395,941	34,220,040	1,562,363
Public Safety	2,084,868	2,084,868	-	2,084,868	36,688	1,647,393	400,787
Community Services	7,678,402	7,125,602	552,800	7,678,402	33,633	7,283,105	361,663
Facilities Management	58,553,857	8,021,857	50,532,000	58,553,857	3,399,286	7,095,877	48,058,693
Public Works	15,001,458	13,932,144	1,069,314	15,001,458	374,063	13,390,926	1,236,469
Grand Total:	\$ 122,456,286	\$ 69,934,861	\$ 52,521,426	\$ 122,456,286	\$ 4,262,837	\$ 66,383,529	\$ 51,809,920

Town of Mansfield
Town Aid Road Fund
Balance Sheet
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Assets		
Cash and Cash Equivalents	\$ <u>(46,841)</u>	\$ <u>(80,163)</u>
Total Assets	<u><u>(46,841)</u></u>	<u><u>(80,163)</u></u>
Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>20,484</u>	<u>-</u>
Total Liabilities	<u>20,484</u>	<u>-</u>
Fund Balance	<u>(67,325)</u>	<u>(80,163)</u>
Total Liabilities and Fund Balance	\$ <u><u>(46,841)</u></u>	\$ <u><u>(80,163)</u></u>

Town of Mansfield
Town Aid Road Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020
(with comparative totals for March 31, 2019)

	Budget		Percent of	
	2019/20	2020	Adopted	2019
			Budget	
Revenues				
State Grant	\$ 420,030	\$ -	0%	\$ 210,016
Services (Region 19 Parking Lots)	38,420	28,815	75%	28,225
Total Revenues	<u>458,450</u>	<u>28,815</u>	<u>6%</u>	<u>238,241</u>
Expenditures				
Salaries and Wages	125,000	81,510	65%	131,417
Equipment	65,000			
Supplies	225,000	148,276	66%	199,147
Equipment Rental	20,000	1,161	6%	1,320
Total Expenditures	<u>435,000</u>	<u>230,947</u>	<u>53%</u>	<u>331,884</u>
Excess (Deficiency) of Revenues	23,450	(202,132)		(93,643)
Fund Balance, July 1	<u>134,807</u>	<u>134,807</u>		<u>13,480</u>
Fund Balance plus Cont. Capital, Mar 31	<u>\$ 158,257</u>	<u>\$ (67,325)</u>		<u>\$ (80,163)</u>

Town of Mansfield
Debt Service Fund
Balance Sheet
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Assets		
Cash and Cash Equivalents	\$ <u>75,964</u>	\$ <u>102,697</u>
Total Assets	<u>75,964</u>	<u>102,697</u>
 Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>
Fund Balance	<u>75,964</u>	<u>102,697</u>
Total Liabilities and Fund Balance	\$ <u>75,964</u>	\$ <u>102,697</u>

**Town of Mansfield
Debt Service Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020
(with comparative totals for March 31, 2019)**

	Budget 2019/20	2020	Percent of Adopted Budget	2019
Revenues				
Bond Proceeds	\$ -	\$ -		\$ 234,076
Total Revenues	<u>-</u>	<u>-</u>		<u>234,076</u>
Operating Transfers				
General Fund	\$ 410,250	\$ 307,688	75%	\$ 206,250
Sewer Fund	<u>257,540</u>	<u>193,155</u>		
Total Operating Transfers	<u>667,790</u>	<u>500,843</u>	75%	<u>206,250</u>
Total Rev & Oper Trans	<u>667,790</u>	<u>500,843</u>	75%	<u>440,326</u>
Expenditures				
Issuance Costs				82,094
Principal Payments	585,000	435,000	74%	220,000
Interest Payments	<u>317,266</u>	<u>156,558</u>	49%	<u>71,111</u>
Total Expenditures	<u>902,266</u>	<u>591,558</u>	66%	<u>373,205</u>
Excess (Deficiency) of Revenues	(234,476)	(90,715)		67,121
Fund Balance, July 1	<u>166,679</u>	<u>166,679</u>		<u>35,576</u>
Fund Balance plus Cont. Capital, Mar 31	<u>\$ (67,797)</u>	<u>\$ 75,964</u>		<u>\$ 102,697</u>

Town of Mansfield
Solid Waste Disposal Fund
Balance Sheet
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Current Assets		
Cash and Cash Equivalents	\$ 1,002,999	\$ 721,356
Accounts Receivable, net	15	15
	<u>1,003,014</u>	<u>721,371</u>
Fixed Assets		
Land	8,500	8,500
Buildings & Equipment	928,266	664,129
Less: Accumulated Depreciation	<u>(500,323)</u>	<u>(461,935)</u>
	<u>436,443</u>	<u>210,694</u>
Total Assets	<u><u>1,439,457</u></u>	<u><u>932,065</u></u>
Liabilities and Retained Earnings		
Current Liabilities		
Accounts Payable	73,715	125
Accrued Compensated Absences	13,487	14,893
Deferred Revenue	-	-
Refundable Deposits	3,092	4,589
Accrued Payroll	-	-
Sales Tax Payable	<u>2,418</u>	<u>179</u>
	<u>92,712</u>	<u>19,786</u>
Long-Term Liabilities		
Landfill Postclosure Costs	<u>64,000</u>	<u>68,000</u>
	<u>64,000</u>	<u>68,000</u>
Total Liabilities	<u>156,712</u>	<u>87,786</u>
Retained Earnings	<u>1,282,745</u>	<u>844,279</u>
Total Liabilities and Fund Balance	<u><u>\$ 1,439,457</u></u>	<u><u>\$ 932,065</u></u>

Town of Mansfield
Solid Waste Disposal Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020

(with comparative totals for March 31, 2019)

	Budget		Percent of	
	2019/20	2020	Adopted	2019
			Budget	
Revenues				
Garbage Collection Fees	\$ 1,158,470	\$ 965,673	83%	\$ 965,440
Transfer Station Fees	125,000	89,084	71%	90,662
Sale of Recyclables	2,600	3,370	130%	5,568
Scrap Metals	15,000	10,394	69%	14,443
Other Revenues	8,650	8,772	101%	7,593
Fee Waivers	5,400	2,492	-	4,444
	<u>1,315,120</u>	<u>1,079,785</u>	<u>82%</u>	<u>1,088,150</u>
Total Revenues				
Expenditures				
Salaries & Benefits	254,870	189,584	74%	192,489
Contract Pickup	627,600	420,169	67%	410,775
Hauler's Tipping Fees	213,300	127,953	60%	127,099
Equipment - Rolling Stock	-	-		180,000
Equipment Parts/Other	3,750	5,201	139%	-
Mansfield Tipping Fees	65,900	34,811	53%	34,815
Supplies & Services	56,190	28,533	51%	21,998
Recycle Cost	53,400	30,782	58%	13,577
Hazardous Waste	19,800	-	0%	14,626
Depreciation Expense	50,000	-	0%	
Construction Costs	200,000	-	0%	98,000
Energy	6,500	954	15%	738
Trucking Fee	3,360	600	18%	
	<u>1,554,670</u>	<u>838,587</u>	<u>54%</u>	<u>1,094,117</u>
Total Expenditures				
Net Income (Loss)	(239,550)	241,198		(5,967)
Retained Earnings, July 1	<u>1,041,547</u>	<u>1,041,547</u>		<u>850,246</u>
Retained Earnings, Mar 31	<u>\$ 801,997</u>	<u>\$ 1,282,745</u>		<u>\$ 844,279</u>

Town of Mansfield
Health Insurance Fund
Balance Sheet
March 31, 2020
(with comparative totals for March 31, 2019)

	2020	2019
Assets		
Cash and cash equivalents	\$ 6,957,314	\$ 5,749,002
Total Assets	6,957,314	5,749,002
Liabilities and Fund Equity		
Liabilities		
Accounts Payable	4,681	-
Accrued Medical Claims	512,000	578,300
Deferred Revenue	4,000	4,000
Total Liabilities	520,681	582,300
Fund Balance		
Fund Balance - Available	6,436,633	5,166,702
Total Fund Balance	6,436,633	5,166,702
Total Liabilities and Fund Balance	\$ 6,957,314	\$ 5,749,002

Town of Mansfield
Health Insurance Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>Budget</u> <u>2019/20</u>	<u>2020</u>	<u>Percent of</u> <u>Adopted</u> <u>Budget</u>	<u>2019</u>
Revenues				
Premium Income	\$ 8,486,500	\$ 6,499,175	77%	\$ 6,943,598
Interest Income	40,000	34,425	86%	47,731
Other Income	-	19,184	0%	-
	<u>8,526,500</u>	<u>6,552,784</u>	<u>77%</u>	<u>6,991,329</u>
Expenditures				
Medical claims	7,577,440	4,261,067	56%	4,662,219
Administrative expenses	481,140	341,570	71%	450,001
H.S.A Contributions	581,640	555,244	95%	582,611
Employee Wellness Program	102,700	14,450	14%	34,996
Payment in lieu of Insurance	96,000	108,414	113%	94,415
Payroll	77,820	100,940	130%	60,837
Medical Supplies	45,000	15,565	35%	18,562
Consultants	35,000	55,383	158%	41,998
PPACA Fee	-	-	0%	-
LAN/WAN Expenditures	10,000	7,500	0%	-
Medical Pension Trust Fund	500,000	-	0%	-
	<u>9,506,740</u>	<u>5,460,133</u>	<u>57%</u>	<u>5,945,639</u>
Excess (Deficiency) of Revenues	(980,240)	1,092,651		1,045,690
Fund Balance, July 1	<u>5,343,982</u>	<u>5,343,982</u>		<u>4,121,012</u>
Fund Balance plus Cont. Capital, Mar. 31	<u>\$ 4,363,742</u>	<u>\$ 6,436,633</u>		<u>\$ 5,166,702</u>

**ANTHEM BLUE CROSS MONTHLY CLAIMS
FISCAL YEAR BASIS**

MONTH	FY09/10	FY10/11	FY11/12	FY12/13	FY13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Average '10-'20	5 Yr. Average FY'16-'20
JULY	534,203	667,615	410,100	471,363	548,338	726,844	670,831	624,986	635,511	677,529	598,615	596,903	641,495
AUGUST	520,970	583,042	443,808	576,008	571,304	642,551	543,358	559,616	693,352	637,797	477,734	568,140	582,372
SEPTEMBER	438,428	320,452	475,683	386,452	438,160	807,550	585,211	526,981	580,713	448,658	373,235	489,229	502,960
OCTOBER	518,768	524,875	429,967	526,558	480,679	804,719	601,860	730,529	626,574	487,416	580,592	573,867	611,595
NOVEMBER	461,484	371,112	419,740	468,559	532,440	699,223	636,890	593,143	494,144	619,810	746,713	549,387	585,997
DECEMBER	368,522	502,648	451,734	429,097	488,762	962,302	591,806	818,113	706,518	546,872	764,840	602,838	665,827
JANUARY	389,841	497,371	461,600	596,583	684,680	204,233	662,815	634,365	560,142	505,673	476,080	515,762	590,749
FEBRUARY	497,159	550,094	480,989	525,952	678,239	916,556	672,054	495,084	581,428	466,497	524,305	580,760	553,766
MARCH	519,594	600,223	503,600	613,319	618,690	1,077,897	703,019	583,507	523,374	486,400	689,759	629,035	574,075
APRIL	517,452	513,677	461,016	512,034	588,271	703,022	768,447	484,549	525,605	521,710		559,578	575,078
MAY	346,650	398,403	557,547	662,586	522,070	509,140	566,735	457,160	554,640	670,668		524,560	562,301
JUNE	465,244	483,975	468,241	494,196	595,866	648,834	614,551	484,562	776,142	572,111		560,372	611,842
ANNUAL TOTAL	5,578,314	6,013,488	5,564,023	6,262,708	6,747,500	8,702,872	7,617,578	6,992,596	7,258,143	6,641,141	5,231,873	6,737,836	7,127,365
MONTHLY AVG	464,860	501,124	463,669	521,892	562,292	725,239	634,798	582,716	604,845	553,428	581,319	562,536	588,171
% OF INCREASE	0.6%	7.8%	-7.5%	12.6%	7.7%	29.0%	-12.5%	-8.2%	3.8%	-8.5%	5.0%	1.65%	6.28%

Town of Mansfield
Workers' Compensation Fund
Balance Sheet
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Assets		
Cash and Cash Equivalents	\$ 116,148	\$ 38,580
Accounts Receivable	-	-
Prepaid Expenditures	<u>-</u>	<u>-</u>
Total Assets	<u>116,148</u>	<u>38,580</u>
Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>
Retained Earnings	<u>116,148</u>	<u>38,580</u>
Total Liabilities and Fund Balance	<u>\$ 116,148</u>	<u>\$ 38,580</u>

Town of Mansfield
Workers' Compensation Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>Budget</u> <u>2019/20</u>	<u>2020</u>	<u>Percent of</u> <u>Adopted</u> <u>Budget</u>	<u>2019</u>
Revenues				
Premium Income	\$ 453,000	\$ 345,150	76%	\$ 325,358
CIRMA Equity Distribution	30,000	-	0%	-
Total Revenues	<u>483,000</u>	<u>345,150</u>	71%	<u>325,358</u>
Expenditures				
Workers' Compensation Insurance	512,930	336,111	66%	418,116
Total Expenditures	<u>512,930</u>	<u>336,111</u>	66%	<u>418,116</u>
Net Income (Loss)	(29,930)	9,039		(92,758)
Retained Earnings, July 1	<u>107,109</u>	<u>107,109</u>		<u>131,338</u>
Retained Earnings, Mar 31	<u><u>\$ 77,179</u></u>	<u><u>\$ 116,148</u></u>		<u><u>\$ 38,580</u></u>

Town of Mansfield
Management Services Fund
Balance Sheet
As of March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Current Assets		
Cash and Cash Equivalents	\$ 1,081,705	\$ 1,086,829
Due From Region/Town	-	-
Accounts Receivable, net	-	-
	<u>1,081,705</u>	<u>1,086,829</u>
Fixed Assets		
Land	145,649	145,649
Buildings	226,679	226,679
Office Equipment	2,747,178	2,771,859
Construction in Progress	-	-
Less: Accumulated Depreciation	<u>(1,813,751)</u>	<u>(1,732,944)</u>
	<u>1,305,755</u>	<u>1,411,243</u>
Total Assets	<u>\$ 2,387,460</u>	<u>\$ 2,498,072</u>
Liabilities and Retained Earnings		
Liabilities		
Accounts Payable	<u>5,027</u>	<u>-</u>
	<u>5,027</u>	<u>-</u>
Equity		
Contributed Capital	146,000	146,000
Retained Earnings	<u>2,236,433</u>	<u>2,352,072</u>
	<u>2,382,433</u>	<u>2,498,072</u>
Total Liabilities and Fund Balance	<u>\$ 2,387,460</u>	<u>\$ 2,498,072</u>

**Town of Mansfield
Management Services Fund
Statement of Revenues, Expenditures
and Changes in Retained Earnings
March 31, 2020
(with comparative totals for March 31, 2019)**

	Budget 2019/20	2020	Percent of Adopted Budget	2019
Revenues				
Copier Service Fees	\$ 175,000	\$ 133,194	76.1%	\$ 132,689
Communication Service Fees	217,500	164,542	75.7%	165,170
Energy Service Fees	1,489,900	1,117,050	75.0%	1,110,750
Postage Fees	55,000	49,425	89.9%	48,720
Shared Finance Fees	927,830	685,702	73.9%	-
Shared Info. Technology Fees	572,930	437,318	76.3%	-
Rent Telecom Towers	185,000	178,382	96.4%	143,534
Universal Services Fund	26,100	22,149		29,326
Total Revenues	3,649,260	2,787,762		1,630,189
Expenditures				
Salaries & Benefits	1,468,960	1,024,390	69.7%	11,167
Repairs & Maintenance	24,600	15,761	64.1%	13,931
Professional & Technical	127,720	79,476	62.2%	200,788
System Support	198,150	150,712	76.1%	17,735
Copier Maintenance Fees	95,000	74,879	78.8%	70,752
Communication Equipment	25,710	-		-
Supplies and Software Licensing	11,050	5,710	51.7%	688
Equipment	385,000	158,909	41.3%	86,770
Energy	1,567,200	1,089,392	69.5%	1,153,846
Postage	50,000	54,800	109.6%	24,517
Miscellaneous	-	-		8,786
Sub-Total Expenditures	3,953,390	2,654,029	67.1%	1,588,980
Depreciation	130,850	-		-
Equipment Capitalized	(366,290)	-		-
Total Expenditures	3,717,950	2,654,029	71.4%	1,588,980
Net Income (Loss)	(68,690)	133,733		41,209
Retained Earnings, July 1	2,248,700	2,248,700		2,456,863
Retained Earnings, June 30	\$ 2,180,010	\$ 2,382,433		\$ 2,498,072

**Town of Mansfield
Transit Services Fund
Balance Sheet
March 31, 2020**

(With Comparative Totals as of March 31, 2019)

	Intermodal Center 2020	WRTD 2020	Total 2020	Total 2019
Assets				
Cash and Cash Equivalents	\$ 144,129	\$ 24,870	\$ 168,999	\$ 198,225
Accounts Receivable	-	-	-	-
Total Assets	144,129	24,870	168,999	198,225
Liabilities and Fund Balance				
Liabilities				
Accounts Payable	-	-	-	-
Total Liabilities	-	-	-	-
Fund Balance	144,129	24,870	168,999	198,225
Total Liabilities and Fund Balance	\$ 144,129	\$ 24,870	\$ 168,999	\$ 198,225

**Town of Mansfield
Transit Services Fund - Combined
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020**

	Intermodal Center 2020	WRTD 2020	Total 2020	Total 2019
Revenues				
Rental Income	\$ 10,296	\$ -	\$ 10,296	\$ 10,098
Total Revenues	<u>10,296</u>	<u>-</u>	<u>10,296</u>	<u>10,098</u>
Expenditures				
Salaries & Benefits	20,344	-	20,344	22,042
Purchased Property Services	-	-	-	9,543
Professional & Technical Services	220	-	220	381
Repairs & Maintenance	-	-	-	1,019
Insurance	-	-	-	-
Other Purchased Services	12,777	-	12,777	97
Equipment	-	-	-	-
Materials and Supplies	7,057	-	7,057	229
Energy	186	-	186	8,044
Depreciation Expense	-	-	-	-
Incentive Fee	-	-	-	-
Other General Expense	4,072	-	4,072	4,072
Dial-A-Ride	-	28,430	28,430	27,602
WRTD - Windham Reg Transit District	-	51,685	51,685	50,680
WRTD - Pre-Paid Fare	-	1,059	1,059	3,323
WRTD - Disable Transport	-	14,111	14,111	13,700
Total Expenditures	<u>44,656</u>	<u>95,285</u>	<u>139,941</u>	<u>140,732</u>
Operating Transfers				
Transfer Out - Capital Projects Fund	-	-	-	-
Transfer In - General Fund	-	97,627	97,627	96,000
Transfer In - Capital Projects Fund	60,000	-	60,000	105,000
Total Operating Transfers	<u>60,000</u>	<u>97,627</u>	<u>157,627</u>	<u>201,000</u>
Excess (Deficiency) of Revenues	25,640	2,342	27,982	70,366
Fund Balance, July 1	<u>118,489</u>	<u>22,528</u>	<u>141,017</u>	<u>127,859</u>
Fund Balance plus Cont. Capital, Mar 31	<u>\$ 144,129</u>	<u>\$ 24,870</u>	<u>\$ 168,999</u>	<u>198,225</u>

Town of Mansfield
Cemetery Fund
Balance Sheet
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Assets		
Cash and Cash Equivalents	\$ 39,333	\$ 48,557
Investments	<u>235,712</u>	<u>221,844</u>
Total Assets	<u><u>275,045</u></u>	<u><u>270,401</u></u>
Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>
Fund Balance		
Reserve for Perpetual Care	250,000	250,000
Reserve for Non-Expendable Trust	1,200	1,200
Unreserved	<u>23,845</u>	<u>19,201</u>
Total Fund Balance	<u>275,045</u>	<u>270,401</u>
Total Liabilities and Fund Balance	<u><u>\$ 275,045</u></u>	<u><u>\$ 270,401</u></u>

**Town of Mansfield
Cemetery Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020**

(with comparative totals for March 31, 2019)

	<u>Budget 2019/20</u>	<u>2020</u>	<u>Percent of Adopted Budget</u>	<u>2019</u>
Revenues				
Investment Income	\$ 6,500	\$ 10,189	157%	\$ 4,611
Unrealized Gain/Loss on Investments	-	(4,439)	-	5,327
Sale of Plots	2,400	1,100	46%	700
Other	2,000		0%	-
	<u>10,900</u>	<u>6,850</u>	<u>63%</u>	<u>10,638</u>
Operating Transfers				
Transfer from General Fund	<u>20,000</u>	<u>15,000</u>	<u>75%</u>	<u>15,000</u>
Total Operating Transfers	<u>20,000</u>	<u>15,000</u>	<u>75%</u>	<u>15,000</u>
Total Rev & Oper Transfers	<u>30,900</u>	<u>21,850</u>	<u>71%</u>	<u>25,638</u>
Expenditures				
Salaries	6,000	4,323	72%	4,204
Cemetery Maintenance	12,000	4,770	40%	8,970
Mowing Service	13,200	9,830	74%	8,580
	<u></u>	<u>-</u>	<u></u>	<u>600</u>
Total Expenditures	<u>31,200</u>	<u>18,923</u>	<u>61%</u>	<u>22,354</u>
Excess (Deficiency) of Revenues	(300)	2,927		3,284
Fund Balance, July 1	<u>272,118</u>	<u>272,118</u>		<u>267,117</u>
Fund Balance, Mar 31	<u>\$ 271,818</u>	<u>\$ 275,045</u>		<u>\$ 270,401</u>

**TOWN OF MANSFIELD
INVESTMENT POOL
AS OF MARCH 31, 2020**

	MARKET VALUE JUN 30, 2019	MARKET VALUE SEP 30, 2019	MARKET VALUE DEC 31, 2019	MARKET VALUE MAR 31, 2020	MARKET VALUE JUN 30, 2020	FISCAL 19/20 CHANGE IN VALUE
<u>BOND FUNDS:</u>						
<u>T. ROWE PRICE</u>						
U.S. TREASURY LONG	107,117.75	115,616.72	110,515.89	134,194.74		3,398.14
<u>VANGUARD INVESTMENTS</u>						
GNMA FUND	122,843.21	124,633.95	125,195.85	128,947.98		2,352.64
TOTAL BOND FUNDS	229,960.96	240,250.67	235,711.74	263,142.72		5,750.78
TOTAL INVESTMENTS	229,960.96	240,250.67	235,711.74	263,142.72		5,750.78

Eastern Highlands Health District
General Fund
Balance Sheet
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Assets		
Cash and Cash Equivalents	\$ <u>499,602</u>	\$ <u>437,269</u>
Total Assets	<u>499,602</u>	<u>437,269</u>
 Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>228</u>	<u>135</u>
Total Liabilities	<u>228</u>	<u>135</u>
Fund Balance	<u>499,373</u>	<u>437,134</u>
Total Liabilities and Fund Balance	\$ <u>499,602</u>	\$ <u>437,269</u>

**Eastern Highlands Health District
General Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31st, 2020**
(with comparative totals for March 31, 2019)

	Adopted Budget 2019/20	Amended Budget 2019/20	Estimated Actuals 2019/20	Percent of Adopted Budget		
				2020		2019
Revenues						
Member Town Contributions	\$ 437,590	\$ 437,590	437,590	\$ 328,200	75.0%	\$ 321,945
State Grants	119,990	119,990	134,429	134,429	112.0%	133,327
Septic Permits	52,840	52,840	52,840	34,080	64.5%	36,730
Well Permits	13,890	13,890	13,890	11,685	84.1%	11,275
Soil Testing Service	35,610	35,610	35,610	30,215	84.8%	27,510
Food Protection Service	77,340	77,340	77,340	66,959	86.6%	72,111
B100a Reviews	29,680	29,680	29,680	20,330	68.5%	20,550
Septic Plan Reviews	31,750	31,750	31,750	23,205	73.1%	22,320
Other Health Services	4,681	4,681	4,681	9,771	208.7%	2,060
Miscellaneous	6,800	6,800	6,800			
Appropriation of Fund Balance	26,211	26,211	11,772	-	0.0%	-
Total Revenues	836,382	836,382	836,382	658,873	78.8%	647,829
Expenditures						
Salaries & Wages	585,660	585,660	585,660	398,274	68.0%	415,248
Grant Deductions	(40,938)	(40,938)	(40,938)	(36,050)	88.1%	(67,015)
Benefits	187,270	187,270	187,270	133,376	71.2%	152,676
Miscellaneous Benefits	8,360	8,360	8,360	7,775	93.0%	3,804
Insurance	15,800	15,800	15,800	13,870	87.8%	14,351
Professional & Technical Services	16,020	16,020	16,020	26,913	168.0%	7,652
Vehicle Repairs & Maintenance	3,200	3,200	3,200	1,951	61.0%	2,474
Health Reg*Admin Overhead	29,170	29,170	29,170	21,878	75.0%	21,090
Other Purchased Services	19,640	19,640	19,640	19,381	98.7%	14,103
Other Supplies	5,600	5,600	5,600	3,534	63.1%	3,385
Equipment - Minor	3,600	3,600	3,600	893	24.8%	1,007
Total Expenditures	833,382	833,382	833,382	591,795	71.0%	568,776
Operating Transfers						
Transfer to CNR Fund	3,000	3,000	3,000	-	0.0%	-
Total Exp & Oper Trans	836,382	836,382	836,382	591,795	70.8%	568,776
Excess (Deficiency) of Revenues	-	-	-	67,078		79,053
Fund Balance, July 1	432,295	432,295	432,295	432,295		358,081
Fund Balance plus Cont. Capital, Mar. 31	\$ 432,295	\$ 432,295	432,295	\$ 499,373		\$ 437,134

Eastern Highlands Health District
Capital Non-Recurring Fund
Balance Sheet
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Assets		
Cash and Cash Equivalents	\$ <u>119,980</u>	\$ <u>128,780</u>
Total Assets	<u>119,980</u>	<u>128,780</u>
Liabilities and Fund Balance		
Liabilities		
Accounts Payable	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>
Fund Balance	<u>119,980</u>	<u>128,780</u>
Total Liabilities and Fund Balance	<u>\$ 119,980</u>	<u>\$ 128,780</u>

**Eastern Highlands Health District
Capital Non-Recurring Fund
Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance
March 31, 2020
(with comparative totals for March 31, 2019)**

	<u>2020</u>	<u>2019</u>
Revenues		
General Fund	\$ -	\$ 1,910
Total Revenues	<u>-</u>	<u>1,910</u>
Operating Transfers		
General Fund	<u>-</u>	<u>-</u>
Total Operating Transfers	<u>-</u>	<u>-</u>
Total Rev & Oper Trans	<u>-</u>	<u>1,910</u>
Expenditures		
Professional & Technical Services	-	-
Office Equipment	<u>11,800</u>	<u>-</u>
Total Expenditures	<u>11,800</u>	<u>-</u>
Excess (Deficiency) of Revenues	(11,800)	1,910
Fund Balance, July 1	<u>131,780</u>	<u>126,870</u>
Fund Balance plus Cont. Capital, Mar. 31	<u><u>\$ 119,980</u></u>	<u><u>\$ 128,780</u></u>

Mansfield Downtown Partnership
Statement of Financial Position
March 31, 2020
(with comparative totals for March 31, 2019)

	<u>2020</u>	<u>2019</u>
Assets		
Cash & Cash Equivalents	\$ 374,275	\$ 329,285
Accounts Receivable	<u>100</u>	<u>-</u>
Total Assets	<u><u>374,375</u></u>	<u><u>329,285</u></u>
Liabilities		
Accrued Payroll		251
Accounts Payable	242	-
Due to Mansfield	<u>-</u>	<u>-</u>
Total Liabilities	<u>242</u>	<u>251</u>
Fund Balance		
Contributed Capital	51,440	51,440
Unreserved	<u>322,693</u>	<u>277,594</u>
Total Fund Balance	<u>374,133</u>	<u>329,034</u>
Total Liabilities and Fund Balance	<u><u>\$ 374,375</u></u>	<u><u>\$ 329,285</u></u>

**Mansfield Downtown Partnership
Statement of Revenues, Expenditures and
Changes in Fund Balance**

	<u>Actual 2013/14</u>	<u>Actual 2014/15</u>	<u>Actual 2015/16</u>	<u>Actual 2016/17</u>	<u>Actual 2017/18</u>	<u>Actual 2018/19</u>	<u>Budget 2019/20</u>	<u>75% Actual Mar. 31</u>	<u>Percent of Adopted Budget</u>
Revenues									
Intergovernmental									
Mansfield General Fund/CNR	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 132,000	\$ 132,000	\$ 150,000	\$ 112,500	75%
Uconn	125,000	125,000	125,000	125,000	132,000	132,000	150,000	150,000	100%
Event Fees					20,000	-	14,000	4,340	31%
Charges for Services	-	-	-	-	22,000	22,000	22,000	24,000	109%
Membership Fees	19,680	15,490	19,645	16,673	18,115	16,110			
Total Revenues	<u>269,680</u>	<u>265,490</u>	<u>269,645</u>	<u>266,673</u>	<u>324,115</u>	<u>302,110</u>	<u>336,000</u>	<u>290,840</u>	<u>99%</u>
Operating Expenditures									
Town Square Contribution	100,000	-	-	-	-	-	-	-	
Salaries and Benefits	188,736	196,111	209,272	214,666	232,268	233,574	265,770	196,337	74%
Professional & Technical	22,937	15,909	21,969	28,845	22,280	21,175	22,370	8,427	38%
Office Rental	9,344	12,660	13,230	13,200	13,464	13,464	13,730	10,297	75%
Insurance	2,950	3,780	3,900	4,017	4,031	736	1,600	3,827	239%
Purchased Services	9,253	9,625	11,505	9,714	14,315	12,276	12,470	8,134	65%
Supplies & Services	3,768	644	1,280	1,277	679	640	850	505	59%
Contingency	-	-	-	-	-	-	20,000	-	
Total Operating Expenditures	<u>336,989</u>	<u>238,730</u>	<u>261,156</u>	<u>271,719</u>	<u>287,037</u>	<u>281,865</u>	<u>336,790</u>	<u>227,527</u>	<u>68%</u>
Operating Income/(Loss)	(67,309)	26,760	8,489	(5,046)	37,078	20,245	(790)	63,313	
Fund Balance, July 1	290,603	223,294	250,054	258,543	253,497	290,575	310,820	310,820	
Fund Balance, End of Period	<u>\$ 223,294</u>	<u>\$ 250,054</u>	<u>\$ 258,543</u>	<u>\$ 253,497</u>	<u>\$ 290,575</u>	<u>\$ 310,820</u>	<u>\$ 310,030</u>	<u>\$ 374,133</u>	
Contribution Recap									
Mansfield	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 132,000	\$ 132,000	\$ 150,000	\$ 112,500	
UCONN	125,000	125,000	125,000	125,000	132,000	132,000	150,000	150,000	
Total Contributions	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 264,000</u>	<u>\$ 264,000</u>	<u>\$ 300,000</u>	<u>\$ 262,500</u>	

270 Fund Analysis

5/4/2020

			Balance			Balance
	Activity	Responsible	7/1/2019	Revenues	Expenditures	5/4/2020
11155	Goodwin Bequest	Town Manager/Council	5,769.68	-	-	5,769.68
12120	Mansfield Uniform Shirts	T. Smith	34.45	105.75	(105.75)	34.45
15110	Historic Document Preservation	S. Chaine	16,286.06	13,069.00	(5,208.88)	24,146.18
16404	Property Revaluation	C. Trahan	59,500.68	18,750.00	(39,857.45)	38,393.23
21308	Neuter Assist/Education Fund	N. Nielsen	1,270.21	1.00	-	1,271.21
21309	Animal Shelter Donations	N. Nielsen	645.36	-	-	645.36
22130	Mansfield Fire Donations	F. Raiola	535.00	2,387.75	(1,451.38)	1,471.37
22201	Ambulance Services	F. Raiola/C. Trahan	6,651.04	425,633.40	(81,134.05)	351,150.39
23113	FM Global Fire Prevention Grant	F. Raiola	24.81	-	-	24.81
30805	Permitting/Enforcement Software	M. Nintean/L.Painter	1,981.81	15,845.75	-	17,827.56
30901	Maintenance-Sale of property	A. Corsen	4,141.70	126.80	-	4,268.50
40360	Town Square Activities	C. vanZelm	8,630.44	2,591.10	(5,542.54)	5,679.00
40370	Downtown Partnership	C. vanZelm	1,017.87	1,300.00	(1,636.31)	681.56
40372	MDP - Festival on the Green	C. vanZelm	7,878.87	14,845.00	(18,072.02)	4,651.85
40376	Holiday DUI Enforcement	Sgt Timme	-	30,561.07	(23,300.81)	7,260.26
40380	Underage Drinking Grant	Sgt Timme	-	9,969.96	(12,863.51)	(2,893.55)
40381	Neighborhood Assist.Act-Energy	L. Painter	13,596.47	-	(5,000.00)	8,596.47
40382	Neighborhood Assist.Act-Water Harve	L. Painter	36,144.71	-	-	36,144.71
40383	Click It or Ticket Program	Sgt Timme	607.84	-	-	607.84
40389	Special Events - Private Duty	C. vanZelm	5,074.46	2,400.00	(1,216.50)	6,257.96
40390	Town Square Concert Series	C. vanZelm	7,055.72	11,030.00	(5,667.35)	12,418.37
40391	Paterson Square Events	C. vanZelm	222.61	40.00	(83.77)	178.84
40397	Beautification Committee	Town Manager	420.65	-	-	420.65
40398	Mansfield Bike Tour	C. vanZelm	4,627.15	365.00	(69.98)	4,922.17
40441	Elderly Disabled Responsive Transp	P. Schneider	954.34	11,183.34	(7,644.93)	4,492.75
41236	ACHIEVE	R. Miller	406.47	-	-	406.47
42154	Mansfield Holiday Fund - Key Bank	P. Schneider	550.00	3,000.00	(3,000.00)	550.00
42157	Children's Grief Group	P. Schneider	883.80	-	-	883.80
42158	Holiday Fund	P. Schneider	31,424.71	11,303.02	(3,690.00)	39,037.73
42159	Camperships	P. Schneider	12,264.63	2,060.00	(2,337.00)	11,987.63
42218	Rec. Program Scholarship Fund	C. Vincente	6,364.10	669.00	-	7,033.10
42219	Local Prevention Council Grant-SERAC	P. Schneider	314.10	5,342.00	(1,891.39)	3,764.71
42223	SERAC-Mini Opiod Grant 19/20	P. Schneider	-	5,000.00	(3,425.92)	1,574.08
42224	SERAC-PSA Gambling Project	P. Schneider	-	4,500.00	(3,676.61)	823.39
42225	SERAC-Mini Opiod Grant PT2 19/20	P. Schneider	-	4,000.00	(1,004.25)	2,995.75
42260	General Services - Special Needs	P. Schneider	29,428.99	1,065.65	(7,493.51)	23,001.13
42301	Senior Programs	P. Schneider	16,812.40	50,386.45	(26,681.51)	40,517.34
42302	Wellness Center Program	P. Schneider	-	-	2.15	2.15
42306	TVCCA Senior Nutrition	P. Schneider	20.00	2,150.00	-	2,170.00
42308	Senior Ctr Veteran's Day	P. Schneider	3,604.69	302.00	(1,045.71)	2,860.98
42309	Senior Ctr - Herrmann Trust	P. Schneider	200.47	-	-	200.47
42311	Senior Newsletter	P. Schneider	2,515.13	428.00	(463.80)	2,479.33
42312	Senior Center Café & Library	P. Schneider	15,707.99	6,315.34	(11,381.03)	10,642.30
42313	Youth Services Programs-MASP Dona	P. Schneider	-	3,000.00	-	3,000.00
43200	Friends of Library	L. McDonough	11,895.45	15,160.00	(16,728.68)	10,326.77
43202	Hall Bequest - Mansfield Public Library	L. McDonough	5,093.79	-	-	5,093.79
43203	Hall Bequest - Doris Davis Garden	L. McDonough	8,071.88	-	-	8,071.88
43204	Library Re-Sale/Contribution	L. McDonough	7,831.96	3,856.74	(3,115.66)	8,573.04
43332	Library Connection Technology Grant	L. McDonough	3,533.02	996.12	(6,387.00)	(1,857.86)
44108	Community Center - Teen Center	C. Vincente	14.34	-	-	14.34
44109	Land Protection Program	S. Chaine	11,867.56	3,341.00	(12,615.43)	2,593.13
44110	Comm Ctr Accessibility	C. Vincente	36.82	-	-	36.82
44120	Mansfield Community Playground	C. Vincente	3.36	-	-	3.36
44121	Bicentennial Pond Trail Design.	C. Vincente/J.Kaufman	699.85	-	-	699.85
44122	Mansfield Dog Park	C. Vincente/J.Kaufman	313.25	-	-	313.25
44124	Gawlicki Family Foundation - MCC	C. Vincente	1,543.12	-	(986.42)	556.70

270 Fund Analysis						
5/4/2020						
			Balance			Balance
	Activity	Responsible	7/1/2019	Revenues	Expenditures	5/4/2020
44125	Bill Ryan Memorial Fund	C. Trahan	-	2,275.00	-	2,275.00
44126	Community School of the Arts	C. Trahan	-	5,000.00	500.50	5,500.50
44128	MCC Before After Care Program-MAS	C. Vincente	-	3,500.00	-	3,500.00
60210	CT Association for the Gifted	S. Patwa/C. Trahan	86.93	-	-	86.93
61209	Goodwin Special Ed Donations	S. Muirhead	1,140.00	-	-	1,140.00
62115	MMS Summer School Program	K. Lyman	1,165.45	9,000.00	(12,291.09)	(2,125.64)
62120	Oak Grove School	K. Lyman	1,951.56	21,731.00	(14,169.85)	9,512.71
62144	CT Writing Project	K. Lyman	464.98	-	-	464.98
62145	Enriching Student Achievement	K. Lyman	45,698.34	-	(4,180.94)	41,517.40
62151	Goodwin Donations	K. Lyman	995.27	-	-	995.27
62160	Southeast School Donations	K. Lyman	142.73	-	-	142.73
62215	MMS Book Fund	K. Lyman	20.00	-	-	20.00
62222	Chris Rogers Award-Junior Robotics	K. Lyman	1.45	-	-	1.45
62263	Special Education Grants/Tuition	S. Patwa/C. Trahan	471,232.44	17,836.32	(2,718.95)	486,349.81
62265	Preschool Tuition	S. Patwa/C. Trahan	51,592.34	-	-	51,592.34
62272	Crepeau MMS Spec. ED.	S. Patwa/C. Trahan	991.40	-	-	991.40
62275	Early Childhood Fund	P. Schneider	4,113.39	-	(1,400.22)	2,713.17
62276	Goodwin Greenhouse Fund	S. Muirhead	205.12	-	-	205.12
62278	Mohegan Tribe Challenge	M. Seal	360.12	-	-	360.12
62280	Graustein Memorial Fund	P. Schneider	8.55	-	-	8.55
62282	MPS Birthday Book Buddies	K. Lyman	5,608.40	-	(87.26)	5,521.14
62283	Tim Quinn Music Program	K. Lyman	121.77	-	-	121.77
62286	AASL Research Grant-Bark if you can	K. Lyman	40.00	-	-	40.00
62289	Mary Turcotte Fund	K. Lyman	855.00	-	-	855.00
62291	CAS Foundation-Endowment/Flanagar	K. Lyman	140.00	-	-	140.00
62292	Southeast Buddy Bench	K. Lyman	227.77	-	-	227.77
62294	NE Dairy & Food Council Grant	K. Lyman	389.54	-	-	389.54
62297	IMLS Sparks Grant	K. Lyman	5.07	-	-	5.07
62410	Rachel Leclerc Spec. Education Fund	K. Lyman	1,112.02	1,000.00	(1,149.16)	962.86
62515	New Mansfield Elementary-MASP Don	K. Lyman	-	40,000.00	-	40,000.00
63104	Farm Viability Grant	K. Lyman	-	(530.51)	-	(530.51)
63403	Suzuki	B. Vaughn/BOE	31,895.90	23,300.00	(29,539.26)	25,656.64
63404	Dorothy C. Goodwin Program	S. Muirhead	554.90	-	-	554.90
63405	School Use Fund (62609)	K. Lyman	8,871.16	509.00	-	9,380.16
84135	Town Square	C. vanZelm	13,265.73	-	-	13,265.73
			829,687.56	806,701.05	(379,813.23)	1,424,618.96

**Town of Mansfield
Serial Bonds Summary
Schools and Town
as of March 31, 2020**

	<u>Schools</u>	<u>Town</u>	<u>Total</u>
Balance at July 1, 2019	\$ 1,434,000	\$ 7,441,000	\$8,875,000
Issued During Period			
Retired During Period	117,500	467,500	585,000
Balance at March 31, 2020	<u>\$ 1,316,500</u>	<u>\$ 6,973,500</u>	<u>\$8,290,000</u>

Changes in Bonds and Notes Outstanding

	<u>Serial Bonds</u>	<u>BAN's</u>	<u>Promissory Note</u>	<u>Total</u>
Balance at July 1, 2019	\$ 8,875,000	\$ -	\$ -	\$8,875,000
Debt Issued				
Debt Retired	585,000			585,000
Balance at December 31, 2019	<u>\$ 8,290,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$8,290,000</u>

<u>Description</u>	<u>Original Amount</u>	<u>Payment Date</u>		<u>Bonds</u>	<u>BAN's</u>	<u>Total</u>
		<u>P & I</u>	<u>I</u>			
2011 Town General Oblig. Bond	1,485,000	3/15	9/15	652,750		652,750
2011 Town Sewer Purpose Bond	330,000	3/15	9/15	163,750		163,750
2011 School General Oblig. Bond	1,025,000	3/15	9/15	483,500		483,500
2019 Town General Oblig. Bond	482,000	3/1	9/1	457,000		457,000
2019 Town Sewer Purpose Bond	6,000,000	3/1	9/1	5,700,000		5,700,000
2019 School General Oblig. Bond	873,000	3/1	9/1	833,000		833,000
	<u>\$10,195,000</u>			<u>\$8,290,000</u>	<u>\$ -</u>	<u>\$8,290,000</u>

**Town of Mansfield
Detail of Debt Outstanding
Schools and Town
As of March 31, 2020**

	Original Amount	Balance 03/31/20
Schools:		
Consists of -		
2011 General Obligation Bonds:		
MMS Heating Conversion	\$ 1,025,000	\$ 483,500
2019 General Obligation Bonds:		
MMS Gymnasium Renovation	873,000	833,000
	1,898,000	1,316,500
Schools Outstanding Debt		
Town:		
Consists of -		
2011 General Obligation Bonds:		
Community Center Air Conditioning	173,620	82,500
Hunting Lodge Road Bikeway	105,250	47,750
Salt Storage Shed	263,130	123,000
Storrs Rd/Flaherty Rd Streetscape Improvements	302,000	141,000
Various Equipment Purchases	93,000	11,500
Facility Improvements	40,000	5,000
Transportation Facility Improvements	130,000	63,500
Stone Mill Rd/Laurel Lane Bridge Replacements	378,000	178,500
2019 General Obligation Bonds:		
Open Space	482,000	457,000
2011 Sewer Purpose Obligation Bonds:		
Four Corners Sewer Design	330,000	163,750
2019 Sewer Purpose Obligation Bonds:		
Four Corners Sewer Project	6,000,000	5,700,000
	8,297,000	6,973,500
Town Outstanding Debt		
Total Debt Outstanding	\$ 10,195,000	\$ 8,290,000

**Town of Mansfield
Summary of Investments
March 31, 2020**

Health Insurance Fund

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 03/31/20
State Treasurer	\$ 2,649,667	1.170	Various	Various	\$ 3,908
Total Accrued Interest @ 03/31/20					\$ 2,670
Interest Received 7/1/19 - 03/31/20					<u>34,425</u>
Total Interest, Health Insurance Fund @ 03/31/20					<u><u>\$ 37,095</u></u>

All Other Funds

Institution	Principal	Rate of Interest	Date of Purchase	Date of Maturity	Accrued Interest @ 03/31/20
State Treasurer	\$ 26,681,773	1.170	Various	Various	\$ 35,070
Total Accrued Interest @ 03/31/20					\$ 26,230
Interest Received 7/1/19 - 03/31/20					<u>375,988</u>
Total Interest, General Fund, 03/31/20					<u><u>\$ 402,218</u></u>

**Town of Mansfield
Memo**

DATE April 30th, 2020

To: John Carrington, Town Manager
Cherie Trahan, Director of Finance

From: Jerl Casey, Collector of Revenue

Subject: Amounts and % of Collections for 7/01/2019 to 3/31/2020 comparable to 7/01/2018 to 3/31/2019 and 7/01/2017 to 3/31/2018

	GRAND LIST 2018	ADJUSTMENTS	ADJUSTED LIST	PAID	% PAID	OPEN BALANCE AS OF 3/31/2020	% OPEN
RE	26,040,343.12	(10,064.64)	26,030,278.48	(25,598,298.78)	98.3%	431,979.70	1.7%
STORRS CENTER RE	3,210,516.84		3,210,516.84	(3,185,405.72)	99.2%	25,111.12	0.8%
PER	2,199,169.45	(1,730.92)	2,197,438.53	(2,162,903.04)	98.4%	34,535.49	1.6%
STORRS CENTER PP	159,626.57		159,626.57	(149,652.67)	93.8%	9,973.90	6.2%
MV	2,527,906.01	(39,057.30)	2,488,848.71	(2,342,208.65)	94.1%	146,640.06	5.9%
DUE	34,137,561.99	(50,852.86)	34,086,709.13	(33,438,468.86)	98.1%	648,240.27	1.9%
MVS	369,235.45	(3,740.95)	365,494.5	(297,602.27)	81.4%	67,892.23	18.6%
TOTAL	34,506,797.44	(54,593.81)	34,452,203.63	(33,736,071.13)	97.9%	716,132.50	2.1%

PRIOR YEARS COLLECTION
July 1, 2019 to June 30, 2020

Suspense Collections	5,062.93	Suspense Interest Less Fees	4,136.98
Prior Years Taxes	<u>133,098.59</u>	Interest and Lien Fees	<u>124,176.85</u>
	<u>138,161.52</u>		<u>128,313.83</u>

	GRAND LIST 2017	ADJUSTMENTS	ADJUSTED LIST	PAID	% PAID	OPEN BALANCE AS OF 03/31/2019	% OPEN
RE	25,536,188	23,510	25,559,697	(25,245,170)	98.8%	314,527	1.2%
STORRS CENTER RE	3,109,211	-	3,109,211	(3,109,380)	100.0%	(169)	0.0%
PER	2,114,771.81	(1,872)	2,112,900	(2,084,658)	98.7%	28,241	1.3%
STORRS CENTER PP	161,608	-	161,608	(154,801)	95.8%	6,807	4.2%
MV	2,528,791	(28,107)	2,500,684	(2,344,312)	93.7%	156,372	6.3%
DUE	33,450,570	(6,470)	33,444,100	(32,938,321)	98.5%	505,779	1.5%
MVS	360,337	(5,084)	355,253	(289,612)	81.5%	65,641	18.5%
TOTAL	33,810,907	(11,554)	33,799,353	(33,227,933)	98.3%	571,420	1.7%

PRIOR YEARS COLLECTION
July 1, 2018 to June 30, 2019

Suspense Collections	11,193	Suspense Interest Less Fees	7,782
Prior Years Taxes	<u>291,801</u>	Interest and Lien Fees	<u>175,135</u>
	<u>302,994</u>		<u>182,917</u>

	GRAND LIST 2016	ADJUSTMENTS	ADJUSTED LIST	PAID	% PAID	OPEN BALANCE AS OF 03/31/2018	% OPEN
RE	25,170,537	17,468	25,188,006	(24,851,933)	98.7%	336,073	1.3%
STORRS CENTER RE	3,031,058	-	3,031,058	(3,054,309)	100.8%	(23,250)	-0.8%
PER	2,133,034.40	(1,392)	2,131,643	(2,100,797)	98.6%	30,846	1.4%
STORRS CENTER PP	189,089	-	189,089	(184,117)	97.4%	4,972	2.6%
MV	2,415,567	(26,670)	2,388,897	(2,252,516)	94.3%	136,382	5.7%
DUE	32,939,286	(10,593)	32,928,693	(32,443,670)	98.5%	485,023	1.5%
MVS	398,822	(10,405)	388,418	(324,914)	83.7%	63,504	16.3%
TOTAL	33,338,109	(20,998)	33,317,111	(32,768,584)	98.4%	548,527	1.6%

PRIOR YEARS COLLECTION
July 1, 2017 to June 30, 2018

Suspense Collections	8,329	Suspense Interest Less Fees	7,839
Prior Years Taxes	<u>219,902</u>	Interest and Lien Fees	<u>92,740</u>
	<u>228,232</u>		<u>100,579</u>

Notes: Collections are slightly less than prior years, probably effected by covid-19

Town of Mansfield
Revenue Summary by Source

Fiscal Year: 2020 to 2020 for Dates from 01-Jul-2019 to 31-Mar-2020

Account and Description	Appropriation	Appropriation Adj	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Activity
111 GENERAL FUND - TOWN							
Taxes and Related Items							
40101 Current Year Levy	(31,145,894.00)	280,000.00	94,427.80	33,605,932.98	2,645,611.18	108.57	33,511,505.18
40102 Prior Year Levy	(200,000.00)	.00	102,995.07	231,789.36	(71,205.71)	64.40	128,794.29
40103 Interest & Lien Fees	(180,000.00)	.00	196.53	124,376.11	(55,820.42)	68.99	124,179.58
40104 Motor Vehicle Supplement	(300,000.00)	.00	569.72	297,750.07	(2,819.65)	99.06	297,180.35
40105 Susp. Coll. Taxes - Trnsc.	(8,000.00)	.00	.00	4,380.13	(3,619.87)	54.75	4,380.13
40106 Susp. Coll. Int. - Trnsc.	(7,000.00)	.00	.00	3,795.88	(3,204.12)	54.23	3,795.88
40109 Collection Fees	(25,000.00)	.00	.00	15,498.00	(9,502.00)	61.99	15,498.00
40110 CURRENT YR LEVY - STORRS CTR	(3,456,526.00)	.00	.00	.00	(3,456,526.00)	.00	.00
40111 CURRENT YR LEVY-STORRS CTR-ABATEMENT	554,000.00	.00	.00	.00	554,000.00	.00	.00
Total Taxes and Related Items	(34,768,420.00)	280,000.00	198,189.12	34,283,522.53	(403,086.59)	98.83	34,085,333.41
Licenses and Permits							
40201 Misc Licenses & Permits	(3,490.00)	.00	.00	2,745.00	(745.00)	78.65	2,745.00
40202 Sport Licenses	(200.00)	.00	.00	74.00	(126.00)	37.00	74.00
40203 Dog Licenses	(8,200.00)	.00	(4,787.00)	2,723.50	(689.50)	91.59	7,510.50
40204 Conveyance Tax	(150,000.00)	.00	15.00	99,917.86	(50,097.14)	66.60	99,902.86
40210 Subdivision Permits	(225.00)	.00	500.00	500.00	(225.00)	.00	.00
40211 Zoning/Special Permits	(15,000.00)	.00	400.00	10,940.00	(4,460.00)	70.27	10,540.00
40212 Zba Applications	(800.00)	.00	.00	1,200.00	400.00	150.00	1,200.00
40214 Iwa Permits	(4,500.00)	.00	.00	4,817.00	317.00	107.04	4,817.00
40223 Sewer Permits	.00	.00	.00	100.00	100.00	.00	100.00
40224 Road Permits	(1,500.00)	.00	.00	1,300.00	(200.00)	86.67	1,300.00
40230 Building Permits	(175,000.00)	.00	131.88	178,518.77	3,386.89	101.94	178,386.89
40231 Adm Cost Reimb-permits	(200.00)	.00	.00	176.00	(24.00)	88.00	176.00
40232 Housing Code Permits	(143,800.00)	.00	882.14	126,811.00	(17,871.14)	87.57	125,928.86
40234 Landlord Registrations	(1,000.00)	.00	25.00	1,435.00	410.00	141.00	1,410.00
Total Licenses and Permits	(503,915.00)	.00	(2,832.98)	431,258.13	(69,823.89)	86.14	434,091.11
Fed. Support Gov							
40352 Payment In Lieu Of Taxes	(4,600.00)	.00	.00	.00	(4,600.00)	.00	.00
40357 Social Serv Block Grant	.00	.00	.00	.33	.33	.00	.33
Total Fed. Support Gov	(4,600.00)	.00	.00	.33	(4,599.67)	.01	.33
State Support Education							
40401 Education Assistance	(9,229,100.00)	(280,000.00)	.00	4,780,548.00	(4,728,552.00)	50.27	4,780,548.00
Total State Support Education	(9,229,100.00)	(280,000.00)	.00	4,780,548.00	(4,728,552.00)	50.27	4,780,548.00
State Support Gov							
40449 PILOT - COLLEGES/HOSPITALS	.00	.00	.00	7,583.00	7,583.00	.00	7,583.00
40450 State Support - Town	(200.00)	.00	.00	.00	(200.00)	.00	.00
40451 Pilot - State Property	(5,566,520.00)	.00	.00	5,566,517.00	(3.00)	100.00	5,566,517.00
40452 PILOT - SELECT PAYMENT	(2,630,450.00)	.00	.00	2,630,447.00	(3.00)	100.00	2,630,447.00
40454 CIRCUIT COURT - STATE TICKETS	(500.00)	.00	.00	800.00	300.00	160.00	800.00

Town of Mansfield
Revenue Summary by Source

Fiscal Year: 2020 to 2020 for Dates from 01-Jul-2019 to 31-Mar-2020

Account and Description	Appropriation	Appropriation Adj	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Activity
40457 Library - Connecticut/ill	(12,200.00)	.00	.00	.00	(12,200.00)	.00	.00
40462 Disability Exempt Reimb	(1,000.00)	.00	.00	870.68	(129.32)	87.07	870.68
40465 Emerg Mgmt Performance Grant	(12,900.00)	.00	26,010.00	.00	(38,910.00)	(201.63)	(26,010.00)
40469 Veterans Reimb	(6,400.00)	.00	.00	6,464.28	64.28	101.00	6,464.28
40471 MUNICIPAL STABILIZATION GRANT	(661,280.00)	.00	.00	661,283.00	3.00	100.00	661,283.00
40494 Judicial Revenue Distribution	(9,000.00)	.00	.00	6,820.00	(2,180.00)	75.78	6,820.00
40496 PILOT - HOLINKO ESTATES	.00	.00	7,500.00	7,500.00	.00	.00	.00
40551 Pilot - Senior Housing	.00	.00	18,627.00	18,627.00	.00	.00	.00
Total State Support Gov	(8,900,450.00)	.00	52,137.00	8,906,911.96	(45,675.04)	99.49	8,854,774.96
Charge for Services							
40610 Recording	(50,000.00)	.00	126.00	42,265.00	(7,861.00)	84.28	42,139.00
40611 Copies Of Records	(12,965.00)	.00	463.25	11,354.00	(2,074.25)	84.00	10,890.75
40612 Vital Statistics	(12,000.00)	.00	.00	10,904.00	(1,096.00)	90.87	10,904.00
40620 Police Service	(44,200.00)	.00	26,488.16	64,170.50	(6,517.66)	85.25	37,682.34
40622 Redemption/Release Fees	(2,000.00)	.00	.00	485.00	(1,515.00)	24.25	485.00
40625 Animal Adoption Fees	(270.00)	.00	.00	280.00	10.00	103.70	280.00
40640 Lost & Damaged Books/materials	(1,930.00)	.00	.00	1,167.41	(762.59)	60.49	1,167.41
40641 FINES ON OVERDUE BOOKS	(4,400.00)	.00	.00	766.01	(3,633.99)	17.41	766.01
40644 PARKING PLAN REVIEW FEE	(500.00)	.00	35.00	875.00	340.00	168.00	840.00
40650 Blue Prints	(200.00)	.00	500.00	520.00	(180.00)	10.00	20.00
40663 Zoning Regulations	(50.00)	.00	.00	53.00	3.00	106.00	53.00
40671 Day Care Grounds Maintenance	(19,160.00)	.00	.00	14,370.00	(4,790.00)	75.00	14,370.00
40674 Charge for Services	(6,000.00)	.00	240.00	3,540.24	(2,699.76)	55.00	3,300.24
40678 Celeron Sq Assoc Bikepath Main	(2,700.00)	.00	.00	.00	(2,700.00)	.00	.00
40683 Sale of Merchandise	(100.00)	.00	.00	.00	(100.00)	.00	.00
40684 Cash Overage/Shortage	.00	.00	5.00	13.00	8.00	.00	8.00
40699 Fire Safety Code Fees	(15,000.00)	.00	144.50	48,790.38	33,645.88	324.31	48,645.88
40751 NOTARY FEES	.00	.00	.00	80.00	80.00	.00	80.00
Total Charge for Services	(171,475.00)	.00	28,001.91	199,633.54	156.63	100.09	171,631.63
Fines and Forfeitures							
40702 Parking Tickets - Town	(4,500.00)	.00	60.00	.00	(4,560.00)	(1.33)	(60.00)
40705 TOWN PARKING FINES-STORRS CENTER	.00	.00	68,114.55	74,171.00	6,056.45	.00	6,056.45
40710 Building Fines	.00	.00	.00	25,008.00	25,008.00	.00	25,008.00
40711 Landlord Registration Penalty	(100.00)	.00	.00	.00	(100.00)	.00	.00
40713 NUISANCE ORDINANCE	.00	.00	250.00	8,730.00	8,480.00	.00	8,480.00
40715 Ordinance Violation Penalty	(29,060.00)	.00	.00	17,287.05	(11,772.95)	59.49	17,287.05
40717 Possession Alcohol Ordinance	.00	.00	.00	270.00	270.00	.00	270.00
40723 CITATIONS AND FINES	(300.00)	.00	.00	.00	(300.00)	.00	.00
Total Fines and Forfeitures	(33,960.00)	.00	68,424.55	125,466.05	23,081.50	167.97	57,041.50
Miscellaneous							
40807 Rent - Town Hall	.00	.00	.00	400.00	400.00	.00	400.00
40817 Telecom Services Payment	(41,000.00)	.00	.00	.00	(41,000.00)	.00	.00
40820 Interest Income	(200,000.00)	.00	354.67	376,342.50	175,987.83	187.99	375,987.83
40890 Other	(2,500.00)	.00	252.73	5,980.45	3,227.72	229.11	5,727.72
40895 CONSULTANT FEES REIMBURSEMENT	(15,000.00)	.00	.00	51,775.00	36,775.00	345.17	51,775.00

Town of Mansfield
Revenue Summary by Source

Fiscal Year: 2020 to 2020 for Dates from 01-Jul-2019 to 31-Mar-2020

Account and Description	Appropriation	Appropriation Adj	Debit Amounts	Credit Amounts	Ending Balance	% Rec'd	Activity
Total Miscellaneous	(258,500.00)	.00	607.40	434,497.95	175,390.55	167.85	433,890.55
Operating Transfers In 40928 School Cafeteria	(2,550.00)	.00	.00	1,912.50	(637.50)	75.00	1,912.50
Total Operating Transfers In	(2,550.00)	.00	.00	1,912.50	(637.50)	75.00	1,912.50
Total 111 GENERAL FUND - TOWN	(53,872,970.00)	.00	344,527.00	49,163,750.99	(5,053,746.01)	90.62	48,819,223.99
*** Grand Total ***	(53,872,970.00)	.00	344,527.00	49,163,750.99	(5,053,746.01)	90.62	48,819,223.99

==== Selection Legend =====

Account Type: R
FY: 2020 to 2020
Trx. Date: 01-Jul-2019 to 31-Mar-2020
From Fund: 111 to 111
Account Sub Type: CP
Object Element SubClass:

Town of Mansfield
Expenditure Summary by Activity

Fiscal Year: 2020 to 2020 for Dates from 01-Jul-2019 to 31-Mar-2020

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
111 GENERAL FUND - TOWN						
General Government						
11100 Legislative	105,720.00	.00	.00	91,371.54	14,348.46	86.43
12100 Municipal Management	.00	.00	.00	888.94	(888.94)	.00
12200 MUNICIPAL MANAGEMENT/HUMAN RESOURCES	352,860.00	150,980.00	1,513.97	404,043.12	98,282.91	80.49
13100 Town Attorney	85,000.00	.00	29,746.94	46,193.10	9,059.96	89.34
13200 Probate	10,190.00	.00	.00	10,185.33	4.67	99.95
14200 Registrars	.00	.00	.00	535.00	(535.00)	.00
15100 Town Clerk	228,150.00	(2,680.00)	4,793.35	164,697.55	55,979.10	75.17
15200 General Elections	123,580.00	.00	4,182.00	51,331.62	68,066.38	44.92
16100 Finance Administration	461,950.00	.00	.00	346,462.50	115,487.50	75.00
16300 Revenue Collections	185,640.00	3,730.00	.00	134,607.89	54,762.11	71.08
16402 Property Assessment	254,420.00	5,480.00	86.00	189,033.86	70,780.14	72.77
16510 Central Copying	.00	.00	.00	831.90	(831.90)	.00
16511 Central Services	61,100.00	.00	8,648.86	53,996.29	(1,545.15)	102.53
16600 Information Technology	209,860.00	.00	.00	157,395.00	52,465.00	75.00
Total General Government	2,078,470.00	157,510.00	48,971.12	1,651,573.64	535,435.24	76.05
Public Safety						
21200 Police Services	1,984,200.00	1,000.00	6.96	192,036.81	1,793,156.23	9.67
21300 Animal Control	128,770.00	(4,080.00)	191.93	78,391.77	46,106.30	63.02
22101 FIRE PREVENTION	211,690.00	3,370.00	6,546.34	144,534.07	63,979.59	70.25
22155 Fire & Emerg Services Admin	.00	.00	.00	258.00	(258.00)	.00
22160 Fire & Emergency Services	2,238,680.00	15,290.00	39,819.10	1,588,698.30	625,452.60	72.25
23100 Emergency Management	71,930.00	1,570.00	.00	49,250.67	24,249.33	67.01
Total Public Safety	4,635,270.00	17,150.00	46,564.33	2,053,169.62	2,552,686.05	45.13
Public Works						
30200 PW ADMIN/SUPERV/OPERATIONS	1,657,100.00	(28,490.00)	30,960.93	1,182,695.07	414,954.00	74.52
30300 Road Services	.00	.00	.00	10,734.28	(10,734.28)	.00
30400 Grounds Maintenance	.00	.00	.00	.07	(.07)	.00
30600 Equipment Maintenance	535,200.00	(2,590.00)	74,486.38	377,376.15	80,747.47	84.84
30700 Engineering	209,110.00	(97,350.00)	350.00	65,923.48	45,486.52	59.30
30900 Facilities Management	947,610.00	(630.00)	72,052.32	668,050.72	206,876.96	78.15
Total Public Works	3,349,020.00	(129,060.00)	177,849.63	2,304,779.77	737,330.60	77.10
Community Services						
41200 Health Regulation & Inspec.	140,440.00	.00	.00	105,332.28	35,107.72	75.00
42100 HUMAN SERVICES	818,690.00	10,210.00	1,097.96	602,527.45	225,274.59	72.82
43100 Library Services	819,220.00	15,920.00	57,483.61	605,272.47	172,383.92	79.36

Town of Mansfield
Expenditure Summary by Activity

Fiscal Year: 2020 to 2020 for Dates from 01-Jul-2019 to 31-Mar-2020

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
45000 GRANTS TO AREA AGENCIES	45,800.00	.00	.00	45,800.00	.00	100.00
Total Community Services	1,824,150.00	26,130.00	58,581.57	1,358,932.20	432,766.23	76.61
Community Development						
30800 Building Inspection	393,270.00	35,880.00	820.00	311,016.87	117,313.13	72.66
51100 PLANNING & DEVELOPMENT	377,010.00	(66,070.00)	9,680.38	273,964.69	27,294.93	91.22
58000 Boards and Commissions	4,450.00	.00	.00	845.58	3,604.42	19.00
Total Community Development	774,730.00	(30,190.00)	10,500.38	585,827.14	148,212.48	80.09
Town-Wide Expenditures						
71000 Employee Benefits	2,842,610.00	148,530.00	34,659.47	2,264,142.47	692,338.06	76.85
72000 INSURANCE (LAP)	199,250.00	.00	48,864.32	151,306.68	(921.00)	100.46
73000 Contingency	329,360.00	(190,070.00)	.00	.00	139,290.00	.00
Total Town-Wide Expenditures	3,371,220.00	(41,540.00)	83,523.79	2,415,449.15	830,707.06	75.05
Other Financing						
92000 Other Financing Uses	3,093,820.00	.00	.00	2,320,365.00	773,455.00	75.00
Total Other Financing	3,093,820.00	.00	.00	2,320,365.00	773,455.00	75.00
Total 111 GENERAL FUND - TOWN	19,126,680.00	.00	425,990.82	12,690,096.52	6,010,592.66	68.58
*** Grand Total ***	19,126,680.00	.00	425,990.82	12,690,096.52	6,010,592.66	68.58

==== Selection Legend =====

Account Type: E
 FY: 2020 to 2020
 Trx. Date: 01-Jul-2019 to 31-Mar-2020
 From Fund: 111 to 111
 Account Sub Type: P
 Department SubClass:

Town of Mansfield
Expenditure Summary by Activity

Fiscal Year: 2020 to 2020 for Dates from 01-Jul-2019 to 31-Mar-2020

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
112 GENERAL FUND - MANSFIELD BOARD						
GENERAL INSTRUCTIONAL PROG						
61101 GENERAL INSTRUCTION	7,870,850.00	(122,220.00)	.00	4,998,753.00	2,749,877.00	64.51
61102 English	60,460.00	.00	6,398.14	41,870.85	12,191.01	79.84
61104 World Languages	8,170.00	.00	30.00	5,139.25	3,000.75	63.27
61105 Health & Safety	5,940.00	.00	.00	2,908.40	3,031.60	48.96
61106 Physical Education	14,640.00	.00	220.67	6,283.46	8,135.87	44.43
61107 Art	16,540.00	.00	3,509.33	5,046.18	7,984.49	51.73
61108 Mathematics	21,390.00	.00	.00	38,156.85	(16,766.85)	178.39
61109 Music	38,700.00	380.00	2,759.86	10,755.80	25,564.34	34.59
61110 Science	29,290.00	.00	2,736.08	14,091.28	12,462.64	57.45
61111 Social Studies	17,020.00	.00	1,505.00	5,718.12	9,796.88	42.44
61115 Information Technology	209,090.00	.00	6,375.14	197,142.13	5,572.73	97.34
61122 LIFE & CONSUMER SCIENCE	9,580.00	.00	.00	7,109.49	2,470.51	74.21
61123 Technology Education	16,750.00	.00	1,848.11	12,342.63	2,559.26	84.72
Total GENERAL INSTRUCTIONAL PROG	8,318,420.00	(121,840.00)	25,382.33	5,345,317.44	2,825,880.23	65.52
Special Educ. Programs						
61201 Special Ed Instruction	1,662,900.00	(43,830.00)	502.10	1,024,866.12	593,701.78	63.33
61202 Enrichment	485,710.00	.00	955.08	293,142.51	191,612.41	60.55
61204 PRE-KINDERGARTEN	382,390.00	(500.00)	163.62	254,336.37	127,390.01	66.64
Total Special Educ. Programs	2,531,000.00	(44,330.00)	1,620.80	1,572,345.00	912,704.20	63.30
Culturally Disadv Pupil						
61310 Remedial Reading/Math	378,760.00	.00	.00	273,038.89	105,721.11	72.09
Total Culturally Disadv Pupil	378,760.00	.00	.00	273,038.89	105,721.11	72.09
Summer School-Free Only						
61400 Summer School	65,000.00	.00	.00	41,689.10	23,310.90	64.14
Total Summer School-Free Only	65,000.00	.00	.00	41,689.10	23,310.90	64.14
Tuition Payments						
61600 Tuition Payments	367,000.00	.00	165,718.94	236,358.11	(35,077.05)	109.56

Town of Mansfield
Expenditure Summary by Activity

Fiscal Year: 2020 to 2020 for Dates from 01-Jul-2019 to 31-Mar-2020

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
Total Tuition Payments	367,000.00	.00	165,718.94	236,358.11	(35,077.05)	109.56
Central Serv Instr Supp						
61900 CENTRAL SERVICES	82,610.00	.00	10,287.56	63,870.23	8,452.21	89.77
Total Central Serv Instr Supp	82,610.00	.00	10,287.56	63,870.23	8,452.21	89.77
Support Serv-Students						
62102 SCHOOL COUNSELING	191,990.00	.00	34.95	128,141.89	63,813.16	66.76
62103 Health Services	237,330.00	.00	99.32	150,140.26	87,090.42	63.30
62104 Outside Eval/Contracted Serv	233,000.00	.00	65,650.80	121,609.39	45,739.81	80.37
62105 SPEECH AND LANGUAGE	161,490.00	(7,910.00)	1,502.07	194,758.33	(42,680.40)	127.79
62108 Psychological Services	328,530.00	(41,470.00)	517.83	177,650.42	108,891.75	62.07
Total Support Serv-Students	1,152,340.00	(49,380.00)	67,804.97	772,300.29	262,854.74	76.17
Improv-Instr Services						
62201 Curriculum Development	160,300.00	.00	6,670.82	95,006.75	58,622.43	63.43
62202 Professional Development	34,460.00	.00	6,311.46	24,913.47	3,235.07	90.61
Total Improv-Instr Services	194,760.00	.00	12,982.28	119,920.22	61,857.50	68.24
Educ Media Services						
62302 Media Services	67,010.00	.00	13,354.82	24,166.02	29,489.16	55.99
62310 Library	336,270.00	(3,690.00)	11,388.85	216,839.03	104,352.12	68.62
Total Educ Media Services	403,280.00	(3,690.00)	24,743.67	241,005.05	133,841.28	66.51
General Administration						
62401 Board Of Education	407,730.00	(7,900.00)	27,588.94	216,450.80	155,790.26	61.04
62402 Superintendent's Office	426,840.00	8,720.00	7,950.88	334,503.45	93,105.67	78.62
62404 Special Education Admin	292,920.00	.00	14,610.48	228,584.53	49,724.99	83.02
Total General Administration	1,127,490.00	820.00	50,150.30	779,538.78	298,620.92	73.53
School Based Admin						
62520 Principals' Office Services	1,259,810.00	5,810.00	1,010.04	959,537.75	305,072.21	75.90
62521 Support Services - Central	12,700.00	.00	874.80	3,887.14	7,938.06	37.50

Town of Mansfield
Expenditure Summary by Activity

Fiscal Year: 2020 to 2020 for Dates from 01-Jul-2019 to 31-Mar-2020

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
62523 Field Studies	13,500.00	.00	1,819.20	1,742.56	9,938.24	26.38
Total School Based Admin	1,286,010.00	5,810.00	3,704.04	965,167.45	322,948.51	75.00
Fiscal Serv/Bus Support						
62601 Business Management	562,100.00	.00	21,253.75	418,846.25	122,000.00	78.30
Total Fiscal Serv/Bus Support	562,100.00	.00	21,253.75	418,846.25	122,000.00	78.30
Plant Oper & Maint Serv						
62710 Plant Operations - Building	1,547,880.00	12,610.00	185,277.75	1,233,239.93	141,972.32	90.90
Total Plant Oper & Maint Serv	1,547,880.00	12,610.00	185,277.75	1,233,239.93	141,972.32	90.90
Student Transp Service						
62801 Regular Transportation	995,330.00	.00	460,410.43	643,476.51	(108,556.94)	110.91
62802 Spec Ed Transportation	150,000.00	.00	83,246.52	71,599.62	(4,846.14)	103.23
Total Student Transp Service	1,145,330.00	.00	543,656.95	715,076.13	(113,403.08)	109.90
Enterprise Activities						
63430 After School Program	43,830.00	.00	400.71	24,705.67	18,723.62	57.28
63440 Athletic Program	38,690.00	.00	.00	21,029.01	17,660.99	54.35
Total Enterprise Activities	82,520.00	.00	400.71	45,734.68	36,384.61	55.91
Employee Benefits						
68000 Employee Benefits	4,210,950.00	.00	15,686.70	3,162,484.06	1,032,779.24	75.47
Total Employee Benefits	4,210,950.00	.00	15,686.70	3,162,484.06	1,032,779.24	75.47
Transfer Out-Other Fund						
69000 Transfers Out To Other Funds	182,400.00	200,000.00	.00	136,800.00	245,600.00	35.77
Total Transfer Out-Other Fund	182,400.00	200,000.00	.00	136,800.00	245,600.00	35.77

Town of Mansfield
Expenditure Summary by Activity

Fiscal Year: 2020 to 2020 for Dates from 01-Jul-2019 to 31-Mar-2020

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	% Used
Total 112 GENERAL FUND - MANSFIELD BOARD	23,637,850.00	.00	1,128,670.75	16,122,731.61	6,386,447.64	72.98
*** Grand Total ***	23,637,850.00	.00	1,128,670.75	16,122,731.61	6,386,447.64	72.98

==== Selection Legend =====

Account Type: E
FY: 2020 to 2020
Trx. Date: 01-Jul-2019 to 31-Mar-2020
From Fund: 112 to 112
Account Sub Type: P
Department SubClass:

From: [Cibreiro, Estrella](#)
To: [Budget2021](#)
Subject: Mansfield Center
Date: Friday, May 1, 2020 5:44:02 PM

Hello, I have a membership at the Mansfield Center and would urge you to continue supporting this facility and its programming. This is a space that is much needed in this area and it brings people in from different towns.

To address budget issues, I would encourage you to consider ways to increase revenue, such as fees for specific classes and programs--people would much rather pay a little more than see the center's future in jeopardy. I would also encourage the town to charge a fee for activities such as Family Night. Even a moderate fee per person or family would add up considerably and would help offset some of the costs.

In our current climate, most people realize that if you want good services, good facilities, and good programming, it is necessary to contribute financially in a significant way. I know from the research I did myself a couple of years ago that the Mansfield Center has better rates than most places in CT and it charges considerably less for classes and special programs. Please consider making these much needed adjustments in order to ensure the viability of the Center for generations to come.

Thank you for your consideration,

Estrella Cibreiro

--

Estrella Cibreiro
Professor of Spanish
Rev. John E. Brooks Chair in the Humanities
College of the Holy Cross
1 College Street
Worcester, MA 01610-2395

(508) 793-3308
ecibreir@holycross.edu
Stein 406

AUTHOR: *Palabra de mujer. Hacia la reivindicación y contextualización del discurso feminista español*, 2007

CO-EDITOR: *Global Issues in Contemporary Hispanic Women's Writing: Shaping, Gender, the Environment, and Politics*, 2013

From: [Todd Friedland](#)
To: [Budget2021](#)
Subject: Community Center
Date: Friday, May 1, 2020 9:16:59 PM

Dear Budget Committee

My wife Mona and I are residents of Mansfield for 26 years and have been members of the Center since its opening. I taught "Spinning" from the first day it was open and for the next 14 years. We utilize the Center for exercise and swimming 5-6 days a week. We are both retired and subscribe to Silver Sneakers and some of its benefits.

We have NO problem with the Center operating at a deficit. We always expected that it was going to run at a deficit and would partially be subsidized by our taxes. For us, considering this community and its surrounding towns, this is a no-brainer. We would like it to be able to maintain itself, but this has proven to be difficult.

In reference to Silver Sneakers, we'd be lying if we appreciated not paying for membership. The Center agreed to accept Silver Sneakers in considering a way to attract new members. And it was very successful.. However, the remuneration from the insurance companies could not meet the ntrue cost of these members.

We would not be opposed to a registration fee of sorts for those participating in Silver Sneakers. Some would object, but if we were given an option to pay one of several available percentages of normal membership, many of our members, ourselves included, would be happy to comply.

The Community Center is not only a gym. It is a tremendous asset to our town, and THE place of social gathering. I have met and made many friends since its opening in 2014. The Center is the main reason we have decided to remain in Mansfield after retiring.

We are confident that you will give every consideration to providing a substantial budget to the Center as it will continue to attract not only members, but new residents to our Mansfield Community. To do otherwise would truly be a disservice to our town

Respectfully yours,

Mona and Todd Friedland
35 Beech Mountain Rd
Mansfield Center, CT 06250
860-466-9106

From: [Joan Sidney](#)
To: [Budget2021: Toni Moran](#)
Subject: Mansfield Community Center
Date: Friday, May 1, 2020 9:07:36 PM
Attachments: [To the Editor of the Willimantic Chronicle \(revised\).docx](#)

Attached please find my letter to the Editor of the Chronicle, which will appear sometime this coming week. Toni, please forward it to Town Council members in time for the budget meeting.

Thanks,
Joan

--

[Joan Seliger Sidney](#)
[Body of Diminishing Motion](#) (CavanKerry), Eric Hoffer Legacy Finalist 2015
[Bereft and Blessed](#) (Antrimhouse)
Special Research Associate / Writer in Residence
University of Connecticut Center for Judaic Studies and Contemporary Jewish Life
<http://www.joanseligersidney.org>

To the Editor of the Willimantic Chronicle:

We are 100% grateful for the Mansfield Community Center (MCC), one of only two full-service community centers in Connecticut. It has brought our community together culturally, educationally, recreationally, socially, making us healthier and happier. Even during this pandemic, MCC offers Zoom work-outs and calls members, reminding them to keep in touch!

Consequently, we were shocked by proposals by a Town Council member and a Mansfield resident to permanently close this facility. Their conclusions about financial insolvency were incorrect. True, inadequate reimbursement from the insurance company's Silver Sneakers plan strains the Center's budget. Currently, there are 1600 Silver Sneakers members, more than half of the Center's membership. Half of them never come, so insurance pays nothing to the Center for them. We liked Henry Krisch's suggestion, that those members receiving the Silver Sneakers benefit who are in a position to pay the \$30 a month difference between what membership actually costs and what insurance pays should do so.

The statement in April 22's Chronicle by a Mansfield resident, that "the town gives the community center \$600,000 a year," is incorrect. In fact, \$600,000 is the entire portion of the Town's budget to the Parks and Recreation Fund. This pays for oversight, supervision, scheduling, and project management of town-wide park activities, as well as special-needs and after-school programs, child-care, all other expenses at the Mansfield Community Center, and the Community School of the Arts.

As Mansfield residents, we will do whatever we can to assure that the Mansfield Community Center continues its mission to help us thrive. It was disappointing to see another letter in the April 30 Willimantic Chronicle, by the same disgruntled Town Council member, calling our Mansfield Community Center "an \$8 million dollar white elephant."

Joan Seliger Sidney and Stuart Jay Sidney

From: [Alicia Welch](#)
To: [Budget2021](#)
Subject: Parks and Rec
Date: Saturday, May 2, 2020 9:56:16 AM

Really concerned about Community Center finances. My husband and I formerly had a family membership for which we paid around \$400 per year. Now we pay nothing with Silver Sneakers. We need to keep the center open. We would be willing to pay something for this service. It would be great if it could be somewhere between the two extremes mentioned above. Could the town underwrite some of the expense of running the center, lowering the membership fees for members, thereby potentially increasing membership? Something must be done, and the current Silver Sneakers program is not viable. Alicia Welch, 19 Hillside Circle, Storrs. 860-428-7704.

TOWN OF MANSFIELD MONTHLY REPORT

Sergeant Keith Timme #0196

Month: April 2020

TOTAL CALLS FOR SERVICE: 601

Mansfield	April 2020	YTD
Accidents	8	84
Criminal Investigations	12	104
Burglaries	1	2
Larcenies	4	27
Non Reportable Matters	550	2121
Total Arrests	10	48

Troop C- Tolland County CALLS FOR SERVICE

City	April 2020	Year To Date
Coventry	25	145
Ashford	140	686
Willington	273	1524
Vernon	137	1399
Union	149	1260
Somers	943	3321
MANSFIELD	485	2760
Tolland	610	3389
Ellington	1178	5088
Stafford	1288	3617
TOTAL:	5228	23189

Town of Mansfield- Motor Vehicle Enforcement

Mansfield	April 2020	Year To Date
Total Traffic Stops	6	510
DUI's	3	10
Misdemeanor Summons	2	33
Infractions	5	383
Written Warnings	0	12
Verbal Warnings	1	89

Respectfully Submitted,

Sgt Keith Timme #196