

MEMO

To: Town Council
CC: Town Employees
From: John C. Carrington, Interim Town Manager
Date: May 26, 2020
Subject: **Town Manager's Report and COVID-19 Update**

Below, please find my report concerning various items of interest to the Town Council, staff, and the community:

Council Business

- *Proposed FY 2020/21 Operating Budget and CIP* –Residents can find a schedule of budget meetings on the Town's website and can access information regarding the current year budget and next year's proposed budget on our *Open Mansfield* financial transparency platform: <http://open.mansfieldct.org>.

Departmental Reports

- ***Downtown Partnership:***
 - Supporting businesses looking to reopen with guidance from state and local officials, identifying needs of restaurants through a survey, and coordinating with property owners to allow expanded outdoor dining
 - Worked with Town Staff to create a Temporary Outdoor Dining Permit and to share guidelines and application with businesses; helping to review applications as received
 - Continuing to provide valuable information to businesses in all stages of operation through our website, (mansfieldmdp.org/reopen) emails, social media, and personal phone calls
- ***Eastern Highland Health District:***
 - We continue to investigate all confirmed cases of COVID-19. To date we have completed 137 case contact investigations, with 57 still Active. We have activated our Medical Reserve Corps unit to assist with contact tracing using the new state-wide system, ContaCT.
 - We continue to receive and distribute Personal Protective equipment to area private health care providers on a weekly basis. So far we have distributed approximately 21,000 PPE items to 27 area healthcare providers.
 - We have developed and implemented internal agency protocols for the response to complaints related to the Business Sector Rules for Phase 1 of Reopen Connecticut.
- ***Human Resources:***
 - Continue to prepare for employees returning to work and the changes that will need to be implemented to open and operate safely.
 - Anthem has extended their cost sharing deadlines for Telehealth/Telephone Only Visits from June to September and COVID related treatment from May to December.

- **Information Technology:**
 - Supporting Municipal Departments' technology needs as they address electronic reopening permits, guidance to organizations, and evolving services to meet the needs of the Mansfield community.
 - Collaborating with both the Mansfield School District and the Region 19 School District to plan for Summer School technology needs given distance learning and COVID precautions.
 - Working hard to meet the increased use of streaming meetings during this busy season as our public committees address timely topics as well as also the budget process

- **Library:**
 - The library has begun to offer curbside pickup of library materials. Mansfield residents may call to request items Monday through Friday, 10AM-4PM, at 860-423-2501.

- **Parks & Recreation:**
 - Staff have drafted reopening plans for the Community Center and Lenard Hall. Plans are under review for the target reopening date of June 20. Detailed reopening procedures and requirements will be publicized as soon as they have been finalized.
 - Staff continue to offer a variety of online exercise and activity options. Check website for details and updates.
 - Summer program registration is underway. The summer brochure was recently distributed and staff are preparing modified operational plans for summer programs and summer camps following guidelines by the CDC and State and local health officials.

- **Planning and Development:**
 - In response to Executive Order 7MM, a Reopen Mansfield Team (Planning, Building & Housing, Fire Marshal, EHHD, Engineering, Mansfield Downtown Partnership) was established to assist businesses in reopening efforts. One of its first tasks was the development of a Temporary Outdoor Dining Permit and Guidelines based on the authority granted in the Executive Order. There is no fee for this permit and the team has committed to review of applications as quickly as possible even though the Executive Order provides a 10-day window for review.
 - The first applications for outdoor dining were received on Friday, May 15th. As of this morning, the Reopen Team has approved temporary outdoor dining permits for the following establishments and authorized operation following a successful inspection: Blaze Pizza, Chuck's Margaritas, Coyote Flaco, Dog Lane Café, Farmer's Cow Calfe, Fenton River Grill, Hops 44 Mansfield Drive-In, Mooyah, and Spring Hill Café. Permits/inspections are pending for three additional establishments. Two permit requests were denied as they were for indoor space, which is not yet permitted by the State; one of those applicants submitted a revised application for outdoor dining that is pending.

- **Public Works:**
 - Since the last update, our Crew and Contractor removed an additional 41 trees.
 - Drainage work is complete on Browns Road and nearly complete on Mansfield City Road. Approximately 1/3 of the drainage work is complete on Hillyndale Road.
 - Repaving of the Four Corners Sewer Project is complete with clean-up work and punchlist items being addressed. Currently there are 64 connections made to the system (most being in Rolling Hills)

- The Safe Routes to School Project (Route 89 Walkway) has been paved and the contractor is completing cleanup work at this time.
 - The Hillyndale Road Bridge project bidding was completed last week and bids are being evaluated.
- **Resident Troopers:**
 - Continue to remain in communication with UConn regarding it's off campus student population to ensure that their needs are met. Currently communicating with the Dean of Students at UConn to monitor the University's decision about the Fall 2020 academic year.
 - Continue to restrict all entry to the Mansfield Resident Troopers office regarding walk in complaints.
 - Troopers have been instructed to maintain a high level of visibility within the Mansfield community while continuing to respond to calls of service
- **Town Clerk:**
 - Operations during this time require a higher level of customer support to assist with searches, uploading requested documents, and technology support; calls from customers with non-Town Clerk needs continues but has decreased notably since being addressed by Town staff earlier this month.
 - All essential and routine functions continue; essential public-facing services are conducted by appointment through the drop box slot; detailed operations plan is posted on the Town Clerk's webpage.
 - Office hours are reduced and coverage is staggered; routine customer service, archival and special projects are worked on from home
- **Town Manager:**
 - The Town Manager search is open until June 30th. Currently there have been 20 applications. The consultant is interviewing and assessing 11 of the 20 applications in attempt to narrow the field.

Upcoming Events

- *Storrs Farmers Market* – Storrs Farmers Market is open every Saturday from 3:00 to 6:00 PM on the front lawn of the Mansfield Town Hall from May through November. Learn more at storrsfarmersmarket.org.