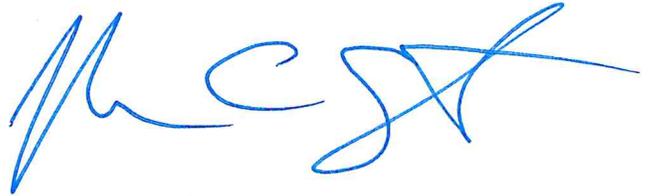


MEMO

To: Town Council
CC: Town Employees
From: John C. Carrington, Interim Town Manager
Date: June 22, 2020
Subject: **Town Manager's Report**



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

Departmental Reports

• ***Town Manager:***

- Town Manager Recruitment. Our contractor has received 32 applications. He requested 22 to complete assessments and further documentation, as of June 19th, 12 returned the information.
- 2020 Census self-response rates:

| | |
|----------------|-----------------------------|
| US | 61.6% |
| CT | 65.0% |
| Tolland County | 70.6% (highest % CT county) |
| Mansfield | 57.5%. |

The percentages for the four Mansfield census tracks:

| | |
|------|-------|
| 8811 | 60.6% |
| 8812 | 18.2% |
| 8813 | 50.3% |
| 8814 | 64.0% |

• ***Downtown Partnership:***

- Continuing support of all Mansfield businesses by communicating guidance from the state for phased reopening and federal news and updates regarding funding options such as the PPP and EIDL and by creating a new "Reopen" section on its website to serve as a central source for important information and tools for businesses.
- Made the difficult decision to cancel the 2020 Summer Concerts on the Square and Moonlight Movies following an evaluation of both events in light of current and anticipated conditions and health and safety regulations; Plan to resume both series in 2021.
- Working with Town partners (Parks & Recreation, Public Library, Senior Services, and Youth Services) to provide and promote alternative summer programming for all ages.

• ***Facilities***

- Worked on preparing MCC for its reopening 6/22/20
- Stepping up cleaning in open buildings to support programing

- **Finance**
 - Discovery Depot opened up on June 1st with 25 students, and are expecting 39 students by the end of June.
 - They issued detailed Covid-19 Policies and Procedures on May 29, 2020
 - Received the Paycheck Protection Program, which is helping to keep them financially viable
 - Planning for how they will support an increase in students in the fall

- **Human Resources:**
 - Finance Director position – 2nd round interviews will take place on Wednesday, June 24, 2020

- **Human Services**
 - Continuing to provide nutrition support for food insecure and homebound senior households through food pantry, Meals-on-Wheels delivery and Mobile Foodshare and coordination with other food pantries and faith-based organizations
 - Providing transportation for seniors and disabled adults to medical appointments that are necessary and in which there is no other alternative
 - Mental health support through counseling, parent and caregiver support, telephone reassurance and wellness checks, crisis intervention and referral.
 - Case management, information, advocacy and referral for those in need of assistance accessing critical services and programs – ie: financial assistance, food insecurity, healthcare access.

- **Information Technology:**
 - We reviewed demonstrations of potential additional software components to further expand Mansfield's use of contactless web-based forms to support social distancing.
 - We collaborated with the schools to identify hardware and software to support summer learning programs online.
 - We supported the Community Center's preparation for re-opening by assisting with the relocation of technology in certain locations in the building.

- **Parks & Recreation:**
 - Camp Mansfield has been granted formal approval by the State OEC to operate at Mansfield Middle School/Bicentennial Pond. A detailed camp operation communication was sent to prior participants and is posted on the website. Registration to date has been low and may not meet our self-imposed minimum number required to operate.
 - The Community Center has re-opened as of today, June 22, under the Governor's Phase 2 re-opening guidelines. The re-opening process has gone well so far. Parks and Recreation staff are to be commended for tireless work in preparation for re-opening.
 - Parks and Recreation in-person programs are not operating during this re-opening phase, but staff continue to offer a variety of online exercise and activity options. Check website for details and updates

- **Public Works:**
 - Restoration of the State Highways that were impacted by the Four Corners Sewer Project has been completed. Sewer Permits are continuing to be filed for properties within the District.
 - Since the last Town Manager Report, DPW addressed 19 additional trees.
 - Drainage Project on Mansfield City Road and Hillyndale are proceeding forward.
 - Paving is beginning on Browns Road and Mansfield Avenue.
 - A LOTCIP Grant application was filed with CRCOG for reconstruction of Maple Road.

- **Town Clerk:**

- Contactless dog licensing is in full force! Our residents love our new contactless procedures and we GREATLY appreciate the patience of our customers! With over 1500 licenses to process, our phone is ringing off the hook and we return calls as soon as possible. To license your dog, go to www.MansfieldCT.gov/TownClerk and click Dog Licenses for instructions.
- Registered Democrats and Republicans: watch your mail for an absentee ballot application. Applications will be sent by the State to every registered Democrat and Republican in advance of the August Presidential Preference Primary. Per the Governor's Executive Order, absentee ballot voting is open to all eligible voters for the Primary. We stand at the ready to process applications and ballots!
- The Town Clerk's webpage is updated regularly with important information regarding our services and operations plan

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.