AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 4, 2020 – 7:00 P.M.
LINCOLN CENTER HEARING ROOM
ONE MEETING AGENDA

1. MEETING CALLED TO ORDER.

2. AWARDS AND PRESENTATIONS.
   A. National Wear Red Day (February 7, 2020)
   B. Town of Manchester Census 2020 Proclamation

3. OPENING OF MEETING TO ELECTORS OR TAXPAYERS WHO WISH TO BE HEARD ON ANY SUBJECT WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS. (Sign-up sheet available 15 minutes prior to the start of the meeting)

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.
   A. Actions, January 7, 2020 – Regular Meeting
   B. Minutes, January 7, 2020 – Regular Meeting

5. COMMUNICATIONS.

6. REPORTS.
   A. Manager’s Report
      1. Sustainability Task Force Report
      2. Presentation of Comprehensive Annual Financial Report (CAFR) (Vanessa Rossitto and Matt Coit, Blum Shapiro)
      3. Entomology (Dr. Gail Ridge, Department of Entomology, Connecticut Agricultural Experiment Station)
      4. Police Department – State racial profile results
      5. Crumbling Foundations
   B. Other Reports

7. PRESENTATION OF BID WAIVER REQUESTS.

8. PUBLIC HEARINGS (formally advertised).
   * A. Appropriations to Special Projects as follows:
      1. Police Donations Revenue Account – Youth Services Program .......................... $500 to be funded by a donation from First Korean Presbyterian Church which is gratefully acknowledged and accepted.
      2. Manchester Animal Control ................................................................. $2,050 to be financed by donations from the Estate of Richard F. Rose ($2,000) and Stanley Sowa ($50) which are gratefully acknowledged and accepted.
      3. State Asset Forfeiture Account ........................................................... $19,494 (East Central Narcotics Task Force) for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
      4. Preschool Development Grant Hybrid Funding (01/01/20 to 6/30/20) .......... $144,812 to be financed by a grant through the State Office of Early Childhood to provide free preschool to children that are 4 years old before January 1, 2020 and are part of families at or below 200% the federal poverty level.
      5. Library Donation Trust Fund Account ................................................. $4,660 to be financed by donations to purchase books, along with promoting and conducting public programs.
B. Appropriations to Education Special Projects as follows:

1. Title I, Part A - Improving Basic Programs Grant (2019-2021) $1,859,022 to be financed by the Connecticut State Department of Education.
2. Title II - Part A – Supporting Effective Instruction Grant (FY19-21) $266,286 to be financed by a grant from the Connecticut State Department of Education to ensure that all students are performing at or above grade level.
3. Bilingual Education Grant (FY19-20) $7,888 to be financed by a grant from the Connecticut State Department of Education.
4. Title III, Part A, English Language Acquisition and Language Enhancement Grant (FY 2019-2021) $53,358 to provide support to limited English proficient students.
5. Priority School District Grant (FY 19/20) $829,017 to be funded by the Connecticut State Department of Education to assist designated school districts in improving student achievement and enhancing opportunities.
6. Priority School District – Summer School Grant (FY 19/20) $151,506 to be funded by the Connecticut State Department of Education for summer school reading programs in Priority School Districts.
7. Alliance District Grant (FY 19/20) $5,609,443 to be financed by the Connecticut State Department of Education for increased Education Cost Sharing funding to support district strategies to increase student outcomes and close achievement gaps.
8. Nellie Mae Education Foundation, Inc. Grant (FY 19-21) $50,000 (Understanding Root Causes of Inequities Continuation Grant).
9. Extended School Hours Grant (FY 19-20) $128,948 to be financed by a state grant for MELC’s after school care/extended school hour component to include an hour of academics delivered by district elementary teachers.

C. Appropriation to Whiton Library Improvements – Capital Outlay $143,500 to repave the parking lot, install a drop-off bookdrop and purchase interior technology equipment to be funded by Whiton Library Fund balance.

D. Appropriation to Fire Fund Reserves $650,000 for the purpose of purchasing a replacement Class A pumper for the South Manchester Fire District, to be financed by a loan from Capital Reserves, to be repaid by the fire fund in annual increments.

9. CONSENT CALENDAR.

10. ACTION ON ITEMS OF PUBLIC HEARING.

11. UNFINISHED BUSINESS.
A. Appointments to Boards and Commissions which have members with terms expiring in November 2019 (*except as otherwise noted).

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<thead>
<tr>
<th>Board/Commission</th>
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<tr>
<td>Arts Commission</td>
<td>Vacant (D)</td>
<td>November 2022</td>
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<tr>
<td>Commission on Human Relations, Elderly Services and People with Disabilities</td>
<td>Joe Young, 103 Autumn St (D)</td>
<td>November 2022</td>
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<td>Nichole Easley, 2 Alpine St (D)</td>
<td>November 2022</td>
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12. NEW BUSINESS.

* A. Appointment of a regular member (Julian Stoppelman) and an alternate member (Michael Stebe) to the Capitol Region Council of Governments (CRCOG) Regional Planning Commission.
* B. Acceptance of resignation of Aprill Shines (R) from the Property Maintenance Code Board of Appeals with a term expiring November 2020.

* C. Approval of the settlement of a Workers Compensation claim by Aaron Lajoie in the amount of $75,000.

D. Appointment of a member to the Property Maintenance Code Board of Appeals with a term expiring November 2020 to fill the vacancy left by Aprill Shines (R).

E. Appointment of members to the Repurposed Schools Committee.

13. COMMENT AND DISCUSSION BY BOARD MEMBERS ON ITEMS FOR FUTURE AGENDA OR OF GENERAL CONCERN.

14. ADJOURNMENT.

CONSENT CALENDAR: Items marked by an * which are not subsequently removed from the consent calendar by a Director are approved under item #9 of this Agenda.
PRESENT: Mayor Moran, Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Marois and Schain.

ABSENT: Director Floyd-Cranford.

ALSO: General Manager Shanley and Town Attorney Barry.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 7:15 p.m. All in attendance participated in The Pledge of Allegiance to The Flag, led by Mayor Moran.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.

#1-20 A. Actions, December 3, 2019 – Regular Meeting
#2-20 B. Minutes, December 3, 2019 – Regular Meeting

Castillo/Jones 8 Voted in Favor

9. CONSENT CALENDAR.

#3-20 8A. Appropriations to Special Projects as follows:

1. Energy Efficiency Initiative (GR096) .............................................................. $28,000
to be funded by an energy rebate from CL&P on April 11, 2013.
2. Police Donations Revenue Account - Manchester Police Explorer Post .............. $694
to be funded by dues ($25) and donations ($669) which are gratefully acknowledged and accepted.
3. Vacant Properties Maintenance ........................................................................ $26,331
to be funded by revenue posted to a reserve account (GR134) in prior years but not appropriated.
4. Public Safety - Police Department (SG327) ..................................................... $10,179
to be funded through the JAG Local Violent Crime Prevention (VCP) Grant Program for the purchase of four cruiser Watchguard systems (total amount of the grant is $23,466).
5. Manchester Police Department – Center for Digital Investigations ................... $1,869
for continuing digital investigations to be financed by proceeds from three CT Judicial District cases.
6. State Asset Forfeiture Account (East Central Narcotics Task Force) for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
7. Recreation Department - Carl and Sophie Silver Donation Fund ...................... $1,610
to be financed by donations in memory of Carl and Sophie Silver to be used for the continued support of Manchester’s youth, which donations are gratefully acknowledged and accepted.
8. Relocation Assistance (GR133) ...........................................................................................................$3,668
to bring the account into balance by appropriating revenues received but not appropriated.

#4-20  B. Appropriations to Education Special Projects as follows:
1. AT&T Aspire Grant (FY 19/20) .................................................................................................$6,000
to empower students to reach their highest potential.
2. Garrett Lee Smith Suicide Prevention Grant (FY 19/20) .......................................................$15,000
to be funded by Community Health Resources to support the goals of the Connecticut Strategic Plan for Suicide Prevention.

#5-20  C. Appropriation to Newton Taggart Library Trust Fund ...............................................$43,530
for the purchase of children’s books to be financed by Newton Taggart Trust Fund Balance.

#6-20  D. Appropriation to Capital Improvement Reserve as follows:
1. Increase to Buckland Street at Buckland Hills Drive Improvements .................$299,280
   for traffic signal replacement and safety improvements to be funded by a state grant under the Local Accident Reduction Program.

#7-20  E. Transfer in cash reserves from GR000 Unallocated Reserves .........................$30,401
to close out various capital reserve accounts as listed.

#8-20  F. Appropriation to Alexander and Alice C. Jarvis Book Fund ...............................$109,524
for the purchase of books to be financed by Jarvis Fund Balance.

#9-20  12A. Appropriation to Special Projects (under $500) as follows:
1. State Asset Forfeiture Account ..............................................................................................$210
   for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
2. WORK_SPACE grant fund (object 4300) ...............................................................$300
to be funded by a donation from Cruisin’ on Main Street for 2020’s auto-themed art show in the Main Gallery which is gratefully acknowledged and accepted.

#10-20  12B. Approval of Resolution authorizing the General Manager to sign the Local Bridge Program Supplemental Application and any associated agreements with the State of Connecticut regarding Bridge No. 04147 (Hartford Road over Hop Brook).

#11-20  12C. Reappointment of Tim Devanney (R) to the Golf Course Lease Oversight Committee with a term expiring January 2022.

8 Voted in Favor

10. ACTION ON ITEMS OF PUBLIC HEARING.

#12-20  8G. Appropriation from Land Acquisition and Historic Property Investment Fund ..........................................................$15,000
for the purpose of establishing a Pre-Acquisition account.

5 Voted in Favor
Directors Conyers and Marois Voted Against
Director Dougan Abstained
11. **UNFINISHED BUSINESS.**

   A. Expansion of Repurposed Schools Committee (established April 2, 2019).

   #13-20 **APPROVED** - Motion to amend the Repurposed Schools Committee to consist of twenty-one (21) people appointed by the Board:

   - Three (3) residents from each neighborhood (12)
   - Four (4) members of the Board of Directors (2D and 2R)
   - Two (2) at-large community members
   - One (1) designee from the Building Committee
   - One (1) designee from the Sustainability Task Force
   - One (1) designee from the Board of Education

   Jones/Bergin  
   8 Voted in Favor

   #14-20 **APPROVED as amended** - 11A. Expansion of Repurposed Schools Committee (established April 2, 2019).

   Bergin/Castillo  
   8 Voted in Favor

   B. Appointments to Boards and Commissions which have members with terms expiring in November 2019 (*except as otherwise noted).

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<td>Arts Commission</td>
<td>T- Robert Laughlin, 310 Hackmatack St (D)</td>
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   #15-20 **Jones/Bergin**  
   8 Voted in Favor

   Commission on Human Relations, Elderly Services and People with Disabilities  
   T-Joe Young, 103 Autumn St (D)  
   November 2022

   T-Nichole Easley, 2 Alpine St (D)  
   November 2022

   #16-20 **Jones/Bergin**  
   8 Voted in Favor

14. **ADJOURNMENT.**

   The meeting was adjourned until the February 4, 2020 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

   #17-20 **Jones/Castillo**  
   8 Voted in Favor

Adjournment: 9:30 p.m.
MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
JANUARY 7, 2020 – 7:00 P.M.
LINCOLN CENTER HEARING ROOM

ONE MEETING AGENDA

PRESENT: Mayor Moran, Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Marois and Schain.

ABSENT: Director Floyd-Cranford.

ALSO: General Manager Shanley and Town Attorney Barry.

EXECUTIVE SESSION - The Board went into Executive Session at 6:15 p.m. to discuss Pending Litigation and Real Estate. Present were Mayor Moran, Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Marois and Schain. General Manager Shanley, Deputy General Manager Stephanou and Gary Anderson, Director of Planning and Economic Development, were also present. The Executive Session adjourned at 7:10 p.m. No votes were taken.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 7:15 p.m. All in attendance participated in The Pledge of Allegiance to The Flag, led by Mayor Moran.

2. AWARDS AND PRESENTATIONS. None.

3. OPENING OF MEETING TO ELECTORS OR TAXPAYERS WHO WISH TO BE HEARD ON ANY SUBJECT WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS. (Sign-up sheet available 15 minutes prior to the start of the meeting)

Mandi Dang, 7-9 Walnut Street, has been a resident for 31 years and is looking for financial assistance to bring her building up to code. She believes the Town has helped other property owners, including businesses on Main Street, Hartford Road and Broad Street. She stated that Gary Anderson, Director of Planning, recently spoke at the Connecticut Green Bank meeting about providing $200K in financial help to a property on Hartford Road. She has worked in the restaurant business all her life and can cook Chinese, Vietnamese, Japanese and some Italian dishes. She would like the Town’s assistance so that she can open a restaurant and create jobs.

Genaro Gonzalez, 2-4 Pearl Street, has attended the last several Board of Directors’ meetings to ask for assistance regarding issues with bed bugs and roaches in the building he lives in. He stated that pest control has treated the building monthly, but he doesn’t believe this is enough to eradicate the problem. His daughter woke up last night with a bug on her back, which was traumatic for her. He asked that the Town ensure the landlord bring the building up to health code. He then asked about hotel vouchers for some of the homeless population on extremely cold nights. He said the General Manager spoke about the availability of vouchers but he has called several Town departments and said no one is able to help. He also brought up issues with parking in the Downtown District. He plans to attend their next meeting. Lastly, he spoke about the Manchester Police Department stopping individuals while driving in unmarked vehicles, which he said is against State law.
General Manager Shanley explained that the Health Department has done everything the courts have asked of us with regard to 2-4 Pearl Street. The case will go before a judge at the end of the month to determine whether or not the bed bugs have been eradicated from the building. If they have not, the building will be shut down and the Town will assist current tenants with relocation. We have previously offered relocation assistance to any tenants who want to relocate from the building.

Gregory Farnsworth, stated he has lived in a tent in Manchester for years. He is concerned about the cold over the next couple of nights. He was told about a possible hotel voucher to get out of the weather, but has been unable to obtain one. He has a traumatic brain injury and PTSD, but tries to do what he can on his own. He has worked with Ed Paquette in Senior, Adult & Family Services. He stated that the Manchester Police Department knows where he lives. He showed the Board of Directors photos of thick ice that collapsed the tent he lives in.

Paul Michaud, 38 Glenwood Street, said there are issues in his neighborhood with safety and quiet. He asked if he could meet one-on-one with Mayor Moran.

Mayor Moran asked Mr. Michaud to send him an email so a meeting can be set up.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.

   A. Actions, December 3, 2019 – Regular Meeting
   B. Minutes, December 3, 2019 – Regular Meeting

Castillo/Jones 8 Voted in Favor

5. COMMUNICATIONS.

Mayor Moran received a call from a resident who stated they are having an issue with their pink bags not being picked up.

Mr. Bockus, Public Works Director, stated residents can call #1-866-835-5068 toll free if their bags are not picked up. Pink bags are collected on recycling day. We have found that when they are not picked up it is typically due to them being put out late or on a day other than their recycling day.

6. REPORTS.

   A. Manager’s Report

       A. Police Department - State racial profile results

General Manager Shanley explained that Item 6 A. will be moved to the February Agenda since one of the Directors is not at this month’s meeting.

   C. Performance Measures Report

Farhana Azmat, Management Analyst, provided an overview of the Town of Manchester Annual Operations & Performance Report for fiscal year 2019. Town-wide performance measures were instituted in 2008 to measure and report on the performance of Town departments. Since then, each department has been reporting to the General Manager on a biannual basis, overseen by the Office of Budget and Research. The report is organized around nine focus areas including effective governance, safe community, healthy community & environment, dependable infrastructure, vibrant economy, supportive human services,
quality parks & leisure services, diversity, equity and inclusion and financial stability, which are aligned with the Town’s strategic goals and were previously approved by the Board of Directors. Each focus area has two sections: “How are we doing?” which highlights key performance measures, trends and insights, and “What are we doing?” which highlights major accomplishments and other significant efforts by Town departments to better serve the community. This report also includes an annual report from Manchester Public Schools.

Effective Governance covers performance measures of Customer Service & Information Center, General Services, Human Resources, Information Systems and Town Clerk. The turnover rate for Town of Manchester employees is 7%, much lower than the national average of 18%. Over the past four fiscal years, Information Systems has met their target response time to work orders around 81% of the time. The Town Clerk’s office has an online customer satisfaction survey, which shows the majority of customers are satisfied with the timeliness of services and knowledge of staff.

Safe Community covers performance measures of the Manchester Police Department, Manchester Fire Department, Building Inspection and Health Department. Manchester Police Department part 1 crimes decreased by 7% in 2019, with 77% of crimes due to larceny/theft. Manchester Fire Department’s total incidents decreased by 2% for fiscal year 2019, with 79% of responses for medical/rescue incidents.

Healthy Community and Environment covers performance measures on Manchester’s Health Department, Water & Sewer Department and Sanitation. During 2019, the Manchester Health Department opened 43 new lead cases, compared to 33 in the last fiscal year. Approximately 25% of refuse collected at the curb is being recycled. One of the goals of the Sewer Department is to create environmentally safe waste water. In fiscal year 2019, 99% Carbonaceous Biochemical Oxygen Demand and Total Suspended Solids were removed by the Sewer Department.

Dependable Infrastructure covers Field Services, Engineering, Facilities Management and Water & Sewer. Field Services actively maintains 217 miles of streets each year. In FY 2019, 16 miles of roads were resurfaced and 2,800 linear feet of sidewalk was repaired or replaced. Mark-It is an online program used to identify and map service requests in Town. In FY 2019, Public Works addressed 767 service requests through Mark-It. Water & Sewer cleaned approximately 46% of the sewer pipes throughout Manchester in FY2019.

Vibrant Economy covers Planning & Economic Development and Building Inspection departments. WORK_SPACE membership increased from 39 members/month in FY 2018 to 47 members/month in FY 2019. WORK_SPACE recovered 121% of its operating costs for FY 2019. Building Inspection estimated construction values rose from $74M in FY 2018 to $86M in FY 2019, with $80M from private construction.

Supportive Human Services includes performance measures on the Senior Center, Senior, Adult and Family Services and Youth Services Bureau. The Senior Center’s meal program serves an average of 9,823 meals each year to Manchester Seniors. It also offers a variety of classes including educational, fitness, social and leisure. Senior, Adult and Family Services provides financial assistance to eligible Town residents. In FY 2019, 2,830 households received assistance valued at $1,005/household, with the average annual income of $17,350/household. Youth Services’ diversion program provides an alternative to the involvement of the Juvenile Court. In FY 2019, 23% of participants were rearrested by the Manchester Police Department within the first 12 months of completion of this program, compared to the national average of 56.7%.

Quality Parks & Leisure Services cover Manchester’s Parks and Recreation and Library. FY 2019, Parks and Recreation increased program offerings by 25%, participation increased by 8%, and overall
recreational facility usage increased by 40%. Library services include physical items (books, magazines, etc.) and electronic materials (E-books, downloadable magazines, etc.), both of which increased by 3% during FY 2019. Total physical material borrowing in FY 2019 was 675,439, and total E-material borrowing was 53,833.

Diversity, Equity & Inclusion covers the Town’s initiative to embrace diversity, equity and inclusion within Manchester. The Town has 479 full-time employees and 385 part-time employees. 90% of Town employees are white/Caucasian. Female employees account for 28% of the full-time Town staff and 56% of the part-time employees. Among FY 2019 hires, 24% were female and 21% were people of color. As part of the “Manchester Means” campaign, 12 educational Diversity, Equity and Inclusion workshops were held, with 125 Town employees and community members in attendance.

Financial Stability covers Finance, Assessment and Collection, Accounting and Budget & Research. General Fund Unassigned Fund Balance represents the portion of funds available for appropriation to meet the Town’s financial emergencies. The stability of this fund is a key factor in maintaining strong bond ratings and securing competitive interest rates when bonds are used. In FY 2019, the unassigned fund balance was 12.9%. Three national credit rating agencies, Fitch, S&P and Moody’s, have assigned the Town of Manchester a strong credit rating and strong budgetary performance and very strong financial policies and practices. Approximately $570M in assessment value was excluded from the grand list of FY 2020 due to various tax exemptions, most of which are state-mandated. These tax exemptions total approximately 12.4% of the Grand List for FY 2020. When developing the annual budget, the Town of Manchester assumes a collection rate of 97.8%, which has proven to be a good predictor since FY 2016.

Vice Chair Jones asked for a further breakdown of the 23,000 inquiries that came in to Customer Service. She would like to get an unduplicated number of people as opposed to contacts. In regard to curbside collection, she asked what the Town can do to encourage increased participation in our recycling program.

Ms. Azmat stated the Town’s Sanitation Department is actively working on education and outreach to residents, to try to meet a recycling target for residents of 34% (the national average).

General Manager Shanley explained that over the next few years, our Sustainability taskforce will need to take a hard look at this because there is no market for recycled goods. We can increase our recycling but there is currently no place for it to go.

Vice Chair Jones utilizes Mark-It, but she would like to see it more prominently displayed on the Town’s webpage and would like to see an effort made to encourage residents to utilize this system. Though she understands there would be budget implications, she would like to see possible expansion of meals for seniors, to possibly include weekend take-out meals. Under Human Services, we track the re-arrest rate by Manchester Police but she would be interested in the overall student recidivism rate.

Mayor Moran asked if information is requested from the Eighth Utilities District on the number of medical/rescue incidents per year.

General Manager Shanley stated we have not included the Eighth Utilities District numbers in this report in the past, but we can ask them for data.

Director Bergin asked if the Board of Education employees are included in the employee demographics in this report. He would also like to see some cost/unit or cost/output information in this report (example: cost to pave road miles) and would also like to see more benchmark data by years in all aspects of the report.
General Manager Shanley said that although BOE demographics are not included in this report, he is told the demographics are similar to Town employee demographics.

Ms. Azmat stated the report does cover a variety of performance measures including per unit cost but this presentation was shortened for time. The detailed reports will be shared with the Board.

Director Schain appreciates the scope of Town services and programs outlined in this report. He would like to ensure that the report gets the widest circulation possible, as it does show the real value of services Manchester provides to its residents.

Ms. Azmat stated the report is available electronically to residents on the Town of Manchester’s webpage and a paper copy is available in our Customer Service department. During FY 2019, the Town of Manchester conducted its first ever employee engagement survey. There was a 60% response rate. The survey included questions on career development, work engagement, relationship management, benefits & compensation and work environment. 54% of employees are satisfied with their career opportunities for professional growth. 82% of employees agree they are able to make decisions affecting their work. 77% of employees agreed they work in a safe environment. 76% agreed that the Town of Manchester is dedicated to diversity and inclusiveness. Results of this survey will be utilized to improve the work environment for Town employees, to ensure they feel valued and motivated, and are ready to give their best to Town residents.

The Town received several awards and accolades from community and professional organizations over the past year. The Connecticut Chapter of the American Planning Association honored the Town of Manchester Center Springs Park Master Plan with “2018 Physical Planning Award.” Budget & Research was awarded the “Distinguished Presentation Budget Award” by the Government Finance Officers Association (GFOA). Our Finance Department received a “Certificate of Achievement for Excellence” in financial reporting by GFOA for the 24th consecutive year, just to name a few.

Deputy General Manager Stephanou stepped in for General Manager Shanley at this point in the meeting.

B. Senior Needs Assessment

Deputy General Manager Stephanou stated Joel Cox, Director of Human Services, is here to present the results of the Senior Needs Assessment.

Mr. Cox explained the assessment was completed in 2019. He thanked everyone who helped with this report and especially Mary Roche Cronin, former Director of Human Services, who spearheaded the effort. Research has shown that there will be a rapid rise of the population aged 65 or older. In Connecticut, the population over age 65 is expected to increase 57% by 2040. Currently, 14% of Manchester residents are over the age of 65. The current needs of older residents are important to understand because data indicates those needs will continue to grow. With that basic foundation, the needs assessment was born. Key focus areas included basic needs, health prevention and wellness, mental health and financial security for seniors.

Top five basic needs identified include housing, homecare services, medical care and coverage, financial needs and social isolation. Under health prevention and wellness, group members identified many areas of concern including shortages of senior housing, communication issues, funding needs and cultural diversity considerations. Mental health issues include system challenges, stigmas, insurance limitations, inadequate community education and lack of appropriate housing. Financial security concerns include insufficient medical insurance and the need for better education and communication about options.
The team conducted 123 in-person surveys with residents aged 60+, at various senior sites in Manchester, including Manchester Senior Center, Housing Authority, Bennett Housing, Krause Gardens, Army & Navy Club and Squire Village. Questions related to health, mental health, financial security and basic needs were asked. Through the survey process, residents identified their three top priorities: 1) affordable housing, 2) group activities for fun, engagement and exercise and 3) care for emotional health. Seniors who answered the survey expressed a desire to stay in Manchester but there is a need for appropriate supports and infrastructure to support them staying here. There is an overall sense that the seniors want to remain active and remain a part of the community but there is a need for opportunities to do so.

Research, findings and feedback demonstrate the importance of housing, activities/learning, mental health and communication. These issues are seen as a priority for our community by the residents and providers that serve them. In terms of housing, recommendations are to create and support programs that allow older adults to remain in their homes as long as possible, work with Planning and Economic Development, Housing Commission and others to encourage/incentivize developers to include a percentage of senior housing as part of any new or redeveloped housing sites in Manchester.

Possible action steps for Activities/Learning include studying existing spaces for expansion or potential new locations for activities to occur. We need to look at rebranding the Senior Center and other services to better represent, attract and engage vibrant individuals 60+ and reduce the stigmas associated with aging. We should look to expand offerings and workshops at various locations throughout Town, with target audiences to include people approaching their 60’s, as well as children, caregivers and family of older adults.

Possible action steps for Mental Health include additional staffing and programs focused on geriatric mental health issues, supporting pilot programs to assist seniors with mental health issues transitioning from hospital to home and supporting community programs that connect seniors with appropriate supports, their community and each other.

In summary, our collective efforts should be focused on promoting and facilitating housing that is appropriate, affordable, accessible, easy to maintain and convenient to transportation, stores and services. We should create and promote activities and learning opportunities that benefit older adults, their families and their caretakers. We should focus on creating services that address mental health issues affecting older adults, such as stress, anxiety, depression and loneliness. Older adults want to remain active, healthy and engaged in their communities for as long as possible. The time to act and plan is now. This should be a launching ground for continued conversations with the Board of Directors, community partners and stakeholders.

**Mayor Moran** stated that by 2030 we are projected to be the largest suburb in Hartford County, and with that comes an aging population. This report touches upon the seniors dealing with housing difficulties and their desire to stay active. Every age group is dealing with mental health issues more than ever and the first thing we need to do is remove the stigma. One of the needs assessments for the repurposing committee should be to consider a bigger facility for our aging population.

**Vice Chair Jones** would like to see intergenerational programming and partnership between our schools and seniors. She would like to see some of these recommendations come through in the budget process.

**Mr. Cox** hopes to go down the path of programs like AARP Roadmap to Livability which addresses the understanding that creating a thriving senior community involves creating thriving connections between seniors and younger generations.

**Director Dougan** asked if any surveys were conducted with seniors who live in their own homes.
Eileen Faust, Senior Center Director, explained that when they were putting the data together, they also got feedback from the VNA, homecare services and Town social workers about some of the things their clients were experiencing.

Director Conyers asked if there are currently programs that address keeping residents in their homes as they age.

Ed Paquette, Sr. Adult & Family Supervisor, stated that the primary programs are State funded through the Connecticut Homecare Program for Elders which provides in-home services and supports for individuals over the age of 65 who meet certain medical or physical criteria. The Town has a very modest homecare program that provides primarily homecare services and some physical therapy and home health aide services. Programs also covers disabled residents.

B. Other Reports

7. PRESENTATION OF BID WAIVER REQUESTS. None.

8. PUBLIC HEARINGS (formally advertised).

A. Appropriations to Special Projects as follows:
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5. Manchester Police Department – Center for Digital Investigations ............... $1,869 for continuing digital investigations to be financed by proceeds from three CT Judicial District cases.
6. State Asset Forfeiture Account ........................................................................... $2,335 (East Central Narcotics Task Force) for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
7. Recreation Department - Carl and Sophie Silver Donation Fund ...................... $1,610 to be financed by donations in memory of Carl and Sophie Silver to be used for the continued support of Manchester’s youth, which donations are gratefully acknowledged and accepted.
8. Relocation Assistance (GR133) ........................................................................ $3,668 to bring the account into balance by appropriating revenues received but not appropriated.

Mayor Moran opened the floor for public comment at this time. There being no public comments, Mayor Moran opened the floor for Board Members’ comments. There being no comments, Mayor Moran closed the public hearing on the above items.
B. Appropriations to Education Special Projects as follows:
   1. AT&T Aspire Grant (FY 19/20) .................................................................$6,000
to empower students to reach their highest potential.
   2. Garrett Lee Smith Suicide Prevention Grant (FY 19/20) ...............................$15,000
to be funded by Community Health Resources to support the goals of the
   Connecticut Strategic Plan for Suicide Prevention.

Mayor Moran opened the floor for public comment at this time. There being no public comments,
Mayor Moran opened the floor for Board Members’ comments. There being no comments, Mayor Moran closed the public hearing on the above items.

C. Appropriation to Newton Taggart Library Trust Fund .................................43,530
   for the purchase of children’s books to be financed by Newton Taggart
   Trust Fund Balance.

Mayor Moran opened the floor for public comment at this time. There being no public comments,
Mayor Moran opened the floor for Board Members’ comments.

Director Dougan asked if this Trust Fund is set up solely for the purchase of books. She asked if the fund
has an end-date.

Deputy General Manager Stephanou stated this was set up as a trust fund for the purchase of books. The
amount expended annually is 4% of the total that was initially given. There is no specific end date for the
trust fund.

There being no further comments, Mayor Moran closed the public hearing on the above items.

D. Appropriation to Capital Improvement Reserve as follows:
   1. Increase to Buckland Street at Buckland Hills Drive Improvements .......... $299,280
      for traffic signal replacement and safety improvements to be funded
      by a state grant under the Local Accident Reduction Program.

Mayor Moran opened the floor for public comment at this time. There being no public comments,
Mayor Moran opened the floor for Board Members’ comments.

Director Bergin asked how this specific location was identified as needing a signal replacement.

Mr. LaMalva, Town Engineer, stated this intersection was chosen based on the high number of
accidents that occur at this location. This is a statewide program that Towns submit applications for.

There being no further comments, Mayor Moran closed the public hearing on the above items.

E. Transfer in cash reserves from GR000 Unallocated Reserves ....................... $30,401
to close out various capital reserve accounts as listed.

Mayor Moran opened the floor for public comment at this time. There being no public comments,
Mayor Moran opened the floor for Board Members’ comments.

Director Dougan asked for clarification on Item 8E.
Ms. Lord, Director of Finance, explained that through the annual audit process, each year a fund is chosen to take a closer look at. This year, the Capital Reserve Fund was looked at more deeply and identified some accounts that had revenues received but with no appropriations. There were some fairly old projects that had grant revenues appropriated but not the full grant was received or the expenditures slightly exceeded the grant revenue. When projects have money left over, the funds are transferred to an unallocated reserve account so we can reallocate that funding to future projects.

There being no further comments, Mayor Moran closed the public hearing on the above items.

F. Appropriation to Alexander and Alice C. Jarvis Book Fund .........................$109,524 for the purchase of books to be financed by Jarvis Fund Balance.

Mayor Moran opened the floor for public comment at this time. There being no public comments, Mayor Moran opened the floor for Board Members’ comments. There being no comments, Mayor Moran closed the public hearing on the above items.

G. Appropriation from Land Acquisition and Historic Property Investment Fund ..................................................................................................... $15,000 for the purpose of establishing a Pre-Acquisition account.

Mayor Moran opened the floor for public comment at this time. There being no public comments, Mayor Moran opened the floor for Board Members’ comments.

Director Conyers asked for some clarification on Item 8G.

Deputy General Manager Stephanou stated if the Board of Directors approves this $15M, it would give the Land Acquisition and Historic Property Investment Fund the flexibility to procure professional services without coming before the Board of Directors each time they have a specific project.

Director Bergin asked how the $15K amount was arrived at.

Mr. Anderson, Director of Planning and Economic Development, explained this amount would likely get the committee through 2-3 projects (appraisals, consultant work, architectural studies). It would allow them to use the funds for appraisals or assessments if they are interested in a piece of property or an investment in a historic property before presenting it to the Board of Directors. It would allow the committee, which is appointed by the Board of Directors, some flexibility in terms of doing some due diligence before they bring a concept to the Board. It helps to move the process along more quickly.

Mayor Moran stated we had a similar arrangement with the RDA in the past and would not be setting a precedent approving this item. This is a small amount of money that would give them the autonomy to not have to come to the Board of Directors right away.

Director Conyers asked for an example of a property that has gone through this process. He also asked what the composition of the committee is.

Mr. Anderson stated Cheney Hall and the Army & Navy Club required some of this work before coming to the Board for approval to fund projects. They were able to get an architectural assessment of a building before the money was approved. Members include two Board members, one member of the Planning and Zoning Commission, one member of the Land Trust, one member of the Conservation Commission, one member of the Parks & Rec Advisory Board and one or two members of the public. This is an allocation of $15K out of the $3M left in this fund. There may be cases when there is more than one party interested
in an acquisition and there may be cases where it is important to move things quickly, and this would allow the committee to be able to do that.

Deputy General Manager Stephanou emphasized that any decision about a purchase would still need to be approved by the Board of Directors. This would just give them the ability to obtain more information prior to presenting to this body. Vice Chair Jones asked if the requested amount of $15K is significant in any way. She asked if this would give them a revolving access to $15K and whether or not it would cross fiscal years.

Mr. Anderson stated the request was a specific dollar amount. There was not talk about setting a policy.

There being no comments, Mayor Moran closed the public hearing on the above items.

9. CONSENT CALENDAR.

8A. Appropriations to Special Projects as follows:

1. Energy Efficiency Initiative (GR096) ..............................................................$28,000 to be funded by an energy rebate from CL&P on April 11, 2013.

2. Police Donations Revenue Account - Manchester Police Explorer Post .......... $694 to be funded by dues ($25) and donations ($669) which are gratefully acknowledged and accepted.

3. Vacant Properties Maintenance ........................................................................ $26,331 to be funded by revenue posted to a reserve account (GR134) in prior years but not appropriated.

4. Public Safety - Police Department (SG327).....................................................$10,179 to be funded through the JAG Local Violent Crime Prevention (VCP) Grant Program for the purchase of four cruiser Watchguard systems (total amount of the grant is $23,466).

5. Manchester Police Department – Center for Digital Investigations...............$1,869 for continuing digital investigations to be financed by proceeds from three CT Judicial District cases.

6. State Asset Forfeiture Account ........................................................................... $2,335 (East Central Narcotics Task Force) for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.

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8. Relocation Assistance (GR133) ......................................................................... $3,668 to bring the account into balance by appropriating revenues received but not appropriated.

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1. AT&T Aspire Grant (FY 19/20) ................................................................. $6,000 to empower students to reach their highest potential.

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      by a state grant under the Local Accident Reduction Program.
E. Transfer in cash reserves from GR000 Unallocated Reserves ......................... $30,401
      to close out various capital reserve accounts as listed.
F. Appropriation to Alexander and Alice C. Jarvis Book Fund ............................. $109,524
      for the purchase of books to be financed by Jarvis Fund Balance.

12A. Appropriation to Special Projects (under $500) as follows:
   1. State Asset Forfeiture Account ........................................................................ $210
      for continuing narcotics investigations, equipment, and/or training to be
      financed by proceeds from narcotics investigations.
   2. WORK_SPACE grant fund (object 4300) ......................................................... $300
      to be funded by a donation from Cruisin’ on Main Street for 2020’s
      auto-themed art show in the Main Gallery which is gratefully acknowledged
      and accepted.
12B. Approval of Resolution authorizing the General Manager to sign the Local Bridge Program
      Supplemental Application and any associated agreements with the State of Connecticut
      regarding Bridge No. 04147 (Hartford Road over Hop Brook).
12C. Reappointment of Tim Devanney (R) to the Golf Course Lease Oversight Committee with a
      term expiring January 2022.

Bergin/Schain 8 Voted in Favor

10. ACTION ON ITEMS OF PUBLIC HEARING.

   8G. Appropriation from Land Acquisition and Historic Property
       Investment Fund ................................................................................................ $15,000
       for the purpose of establishing a Pre-Acquisition account.

Jones/Castillo 5 Voted in Favor
(Directors Conyers and Marois Voted Against)
(Director Dougan Abstained)

11. UNFINISHED BUSINESS.

   A. Expansion of Repurposed Schools Committee (established April 2, 2019).

      APPROVED - Motion to amend the Repurposed Schools Committee to consist of twenty-one (21)
      people appointed by the Board:

      • Three (3) residents from each neighborhood (12)
      • Four (4) members of the Board of Directors (2D and 2R)
      • Two (2) at-large community members
      • One (1) designee from the Building Committee
      • One (1) designee from the Sustainability Task Force
      • One (1) designee from the Board of Education

Jones/Bergin 8 Voted in Favor
APPROVED as amended - 11A. Expansion of Repurposed Schools Committee (established April 2, 2019).

Bergin/Castillo 8 Voted in Favor

B. Appointments to Boards and Commissions which have members with terms expiring in November 2019 (*except as otherwise noted).

<table>
<thead>
<tr>
<th>Board/Commission</th>
<th>Name</th>
<th>Term Expiring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Commission</td>
<td>T- Robert Laughlin, 310 Hackmatack St (D)</td>
<td>November 2022</td>
</tr>
</tbody>
</table>

Jones/Bergin 8 Voted in Favor

Commission on Human Relations, Elderly Services and People with Disabilities

- T-Joe Young, 103 Autumn St (D) November 2022
- T-Nichole Easley, 2 Alpine St (D) November 2022

Jones/Bergin 8 Voted in Favor

12. NEW BUSINESS.

C. Discussion of manufacturing education and job growth opportunities in Manchester.

Director Dougan stated Connecticut passed a bill in May 2019 to expand advanced manufacturing certificate programs in the state. A committee was then formed at Manchester High School to look into starting a manufacturing program in the high school. Members include MHS Assistant Principal Josh Steffenson, Beth Hayes District Coordinator of Business & School Partnerships, State Representative Jason Doucette and many others. The committee visited Derby High School to see the manufacturing program that is currently in their school.

Through this program, MHS students will have an opportunity to work on manufacturing machinery within the high school, with classes taught by MHS staff after training with professors at Manchester Community College. The program will be run in partnership with manufacturing companies. Students who complete the program will be given a certificate and will have the opportunity to work with local manufacturing companies. Eventually, this program may be expanded into a night program available to Town residents.

The climate in Connecticut is not that favorable for manufacturing businesses, because although we currently have a very educated workforce, that workforce is retiring. As a community, we need to understand that to keep manufacturing companies viable in Manchester, we need a trained workforce that can step into manufacturing positions.

Representative Doucette is very passionate about this program and it’s exciting that we can work with him when we find out what the needs are and how we can help to facilitate this program. There is an opportunity to learn more about this program at an upcoming breakfast meeting on January 28th.

Director Conyers toured MHS in the area where they plan to have the manufacturing program. The educators were very excited about it, as they saw a real world need, not only in Manchester but in eastern Connecticut. From 2015 to 2019, there was an 11.3% increase in the number of manufacturing jobs in the
eastern part of the State, four times the State average and two times the national average. There is also a 
skills gap. Students who want to work in this field will have this training available to them at Manchester 
High School. Students of the manufacturing program would not only get a certificate, but would graduate 
with 72 hours of experience and get to work with a local company. I would like to see the Board of 
Directors support this in any way we can.

**Director Bergin** stated Manchester is pretty rich in programming around manufacturing, as we have 
programs at Manchester Community College and Howell Cheney Technical High School. It would be 
great to see this expanded to Manchester High School.

**Director Marois** stated there is a need to fill an obvious manufacturing skills gap. Colin Cooper, 
Connecticut’s first Chief Manufacturing Officer, said that his highest priority is workforce development. 
Companies are growing within Connecticut and we need people that can fill the gap with the right skills. 
We have a perfect opportunity to use our schools to start filling in that skills gap and promoting quality 
jobs. Manufacturing is known to have high benefits and pay, for those who choose not to go to a 4-year 
college. It is not only a good opportunity to work with Manchester schools, but also an opportunity to 
attract more manufacturing businesses within the Town.

**Mayor Moran** attended an event recently where a young man was working at Pratt & Whitney during the 
day and attending classes at MCC in the evenings. It was a great story. There is no doubt there is room for 
growth in workforce development. Collaboration with the Board of Education is important.

13. **COMMENT AND DISCUSSION BY BOARD MEMBERS ON ITEMS FOR 
FUTURE AGENDA OR OF GENERAL CONCERN.**

**Director Bergin** asked, since we have heard from Town residents at repeated meetings, if Town staff 
can provide information on the cost of extermination and the process necessary to fully eradicate bug 
infestations in buildings. He would like to better understand what needs to be done at 2-4 Pearl.

**Deputy General Manager Stephanou** stated our Human Services Department has been actively involved 
in finding a remedy for 2-4 Pearl Street. We are doing everything we can to respond to the concerns that 
have been brought up by residents.

**Director Marois** was recently contacted by a resident who requested a crosswalk at the corner of Fairfield 
Street and Hartford Road, where someone was killed. The resident was told there would be a study after 
the police investigation concluded. He asked if Town staff was looking into this request.

**Mayor Moran** stated we have had several incidents since November with pedestrian accidents and there 
was also a recent letter from a Manchester High School student concerned about a crosswalk area that 
seemed unsafe. He would like to have a discussion about what we can do to make Manchester streets safer.

**Director Dougan** recently read in a report from the State of Connecticut that pedestrian fatalities have 
doubled in the past ten years. This issue needs to be addressed.

**Secretary Castillo** asked that we have an expert come to a future Board of Directors meeting to speak 
about the necessary steps for eradication of bed bugs in a building.

**Director Schain** asked that Town staff reach out to the resident who spoke at this evening’s meeting about 
opening a new small business in Town, to see what assistance we may be able to offer.
Mayor Moran stated the Board of Directors is hearing more and more from residents requesting help with human needs. We have to be prepared going into the budget season to address some of these issues, as our community continues to grow. As elected officials, our job is to support residents who request our assistance.

Deputy General Manager Stephanou stated through our Complete Streets policy Town staff tries to incorporate vision zero into all Town projects. There are some vision zero associations geared toward minimizing and preventing pedestrian fatalities.

14. ADJOURNMENT.

The meeting was adjourned until the February 4, 2020 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

Jones/Castillo 8 Voted in Favor

Adjournment: 9:30 p.m.

lgl

APPROVED: ATTEST:

____________________________________
Secretary, Manchester Board of Directors
Town of Manchester
Sustainability Task Force Report

Presented to the Board of Directors
February 2020
Microsoft
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Executive Summary

The Town of Manchester Sustainability Task Force was formed in early 2019 at the unanimous direction of the Board of Directors with a goal to focus attention and effort within Manchester on matters of sustainability, and to recommend initiatives and improvements to Town policies and programs to ensure that Manchester remains a thriving, efficient, healthy and vibrant place for its residents of today and tomorrow.

This document establishes a framework in which the Manchester community can achieve a vision of becoming a fully sustainable community. The vision is one where all who live and work in Manchester are enabled to live in ways that allow them to meet their needs while preserving the ability of future generations to do the same. A sustainable Manchester is a community that balances social needs, environmental health and economic prosperity while not depleting or degrading its natural resources, creating social inequities, or limiting our prospects for continued economic prosperity.

This plan calls for the Town government to serve as a leader in sustainability matters by modifying its own practices as others in the community do the same. It requires action by all Town staff to ensure that municipal government activities become increasingly sustainable.

While local government can take the lead in addressing issues of sustainability, the Task Force recognizes that to have a real, substantial impact, it will take the efforts of the entire community as a whole, including residents, businesses, civic and non-profit organizations. Therefore, it calls on all community stakeholders to assess their own activities and operations and consider implementing actions that helps Manchester continually become more sustainable.

Led by twenty five dedicated, passionate, and talented residents, the Task Force met regularly over the course of a year to assess the Town’s sustainability accomplishments, opportunities, and areas of potential improvement. As a result of these efforts, Manchester was among the Connecticut municipalities recognized this year for achieving certification as a Sustainable CT community. The town met high standards in a broad range of sustainability accomplishments to qualify for the prestigious bronze certification.

As a final deliverable to the Board of Directors, this report summarizes the work of Task Force, and includes the following four priority recommendations for consideration:

1. Establish a permanent Sustainability Commission to advise and recommend to the Board of Directors and Town Administration policies and programs that advance sustainability in Manchester, and to ensure accountability.
2. Create a Strategic Sustainability Plan, which includes municipal and town metrics, to help track progress and accountability.
3. Dedicate personnel resources towards sustainability, either by creating full time sustainability coordinator or incorporating sustainability responsibilities into an existing high level management position.
4. Pursue Sustainable CT Silver Certification

It will take many years and considerable efforts, both from the Town government and community at large, to make Manchester a fully sustainable community. This initial report must therefore be seen as just the first step in a long-term undertaking. Work on sustainability is an on-going and dynamic process, and must continue to be updated at regular intervals. Nevertheless, identifying objectives and taking initial action is the first step in achieving any goal. Accordingly, the Manchester Sustainability Task Force is proud to present the enclosed report to the Board of Directors.

Respectfully,

• Oksan Bayulgen
• Kevin Beals
• Yolanda Castillo
• William Chudzik
• Sadie Colcord
• Elizabeth Craun
• Gene DeJoannis
• Zachary DelGaizo

• Molly Devanney
• Elizabeth Doll
• Laura Edwards
• Maureen Goulet
• Peg Hackett
• Eric Hansen
• Kevin Kenzenkovic
• Patrick McKee

• Laura Nicol
• Stephen Ristau
• Terry Robinson
• Stephen Savino
• Dennis Schain
• Tyler Skrzypiec
• Jeffery Schlegelmilch
• Charles Wickman
• Joe Young

Note: Tim Bockus, Public Works Directors, and Steve Stephanou, Deputy General Manager, were assigned to staff the Task Force and assisted in the administrative efforts of this report.
Introduction

In January 2019, the Manchester Board of Directors unanimously approved the creation of a municipal Sustainability Task Force to analyze and make recommendations to initiate or improve Town policies, programs, and practices that promote sustainability actions

Chaired by Deputy Mayor Peg Hackett, the Town of Manchester solicited volunteer applications for the Task Force, selecting twenty five talented, passionate, and accomplished residents representing a broad range of backgrounds, ages, and experiences. Each Task Force member brings a unique perspective on ways the Manchester community can strive to be thriving, resilient, collaborative, and forward-looking.

Sustainability is a word with broad meaning that encompasses a wide range of issues and practices. While generally understood as a term to address environmental concerns, sustainability includes the economy, arts & culture, health and wellness, and resiliency, among many other things.

Over the course of 2019, the Task Force met on a regular basis to gather information, discuss the town’s unique opportunities and challenges, and report on the community's progress toward sustainability. Throughout the year, members engaged with Town staff and other stakeholders to assess current operations and identify potential areas of improvement.

This report summarizes the work of the task force: defining sustainability and the areas of focus, the working process of the group, Sustainable CT documentation and certification, and the priority and overall recommendations.

The Process

To ensure that all voices of the Task Force were heard and the work was inclusive and equitable, the group prioritized developing a consensus driven and open process. During the initial kickoff meeting, the following group norms were agreed upon:

- Positive & inclusive team environment
- Share and participate
- Ask questions
- Promote understanding - explain terminology & acronyms

1 A copy of the Board of Directors meeting minutes can be found in the appendix.
• Be open-minded
• Accept non-closure

It was decided that the best day of the week for almost all group members was Thursday, and a Doodle poll was sent to all on the Task Force to determine the meeting date with the most availability each month. For transparency, a Task Force website was created and includes agenda of each meeting as well as meeting minutes, and copies of meeting agendas and meeting minutes of the Task Force can be found in the appendix.²

During the initial meeting, the group also discussed the timeline of the Task Force, with an aggressive goal of completing recommendations by October 2019.

² https://sites.google.com/view/manchestersustainability/home
During the course of the year, the Task Force recognized more time would be needed, deciding ultimately that the final report to the Board of Directors would be submitted in February 2020, but the deadline ensured that the group remained focused.

Other initial decisions points included agreeing on process related questions such as defining consensus, which is when "group members develop, and agree to support a decision in the best interest of the whole group or common goal. Consensus may be defined professionally as an acceptable resolution, one that can be supported, even if not the "favorite" of each individual."³

Next, the group discussed the proposed focus areas of sustainability. Town staff suggested focusing on the following areas, as laid out by the Sustainable CT framework:

- Environmental Stewardship,
- Economic Strength,
- Health and Wellness,
- Resiliency
- Arts & Culture.

There was an overall consensus that these are appropriate areas to focus, although both community engagement and specific policies/procedures as it relates to municipal government were brought up as potential additional focus areas. It was agreed that engagement and town policies should be an area of focus for the entire task force and should be considered when developing recommendations.

**Defining Sustainability & Subcommittees**

Defining “Sustainability” as it relates to the Town of Manchester, as well as deciding which specific areas to focus on, was the first job of the Task Force.

One of the simplest and most often cited definitions of sustainability refers to practices that meet the needs of the present without compromising the ability of future generations to meet their own needs⁴. It was decided by the Task Force that this definition was most appropriate for the work of the task force, as opposed to others that were too human centered or were not easily understandable.

Many definitions also recognize three generally accepted pillars of sustainability: economic, environmental, and social—also known informally as profits, planet, and

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⁴ https://www.investopedia.com/terms/s/sustainability.asp
people. The Task Force came to a consensus that these three pillars should inform the Task Force's approach to addressing issues of sustainability in the town of Manchester.

Since “sustainability” means many things to different people, a poll asking each member to summarize what the term means to them personally was sent out to the Task Force. The following word cloud was then generated, showing the most common responses:

To help ensure that this broad range of issues were addressed, the Task Force decided to form four Sustainability subcommittees:

- Arts & Culture
- Economic Strength
- Environmental Stewardship
- Resiliency

All members of the Task Force were assigned to at least one of the four Task Forces, with some choosing to work on two. To determine the assignments, each member ranked their preference for each subcommittee topic. In the end the membership for each subcommittee was roughly equal, with 5-8 members on each.

Each Task Force Subcommittee elected a subcommittee chairperson to serve as a leader, communicator, and organizer for the larger group, and to report on the progress of the subcommittee. In addition, each subcommittee elected a secretary, with responsibility of record meeting minutes.
Sustainable CT Certification

During its April Meeting, the Task Force welcomed Lynn Stoddard, Executive Director of Sustainable CT. Lynn presented to the group and discussed her organization, which offers a voluntary certification program to recognize thriving and resilient Connecticut municipalities. Sustainable CT offers a number of tools and resources for cities and towns to pursue certification.

To achieve certification, municipalities must complete a certain number of actions across ten different sustainability categories:

1. Thriving Local Economies
2. Well-Stewarded Land and Natural Resources
3. Vibrant and Creative Cultural Ecosystems
4. Dynamic and Resilient Planning
5. Clean and Diverse Transportation Systems and Choices
6. Efficient Physical Infrastructure and Operations
7. Strategic and Inclusive Public Services
8. Healthy, Efficient, and Diverse Housing
9. Inclusive and Equitable Community Impacts
10. Innovative Actions

After hearing the presentation, the Task Force unanimously decided to pursue certification. To do so, Sustainable CT requires the following actions:

1. Pass a resolution. The resolution outlines your city or town’s intent to seek certification through Sustainable CT and establishes a Sustainability Team that will implement program actions. You may use or edit a template, or you can write your own. Passage of a resolution does not commit your municipality to seeking certification in any given year.
2. Designate a municipal contact person. This person must be an elected official or a municipal employee and will register your community on the Sustainable CT website.
3. Complete actions and track them on a Municipal Dashboard.

The Task Force thus voted to recommend that the Board of Directors vote in favor of the Sustainable CT resolution, which the Board did at the June 2019 monthly meeting.5

The deadline to submit an application for certification to Sustainable CT was August 31, 2019, which left little time for the Task Force to complete the required steps. Consequently, the group decided that each subcommittee would be assigned specific

5 A copy of the resolution can be found in appendix
action items of the Sustainable CT framework and help perform research on whether Manchester was completing the action. If the action was completed, the Task Force subcommittees were responsible for gathering the documentation, which is required for certification. If the action had not been completed, the subcommittee would then research best practices and make recommendations on whether the Town should complete the action.

As a result of the efforts of the Task Force, Manchester was certified as a bronze level Sustainable CT community on October 28, 2019 with 210 points across all ten action categories. A copy of the certification report can be found in the appendix.

In its certification report Sustainable CT stated that:

Manchester “demonstrated significant achievements in actions in nine sustainable impact areas ranging from inclusive community building, thriving local economies, and vibrant arts and culture to clean transportation and diverse housing. Manchester successfully completed actions included

- Providing resources and supports to local businesses through the Downtown 2020 Program
- Supporting arts and creative culture
- Developing and implementing complete streets policy and comprehensive recycling programs
- Growing sustainable and affordable housing options
- Initiating a town wide Diversity Equity and Inclusion Program

Sustainable CT Certification lasts 3 years, with the state’s first cohort of municipalities certified in 2018. Collectively, forty-seven municipalities, over 27% of the state’s communities, have earned Sustainable CT certification. Certified communities span every county and include some of Connecticut’s largest cities and smallest towns.

The Town of Manchester was formally recognized for its Sustainable CT Certification at the 2019 Connecticut Conference of Municipalities (CCM) Annual Convention on December 2, 2019.

As a Bronze certified community, Manchester met the following requirements:

1. Complete 1 Equity Toolkit in action
   9.1 Optimize for Equity.

2. Complete at least 1 action in each of the categories (1-9).

3. Successfully complete actions totaling 200 or more points
For the equity toolkit, Manchester documented its equitable and inclusive communications strategy, which includes notifying residents about town services in multiple languages.

To achieve the next level of certification in 2020, the Town must complete the following requirements:

1. Complete **3 Equity Toolkits** in action 9.1 **Optimize for Equity**.
2. Complete at least **1 action** in each of the categories (1-9).
3. Successfully complete actions totaling **400 or more points**.

**Subcommittee Recommendations**

Recognizing the value of the Sustainable CT Framework and the ability of the Town of Manchester to utilize it as a way to benchmark progress in completing actions across a broad range of sustainability categories, members voted unanimously to recommend that the Town build on the success of 2019 and pursue Silver certification.

In addition to Sustainable CT, however, the Task Force aimed to issue recommendations to the Board of Directors on actions to ensure that the both the Town and the overall community in Manchester achieve a long term vision for a sustainable community.

To do so, the Task Force subcommittees considered potential actions affecting Manchester in three different context areas:

- Actions within the Town’s jurisdiction
- Actions at the State and Federal level
- Actions for individuals and private sector

For actions within the Town’s jurisdiction, the Task Force subcommittees determined whether or not the action falls within the Sustainable CT framework. If it did not, members then determined whether or not to make a recommendation on that item to the Board of Directors.

For actions at the state and federal level, Task Force participates determined that a combination of both Town staff and community support to state and federal representatives would be required for successful implementation.

Many actions affecting sustainability take place at the individual, household, and private sector level. Recognizing this fact, the sustainability Task Force considered ways in
which to facilitate effective marketing and engagement campaigns aimed at these groups in the Manchester community.

Each subcommittee then developed a list of priority recommendations for overall Task Force to consider. The specific recommendations from the subcommittees are detailed below:

**Arts & Culture**

- Work with schools to have art/poetry/film contests. Display winners in Town Hall, on website, etc. Consider allocating funds for a small yearly prize/scholarship.
- Engage Manchester Memorial Hospital as a partner in at least one health initiative. Suggestion - Harrington Hospital (Central Mass) partners with area high schools to distribute information about Hands Only CPR at school events.
- Partner with Manchester Memorial Hospital to provide health assessment training to Town staff.
- Work with schools/community groups to develop an anti-idling campaign (may include media, signage, etc.). Might be a good match for a service project (scouting, etc.)
- Develop a rotating community art gallery in high-traffic public spaces (like the library).
- Develop and publicize a common-sense, low fee alternate permitting processes for art and cultural events

**Environmental Stewardship**

- Create a written Sustainability System/Procedure that includes Policy, Organization and Oversight, Responsibility and Accountability, Assessment and Control, Procedures, Outreach and Training, Recordkeeping (data), and a requirement for an Annual (Periodic) Plan with Targets, short term Objectives and numerical Goals.
- Assure alignment of Sustainable Manchester goals/activities with existing policies, plans and activities (land use, planning and development, watershed, etc.) both within town government and with groups and nonprofits with related missions.
- Revise Town of Manchester Web Site to create a Sustainability page that links to pages that are related to Sustainability issues, so that they are easier to assess and find. Create more links to enhance Public Education.
- Revise Town Map GIS system to accommodate issues that the Town wants to be managed according to the Sustainability CT Action list
- Set Sustainability Priorities for the Town and put data systems in place in order to be able to measure progress related goals set for Sustainability Priorities.
- Develop a Food Waste Composting Program
- Develop mapping for Natural Resources/Wildlife Inventory
- Invasive Species Web Training to affected town employees
- Add Duty of Forest Advisory Board to Conservation Commission
- Develop a food waste minimization program
- Create right to farm ordinance
- Enhance Web Site Information on Invasive Species
- Adopt Mark IT for Reporting of Invasive Species outbreaks
- Revise GIS Maps to for location of Invasive Species infestation
- Submit existing web based educational information to Sustainability CT
- Remove invasive, and possibly non-native species from approved tree list
- Submit Watershed Mapping and Storm Water Plan to Sustainability CT
- Hold Farmers Forum
- Lobby State to legalize Community Choice Aggregation for renewables
- Install a Community Solar Farm
- Provide a charging post at schools and town parking lots.
- Implement Standards to promote Solar in Municipal Buildings
- Review and further develop green grounds-keeping policy
- Review use of snow removal chemicals for watershed health

**Economic Strength**

- Hire a full time sustainability coordinator for the town
- Form a permanent sustainability advisory board which meets quarterly to discuss progress toward the strategic sustainability plan and advise the sustainability coordinator
- Develop a town wide climate action and resilience plan
- Coordinate an annual town wide sustainability day
- Collect compostable food waste at curbside
- Establish a plan to address storm water utilizing LID
- Develop a strategic transportation plan to enhance walkability and bike ability and promote the electrification of vehicles through infrastructure
- LEED GOLD new construction and major renovation policy
- Adopt a sustainable purchasing policy
- Develop, implement and maintain an ongoing "buy local" campaign.

**Resiliency**

- Hire a full-time sustainability coordinator for the town. Additionally, explore the creation of a regional sustainability position focused on making broad, shared changes within Manchester and its surrounding towns. This could be done through collaboration with the Capitol Region Council of Governments or elected officials/staff of neighboring towns.
- Incorporate the Sustainability Task Force's recommendation into the Town Plan of Conservation and Development.
- Adopt a municipal sustainable purchasing plan, and include the Board of Education in this plan.
• Prepare a municipal hazard mitigation plan, and integrate language on climate change/climate vulnerability.
• Develop a municipal energy plan
• Explore incentives for development projects that incorporate green/sustainable practices. Some options to consider

Priority Recommendations

Based on the feedback from the subcommittees, the entire Task Force discussed and decided to issue four priority recommendations to the Board of Directors. These recommendations address recurring themes in the specific recommendations from each group, and are aimed at laying a framework in which the Town and Manchester community at large can achieve the vision of becoming a truly sustainable community.

1. Establish a permanent Sustainability Commission to advise and recommend to the Board of Directors and Town Administration policies and programs that advance sustainability in Manchester, and to ensure accountability.

The existing Task Force was successful in building momentum, bringing awareness, and creating a sense of urgency for the Town of Manchester regarding issues of sustainability. The Town’s ability to take quick action to register and achieve Bronze certification for Sustainable CT is evidence of this. However, a Task Force, according to its very definition, is a “temporary grouping for the purpose of accomplishing a definite objective”. This Task Force was able to make an initial assessment of the Town’s achievements and potential opportunities, but to ensure that the Town maintains focus on issues of sustainability, the Task Force strongly recommends that the Board of Directors establish a permanent Sustainability Commission to advise and recommend to the Board of Directors and Town Administration policies and programs that advance sustainability in Manchester. This action will not only provide Manchester with a dedicated group of residents to assist and ensure that the town identify, develop, implement, and manage programs and policies that achieve high levels of sustainability, but will also help ensure accountability in tracking progress for these actions.

2. Create a Strategic Sustainability Plan, which includes municipal and town metrics, to help track progress and accountability.

To effectively achieve goals in any field, a strategic plan is important; regarding sustainability, a field that encompasses such a broad range of issues, it is
essential. Integrating sustainability into local government operations is a process that proceeds incrementally, ideally developing committed teams, creative solutions, solid strategies, and measurable goals along the way. No matter an organization’s sustainability drivers—cost reduction, regulatory compliance, environmental stewardship, community pressures, social responsibility, and so on—planning is essential to achieving sustainability in a project as well as across the organization. Accordingly, the Task Force strongly recommends that the Town, working with a permanent Sustainability Commission, develop a Strategic Sustainability Plan.

The plan will help stakeholders organize, track, and assess performance and progress in achieving specific sustainability goals, and the Task Force believes having a strategic plan to help guide decision making across both the Town and overall Manchester community is essential.

3. **Dedicate personnel resources towards sustainability, either by creating full time sustainability coordinator or incorporating sustainability responsibilities into an existing position.**

During the course of the Task Force’s efforts to obtain information about Town policies and procedures, members acknowledged and greatly appreciated the willingness of Town staff from various departments to share facts, figures, and details with each subcommittee. However, it became clear the Town lacked a single point of contact on this issue and that no one employee held specific responsibilities and authority on questions of sustainability. Moreover, most leading organizations the size of the Town of Manchester—given its budget and employee headcount—employ personnel dedicated to issues of sustainability. Across the public sector, and across local governments—titles such a Sustainability Coordinator, Chief Sustainable Officer, and Sustainability Manager are common.

The Task Force believes that for Manchester to achieve a vision of becoming a fully sustainable community, it is imperative that the Town of Manchester dedicates personnel resources towards purposes of sustainability. Acknowledging the fiscal constraints inherent in an environment with increasing demands and limited resources, the Task Force members recognizes the delicate balance of public sector budgeting. Nevertheless, investing resources for personnel to address issues of sustainability is critical if Manchester is to be successful in achieving the goals laid out in this document. In addition, research has shown that sustainability investments can yield long term cost savings, and for some organizations, end up paying for themselves.
Consequently, the Task Force strongly recommends that the Town of Manchester fund and create a position dedicated to sustainability (e.g. Sustainability Coordinator) or incorporate significant sustainability responsibilities into an existing high level management position.

4. **Pursue Sustainable CT Silver Certification**

   As stated earlier in the document, Sustainable CT offered the Town of Manchester a menu of coordinated, voluntary actions, to continually become more sustainable. The organization provides resources and tools to assist municipalities like Manchester in implementing sustainability actions and advancing their programs for the benefit of all residents; and to certify and recognize municipalities for their ongoing sustainability achievements.

   The Sustainable CT framework helped the Task Force define its focus areas and it allowed subcommittees to track and measure Manchester’s performance in achieving sustainability best practices.

   Recognizing the value of the Sustainable CT Framework and the ability of the Town of Manchester to utilize it as a way to benchmark progress in completing actions across a broad range of sustainability categories, members voted unanimously to recommend that the Town build on the success of 2019 and pursue Silver certification.
Acknowledgements

Megan Campion
Latasha Williams
Steve Gates
Lynn Stoddard
Regina Harling
Kyle Shiel
Jim Williams
Gary Anderson
Chris Silver
Patrick J Kearney II
David Laiuppa
Rich Gallacher
Scott Shanley
Kim Lord
Steve Gates

Board of Directors (term 2017-2019), for their unanimous approval of the Task Force in January 2019
Appendix 1: Sustainable CT Certification Report (click to access full report)

### Sustainable CT Community Certification Report

This is the Sustainable CT Certification Report of Manchester, a Sustainable CT bronze certified applicant.

Manchester was certified on October 23, 2019 with 131 points. Listed below is information regarding Manchester's Sustainable CT efforts and materials associated with the applicant’s certified actions.

#### Contact Information

The designated Sustainable CT contact for Manchester is:

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<th>Name</th>
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Page 1 of 10 - 14 Jan 2020
Appendix 2: Sustainable CT Press Release  
(click to access full press release)
Appendix 3: Sustainable CT Resolution
(click to access resolution)
Appendix 4: Arts and Culture Subcommittee Report

The Arts and Culture Subcommittee, which grew to encompass human health, met twice as a full sub-committee and held several breakout sessions with key stakeholders in the community.

The subcommittee found that both government and community institutions in Manchester have a vibrant, community facing arts scene. Resources include, but are not limited to, the town Rec on the Run program, the Manchester Historical Society, and Manchester Community College. We also have a major hospital (Manchester Memorial Hospital) located in town. We recommend forming partnerships with organizations that are already doing cultural work, streamlining town processes to allow community organizations to extend their reach, and allocating resources to increase and formalize engagement.

Specifically, the subcommittee recommends:

1. Work with Manchester Public Schools to hold annual art, poetry/prose, and film/media contests for students of all ages. Winners would be displayed in Town Hall, on the town website and social media, etc. Ideally, funds would be allocated for small prizes and/or an annual scholarship.
2. Directly engage Manchester Memorial Hospital as a partner in at least one health initiative. As a template, hospitals in Massachusetts partner with student groups to increase awareness of Hands Only CPR, a safer alternative to CPR that still leads to improved outcomes. Anti-vaping education is also a great match.
3. Partner with Manchester Memorial Hospital to provide health assessment training to Town staff.
4. Work with schools/community groups to develop an anti-idling campaign, which is ideal because it encompasses both human health and environmental health (opportunities for curricular engagement include essays, signage, and media). This might also be a good service project for groups such as Rotary, Student Council, or scouting.
5. Establish a rotating community art gallery in high-traffic public spaces (such as town libraries). Inclusion can be competitive with works available for sale, or this could be a fun, low-key way to display student and senior center work.
6. Develop and publicize a streamlined, reduced fee alternate permitting process for qualifying art, cultural, and public health events.
Appendix 5: Resiliency Subcommittee Summary Report

Resiliency Sub-committee Narrative and Recommendations for Sustainability Task Force Report to Board of Directors – 1/8/19

In working toward the Sustainable CT certification on behalf of the Town, the Resiliency Sub-Committee met approximately once per month over the course of several months. We discussed topics that would both move us closer to that certification and, more generally, allow us to create recommendations that would move the Town closer to sustainability. Topics we explored were:

- Engage in watershed protection and restoration;
- Develop an open space plan;
- Manage for drought and municipal water use;
- Provide education on water conservation;
- Implement green grounds and maintenance program;
- Adapt permitting process to promote sustainable development;
- Assess climate vulnerability;
- Implement complete streets;
- Promote effective parking management;
- Encourage smart community;
- Support zero emission vehicle deployment;
- Promote public transit and other mobility strategies;
- Increase use of renewable energy in municipal buildings;
- Install efficient streetlights; and
- Implement a community energy campaign.

In exploring these topics, we undertook independent research to determine whether the Town had engaged in any of the practices that could be used toward the certification. For those where there was a match between the Town’s efforts and the Sustainable CT criteria, we compiled the necessary documentation and sent it to the task force leaders.

For activities that the Town had not undertaken, the sub-committee evaluated them as potential recommendations to the Town through the lenses of impact and feasibility. Some of the activities listed required significant expenditures of municipal resources, while others, we determined, would not have as significant an impact on Manchester. The group also considered potential additional recommendations not based on the criteria of Sustainable CT. In the end, we determined that the recommendations below would be the most impactful and feasible for the Town (listed in order of priority).

1. Hire a full-time sustainability coordinator for the town. Additionally, explore the creation of a regional sustainability position focused on making broad, shared changes within Manchester and its surrounding towns. This could be done through collaboration with the Capitol Region Council of Governments or elected officials/staff of neighboring towns.
2. Incorporate the Sustainability Task Force’s recommendation into the Town Plan of Conservation and Development.

3. Adopt a municipal sustainable purchasing plan, and include the Board of Education in this plan.

4. Prepare a municipal hazard mitigation plan, and integrate language on climate change/climate vulnerability. Include in this plan a policy to use WaterSense labeled fixtures in town buildings, as there seems to be little cost impact and many options.

5. Develop a municipal energy plan. As part of the plan, consider the following items:
   - Lobby for/implement Community Choice Aggregation. This is currently not an option for electric service in Connecticut, but it was proposed in the past legislative session under HB 62-41. Community Choice Aggregation allows municipalities to procure power on behalf of their residents, which, in turn, allows for increased utilization of renewable power sources. Potential partners for lobbying on behalf of this program include the Connecticut Conference of Municipalities (CCM) and the Capitol Region Council of Governments (CRCOG).
   - Implement community solar. The State’s Public Utilities Regulatory Authority (PURA) will begin to allow shared community solar as an option for community groups starting in January 2020 and already allows it for municipalities. Due diligence on possible sites for a solar farm, funding options, and RFP language should be the starting point.
   - Require net zero energy for any new municipal developments.
   - Add solar panels to municipal properties.
   - Add electric vehicle charging ports on municipal properties: town vehicle parking areas, school parking areas, and downtown public parking areas.
   - Link municipal properties through a micro-grid for use during natural disasters and include solar in the generation mix feeding the microgrid.
   - Explore the advantages of adapting Town emergency generators for bi-fuel operation (95% natural gas, 5% diesel oil) in terms of reduced toxic emissions, economy of operation, and permits for more annual hours of operation.
   - Work with students (from Manchester Community College or UConn?) to create a cost-benefit analysis for the Town’s implementation of different types of renewable energy projects.
   - Identify any resources required for implementation of these projects as well as a process for evaluating trade-offs between these investments.

6. Explore incentives for development projects that incorporate green/sustainable practices. Some options to consider:
   - Require certain sustainable practices for fixed assessment agreements.
   - Expedite the permitting/application review process for projects that incorporate certain sustainable practices. This would require broad buy-in from land use boards and commissions.
   - Research potential incentives through private insurers for businesses incorporating sustainable practices.
   - Provide tax incentives for owners of multi-family rental properties that install electric vehicle charging ports on their properties.
   - Reduce or eliminate minimum parking requirements for businesses.
o Provide businesses with information and assistance for obtaining PACE energy conservation loans.

o Identify any resources required for implementation of these concepts as well as a process for evaluating trade-offs between these investments.

7. Prepare a municipal open space policy. As part of the policy, consider the following items:
   o Create a definition of open space.
   o Inventory existing open space and its conditions.
   o Include information on protection and maintenance of land and watersheds.
   o Create a plan for the acquisition and assemblage of large tracts of open space (the goal should be dense areas of open space and dense areas of development, not a random approach to open space acquisition).
   o Identify any resources required for implementation of these concepts as well as a process for evaluating trade-offs between these investments.

8. Prepare a municipal plan for promoting alternate modes of transportation. As part of the plan, consider the following items:
   o Implement additional components of the Town’s Complete Streets Plan.
   o Improve communication with residents about public transportation options, routes, schedules, etc.
   o Make bus passes available at Town Hall.
   o Explore the electrification of public buses and school buses and begin adding electric vehicles to the Town fleet (electric vehicles are now listed on the State bid list from which the Town purchases vehicles).
   o Develop additional north-south bikeways on the east and west ends of town.
   o Apply to DEEP’s VW settlement fund for a grant to install electric vehicle charging ports.
   o Identify any resources required for implementation of these projects as well as a process for evaluating trade-offs between these investments.

9. Consider implementing a town-wide compost collection program as well as home composting assistance and classes. Determine the economic impact on the town due to reduced trash tonnage and possible reduced collection frequency.

10. Solicit more diverse perspectives to inform the work of the Sustainability Task Force.
Appendix 6: Environment Subcommittee Summary Report

MANCHESTER SUSTAINABILITY TASK FORCE

ENVIRONMENTAL STEWARDSHIP SUBCOMMITTEE

SUMMARY REPORT

Members: William Chudzik, Gene DeJoannis, Elizabeth Doll, Stephen Ristau, Laura (Lolly) Nicol, Kevin Beals

Process: The Subcommittee met eight (8) times between June- December 2019. Minutes were kept of all meetings.

The Subcommittee was assigned Sustainable CT Action Items (https://sustainablect.org/actions-certifications/actions) to study, identify state and national best practices, assess the Town of Manchester’s current compliance, and make recommendations for improvement. Those Sustainable CT Actions Items are:

- 2.1- Watershed Information;
- 2.2- Watershed Management;
- 2.5- Natural Resource and Wildlife Inventory;
- 2.9- Woodlands and Forests;
- 2.10- Invasive Species Management;
- 4.1- POCD (Plan of Conservation and Development) and Zoning;
- 4.3- Agriculture Friendliness;
- 7.4- Food Networks; and
- 7.8- Food Waste Prevention

Accordingly, Subcommittee members took responsibility for individual action items, met with and collected data from town officials and local stakeholders, and reported their findings on a shared Google Drive established to serve as a repository for communications and meeting summaries with local officials, research into state and national best practices and policies, and recommended next steps. This Google Drive https://drive.google.com/drive/u/0/folders/1-04gROOt9G9tQ1-v0DiycNlRd8yQJo is intended as a resource for future actions taken by the Sustainability Task Force, its successors, and town officials.

In addition, Subcommittee members identified and studied sustainability actions, practices, and policies that fell outside the Sustainable CT standards for consideration by the full Sustainability Task Force.
**Recommendations:** Subcommittee members were asked to submit a list of recommendations for consideration by the full Subcommittee to determine priority recommendations that would be made to the Sustainability Task Force. This process yielded a consensus summary of prioritized recommendations that were then submitted to the Sustainability Task Force as the final output of the Subcommittee. Final subcommittee recommendations are found in the body of this report.
Appendix 7: Economic Strength Subcommittee Summary Report

MANCHESTER SUSTAINABILITY TASK FORCE

ECONOMIC STRENGTH SUBC ommittee

SUMMARY REPORT

Members: Patrick McKee, Oksan Bayulgen, Kevin Kenzenkovic, Steve Savino, Terry Robinson, Zachary DelGaizo, Joseph Young, Dennis Schain

Process: The Subcommittee met on June 6th, and June 27th, 2019 to discuss the partitioning of roles within the subcommittee and in assessing Manchester’s current status as it relates to the following Sustainable CT Action Items:

- 1.1 Support Redevelopment of Brownfield Sites
- 1.2 Implement Sustainable Purchasing
- 1.3 Inventory and Promote Local Retail Options
- 1.4 Provide Resources and Supports to Local Businesses
- 1.5 Promote Sustainable Workforce Development
- 1.6 Participate in and Promote C-Pace Program
- 2.8 Implement Low Impact Development
- 4.5 Inventory and Assess Historic Resources
- 4.6 Streamline Solar Permitting for Small Solar Installations
- 6.1 Benchmark and Track Energy Use
- 6.2 Reduce Energy Use Across All Municipal Buildings
- 6.3 Achieve High Energy Performance for Individual Buildings
- 6.4 Increase Use of Renewable Energy in Municipal Buildings
- 6.5 Develop a Municipal Energy Plan
- 6.6 Manage Municipal Fleets
- 6.7 Install Efficient Street Lights
- 6.8 Implement a Community Energy Campaign
- 7.1 Hold a Sustainability Event
- 7.2 Provide Effective Community Communications
- 7.3 Train Municipal Commissions
- 7.5 Report Materials Management Data and Reduce Waste
- 7.6 Implement Save Money and Reduce Trash (SMART) Program
- 7.9 Conduct Health Impact Assessments
- 8.1 Design and Implement a Housing Needs Assessment
- 8.2 Grow Sustainable and Affordable Housing Options
- 8.3 Benchmark Energy and Water Use for Multifamily Housing
Economic Strength Subcommittee members took responsibility for individual Action Items as assigned, communicated virtually with all team members, met with and collected data from town officials and local stakeholders, and shared their progress on a shared Google Drive.

Subcommittee members also completed research into sustainability practices, policies, and activities that fell outside of the scope outlined by Sustainable CT and brought them to the attention of the full Sustainability Task Force.

**Recommendations:** Members were asked to submit a list of recommendations for consideration by the full Economic Strength Subcommittee to determine priority recommendations that would be made to the Sustainability Task Force. This process yielded a consensus summary of prioritized recommendations that were then submitted to the Sustainability Task Force. Final Subcommittee recommendations included the following:

1. Hire a full time sustainability coordinator for the town
2. Form a permanent sustainability advisory board which meets quarterly to discuss progress toward the strategic sustainability plan and advise the sustainability coordinator
3. Develop a town wide climate action and resilience plan
4. Coordinate an annual town wide sustainability day
5. Collect compostable food waste at curbside
6. Establish a plan to address stormwater utilizing LID
7. Develop a strategic transportation plan to enhance walkability and bike ability and promote the electrification of vehicles through infrastructure
8. LEED GOLD new construction and major renovation policy
9. Adopt a sustainable purchasing policy
10. Develop, implement and maintain an ongoing "buy local" campaign.
6. REPORTS.

A.2. Presentation of Comprehensive Annual Financial Report (CAFR) 
(Vanessa Rossitto and Matt Coit, Blum Shapiro)

Please view CAFR at link, below –


The Federal and State Single Audit Reports follow in this electronic file.
<table>
<thead>
<tr>
<th>Section</th>
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<tr>
<td>Independent Auditors' Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance</td>
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Independent Auditors’ Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

To the Members of the Board of Directors
Town of Manchester, Connecticut

Report on Compliance for Each Major Federal Program

We have audited the Town of Manchester, Connecticut’s compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the Town of Manchester, Connecticut’s major federal programs for the year ended June 30, 2019. The Town of Manchester, Connecticut’s major federal programs are identified in the summary of auditors’ results section of the accompanying schedule of findings and questioned costs.

Management’s Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors’ Responsibility

Our responsibility is to express an opinion on compliance for each of the Town of Manchester, Connecticut’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town of Manchester, Connecticut’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Town of Manchester, Connecticut’s compliance.
Opinion on Each Major Federal Program

In our opinion, the Town of Manchester, Connecticut, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control over Compliance

Management of the Town of Manchester, Connecticut, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town of Manchester, Connecticut's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Manchester, Connecticut's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.
Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Manchester, Connecticut, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town of Manchester, Connecticut’s basic financial statements. We issued our report thereon dated December 15, 2019, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 15, 2019
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<tr>
<td>United States Department of Transportation</td>
<td></td>
<td></td>
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<tr>
<td>Passed Through the State of Connecticut Department of Transportation:</td>
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<td></td>
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<tr>
<td>Highway Safety Cluster:</td>
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<td>State and Community Highway Safety</td>
<td>20.600</td>
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<td>National Priority Safety Programs</td>
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<td>18,181</td>
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<td>Alcohol Open Container Requirements</td>
<td>20.607</td>
<td>120952-DOT57513-22091</td>
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<td>Total United States Department of Transportation</td>
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<tr>
<td>United States Department of Health and Human Services</td>
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<tr>
<td>Passed Through the State of Connecticut Department of Public Health:</td>
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<tr>
<td>Preventive Health and Health Services Block Grant</td>
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<td>7,950</td>
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<tr>
<td>Funded Solely with Prevention and Public Health Funds</td>
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<tr>
<td>Direct:</td>
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<tr>
<td>Substance Abuse and Mental Health Services</td>
<td>93.243</td>
<td>120965-MH853262-22736</td>
<td>7,458</td>
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<td>Projects of Regional and National Significance</td>
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<tr>
<td>Passed Through the State of Connecticut Mental Health and Addiction Services:</td>
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<td>93.243</td>
<td>120965-MH853262-22736</td>
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<td>127,511</td>
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<tr>
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<td>Direct:</td>
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<td>Head Start</td>
<td>93.500</td>
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<td>Passed Through the Central Region Council of Governments:</td>
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<td>Public Health Emergency Preparedness</td>
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<td>Missing Children's Assistance</td>
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<td>Equitable Sharing Program</td>
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<td>47,129</td>
<td>47,129</td>
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<td>Total United States Department of Justice</td>
<td>49,627</td>
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</table>

The accompanying notes are an integral part of this schedule.
### TOWN OF MANCHESTER, CONNECTICUT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2019

<table>
<thead>
<tr>
<th>Program or Cluster Title</th>
<th>Federal CFDA Number</th>
<th>Pass-Through Entity Identifying Number</th>
<th>Passed Through to Subrecipients</th>
<th>Total Federal Expenditures</th>
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</table>
| **United States Department of Education**  
Passed Through the State of Connecticut Department of Education:  
Special Education Cluster (IDEA)  
Special Education Grants to States | 84.027 | 12060-SDE64370-20977-2019 | $1,778,785 |  
| Special Education Grants to States | 84.027 | 12060-SDE64370-20077-2018 | 60,826 |  
| Special Education Preschool Grants | 84.173 | 12060-SDE64370-20983-2019 | 63,845 | 19,415 | $1,954,952 |  
| Title I Grants to Local Educational Agencies | 84.010 | 12060-SDE64370-20679-2019 | 1,355,537 |  
| Title I Grants to Local Educational Agencies | 84.010 | 12060-SDE64370-20679-2018 | 252,686 | 1,608,325 |  
| Career and Technical Education - Basic Grants to States | 84.048 | 12060-SDE64370-20742-2019 | 114,341 |  
| Adult Education - Basic Grants to States | 84.002 | 12060-SDE64370-20794-2019 | 35,900 |  
| Improving Teacher Quality State Grants | 84.367 | 12060-SDE64370-20956-2019 | 160,981 |  
| Improving Teacher Quality State Grants | 84.367 | 12060-SDE64370-20969-2018 | 58,120 | 219,131 |  
| English Language Acquisition State Grants | 84.365 | 12060-SDE64370-20868-2010-82075 | 18,678 |  
| English Language Acquisition State Grants | 84.365 | 12060-SDE64370-20968-2018-82075 | 25,112 |  
| English Language Acquisition State Grants | 84.365 | 12060-SDE64370-20968-2018-82076 | 24,760 | 65,560 |  
| **Title IV - Student Support**  
Preschool Development Grants | 84.424 | 12060-SDE64370-22254-2019 | $483,514 | 805,124 |  
| **Total United States Department of Education** | | | 463,514 | 4,993,932 |  
| **United States Department of Housing and Urban Development**  
Direct:  
CDBG - Entitlement Grants Cluster:  
Community Development Block Grants/Entitlement Grants | 14.218 | | | 462,323 |  
| **United States Department of Homeland Security**  
Direct:  
Staffing for Adequate Fire and Emergency Response | 97.083 | | | 135,894 |  
| **United States National Endowment for the Humanities**  
Passed Through the National Endowment for the Arts:  
Promotion of the Arts Partnership Agreements | 45.025 | 2018-A/HEA-23535 | | 8,000 |  
| **Total Federal Awards** | | | $1,393,786 | $11,004,987 |  

The accompanying notes are an integral part of this schedule.
1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Town of Manchester, Connecticut, under programs of the federal government for the year ended June 30, 2019. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Because the Schedule presents only a selected portion of the operations of the Town of Manchester, Connecticut, it is not intended to, and does not, present the financial position, changes in fund balance, changes in net position or cash flows of the Town of Manchester, Connecticut.

Basis of Accounting

Expenditures reported on the Schedule are reported using the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

2. INDIRECT COST RECOVERY

The Town of Manchester, Connecticut, has elected not to use the 10% de minimis indirect cost rate provided under Section 200.414 of the Uniform Guidance.

3. NONCASH AWARDS

Donated commodities in the amount of $171,373 are included in the Department of Agriculture’s National School Lunch Program, CFDA #10.555. The amount represents the market value of commodities received.
Independent Auditors’ Report on Internal Control over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in
Accordance with Government Auditing Standards

To the Members of the Board of Directors
Town of Manchester, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the
United States of America and the standards applicable to financial audits contained in
Government Auditing Standards, issued by the Comptroller General of the United States,
the financial statements of the governmental activities, the business-type activities, each
major fund and the aggregate remaining fund information of the Town of Manchester,
Connecticut, as of and for the year ended June 30, 2019, and the related notes to the
financial statements, which collectively comprise the Town of Manchester, Connecticut’s
basic financial statements, and have issued our report thereon dated December 15, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of
Manchester, Connecticut’s internal control over financial reporting (internal control) to
determine the audit procedures that are appropriate in the circumstances for the purpose of
expressing our opinions on the financial statements, but not for the purpose of expressing
an opinion on the effectiveness of the Town of Manchester, Connecticut’s internal control.
Accordingly, we do not express an opinion on the effectiveness of the Town of Manchester,
Connecticut’s internal control.

A deficiency in internal control exists when the design or operation of a control does not
allow management or employees, in the normal course of performing their assigned
functions, to prevent, or detect and correct, misstatements on a timely basis. A material
weakness is a deficiency, or a combination of deficiencies, in internal control such that there
is a reasonable possibility that a material misstatement of the entity’s financial statements
will not be prevented, or detected and corrected on a timely basis. A significant deficiency is
a deficiency, or a combination of deficiencies, in internal control that is less severe than a
material weakness yet important enough to merit attention by those charged with
governance.

Our consideration of internal control was for the limited purpose described in the first
paragraph of this section and was not designed to identify all deficiencies in internal control
that might be material weaknesses or significant deficiencies. Given these limitations,
during our audit we did not identify any deficiencies in internal control that we consider to be
material weaknesses. However, material weaknesses may exist that have not been
identified.
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Manchester, Connecticut’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit; and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Manchester, Connecticut’s internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Town of Manchester, Connecticut’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 15, 2019
TOWN OF MANCHESTER, CONNECTICUT

STATE SINGLE AUDIT REPORT
JUNE 30, 2019

blumshapiro
accounting • tax • advisory
# TOWN OF MANCHESTER, CONNECTICUT

## STATE SINGLE AUDIT REPORT

**JUNE 30, 2019**

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<td>4-6</td>
</tr>
<tr>
<td>Notes to Schedule of Expenditures of State Financial Assistance</td>
<td>7</td>
</tr>
<tr>
<td>Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards</td>
<td>8-9</td>
</tr>
<tr>
<td>Schedule of Findings and Questioned Costs</td>
<td>10-11</td>
</tr>
</tbody>
</table>

To the Members of the Board of Directors
Town of Manchester, Connecticut

Report on Compliance for Each Major State Program

We have audited the Town of Manchester, Connecticut's compliance with the types of compliance requirements described in the Office of Policy and Management's Compliance Supplement that could have a direct and material effect on each of the Town of Manchester, Connecticut's major state programs for the year ended June 30, 2019. The Town of Manchester, Connecticut's major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its state programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Town of Manchester, Connecticut's major state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the Town of Manchester, Connecticut's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major state program. However, our audit does not provide a legal determination of the Town of Manchester, Connecticut's compliance.
Opinion on Each Major State Program

In our opinion, the Town of Manchester, Connecticut, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2019.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the State Single Audit Act and which are described in the accompanying schedule of findings and questioned costs as item 2019-001. Our opinion on each major state program is not modified with respect to these matters.

The Town of Manchester, Connecticut's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Town of Manchester, Connecticut's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Management of the Town of Manchester, Connecticut, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town of Manchester, Connecticut's internal control over compliance with the types of requirements that could have a direct and material effect on each major state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major state program and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Manchester, Connecticut's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify a certain deficiency in internal control over compliance, described in the accompanying schedule of findings and questioned costs as item 2019-001, that we consider to be a significant deficiency.

The Town of Manchester, Connecticut's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Town of Manchester, Connecticut's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.
The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the State Single Audit Act. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of State Financial Assistance Required by the State Single Audit Act

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Manchester, Connecticut, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town of Manchester, Connecticut’s basic financial statements. We issued our report thereon dated December 15, 2019, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by the State Single Audit Act and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state financial assistance is fairly stated in all material respects in relation to the basic financial statements as a whole.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 15, 2019
<table>
<thead>
<tr>
<th>State Grantor/Pass-Through Grantor/Program Title</th>
<th>State Grant Program Core-CT Number</th>
<th>Passed Through to Subrecipients</th>
<th>Expenditures</th>
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<tbody>
<tr>
<td>Department of Education</td>
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<td>Talent Development</td>
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<td>Priority School Districts</td>
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<td>Summer School Accountability Grant</td>
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<td>Extended School Hours Program Grant</td>
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<td>Department of Administrative Services</td>
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<td>Department of Energy and Environmental Protection</td>
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<td>Municipal Improvement Incinerators/Landfill</td>
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<td>Department of Transportation</td>
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<tr>
<td>Bus Operations</td>
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<td>Town Aid Road Grants-Municipal</td>
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The accompanying notes are an integral part of this schedule.
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<th>State Grantor/Pass-Through Grantor/ Program Title</th>
<th>State Grant Program Core-CT Number</th>
<th>Passed Through to Subrecipients</th>
<th>Expenditures</th>
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<td>Department of Public Health</td>
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<td>Total Department of Public Health</td>
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<td>Department of Emergency Services and Public Protection</td>
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<td>Drug Asset Forfeiture Revenue Account</td>
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<td>Enhanced 911 Telecomm Fund</td>
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<td>Total Department of Emergency Services and Public Protection</td>
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<td>Department of Social Services</td>
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<tr>
<td>Medicaid</td>
<td>11000-DSS60000-16020</td>
<td></td>
<td>297,172</td>
</tr>
<tr>
<td>Economic and Community Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brownfield Remediation and Development</td>
<td>12060-ECD46260-35533</td>
<td></td>
<td>100,000</td>
</tr>
<tr>
<td>Judicial Branch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Services Prevention</td>
<td>11000-JUD96114-12559</td>
<td></td>
<td>54,410</td>
</tr>
<tr>
<td>Department of Children and Families</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passed Through the Wheeler Clinic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connecticut Recovery Oriented Support System for You</td>
<td>18DCF6839AA</td>
<td></td>
<td>9,380</td>
</tr>
<tr>
<td>Office of Early Childhood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Care and Education - Child Day Care</td>
<td>11000-OEC64841-16274-83012</td>
<td></td>
<td>$ 428,828</td>
</tr>
<tr>
<td>Head Start Services</td>
<td>11000-OEC64845-16101</td>
<td></td>
<td>113,483</td>
</tr>
<tr>
<td>Child Care Quality Enhancement</td>
<td>11000-OEC64845-16158</td>
<td></td>
<td>48,480</td>
</tr>
<tr>
<td>Early Care and Education - School Readiness in Priority School Districts</td>
<td>11000-OEC64845-16274-83014</td>
<td></td>
<td>353,240</td>
</tr>
<tr>
<td>Total Office of Early Childhood</td>
<td></td>
<td></td>
<td>595,551</td>
</tr>
<tr>
<td>Office of Policy and Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment in Lieu of Taxes on State-Owned Property</td>
<td>11000-OPM20600-17004</td>
<td></td>
<td>428,017</td>
</tr>
<tr>
<td>Payment in Lieu of Taxes on Private Colleges and General/Chronic Disease Hospitals</td>
<td>11000-OPM20600-17006</td>
<td></td>
<td>552,286</td>
</tr>
<tr>
<td>Property Tax Relief on Property of Totally Disabled Persons</td>
<td>11000-OPM20600-17011</td>
<td></td>
<td>7,561</td>
</tr>
<tr>
<td>Property Tax Relief for Veterans</td>
<td>11000-OPM20600-17024</td>
<td></td>
<td>55,303</td>
</tr>
<tr>
<td>Local Capital Improvement Program</td>
<td>12050-OPM20600-40254</td>
<td></td>
<td>541,340</td>
</tr>
<tr>
<td>Inter-Town Capital Equipment Program</td>
<td>12052-OPM20600-43515</td>
<td></td>
<td>103,330</td>
</tr>
<tr>
<td>Municipal Grants-in-Aid</td>
<td>12052-OPM20600-43587</td>
<td></td>
<td>1,072,449</td>
</tr>
<tr>
<td>Total Office of Policy and Management</td>
<td></td>
<td></td>
<td>2,760,286</td>
</tr>
<tr>
<td>Total State Financial Assistance Before Exempt Programs</td>
<td></td>
<td></td>
<td>895,551</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of this schedule.
# TOWN OF MANCHESTER, CONNECTICUT
## SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE (CONTINUED)
### FOR THE YEAR ENDED JUNE 30, 2019

<table>
<thead>
<tr>
<th>State Grantor/Pass-Through Grantor/Program Title</th>
<th>State Grant Program Core-CT Number</th>
<th>Passed Through to Subrecipients</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Cost Sharing</td>
<td>11000-SDE64370-17041-82010</td>
<td></td>
<td>$ 30,596,996</td>
</tr>
<tr>
<td>Excess Cost - Student Based</td>
<td>11000-SDE64370-17047-82018</td>
<td>$ 1,382,281</td>
<td></td>
</tr>
<tr>
<td>Excess Cost - Student Based</td>
<td>11000-SDE64370-17047-82016</td>
<td>$ 89,295</td>
<td>1,471,576</td>
</tr>
<tr>
<td>Total Department of Education</td>
<td></td>
<td></td>
<td>32,066,672</td>
</tr>
<tr>
<td>Department of Administrative Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Construction - Principal SDE</td>
<td>13010-DAS27635-40901</td>
<td></td>
<td>14,109,781</td>
</tr>
<tr>
<td>Office of Policy and Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Stabilization Grant</td>
<td>11000-OPM20600-17104</td>
<td></td>
<td>780,354</td>
</tr>
<tr>
<td>Grants To Towns</td>
<td>12009-OPM20600-17005</td>
<td></td>
<td>412,450</td>
</tr>
<tr>
<td>Total Office of Policy and Management</td>
<td></td>
<td></td>
<td>1,192,804</td>
</tr>
<tr>
<td>Total Exempt Programs</td>
<td></td>
<td></td>
<td>47,369,267</td>
</tr>
<tr>
<td><strong>Total State Financial Assistance</strong></td>
<td></td>
<td><strong>$ 895,551</strong></td>
<td><strong>$ 61,795,476</strong></td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of this schedule
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying schedule of expenditures of state financial assistance (the Schedule) includes the state grant activity of the Town of Manchester, Connecticut, under programs of the State of Connecticut for the year ended June 30, 2019. Various departments and agencies of the State of Connecticut have provided financial assistance through grants and other authorizations in accordance with the General Statutes of the State of Connecticut. Because the Schedule presents only a selected portion of the operations of the Town of Manchester, Connecticut, it is not intended to, and does not, present the financial position, changes in fund balance, changes in net position or cash flows of the Town of Manchester, Connecticut.

Basis of Accounting

The accounting policies of the Town of Manchester, Connecticut, conform to accounting principles generally accepted in the United States of America as applicable to governmental organizations. The information in the Schedule is presented based upon regulations established by the State of Connecticut, Office of Policy and Management.

Expenditures reported on the Schedule are presented on the modified accrual basis of accounting. In accordance with Section 4-236-22 of the Regulations to the State Single Audit Act, certain grants are not dependent on expenditure activity and, accordingly, are considered to be expended in the fiscal year of receipt. These grant program receipts are reflected in the expenditures column of the Schedule.

NOTE 2 - LOAN PROGRAMS

In accordance with Section 4-236-23(a)(4)(F) of the Regulations to the State Single Audit Act, the notes to the schedule of expenditures of state financial assistance shall include loans and loan activities. The following is a summary of the various loan program activity for the year ended June 30, 2019:

Department of Energy and Environmental Protection:

Clean Water Funds:

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>Interest Rate</th>
<th>Original Amount</th>
<th>Balance Beginning</th>
<th>Issued</th>
<th>Retired</th>
<th>Balance Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>288-C</td>
<td>2%</td>
<td>$38,397,000</td>
<td>$32,064,000</td>
<td>-</td>
<td>$2,370,000</td>
<td>$29,694,000</td>
</tr>
<tr>
<td>#2013-9031</td>
<td>2%</td>
<td>$61,000</td>
<td>$51,000</td>
<td>-</td>
<td>3,000</td>
<td>48,000</td>
</tr>
<tr>
<td>#2013-9032</td>
<td>2%</td>
<td>$21,000</td>
<td>$16,000</td>
<td>-</td>
<td>1,000</td>
<td>15,000</td>
</tr>
</tbody>
</table>

Department of Public Health:

Clean Water Funds:

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>Interest Rate</th>
<th>Original Amount</th>
<th>Balance Beginning</th>
<th>Issued</th>
<th>Retired</th>
<th>Balance Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2017-7053</td>
<td>2%</td>
<td>$979,000</td>
<td>$929,000</td>
<td>-</td>
<td>$41,000</td>
<td>$888,000</td>
</tr>
</tbody>
</table>
Independent Auditors' Report on Internal Control over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in
Accordance with Government Auditing Standards

To the Members of the Board of Directors
Town of Manchester, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the
United States of America and the standards applicable to financial audits contained in
Government Auditing Standards, issued by the Comptroller General of the United States,
the financial statements of the governmental activities, the business-type activities, each
major fund and the aggregate remaining fund information of the Town of Manchester,
Connecticut, as of and for the year ended June 30, 2019, and the related notes to the
financial statements, which collectively comprise the Town of Manchester, Connecticut's
basic financial statements, and have issued our report thereon dated December 15, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of
Manchester, Connecticut's internal control over financial reporting (internal control) to
determine the audit procedures that are appropriate in the circumstances for the purpose of
expressing our opinions on the financial statements, but not for the purpose of expressing
an opinion on the effectiveness of the Town of Manchester, Connecticut's internal control.
Accordingly, we do not express an opinion on the effectiveness of the Town of Manchester,
Connecticut's internal control.

A deficiency in internal control exists when the design or operation of a control does not
allow management or employees, in the normal course of performing their assigned
functions, to prevent, or detect and correct, misstatements on a timely basis. A material
weakness is a deficiency, or a combination of deficiencies, in internal control such that there
is a reasonable possibility that a material misstatement of the entity's financial statements
will not be prevented, or detected and corrected on a timely basis. A significant deficiency is
a deficiency, or a combination of deficiencies, in internal control that is less severe than a
material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first
paragraph of this section and was not designed to identify all deficiencies in internal control
that might be material weaknesses or significant deficiencies. Given these limitations,
during our audit we did not identify any deficiencies in internal control that we consider to be
material weaknesses. However, material weaknesses may exist that have not been
identified.
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Manchester, Connecticut's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Manchester, Connecticut's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Town of Manchester, Connecticut's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Blum, Shapiro & Company, P.C.

West Hartford, Connecticut
December 15, 2019
TOWN OF MANCHESTER, CONNECTICUT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2019

I. SUMMARY OF AUDITORS’ RESULTS

Financial Statements

Type of auditors’ report issued: Unmodified

Internal control over financial reporting:
- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes none reported
- Noncompliance material to financial statements noted? yes no

State Financial Assistance

Internal control over major programs:
- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes none reported

Type of auditors’ report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 4-236-24 of the Regulations to the State Single Audit Act? yes no

The following schedule reflects the major programs included in the audit:

<table>
<thead>
<tr>
<th>State Grantor and Program</th>
<th>State Core-CT Number</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Education:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alliance District</td>
<td>11000-SDE64370-17041-82164</td>
<td>$ 4,317,896</td>
</tr>
<tr>
<td>Department of Transportation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Transportation Capital Improvement Program</td>
<td>13033-DOT57197-43584</td>
<td>$ 1,530,352</td>
</tr>
<tr>
<td>Department of Social Services:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicaid</td>
<td>11000-DSS60000-16020</td>
<td>$ 297,172</td>
</tr>
<tr>
<td>Office of Policy and Management:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment in Lieu of Taxes on State-Owned Property</td>
<td>11000-OPM20600-17004</td>
<td>$ 428,017</td>
</tr>
<tr>
<td>Department of Energy and Environmental Protection:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Improvement Incinerators/Landfill</td>
<td>12052-DEP43930-40518</td>
<td>$ 784,407</td>
</tr>
<tr>
<td>Dollar threshold used to distinguish between type A and type B programs:</td>
<td>$ 288,524</td>
<td></td>
</tr>
</tbody>
</table>

II. FINANCIAL STATEMENT FINDINGS

No matters were reported.
III. STATE FINANCIAL ASSISTANCE FINDINGS AND QUESTIONED COSTS

Finding No. 2019-001
Medicaid Service Information

Program
Medicaid

Criteria
Participating local education agencies are required to maintain a Medicaid Service Information (MSI) in each student's file for each month of services received.

Condition
We noted that three students tested did not have MSI forms in their files for the months tested. Controls in place did not detect the missing MSI for the students selected.

Questioned Costs
None noted.

Context
Issue was noted in 3 students out of a sample of 25. Total population of students was 389.

Effect
Without the controls in place to determine if appropriate documentation is maintained for Medicaid services received, there is a risk that ineligible services could have been reimbursed under the program.

Cause
In two instances, a service provider/social worker unexpectedly left the position and there was a lapse in coverage as to who was responsible for completing the MSI. In the third instance the MSI was not completed when it should have been. Controls were not in place to detect that an MSI wasn't completed.

Recommendation
The Town should maintain MSIs for each month of services provided that are being reimbursed through the Medicaid program. Controls should be implemented to review documentation maintained for the Medicaid program to ensure necessary paperwork completed, filed at the appropriate time and is maintained.

Views of Responsible Officials and Planned Corrective Actions
Management agrees with this finding.
I. SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:
  • Material weakness(es) identified? yes no
  • Significant deficiency(ies) identified? yes none reported
Noncompliance material to financial statements noted? yes no

Federal Awards

Internal control over major programs:
  • Material weakness(es) identified? yes no
  • Significant deficiency(ies) identified? yes none reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)? yes no

Major programs:

<table>
<thead>
<tr>
<th>CFDA #</th>
<th>Name of Federal Program or Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.555/10.553/10.559</td>
<td>Child Nutrition Cluster</td>
</tr>
<tr>
<td>84.419</td>
<td>Preschool Development Grants</td>
</tr>
</tbody>
</table>

Dollar threshold used to distinguish between type A and type B programs: $750,000

Auditee qualified as low-risk auditee? yes no

II. FINANCIAL STATEMENT FINDINGS

No matters were reported.

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.
DEFECTIVE CONCRETE IN MANCHESTER

ASSESSMENT REDUCTIONS

GRAND LIST OF OCTOBER 1, 2019,
IMPACTING TAX BILLS FOR JULY 2020
ASSESSMENT REDUCTIONS

• Pursuant to Public Act 16-45, Connecticut municipalities reduce assessments for homes impacted by defective concrete if three conditions are met:
  • The owner obtains a report from a licensed professional engineer that states that the house has defective concrete.
  • The owner provides a copy of that report to their local Assessor’s Office.
  • The Assessor’s staff inspects the property. The crumbling foundations issue extends beyond normal cracks, and can be exacerbated by less than ideal construction practices.
ASSESSMENT REDUCTIONS

- Manchester’s 2016 Grand List had 48 home assessments reduced by a cumulative amount of roughly $3,800,000.
- Manchester’s 2017 Grand List had 56 home assessments (the 48 from the prior year plus eight more) reduced by a cumulative amount of roughly $4,400,000.
- Manchester’s 2018 Grand List had 83 home assessments (the 56 from the prior year plus 27 more) reduced by a cumulative amount of roughly $6,100,000.
ASSESSMENT REDUCTIONS

- Manchester’s 2019 Grand List has 156 home assessments (the 83 from the prior year plus 73 more) reduced by a cumulative amount of $11,752,800.
  - The 2019 Grand List will be billed for the tax installments due in July 2020 and January 2021 to correspond with the Town’s Fiscal Year beginning on July 1, 2020.
  - Though the mill rate for the 2019 Grand List will not be set until April 2020, based on the current mill rate (2018 Grand List), the assessment reduction amount of over $11,750,000 is equal to roughly $490,000 less in tax revenue.
ASSESSMENT REDUCTIONS

• As of the October 1, 2019 assessment date, there have been seven homes in Manchester that had their assessments reduced due to defective concrete that have had their reductions reversed.

• Four of these houses were because the foundations were replaced.

• Three of these houses were because the owners received new reports that indicated their homes did not have defective concrete, and those owners asked the Town to remove the assessment reductions.

• There are more homes in Manchester that will be repaired for the 2020 Grand List.

• There will likely be more home owners in Manchester who will come forward for assessment reductions for the 2020 Grand List.
ASSESSMENT REDUCTIONS

• We would be happy to answer any questions.

• Thank you.
TO: Scott Shanley, General Manager

DATE: January 2, 2020

SUBJECT: Appropriation: Police Donations

Background:

The Manchester Police Department has received one (1) check in the amount of $500.00 from the First Korean Presbyterian Church of Greater Hartford for the Police Department. This donation is gratefully acknowledged and accepted.

Discussion/Analysis:

None

Financial Impact:

$500.00 should be appropriated to Youth Services Program SG014-41094308-68800

Other Board/Commission Action:

None

Recommendations:

That the entire $500.00 be placed on the next Board of Directors’ agenda for acceptance and appropriation and deposited in the appropriate account.

William Darby
Chief of Police

Cc: Captain Palombizio, Administrative Services Commander Accounting File
Manchester Police Department
Inter-office Memorandum

To: Scott Shanley, General Manager

Date: December 10, 2019

Subject: Board Agenda Item – Animal Control Donation

Manchester Animal Control has received two (2) checks totaling $2,050.00. A check for $2,000.00 is a donation from Richard F. Rose per his Last Will and Testament. A donation check of $50.00 is a donation from Stanley Sowa. These donations are gratefully acknowledged and accepted.

I request that the amount of $2,050.00 be placed on the next Board of Directors’ agenda for acceptance and appropriation.

William Darby
Chief of Police

Cc: Accounting
Captain Palombizio
Elease Polek-McConnell, Animal Control Officer
File
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager
FROM: William Darby, Chief of Police
DATE: January 6, 2020
SUBJECT: State Asset Forfeiture Fund $19,493.60

Background:

One (1) electronic payment in the amount of $19,493.60 has been received from the Department of Emergency Services and Public Protection. The funds are proceeds from narcotics investigations (M2019-01928 and M2017-02711, M2018-01631 and 18-00018882) conducted by the East Central Narcotics Task Force. The ECNTF is comprised of officers from Manchester, Vernon, South Windsor and Glastonbury. The funds will be dispersed according to the equitable sharing agreement among the member towns.

Manchester’s share of funds is $4,873.40

Discussion/Analysis:

The funds will be used for continuing narcotics investigations, equipment or training.

Financial Impact:

$4,873.40 to be deposited into the Manchester’s State Asset Forfeiture Account.

Other Board/Commission Action:

None

Recommendations:

Request that the funds be accepted by the board and deposited in the appropriate account.

[Signature]
Chief William Darby

Cc: Captain Sean Grant, Field Services Division
Lieutenant John Rossetti
Lisa Larose, Detective Division
Accounting Department
File
TO: Scott Shanley  
General Manager  

CC: Chris Silver  
Director, Leisure, Families, and Recreation  

FROM: Sharon Koze  
Director, Manchester Youth Service Bureau  

RE: Preschool Development Grant Hybrid funds  

DATE: January 2, 2020  

Background  
The Town of Manchester, through the School Readiness Council, has been awarded PDG Hybrid funding through the State of Connecticut Office of Early Childhood from 01/01/20 thru 06/30/20. The grant provides free preschool to children that are 4 years old before January 1, 2020 and are part of families that are at or below 200% the federal poverty level.  

Discussion  
The amount of the current award from the Office of Early Childhood is $144,812 for the contract period of 01/01/2020 to 06/30/2020. Two qualified school readiness partners have been identified to participate in providing services under this grant: Manchester Early Learning Center (MELC) and the YWCA Hartford Region: Nike Tykes.  

Financial Impact  
The general fund will not be impacted.  

Other Board Action Required  
None  

Recommendation  
I recommend that the Board of Directors approve the Preschool Development Grant award in the amount of $144,812.
<table>
<thead>
<tr>
<th>1 Grant Recipient</th>
<th>4 Award Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town of Manchester P.O. Box 191 Manchester, CT 06045</td>
<td>Grant Type: STATE</td>
</tr>
<tr>
<td></td>
<td>Statute: C.G.S. 10-160 - 10-16r</td>
</tr>
<tr>
<td></td>
<td>CFDA #: None</td>
</tr>
<tr>
<td></td>
<td>SDE Project Code: OECD000000000002</td>
</tr>
<tr>
<td></td>
<td>Grant Number: 077-002 11000-16274-2020-83004-170003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Grant Title</th>
<th>5 Award Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDG HYBRID</td>
<td>1/1/2020 - 6/30/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 Education Staff</th>
<th>6 Authorized Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager:</td>
<td>Grant Amount: $144,812</td>
</tr>
<tr>
<td>Cheryl Sparks</td>
<td>Funding Status: Final</td>
</tr>
<tr>
<td>Payment &amp; Expenditure Inquiries:</td>
<td></td>
</tr>
<tr>
<td>Jeffrey Lindgren 860-713-6624</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7 Terms and Conditions of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.</td>
</tr>
<tr>
<td>Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2019 and June 30, 2020 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2020. For grants awarded for two-year periods beginning July 1, 2019, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2021. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.</td>
</tr>
<tr>
<td>The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.</td>
</tr>
</tbody>
</table>

This grant has been approved. 12/30/2019

Harriet Feldlaufer
TOWN OF MANCHESTER
MANCHESTER PUBLIC LIBRARY

Date: January 16, 2020

To: Scott Shanley, General Manager

From: Douglas McDonough, Library Director

Subject: Request for Board Acceptance and Appropriation of $4,660

Background.

The following donations have been received:

$100 from John and Amy Carlson
$200 from the Manchester Lions Club
$50 from William and Suzanne Coale
$50 from John Driscoll
$60 from W. Rochelle Scheibenpflug
$200 from Philip Dicara
$1,000 from Margaret Crone
$2,000 from Paul Volpe
$1000 from the First Korean Presbyterian Church

Discussion/Analysis. These generous donations will be used to purchase books, along with promoting and conducting public programs.

Financial Impact. $4,660

Other Board/Commission Action. N/A

Recommendations.
Request that the Board of Directors accept with thanks and appropriate to the Library’s Trust Fund Account 755.

Attachments. Copy of memo and checks to Finance Department.
To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Title I, Part A – *Improving Basic Programs* Grant FY 2019-2021
Date: December 13, 2019

**Background:**
The Connecticut State Department of Education has awarded funding under the Title I, Part A - *Improving Basic Programs* Grant FY 2019-2021. This grant will be used to support district and school improvement efforts.

**Discussion/Analysis:**
The Title I, Part A – *Improving Basic Programs* Grant FY 2019-2021 grant will support programs to ensure that all students demonstrate the competencies and skills necessary to achieve mastery in literacy and numeracy as articulated in the Connecticut’s Core Standards. Strategies will be implemented to increase the level of students ready for learning in school and beyond, particularly those in underperforming subgroups, as measured by state and local assessments.

**Financial Impact:**
None

**Other Board/Commission Action:**
None

**Recommendations:**
The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for $1,859,022 under the Title I, Part A – *Improving Basic Programs* Grant FY 2019-2021, to be funded by the Connecticut State Department of Education.

**Attachments:**
Award letter and budget

Matthew Geary
Superintendent of Schools
January 7, 2019
# Grant Award Notification

**1 Grant Recipient**

MANCHESTER PUBLIC SCHOOLS  
45 NORTH SCHOOL STREET  
MANCHESTER, CT 06040-2022

**2 Grant Title**

TITLE I IMPROVING BASIC PROGRAMS

**3 Education Staff**

Program Manager:  
Marlene Padernacht 860-713-6568

Payment & Expenditure Inquiries:  
Jeffrey Lindgren 860-713-6624

**4 Award Information**

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Grant Number: 077-000 12060-20679-2020-82070-170002

**5 Award Period**

7/1/2019 - 6/30/2021

**6 Authorized Funding**

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**7 Terms and Conditions of Award**

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2019 and June 30, 2020 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2020. For grants awarded for two-year periods beginning July 1, 2019, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2021. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

Although this grant is issued for a two-year period, Section 1127 of P.L. 107-110 requires that 85% of this Title I allocation must be expended by September 30, 2020. This requirement does not apply to districts that receive less than $50,000 in Title I funds. The percentage limitation on carryover funds may be waived once every three years if the State Department of Education deems a district's waiver request to be reasonable and necessary.

This grant has been approved.  
12/12/2019

Desi Nesmith
ED 114

Fiscal Year: 2020
Grantee Name: MANCHESTER
Grantee: 077-000
Grant Title: TITLE I IMPROVING BASIC PROGRAMS
Project Title: 
Fund: 12060
SPID: 20679
Year: 2020
PROG: 82070
CF1: 170002
CF2: 
Grant Period: 7/1/2019 - 6/30/2021
Project Code: SDE000000000002

This budget was approved by Marlene Padernacht on 11/27/2019.

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Original Request Date: 10/1/2019

Authorized Amount: $1,859,022

This budget was approved by Marlene Padernacht on 11/27/2019.
Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Title II, Part A – Supporting Effective Instruction Grant FY 2019-2021
Date: December 13, 2019

Background:
The Connecticut State Department of Education has awarded funding under the Title II, Part A – Supporting Effective Instruction Grant FY 2019-2021. This grant will be used to ensure that all students are performing at or above grade level.

Discussion/Analysis:
The Title II, Part A – Supporting Effective Instruction Grant FY 2019-2021 grant will support programs to ensure that all students identified as not reaching goal receive intensive intervention that will significantly accelerate their academic progress. As a result of these targeted interventions in numeracy and science instruction, regular instruction and additional services such as tutoring, fewer students will need referrals for special education services and more students will meet their fullest learning potential. Methods implemented for this approach include, but are not limited to: numeracy/literacy training and ongoing professional development, as well as a focused attention on quality Tier I instruction for all students.

Financial Impact:
None

Other Board/Commission Action:
None

Recommendations:
The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for $266,286 under the Title II, Part A – Supporting Effective Instruction Grant FY 2019-2021, to be funded by the Connecticut State Department of Education.

Attachments:
Award letter and budget

Matthew Geary
Superintendent of Schools
January 13, 2020
# GRANT AWARD NOTIFICATION

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## Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2019 and June 30, 2020 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2020. For grants awarded for two-year periods beginning July 1, 2019, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2021. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

---

This grant has been approved. 12/12/2019

Desi Nesmith
ED 114

Fiscal Year: 2020
Grantee Name: MANCHESTER
Grant Title: TITLE II-PART A TEACHERS
Project Title:
Fund: 12060
SPID: 20858
Year: 2020
PROG: 84131
CF1: 170002
CF2:
Grant Period: 7/1/2019 - 6/30/2021
Project Code: SDE000000000002

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Original Request Date: 10/1/2019

This budget was approved by Marlene Padernacht on 11/27/2019.
To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Bilingual Grant for Fiscal Year 2019-2020

Date: December 13, 2019

**Background:** The Connecticut State Department of Education has awarded funding under the Bilingual Education Grant FY 2019-2020. This grant will be used to support children identified as English Language Learners (ELL) in our schools.

**Discussion/Analysis:** The FY 2019-2020 Bilingual Education Grant will be used to purchase materials to support the language and transition needs of Bilingual students at each school and support parental activities for ELL students and families.

**Financial Impact:** The District has been granted $7,888 for the 2019-2020 FY

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors establish an appropriation for $7,888 under the FY 2019-2020 Bilingual Education grant, to be funded by the Connecticut State Department of Education.

**Attachments:** None

Matthew Geary
Superintendent of Schools
January 13, 2020
| 1 Grant Recipient | MANCHESTER PUBLIC SCHOOLS  
|                  | 45 NORTH SCHOOL STREET  
|                  | MANCHESTER, CT 06040-2022 |
| 2 Grant Title    | BILINGUAL EDUCATION |
| 3 Education Staff| Program Manager: Megan Alubicki (860) 713-6786 |
|                  | Payment & Expenditure Inquiries: Jeffrey Lindgren 860-713-6624 |
| 4 Award Information| Grant Type: STATE  
|                  | Statute: C.G.S.10-17a-h  
|                  | CFDA #: None  
|                  | SDE Project Code: SDE000000000002  
|                  | Grant Number: 077-000 11000-17042-2020-82079-170002 |
| 5 Award Period   | 7/1/2019 - 6/30/2020 |
| 6 Authorized Funding| Grant Amount: $7,888  
|                  | Funding Status: Final |
| 7 Terms and Conditions of Award | This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds. |
|                  | Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2019 and June 30, 2020 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2020. For grants awarded for two-year periods beginning July 1, 2019, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2021. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114. |
|                  | The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency. |

This grant has been approved. 12/12/2019

Desi Nesmith
### BUDGET FORM

**ED 114**

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<th>Fiscal Year:</th>
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**Funding Status: Final | Vendor ID: 00077**

**FULL NAME**

**LOCAL BALANCE:**

**CARRYOVER DUE:**

**CURRENT DUE:** $7,888

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**Original Request Date: 9/30/2019**

This budget was approved by Megan Alubicki on 12/11/2019.
Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Title III, Part A English Language Acquisition, FY 2019-2021
Date: December 18, 2019

Background:
The Connecticut State Department of Education has awarded FY 2019-2021 funding under the Title III, Part A, English Language Acquisition and Language Enhancement. This grant will provide support to limited English proficient students to become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading and mathematics.

Discussion/Analysis:
The FY 2019-2021 Title III, Part A, English Language Acquisition Grant will be used to support tutors and provide an ELL Homework club at the secondary level and to purchase supplies and material for use by English Language Learning students.

Financial Impact:
The District has been granted $53,358 from the State for FY 2019-2021.

Other Board/Commission Action:
None

Recommendations:
The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for $53,358 under the FY 2019-2021 Title III, Part A, English Language Acquisition and Language Enhancement grant, to be funded by the Connecticut State Department of Education.

Attachments:
Award letter and budget

Matthew Geary
Superintendent of Schools
January 13, 2020
# GRANT AWARD NOTIFICATION

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<td>Jeffrey Lindgren 860-713-6624</td>
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<td>This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.</td>
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<td>The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.</td>
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This grant has been approved. 12/17/2019

Desi Nesmith
ED 114

Fiscal Year: 2020
Grantee Name: MANCHESTER
Grant Title: TITLE III PART A ENGLISH LANG. ACQUIS.
Project Title: 
Fund: 12060 SPID: 20868 Year: 2020 PROG: 82075 CF1: 170002
Grant Period: 7/1/2019 - 6/30/2021
Project Code: SDE000000000002

This budget was approved by Megan Alubicki on 12/17/2019.

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Authorized Amount: $53,358

Local Balance: CARRYOVER DUE: CURRENT DUE: $53,358
To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Priority School District Grant FY19/20

Date: December 18, 2019

**Background:** Per Connecticut General Statutes Sec. 10-266p, the State Board of Education administers a priority school district grant program to assist designated school districts in improving student achievement and enhancing opportunities, including early reading intervention programs. Grant awards are authorized after proposals have been submitted by eligible school districts and approved through the Commissioner.

**Discussion/Analysis:** Priority School District funding may be used to focus on the following initiatives: (1) the creation or expansion of programs or activities related to dropout prevention; (2) alternative and transitional programs for students having difficulty succeeding in traditional education programs; (3) academic enrichment, tutorial and recreation programs or activities in school buildings during non-school hours and during the summer; (4) development or expansion of extended-day kindergarten programs, (5) development or expansion of early reading intervention programs including summer and after-school programs; (6) enhancement of the use of technology to support instruction or to improve parent-teacher communication; (7) initiatives to strengthen parent involvement in the education of children and parent; and other community involvement in school and school district programs; or (8) for purposes of obtaining accreditation for elementary and middle schools from the New England Association of Schools and Colleges. At least 20% of each grant shall be used for early reading intervention programs.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY19/20 for the Priority School District grant in the amount of $829,017.

**Attachments:** Award letter and budget.

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 13, 2020
<table>
<thead>
<tr>
<th>1 Grant Recipient</th>
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| MANCHESTER PUBLIC SCHOOLS  
45 NORTH SCHOOL STREET  
MANCHESTER, CT  06040-2022 | Grant Type: STATE  
Statute: C.G.S. 10-266q  
CFDA #: None  
SDE Project Code: SDE000000000002  
Grant Number: 077-000 11000-17043-2020-82052-170002 |

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| Program Manager: Michael Kent | Grant Amount: $829,017  
Payment & Expenditure Inquiries: Jeffrey Lindgren 860-713-6624  
Funding Status: Final |

<table>
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<th>7 Terms and Conditions of Award</th>
</tr>
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| This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.  
Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2019 and June 30, 2020 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2020. For grants awarded for two-year periods beginning July 1, 2019, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2021. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.  
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Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in-aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds. |

This grant has been approved. 12/17/2019 |

Desi Nesmith
ED 114

**BUDGET FORM**

**Fiscal Year:** 2020  
**Grantee Name:** MANCHESTER  
**Grant Title:** PRIORITY SCHOOL DISTRICTS  
**Project Title:** PRIORITY SCHOOL DISTRICTS FUNDING

**Fund:** 11000  
**SPID:** 17043  
**Year:** 2020  
**PROG:** 82052  
**CF1:** 170002  
**Grant Period:** 7/1/2019 - 6/30/2020  
**Project Code:** SDE000000000002

**Authorized Amount:** $829,017

**Funding Status:** Final  
**Vendor ID:** 00077

**Project Code:** SDE000000000002

**Local Balance:**  
**Carryover Due:**  
**Current Due:** $829,017

### CODES  
**DESCRIPTIONS**  
**BUDGET**

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**Original Request Date:** 9/30/2019

This budget was approved by Michael Kent on 12/17/2019.
Town of Manchester  
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Priority School District – Summer School Grant FY19/20
Date: December 18, 2019

Background: Connecticut General Statutes Sec. 10-265m establishes grants for summer school programs in Priority School Districts. Funds are to be used for summer school for students in grades K-3 who are substantially deficient in reading in order to provide instruction that incorporates the competencies for early reading success and effective reading. Priority is given first to elementary and then to middle schools with the highest number of students who are substantially deficient in reading.

Discussion/Analysis: School Accountability – Summer School Priority School District funding will be used to assist funding of Summer Academy Advantage of Manchester (SAAM). SAAM is a summer program that is held for students in need of reading acceleration. The program is an effort to reduce the summer reading slide.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY19/20 for the Priority School District – Summer School Grant in the amount of $151,506.

Attachments: Award letter and budget.

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 13, 2020
<table>
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<th>1 Grant Recipient</th>
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<tr>
<td>Jeffrey Lindgren 860-713-6624</td>
<td></td>
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</table>

7 Terms and Conditions of Award

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Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in-aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved. 12/17/2019

Desi Nesmith
**ED 114**

**Fiscal Year:** 2020

**Funding Status:** Final

**Grantee Name:** MANCHESTER

**Grantee:** 077-000

**Vendor ID:** 00077

**Grant Title:** PRIORITY SCHOOL DISTRICT - SUMMER SCHOOL

**Project Title:**

**Fund:** 11000  **SPID:** 17043  **Year:** 2020  **PROG:** 82055  **CF1:** 170002

**Grant Period:** 7/1/2019 - 6/30/2020

**Project Code:** SDE000000000002

**Authorized Amount:** $151,506

**Original Request Date:** 9/30/2019

This budget was approved by Michael Kent on 12/17/2019.

**BUDGET FORM**

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**Created On:** 12/17/2019

**SDE000000000002**

**Project Code:**
Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Alliance District Grant FY19/20

Date: December 18, 2019

Background: The Alliance District program is a unique and targeted investment in Connecticut’s 33 lowest-performing districts. Connecticut General Statue Section 10-262u establishes a process for identifying Alliance Districts and allocating increased Education Cost Sharing (ECS) funding to support district strategies to dramatically increased student outcomes and close achievement gaps by pursuing bold and innovative reforms.

Discussion/Analysis: Alliance District’s receipt of designated ECS funding is conditioned upon district submission and Commissioner of Education’s approval of a plan, district progress and performance relative to that plan, and subsequent plans on an annual basis and approved plans aligned to the goals of the program. Annual plan approval is predicated upon district implementation and performance during the prior year.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY19/20 for the Alliance District grant in the amount of $5,609,443.

Attachments: Award letter and budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 13, 2020
# GRANT AWARD NOTIFICATION

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<td>Program Manager:</td>
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<td>Michael Kent</td>
<td>Funding Status: Final</td>
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<td>Payment &amp; Expenditure Inquiries:</td>
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<td>Jeffrey Lindgren 860-713-6624</td>
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<th>7 Terms and Conditions of Award</th>
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<tr>
<td>This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.</td>
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<td>The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.</td>
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This grant has been approved. 12/17/2019

Desi Nesmith
# ED 114

**Fiscal Year:** 2020  
**Grantee Name:** MANCHESTER  
**Grantee:** 077-000  
**Grant Title:** ECS - ALLIANCE DISTRICT FUNDING  
**Project Title:** ALLIANCE DISTRICT FUNDING  
**Fund:** 11000  
**SPID:** 17041  
**Year:** 2020  
**PROG:** 82164  
**CF1:** 170002  
**CF2:**  
**Grant Period:** 7/1/2019 - 6/30/2020  
**Project Code:** SDE000000000002  
**Funding Status:** Final  
**Vendor ID:** 00077  
**Authorized Amount:** $5,609,443  
**Created On:** 12/17/2019  

## Authorized Amount by Source:

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**Supplies**  
**Other Purchased Services**  
**MISCELLANEOUS**  

**Original Request Date:** 10/3/2019  

This budget was approved by Michael Kent on 12/17/2019.
To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Nellie Mae Education Foundation, Inc.
Understanding Root Causes of Inequities Continuation Grant FY 19-21

Date: December 19, 2019

Background: Through its Understanding Root Causes of Inequities grant fund, the Nellie Mae Education Foundation (NMEF) encourages New England school districts to facilitate inclusive, participatory, and transparent district-community processes that accomplish the following: 1) analyze historical barriers and other patterns that prevent districts from equitably preparing all students (e.g., Black and Latino students, English language learners, special education students, and low-income students) to graduate from high school ready for college and career, and 2) identify student-centered practices and other appropriate interventions that will address the identified equity barriers.

Discussion/Analysis: Through this continuation grant, Manchester Public Schools plans to accomplish the following:

- Host a Summer Institute for current and new youth facilitators on the Youth Equity Squad to go through racial identity training and build skills to lead in spaces traditionally led by adults.
- Review curriculum with Youth Equity Squad to being process for making it more culturally responsive.
- Prepare Youth Equity Squad to present at new teacher orientation with a focus on discussing their work and how they hope to work with the new teachers.
- Engage Youth Equity Squad facilitators into the city’s own racial equity process. To create cohesion between the district effort, they will bring Youth Equity Squad into town conversations on racial equity.
- Hold a series of mandatory professional development for all staff in all buildings focused on racial equity. Topics will include history of racism 101, intersectionality, power of privilege, education system inequities, racial identity development, and white privilege.
- Hold youth run conversations about data from the Equity Informed School Climate Assessment. Conversations will be held with board members, administrators, teachers, building staff, and community members to talk about the data, make sense of the challenges, and figure out how to move forward.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY19/21 for the Nellie Mae Education Foundation, Inc. Understanding Root Causes of Inequities Continuation Grant in the amount of $50,000.

Attachments: None.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 13, 2020
To:               Manchester Board of Education

From:             Matthew Geary, Superintendent of Schools

Subject:          Item for Appropriation Extended School Hours Grant FY19/20

Date:             December 27, 2019

Background:       Connecticut General Statutes 10-266t establishes grants for Extended
School Hours Programs in Priority School Districts. These funds are used for academic,
enrichment and recreational programs and shall include, but not be limited to, before and
after school hours, weekends, summers and school vacations.

Discussion/Analysis: This grant will contribute to funding for MELC’s after school
care/extended school hour component to include an hour of academics delivered by
district elementary teachers.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education
request the Board of Directors establish an appropriation for FY19/20 Extended School
Hours Grant in the amount of $128,948.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 13, 2020
<table>
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<tr>
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<th>4 Award Information</th>
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| MANCHESTER PUBLIC SCHOOLS  
45 NORTH SCHOOL STREET  
MANCHESTER, CT  06040-2022 | Grant Type: STATE  
Statute: C.G.S. 10-266t  
CFDA #: None  
SDE Project Code: SDE000000000002  
Grant Number: 077-000 11000-17043-2020-82054-170002 |

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| Program Manager: Shelby Pons-Rafaniello  
Payment & Expenditure Inquiries: Jeffrey Lindgren 860-713-6624 | Grant Amount: $128,948  
Funding Status: Final |

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This grant has been approved.  
12/23/2019  
Charlene Russell-Tucker  
Associate Commissioner  
Division of Family and Student Support Services
**ED 114**

**Fiscal Year:** 2020  
**Grantee Name:** MANCHESTER  
**Grantee:** 077-000  
**Project Title:** EXTENDED SCHOOL HOURS

**Fund:** 11000  
**SPID:** 17043  
**Year:** 2020  
**PROG:** 82054  
**CF1:** 170002  
**CF2:**  

**Grant Period:** 7/1/2019 - 6/30/2020  
**Vendor ID:** 0077  
**Fiscal Year:**  
**Funding Status:** Final  
**Project Code:** SDE000000000002

**Original Request Date:** 9/30/2019

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**Budget Form**

Created On: 12/23/2019

This budget was approved by Shelby Pons-Rafaniello on 12/17/2019.

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### Authorized Amount by Source:

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<th>DESCRIPTIONS</th>
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<td><strong>TOTAL</strong></td>
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**Codes**  
- XCUR: CURRICULUM DEVELOPMENT  
- XEQS: TOTAL EQUIPMENT/SUPPLIES  
- XPAR: TOTAL PARENTAL ACTIVITIES  
- XPRD: TOTAL PROFESSIONAL DEVELOPMENT  
- XSAL: TOTAL SALARIES
Date: December 2, 2019 for the Board of Directors January meeting

To: Scott Shanley, General Manager

Prepared by: Douglas McDonough, Library Director

Subject: Board approval to appropriate $143,500 for Whiton Library Capital Purchases from the Whiton Library Fund.

Background The Whiton Library building was built in 1932 with a bequest from Dr. Francis Whiton. Money that remained after the construction has been invested and used for capital purchases and improvements. The current appropriation would be used to repave the parking lot, install a drop-off bookdrop, and purchase interior technology equipment.

Discussion/Analysis Appropriations for expenditure from the Whiton Fund are approved by both the Library Board and the Board of Directors. At its November 18, 2019 meeting, the Library Board voted its approval to spend $143,500 from the Fund.

Financial Impact According to the September 30, 2019 Quarterly Statement from Fiduciary Investment Advisors, the balance of the Whiton Library Fund was $1,068,144.

Other Board Action As stated in the Library Board Minutes from the meeting of November 18, 2019: "The Library Board unanimously voted to approve expenditures from the Whiton Fund in the amount of $143,500 for parking lot improvement, purchase and installation of a driveup bookdrop, replacement computers for public and staff use, and the purchase and installation of scanner/fax equipment for public use."

Recommendations Kindly approve the appropriation of $143,500 to Whiton Library Improvements, Capital Outlay, Account 35455000-7000 CP354, to be financed by the Whiton Library Fund balance.

Attachments None
MEMORANDUM

From: Brian Wolverton, Budget & Research Officer
To: Scott Shanley, General Manager
Re: Fire Apparatus Purchase
Date: January 13, 2020

Background

The South Manchester Fire District’s apparatus replacement plan calls for the replacement of a Class A Pumper in FY 2019-20, to replace a 2012 Class A pumper at Station 1. This pumper will be repurposed as a spare apparatus, and a 2006 pumper currently used as a spare would be liquidated. This purchase is in accordance with the capital improvement plan as presented to the Board of Directors during the FY 2019-20 budget workshops (see attached).

Financial Impact

The total cost of the apparatus is expected not to exceed $650,000. Funds would be borrowed from existing cash reserves and, based on the current capital improvement plan, would be repaid at a rate of $100,000 per year, as part of the Fire Fund’s annual operating budget beginning in FY2020-21.

Board Actions

Motion to appropriate $650,000 to the Fire Apparatus Reserve, for the purpose of purchasing a Class A pumper.

Attachments (1): Fire Apparatus Replacement Plan
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<tr>
<th></th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
<th>FY27</th>
<th>FY28</th>
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<td>Station 2</td>
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<td>Squad 1 2005 Ford F550</td>
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<td>2020 Engine (proposed)</td>
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FIRE APPARATUS REPLACEMENT PLAN FY 17 - FY 28
TO: Scott Shanley, General Manager

FROM: Gary Anderson, Director of Planning

DATE: January 21, 2020

RE: Board of Directors February 4, 2020 Meeting Agenda

At its meeting of December 16, 2019, the Planning and Zoning Commission recommended Julian Stoppelman to be appointed the regular member to the Capitol Region Council of Governments (CRCOG) Regional Planning Commission. At its meeting of January 6, 2020, the Commission recommended Michael Stebe as an alternate member.

Because Manchester's Planning and Zoning Commission is appointed by the Board of Directors, the Board is required to appoint representatives to the regional planning agency. We request these appointments be added to the Board’s next meeting agenda. In the past the Board has agreed with the recommended appointments forwarded to it by the Planning and Zoning Commission. The PZC appreciates the Board's consideration and endorsement of their recommendations.

ga/kw
Sure. I formally resign. I have relocated to Florida and can no longer fulfill these duties.

Best Regards,

Aprill Shines

Aprill Shines, P.M.P., LSSGB, CSM

On Fri, Jan 10, 2020 at 9:14 AM -0500, "Greg Smith" <gsmith@manchesterct.gov> wrote:

Good Morning Ms. Shines,
First I want to thank you for your service to the Town of Manchester, both on both Assessment and Property Maintenance Code Appeals Boards. As I understand it, you have moved to Florida and will likely not be participating in future Property Maintenance Code appeals. If this is the case, we kindly ask that you submit a resignation letter so we may fill the vacancy for the balance of the current term that ends in November of 2020.
Thanks again for your service and best wishes,
Greg

Greg Smith, Chief Building Inspector
Town of Manchester- Building Inspection Division
Inspection Scheduling: 860.647.3052
RESOLUTION
ESTABLISHMENT OF A REPURPOSED SCHOOLS COMMITTEE

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Town Of Manchester establishes a committee to develop a coordinated plan for the four (4) decommissioned schools (Nathan Hale, Washington, Martin and Robertson), with a priority for Nathan Hale and Washington.

The committee will explore options for reuse, with the assistance of contracted engineers, architects and business planning consultants, detailed conceptual plans in concert with each other, and, in context of other existing public facilities and Town responsibilities. The committee shall consider the economic and social needs of each neighborhood as well as the needs of the Town as a whole. The committee may consider multiple uses for each site including a mix of municipal, commercial and residential uses as well as the consolidation of existing public services or uses. The committee, with the responsibility to recommend the effective use of the $10 to $12 Million dollars allotted for repurposing, shall engage the community with public input opportunities, as appropriate, to ensure participation and inclusion in the decision-making process.

BE IT FURTHER RESOLVED, that the committee will consist of twenty-one (21) people appointed by the Board:

- Three (3) residents from each neighborhood (12)
- Four (4) members of the Board of Directors (2D and 2R)
- Two (2) at-large community members
- One (1) designee from the Building Committee
- One (1) designee from the Sustainability Task Force
- One (1) designee from the Board of Education

The committee will initially serve until June 30, 2021, and will report to the Board bimonthly on progress, or, more frequently as appropriations are necessary to execute the task, or, recommendations are ready for Board discussion.