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

1. MEETING CALLED TO ORDER.
2. AWARDS AND PRESENTATIONS.
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. Minutes, March 3, 2020 - Budget Presentation to the Board of Directors
   B. Actions, March 3, 2020 – Regular Meeting
   C. Minutes, March 3, 2020 – Regular Meeting
   D. Minutes, March 4, 2020 – Budget Workshop #1
   E. Minutes, March 5, 2020 – Budget Workshop #2
   F. Minutes, March 10, 2020 – Budget Workshop #3
   G. Minutes, March 11, 2020 - Public Hearing on the Budget
   H. Minutes, March 12, 2020 – Budget Workshop #4
   I. Minutes, March 19, 2020 – Budget Workshops #5 and #6
5. COMMUNICATIONS.
6. REPORTS.
   A. Manager’s Report
   1. Resources for Businesses and Employees (Gary Anderson)
   B. Other Reports
7. PRESENTATION OF BID WAIVER REQUESTS.
8. PUBLIC HEARINGS (formally advertised).
   * A. Appropriations to Special Projects as follows:
      1. Manchester Police Department Training Account ............................................. $3,750 to be funded by reimbursement from Community Health Resources, Inc. for multiple health training classes to provide mental health services to various groups which is gratefully acknowledged and accepted.
      2. Federal Asset Forfeiture Account ...................................................................... $9,025 for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
   * B. Appropriations to Education Special Projects as follows:
      1. Title IV, Part A – Student Support and Academic Enrichment Grant........ $109,555 (FY19-21) to improve student’s academic achievement to be funded by the Connecticut State Department of Education.
9. CONSENT CALENDAR.
10. ACTION ON ITEMS OF PUBLIC HEARING.
11. UNFINISHED BUSINESS.
   A. Approval of one year extension of Manchester Police Officers Association contracts.
12. NEW BUSINESS.
   * A. Appropriation to Special Projects (under $500) as follows:
      1. Police Donations Revenue Account - Manchester Police Explorer Post ............... $90 to be funded by dues.
2. Children’s Butterfly Garden at Northwest Park (SG073) ....................................... $35
to be financed by a donation from Frank and Barbara Belknap in memory of
Joan Kelsey which is gratefully acknowledged and accepted.
3. State Asset Forfeiture Account ............................................................................. $383
   for continuing narcotics investigations, equipment, and/or training to be
   financed by proceeds from narcotics investigations.
4. Hockanum River Linear Park Fund ................................................................. $100
   for trail maintenance to be funded by a donation from the Perennial Planters
   Garden Club, which is gratefully acknowledged and accepted.
5. Manchester Animal Control ............................................................................... $5
   to be financed by a donation from Erica King which is gratefully acknowledged
   and accepted.

B. Approval of Downtown Arts & Culture Grant Subcommittee Recommendations for
   2020 Awards.

* C. Approval of the settlement of a Workers Compensation claim by Mel Inferrera in the
   amount of $50,000.

D. Discussion regarding revisions to General Manager’s Recommended Budget.

E. Approval of revised job description for Process Control Supervisor (Water and Sewer –
   Wastewater Operations).

F. Approval of the recommendation of the Independence Day Celebration Committee to
   cancel the 2020 James Dutch Fogarty 4th of July Celebration.

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.
BOARD OF DIRECTORS
Budget Presentation
Tuesday, March 3, 2020
7:30 a.m.
Manchester Room
Town Hall
41 Center Street
Manchester, CT 06040

BOARD OF DIRECTORS PRESENT: Mayor Jay Moran, Deputy Mayor Sarah Jones, Secretary Yolanda Castillo, Directors Tim Bergin, Pete Conyers, Ellen Dougan, Pamela Floyd-Cranford, Brian Marois and Dennis Schain.

STAFF PRESENT: General Manager Scott Shanley, Deputy General Manager Steve Stephanou, Budget and Research Officer Brian Wolverton, Management Analyst Farhana Azmat, Water and Sewer Administrator Patrick Kearney, Director of Finance Kim Lord, Library Director Doug McDonough, Administrative Staff Attorney Tim O’Neil, Director of Planning Gary Anderson, Public Works Director Tim Bockus, Police Chief Bill Darby and Fire Chief Dave Billings.

AGENDA

1. Budget Presentation to the Board of Directors

Meeting adjourned at 8:30 a.m.

APPROVED

ATTEST:

______________________________
Secretary, Manchester Board of Directors
ONE MEETING AGENDA

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

ALSO: General Manager Shanley and Town Attorney Barry.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 7:12 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.

A. Actions, February 4, 2020 – Regular Meeting

B. Minutes, February 4, 2020 – Regular Meeting

#37-20 Castillo/Jones 9 Voted in Favor

9. CONSENT CALENDAR. (Item 12B added)

#38-20 B. Appropriations to Special Projects as follows:

1. Youth Service Bureau $7,142 to support substance abuse prevention activities to be financed by a grant from Amplify, Inc.

2. Manchester Police Department Training Account $7,500 to be funded by reimbursement from Community Health Resources, Inc. for multiple health training classes to provide mental health services to various groups which is gratefully acknowledged and accepted.

3. Memorial Tree Program $1,775 to be financed by donations which are gratefully acknowledged and accepted.

4. Recreation Department Special Activities Fund $1,510 to be financed by a donation for the purchase of a memorial bench for Dave White which is gratefully acknowledged and accepted.

5. Federal Asset Forfeiture Account $22,971 for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.

#39-20 B. Appropriations to Education Special Projects as follows:

1. COLA Increase to Manchester Head Start (3/1/19 – 2/29/20) $21,830 for operation of Head Start program to be financed by a federal grant, bringing the total amount to $1,255,132.

2. COLA Increase to Manchester Head Start (3/1/19 – 2/29/20) $15,182 for operation of Head Start program to be financed by a federal grant for Enfield Head Start, bringing the total amount to 872,928.
3. Hartford Foundation for Public Giving (FY 20-21) ............................................. $175,000 to support the Family and Community Partnership Plan.

#40-20 12A. Appropriation to Special Projects (under $500) as follows:
1. Children’s Butterfly Garden at Northwest Park (SG073) ................................. $50 to be financed by a donation from Peter Richard in memory of Joan Kelsey which is gratefully acknowledged and accepted.
2. Recreation Department - Carl and Sophie Silver Donation Fund ..................... $25 to be financed by a donation from John DiDonato in memory of Carl and Sophie Silver to be used for the continued support of Manchester’s youth, which donation is gratefully acknowledged and accepted.
3. Police Donations Revenue Account - Manchester Police Explorer Post ............. $120 to be funded by dues.

#41-20  B. Action on Non-Binding Informational Statement of Interest (MIRA).

Jones/Castillo 9 Voted in Favor

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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#42-20  Floyd-Cranford/Bergin 9 Voted in Favor

A-Diane Clare-Kearney, 16 Briarwood Dr(D) November 2022

#43-20  Floyd-Cranford/Bergin 9 Voted in Favor

B. APPROVED - Appointment of Razu Gomes, 19 Jenny Cliff Road (R), to the Property Maintenance Code Board of Appeals with a term expiring November 2020 to fill the vacancy left by Aprill Shines (R).

#44-20  Dougan/Conyers 9 Voted in Favor

12. NEW BUSINESS.

C. 1. Establishment of Sustainability Task Force recommendations.

#45-20  APPROVED - Motion to Suspend the rules for the purpose of removing an item from the Agenda.

Jones/Castillo 9 Voted in Favor

#46-20  APPROVED – Motion to remove Item 12C 1. from the Agenda.
Bergin/Castillo

#47-20 APPROVED – Motion to approve Resolution for Establishment of Sustainability Commission.

Castillo/Schain

#48-20 TABLED - C. Approval of one year extension of Manchester Police Officers Association contracts.

Castillo/Schain

14. ADJOURNMENT.

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

Adjournment: 9:25 p.m.

#49-20 Schain/Bergin

lgl

APPROVED: ATTEST:

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Secretary, Manchester Board of Directors
MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
March 3, 2020 – 7:00 P.M.
LINCOLN CENTER HEARING ROOM

ONE MEETING AGENDA

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

ALSO: General Manager Shanley and Town Attorney Barry.

EXECUTIVE SESSION - The Board went into Executive Session at 6:35 p.m. to discuss Labor Negotiations and Real Estate. Present were Mayor Moran, Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Floyd-Cranford, Marois and Schain. General Manager Shanley was also present. Gary Anderson, Director of Planning and Economic Development, was present for the Real Estate portion of the Executive Session. The Executive Session adjourned at 7:05 p.m. No votes were taken.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 7:12 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)

Jacquelyn Mumford, 257 Ludlow Road, lives near the Porter and Howard Reservoir system with her husband and two young children. Yesterday, she took her daughter and son for a walk around the reservoir, with her son in the stroller and her daughter walking beside her. As they were walking, a man and his dog (off leash) approached from the opposite direction. The dog, upon seeing them, ran toward them. It ran past them but then came back and bit the hood of her daughter’s sweatshirt and pulled her backward several steps. She’s unsure if her lunging toward the dog or the owner shouting for the dog caused the dog to release her daughter, but the dog did then let go. Thankfully her children were unharmed. The owner was not in control of the dog and this not the first time she has seen owners with dogs unleashed on this trail. The Town web page indicates pets must be controlled and restrained on a leash and further states that violators may be subject to arrest, fines and/or punishment. She is asking that the Town enforce the rules already in place.

Mandy Dang, 7-9 Walnut Street, works hard to pay property and vehicle taxes in Manchester. She is having car issues so she has had to walk to work because she doesn’t have money to repair her car. She takes good care of her property, including cleaning up what other people have left on her property. She stated that in the past the Fire Department broke her doors and windows in her home and she cannot afford to fix them. She completed an application for Rebuilding Together to help with repairs of her home. She is asking for help from the Town of Manchester.

Genaro Gonzalez, III, 2-4 Pearl Street, spoke about problems he is having with the inconsistency of ticketing cars in the Downtown district. He states car tires are being chalked, which he said is illegal according to the 6th district appellate court. He stated he has several tickets but business owners and
employees who work Downtown are not being ticketed for parking illegally. He feels like he is being targeted. There is free parking on some streets but not on others. The Downtown district cannot pick and choose who to issue tickets to but that is what seems to be occurring on a regular basis. He would like something done about this inequity.

Tom Stringfellow, 183 Hillstown Road, stated next month is the 155th anniversary of the end of World War II. Manchester has a number of residents who fought in that conflict and he hopes to see the Town recognize this. 2020 marks the 75th anniversary of Victory Day, also known as VJ Day, which is the anniversary of victory over Japan during World War II. He recommended the book “Double V” about what African-American military veterans had to go through to serve under trying conditions. On February 28th, the U.S. House of Representatives passed the historic Emmett Till Anti-lynching Act (H.R. 35) by a vote of 410-4, introduced by U.S. Representative Bobby L. Rush (D-Ill). This bill specifies that lynching is a hate crime act with any violator subject to criminal penalties - a prison term, a fine, or both. Unfortunately, police profiling still exists in Connecticut. Willimantic recently had a forum on profiling. He would like to hear more about Manchester Police Department’s Internal Affairs and how complaints are handled.

Laura Edwards, 99 Tanner Street, stated this week is “Read Across America” to celebrate and honor Dr. Seuss. She is partial to “The Lorax” which talks about what happens to the environment when we don’t take care of it. She commented on Item 12C and hopes the Board of Directors votes in favor of the recommendations of the Sustainability Taskforce. Pages 5-8 of last month’s Minutes did a wonderful job of capturing the presentation and the comments that were given that evening. She is here this evening to show her support for the sustainability initiative.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.

   A. Actions, February 4, 2020 – Regular Meeting

   B. Minutes, February 4, 2020 – Regular Meeting

   Castillo/Jones         9 Voted in Favor

5. COMMUNICATIONS.

Mayor Moran stated several people participated in Read Across America Day yesterday for Dr. Seuss’ birthday. He read a book about a Mayor who eliminated books in town and threw a page away. The page grew a tree and hit the Mayor in the head several times, which the students loved. Read Across America stresses to our students how important reading is in everyday life.

6. REPORTS.

   A. Manager’s Report

General Manager Shanley explained that there are two reports tonight. The first report is the Annual Economic Development Report presented by Gary Anderson, Director of Planning and Economic Development. The second report will be given by Tim Bockus, Director of Public Works, which asks the Board of Directors for an action on a Non-Binding Statement of Interest for MIRA, our trash to energy plant. General Manager Shanley stated that he sits on the MIRA Board.

Mr. Anderson stated that in FY 2019, there were approximately $85M worth of construction permits pulled, which is on the high side when compared to the past ten years. Approximately $80M of that was for private or non-profit development. The grand list in 2019 was approximately $46M, which is an increase of 1.16%. This is significant in a community that is built out like Manchester is. According to information obtained through the State of Connecticut, there were 385 new businesses started in Manchester. They do not have data from businesses that closed in Manchester. Between 2013 and 2018, median household income in Manchester rose by 11.8%.

Firestone Art Studio & Café, the first recipient of our Downtown loan program, opened in 2019. Other new businesses that opened in 2019 include Urban Lodge Brewing, Elicit Brewing, Café Aura, Revolution Basketball Training, Netsource, Inc., Urban Air Adventure Park and several others. Some of the businesses repurposed unused space in other buildings. There were also several businesses that expanded in 2019, including Lucky Taco, ACMT, Raymour & Flanigan and others. WORK_SPACE is now fully occupied and has more than 45 members and hundreds of monthly visitors. WORK_SPACE offers no cost services to small businesses, connecting them to resources available to help small business owners. There are some alumni of WORK_SPACE that have expanded to other areas of Downtown, which speaks directly to the successful nature of WORK_SPACE in growing businesses.

In the coming year, the Winstanley Logistics Center will be opening. Winstanley is making a $45M investment in the existing building which will create 500-700 new jobs. Manchester Wood Pellets Manufacturing is projected to open in 2020 which is a $7M investment and will add approximately 50 manufacturing jobs. Spencer’s Landing Housing is a $16M investment to create 130 apartment units for the 55+ active adult community. There are also several smaller businesses slated to open in the coming months.

There is a continued interest in the Downtown area and there has been a lot of positive feedback about the new businesses in the downtown area. We are seeing a lot of local business collaboration. Transportation and warehousing continues to be big because of our prime location. Retail is trending toward experiential, away from big box stores. There is a manufacturing initiative by Manchester High School and Manchester Community College to help address workforce needs in manufacturing.

2020 priorities include our Downtown area, where we are hoping to award at least two additional loan recipients to transform Downtown. Broad Street Parkade is a big priority this year. We are also hoping to fill the vacant properties at the former sites of K-Mart and Sam’s Club, though these are owned by Walmart and present some challenges.

Manchester continues to be a place where people want to be. It is a prime location with great highway access, a welcoming and diverse community and knowledgeable and responsive staff who are accommodating to new businesses. We are a young community with a median age of 35, as compared to 40-41 median age in Connecticut.

Director Conyers asked about vacancies and square footage available at Manchester’s business park. He also asked if we currently have any applicants for the Downtown loan program.

Mr. Anderson said there are not a lot of vacancies. There are not currently any applicants for the Downtown loan program but he hopes to see two more transformational projects to Downtown in the coming year. We are spreading the word that we have the tools available to help if someone is looking to transform one of the Downtown buildings for their business.
Deputy Mayor Jones stated she has had very good feedback about Downtown Manchester. More and more small business owners are seeing the potential for successful businesses here.

Director Dougan is a small business owner in Downtown Manchester and is appreciative of all the Town is doing to bring prospective new businesses here. Recently there was a prospective new business owner who met with Planning and Economic Development, Health Department and Fire Department employees who were up front about possible issues they might encounter with the building. She asked how much control the Town has with the Walmart-owned buildings. She also asked if the vacant box stores could be used as a housing system for delivery trucks, and if so, if our roads could accommodate them.

Mr. Anderson stated the owners and realtors are aware that the Town is interested in seeing the Walmart-owned properties redeveloped. They have also made some zoning changes to the Sam’s Club property in anticipation of what the building could be used for. He does not foresee the 130,000 sq ft being used for large retail use, but there might be other uses for the building. There is a real push for transportation warehousing right now and retail businesses are flipping from having a large front of the house and small back of the house to a small front of the house and large back of the house. Manchester has been very open to change and to commercial growth. Most of our roads can accommodate those types of uses. These are the types of things we review when applications come through, working with our engineers and specifically traffic engineers.

Deputy Mayor Jones asked about the proposed development of the old furniture store on the Manchester green.

Mr. Anderson explained that site was permitted for a 55+ development. The owner is working with the numbers at this time.

Mayor Moran stated the recent development is drawing a younger crowd to Town. Residents have commented on how excited they are to see the revitalization of Downtown Manchester. Let’s not underestimate the 1.16% grand list increase. Other communities would love to see growth of that amount. Businesses are coming to Town and saying it is a lot easier to start a business here than it was a few years ago. Economic growth is happening in Manchester.

2. Non-Binding Informational Statement of Interest (MIRA)

General Manager Shanley explained Mr. Bockus will review the proposal that has come from the trash to energy operation to all municipalities that are current customers, and he will make a recommendation.

Mr. Bockus stated in 2014, Public Act 14-94 was passed. Part of the Act requires the preservation of the South Meadows Connecticut Solid Waste System (CSWS) facility which includes the recycling facility. It also mandated that DEEP select a redevelopment partner for the facility. As a result of this, MIRA is seeking feedback from municipalities on their redevelopment proposal. They would like to know if we support the redevelopment based upon the terms required to support and bond the project.

In January, MIRA developed a report on the condition of the facility which has been in use for 30 years. To keep the Waste to Energy Facility active, major capital renovations would be required and there are some capacity issues that would need to be addressed. They are estimating a capital investment of $330M to redevelop this site. The DEEP RFP process has selected SACYR-ROONEY (SRRT) to partner with, though terms have not yet been finalized. It is dependent upon feedback of this proposal from municipalities.
The proposal is for a 30-year FIRM tipping fee subject to only COLA, beginning in 2025. It provides a $4M PILOT to Hartford as the host community and utilizes the existing infrastructure. The projected fee for municipalities is $145/ton for MSW and $0/ton for recycling. Benefits of the project include 30 years of reliable, assured cost of service disposal in a publicly owned, environmentally preferred facility. Their goal is to reach 60% diversion of our waste stream, either through reuse or recycling. MIRA believes this proposal is one of the best chances to attain that goal. The proposal doesn’t require any full faith and credit risk beyond waste delivery. There is a uniform disposal fee for all municipal customers, which affects the communities that do not use transfer stations. There is a zero tipping fee for recycling, which is an attractive feature, as some communities across the nation are paying as much as $70/ton for recycling. Surplus revenues will be returned to participating towns. Connecticut has no significant in-state Waste to Energy capacity available. Similarly, NY and Southern NE region has no available capacity. The only alternatives are Pennsylvania, Ohio and southern states.

MIRA recognizes project challenges as tipping fees of $145/ton which exceeds the current market cost of disposal. Future market for disposal will likely be governed by the cost of transport to western and southern mega landfills, which is estimated to be $85-$95/ton. To be competitive, MIRA should be about $95/ton which would require additional revenue. Possible options include general obligation bonds, power purchase agreements and creation of renewable energy credits. MIRA has assured customers of continued uninterrupted service through 2027.

Manchester currently has a contract with MIRA through 2022 with a current tip fee of $87/ton. Our 5-year average is 13,147 tons/year. We do not currently have a recycling contract with MIRA. Our current contract is through Murphy Road Recycling through June 30, 2022 and we do have a 5-year extension option. We currently have a minimum annual commitment with MIRA of 12,894 tons. Our current average for FY’s 15-18 is 13,214 tons. The approximate value of that contract is $1.145M/year.

Municipalities previously committed to a 30-year agreement, to build the original facility. Municipalities should be a partner in the solution. The State Waste Management Plan has a goal of in-state disposal. One thing not factored into this is that direct haul communities, like Manchester, incur transportation costs.

He recommends that Manchester not support the $145/ton proposed tip fee. The pricing should be more aligned with favorable markets. We are trying to be a sustainable community and trucking is not the solution. He does not support the proposed 30-year non opt-out commitment. We have come a long way in the 30-years since the facility was built. He would consider a 15-year commitment that would allow for technological advances or alternatives to develop. He also recommends eliminating the transfer station subsidy. The cost of disposal should reflect the true cost of disposal for individual municipalities. We have costs that are not reflected in the proposal. He would like to see some other elements worked into a proposal from MIRA.

Director Dougan asked if there is a minimum tonnage per year required with this proposal. She also asked if it would be beneficial to turn our current facility into a transfer station rather than close it.

Mr. Bockus stated there would be a negotiated minimum tonnage per year. He does not feel it would be beneficial to turn the current landfill into a transfer station due to its close proximity to the Hartford facility.

Director Schain asked when the $145/ton fee would go into effect. He also asked if the amount per ton would be reduced if recyclables started to generate revenue.
Mr. Bockus explained the $145/ton fee would take effect in 2025. MIRA is actively seeking other revenue sources while municipalities consider this proposal. He stated if there was a change in recyclables, it would increase the surplus revenues returned to the municipalities at the end of the year.

Director Schain asked what other options there are if we do not agree to MIRA’s proposal. He also asked if we know how other towns in the region feel about this proposal.

General Manager Shanley explained the options are really all subsidy. Trucking was done when the MIRA plant was recently down. Originally, SACYR-ROONEY was supposed to be a privately financed operation but through the negotiations, it became clear that the private sector was uninterested in financing this operation. The options come down to what kind of subsidy or to move the trash out of state, which in theory the State does not allow in the solid waste plan but in practice does allow. This creates a problem for MIRA because if there is a State law that says you may not move the trash out of state, than it closes that off as an option.

Mr. Bockus has reached out to other communities who are of the same mindset as we are.

Director Bergin asked what oversight there is of the $330M figure and how this number was determined.

Mr. Bockus stated DEEP issued an RFP and the responses were sent to DEEP, who then required MIRA to negotiate the terms of the contract. The $330M figure is the estimate from SACYR-ROONEY of what they think this will cost.

General Manager Shanley stated MIRA leadership doesn’t dispute the cost to completely rebuild the facility. To construct a new state of the art facility would probably cost closer to $700M. Part of the $330M is the enhanced diversion of different kinds of materials that SACYR-ROONEY would be responsible for.

Deputy Mayor Jones asked what the likelihood is that MIRA can make up the delta between $95/ton and $145/ton.

Mr. Bockus expects it to take a combination of factors to get $95/ton. None of this is an option right now with the current legislation. DEEP would have to work with the legislation to get there. He recommends that this is not solely the burden of the municipalities.

B. Other Reports. None.

Mayor Moran announced that Pride in Manchester week will now be called Celebrate Manchester Week. There was some confusion because it is Pride Month across Connecticut.

7. PRESENTATION OF BID WAIVER REQUESTS. None.

8. PUBLIC HEARINGS (formally advertised).
   A. Appropriations to Special Projects as follows:
      1. Youth Service Bureau ................................................................. $7,142 to support substance abuse prevention activities to be financed by a grant from Amplify, Inc.
      2. Manchester Police Department Training Account ......................... $7,500 to be funded by reimbursement from Community Health Resources, Inc. for multiple health training classes to provide mental health services to various groups which is gratefully acknowledged and accepted.
3. Memorial Tree Program to be financed by donations which are gratefully acknowledged and accepted. $1,775

4. Recreation Department Special Activities Fund to be financed by a donation for the purchase of a memorial bench for Dave White which is gratefully acknowledged and accepted. $1,510

5. Federal Asset Forfeiture Account for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations. $22,971

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. COLA Increase to Manchester Head Start (3/1/19 – 2/29/20) for operation of Head Start program to be financed by a federal grant, bringing the total amount to $1,255,132. $21,830

2. COLA Increase to Enfield Head Start for operation of Head Start program to be financed by a federal grant for Enfield Head Start, bringing the total amount to 872,928. $15,182

3. Hartford Foundation for Public Giving (FY 20-21) to support the Family and Community Partnership Plan. $175,000


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 clarification of item 8B3.

General Manager Shanley explained that the Family and Community Partnership Plan is the school partnership group that was operating out of the Neighborhood Resource Center and recently moved. The grant is for family outreach and is through the Board of Education.

Director Dougan understands that the Perkins Grant is working with the manufacturing program. She asked if the grant is something that is guaranteed year to year.

General Manager Shanley explained that Superintendent Geary lists the outside grants received, and is not part of the $120M BOE budget as presented to the Board of Directors.

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

9. CONSENT CALENDAR. (Item 12B added)

8A. Appropriations to Special Projects as follows:

1. Youth Service Bureau to support substance abuse prevention activities to be financed by a grant from Amplify, Inc. $7,142

2. Manchester Police Department Training Account to be funded by reimbursement from Community Health Resources, Inc. for multiple health training classes to provide mental health services to various groups which is gratefully acknowledged and accepted. $7,500
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12A. Appropriation to Special Projects (under $500) as follows:
   1. Children’s Butterfly Garden at Northwest Park to be financed by a donation from Peter Richard in memory of Joan Kelsey which is gratefully acknowledged and accepted.
   2. Recreation Department - Carl and Sophie Silver Donation Fund to be financed by a donation from John DiDonato in memory of Carl and Sophie Silver to be used for the continued support of Manchester’s youth, which donation is gratefully acknowledged and accepted.
   3. Police Donations Revenue Account - Manchester Police Explorer Post to be funded by dues.

B. Action on Non-Binding Informational Statement of Interest (MIRA).

***

10. ACTION ON ITEMS OF PUBLIC HEARING. (None)

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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</tr>
</tbody>
</table>

   Floyd-Cranford/Bergin

<table>
<thead>
<tr>
<th>Name</th>
<th>Term Expiring</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Diane Clare-Kearney, 16 Briarwood Dr(D)</td>
<td>November 2022</td>
</tr>
</tbody>
</table>

   9 Voted in Favor
B.  **APPROVED** - Appointment of Razu Gomes, 19 Jenny Cliff Road (R), to the Property Maintenance Code Board of Appeals with a term expiring November 2020 to fill the vacancy left by Aprill Shines (R).

**Dougan/Conyers**  
9 Voted in Favor

12.  **NEW BUSINESS.**

C. 1.  Establishment of Sustainability Task Force recommendations.

**Director Schain** introduced a resolution that would enact recommendations of the Sustainability Task Force that were presented at the last Board of Directors meeting. The Resolution would establish a permanent sustainability commission for the Town of Manchester, and would empower the commission to work on a sustainability plan for the Town. It would also empower the commission to continue working with Sustainable CT. The resolution does not address the fourth recommendation from the task force which refers to establishing a staff position within town government. This will be addressed during the budget process. Adopting this resolution would set us forward on the sustainability path, to improve Manchester’s environmental footprint, better protect public health and save money. It would also allow us to engage our community, residents and business owners in achieving a more sustainable community. Former Deputy Mayor Margaret Hackett was instrumental in forming the Sustainability Task Force and fully supports the resolution with a 15 member commission.

**APPROVED** - Motion to Suspend the rules for the purpose of removing an item from the Agenda.

**Jones/Castillo**  
9 Voted in Favor

**APPROVED** - Motion to remove Item 12C 1. from the Agenda.

**Bergin/Castillo**  
9 Voted in Favor

**Resolution**

**Establishment of the Sustainability Commission**

**WHEREAS**, the Board of Directors established a Sustainability Task Force in January, 2019; and

**WHEREAS**, the Sustainability Task Force met for approximately one year beginning March, 2019; and

**WHEREAS**, the Sustainability Task Force produced a report in February, 2020 in which one of the recommendations was to 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.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Town of Manchester establishes a Sustainability Commission as a permanent commission as follows:

1.  There will be fifteen (15) members of the commission who shall be electors of the Town and be appointed by the Board of Directors for three-year staggered terms. Of the fifteen members initially appointed by the Board, seven shall be appointed for an initial two-year term of office and eight shall be appointed for an initial three-year term of office. All subsequent reappointments to the expired initial commission terms shall be for a three-year term of office.
2. The commission shall be charged with working with the Town administration, Town staff and the Board of Directors to analyze and make recommendations to initiate or improve Town policies, programs, and practices that promote sustainability actions to ensure that Manchester remains a thriving, efficient, healthy, and vibrant place for its residents of today and tomorrow, consistent with and reflective of the objectives and recommendations of the February, 2020 Sustainability Task Force report.

3. The commission shall be further charged with working with the Town administration, Town staff and the Board of Directors to oversee development of a formal, comprehensive sustainability plan for Town operations – that may also contain initiatives aimed at engaging residents, schools, businesses, and organizations in sustainability efforts. This plan shall be presented to the Board of Directors for its review and approval. Once the plan is approved by the Board of Directors, the commission shall monitor the progress and achievement of the stated goals of the plan and work with the Town administration, Town staff and the Board of Directors to update the plan as needed. The commission shall provide a report to the Board of Directors annually.

4. The commission shall also be charged with periodic strategic planning for the town to ensure alignment of Town policies and initiatives with climate sustainability and resiliency. The commission may consider plans that include - but are not limited to 1) storm water management, 2) transportation with respect to pedestrian and bicycle access as well as public infrastructure for electric vehicles, 3) energy efficiency and building standards for public and private structures, and 4) hazard mitigation. The commission may recommend formal plans and policies to the Board as necessary.

5. The commission may review planning and zoning policies and regulations with respect to sustainable development, agricultural use, building design standards, and environmental conservation. The commission may recommend formal regulations to the Planning and Zoning Commission as well as comment on the town's Plan of Conservation and Development.

6. The commission shall periodically review the Town's Sustainability CT Certification, ensure the maintenance of the Town's current certification status, and recommend changes to pursue higher levels of certification.

7. The Town administration shall provide the necessary resources, including, but not limited to Town personnel to staff the commission and assist with the implementation of its responsibilities.

**Director Conyers** thanked the Sustainability Task Force for its recommendations. He asked if there was any consideration given to who the fifteen members of the commission would be. He also asked if there was any thought to waiting until someone is hired for the sustainability position in the Town before appointing members to the commission.

**Mayor Moran** suggested the commission would probably include some of the members who were on the Sustainability Task Force who have a substantial expertise in sustainability.

**Director Schain** stated many of the members of the Sustainability Task Force have expressed a strong desire to be on the commission.

**General Manager Shanley** explained that Deputy General Manager Stephanou and Public Works Director Bockus staffed the current Task Force and they would continue to do that until such time that we have the sustainability position filled. Once the position is filled, that person would then be the primary person to appoint members to the commission.
APPROVED - Motion to approve Resolution for Establishment of Sustainability Commission.

Castillo/Schain 9 Voted in Favor

TABLED - D. Approval of one year extension of Manchester Police Officers Association contracts.

Castillo/Schain 9 Voted in Favor

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

Deputy Mayor Jones would like to revisit the concerns about the unleashed dogs at the reservoir which was brought up by a concerned resident this evening.

General Manager Shanley explained that technically there shouldn’t be any animals at the reservoir. We have recognized that it is a preferred area and we haven’t gone out and cited people for having their pets with them. He explained the water source is protected by the State, but we can look into what flexibility we have in this regard.

Mayor Moran stated a child was almost bitten by a dog in an area that says no pets allowed. We are very fortunate that the child was unharmed.

Deputy Mayor Jones would like to look at this from a more holistic view. She would like to see an educational attempt prior to handing out citations to people. In regard to the resident’s complaint about ticketing in the Downtown area, she would like to look at DMSSD’s parking enforcement. We need to determine how we balance that with being a welcoming community, for visitors and for residents of Downtown.

Mayor Moran understands enforcement of laws when there are no parking signs and someone parks there, but if what the resident said is true that some are ticketed while others are not, that is a concern.

General Manager Shanley explained that that is an enforcement issue for DMSSD and that Town government does not enforce parking in the Downtown district. He encouraged the Board of Directors to address this with the DMSSD Board members.

Director Dougan stated dog owners anywhere in Town should be in control of their dogs at all times. When dogs are off-leash, it becomes difficult. There are many trails in Town that do allow dogs. Regarding the parking issues Downtown, there are some streets that are clearly marked no parking but others that allow parking. A parking pass is available for $20/month for many parking lots.

Director Bergin asked what oversight we have for the DMSSD parking policies. He is concerned that the policy penalizes those who live and work in the Downtown area.

Director Floyd-Cranford is concerned that a Downtown parking pass isn’t a luxury that all Downtown residents can afford. She is also concerned about the distance from parking to apartments, especially for those carrying children or groceries. She would like parking issues looked into.
14. ADJOURNMENT.

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

Adjournment: 9:25 p.m.

Schain/Bergin 9 Voted in Favor

Igl

APPROVED: ATTEST:

__________________________________________
Secretary, Manchester Board of Directors
BOARD OF DIRECTORS
Special Meeting of the Board of Directors
Budget Workshop #1

Wednesday, March 4, 2020
5:30 p.m.

Hearing Room, Lincoln Center
494 Main Street

PRESENT: Mayor Moran (left at 8:00 p.m), Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Floyd-Cranford, Marois and Schain

BOARD OF EDUCATION: Superintendent Matt Geary, Board members Darryl Thames, Sr., Peter Meggers and Chris Pattacini.

ALSO PRESENT: General Manager Scott Shanley, Budget & Research Officer Brian Wolverton and Management Analyst Farhana Azmat.

The meeting was called to order at 5:30 p.m.

AGENDA

1. Board of Education

The meeting was adjourned at 8:50 p.m.
BOARD OF DIRECTORS
Special Meeting of the Board of Directors
Budget Workshop #2

Thursday March 5, 2020
5:30 p.m.

Hearing Room, Lincoln Center
494 Main Street

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

ALSO PRESENT: General Manager Scott Shanley, Budget & Research Officer Brian Wolverton, Management Analyst Farhana Azmat, Director of Finance Kim Lord, Director of Human Services Joel Cox, Senior Center Director Eileen Faust, Sr. Adult and Family Supervisor Ed Paquette and Director of Health Jeffrey Catlett.

The meeting was called to order at 5:30 p.m.

AGENDA

1. Human Services
2. General Government
3. Fixed Miscellaneous

The meeting was adjourned at 7:35 p.m.
BOARD OF DIRECTORS
Special Meeting of the Board of Directors
Budget Workshop #3

Tuesday, March 10, 2020
5:30 p.m.

Hearing Room, Lincoln Center
494 Main Street

PRESENT: Mayor Moran, Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Floyd-Cranford (arrived at 5:50 p.m.), Marois and Schain

ALSO PRESENT: General Manager Scott Shanley, , Budget & Research Officer Brian Wolverton, Management Analyst Farhana Azmat, Director of Public Works Tim Bockus, Director of Finance Kim Lord, Town Engineer Jeff LaMalva, Facilities Project Manager Chris Till and Chief Building Official Greg Smith.

The meeting was called to order at 5:35 p.m.

AGENDA

1. Public Works
2. Sanitation

The meeting was adjourned at 7:40 p.m.
MINUTES
SPECIAL MEETING OF THE BOARD OF DIRECTORS
PUBLIC HEARING
MARCH 11, 2020 – 7:00 p.m.
LINCOLN CENTER
HEARING ROOM

PRESENT: Mayor Moran, Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Floyd-Cranford and Schain

ABSENT: Director Marois.

ALSO: General Manager Shanley, Management Analyst Farhana Azmat and Budget & Research Officer Brian Wolverton.

1. MEETING CALLED TO ORDER

Mayor Moran called the meeting to order 7:05 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mayor Moran.

2. BUDGET PRESENTATION

General Manager Shanley presented his recommended budget for the upcoming fiscal year. The Charter requires a public hearing on the budget. The Town’s Performance Measurement Report is available for residents who would like a copy.

The General Manager is recommending a total General Fund budget of $198M, which reflects an increase of 2.98% from the current fiscal year. This proposed budget results in a mill rate increase of 2.28%, compared to 1.98% last year. Over the past five years, we have averaged about 1.5% each year for tax increases. There is a modest increase of 3.5% in sewer rates which has been part of a continuous increase as we have been ramping up the debt service for the new wastewater plant. The proposed increase in the water rate is 2.0%, the first increase in years. The Fire Fund will have a more significant increase of 4.75%. The Town Fire Fund covers only 2/3 of the Town, as tax revenues from the Buckland Hills Mall area go to the Eighth Utilities District. The tax base for South Manchester Fire is relatively limited.

Town Governmental Operations have a relatively modest increase of 2.9%. Wages and health insurance are contractual. There are significant increases in retiree pension costs and retiree health costs. The General Fund capital budget increases by $140K. The Capital Improvement Plan utilizes $1.5M from the General Fund, State and LoCIP funding and funds remaining from other projects.

In the budget this year is a new Communications Manager, authorized by the Board of Directors last year. We are moving that position from Human Resources to the General Manager’s office. WORK_SPACE has been very successful, so we are able to shift more of the site manager’s salary to WORK_SPACE. In Public Works, there are two positions that we are not filling and there are two new positions which are 95% funded in the Sanitation Fund. In the Police Department, there is a significant increase in overtime due to training for 19 new people in the department.

A 3.0% increase is recommended for the Board of Education. This takes advantage of much of the Alliance money that we believe we are going to get from the State. The Board of Education had requested a 3.85% increase. Cost drivers include wages, health insurance and the staff diversification plan.
The proposed budget places $2.25M of our fund balance at risk. We have done this in the past but have not actually drawn down the fund balance. The Town had Grand List growth of 1.1% which generates approximately $1.6M in new revenue at the current mill rate. The resultant mill rate will be 37.35 (currently 36.52).

The Fire Fund shows an expenditure increase of 6.35% with a proposed mill rate of 5.43, an increase of 4.83% compared to the current mill rate. The largest impacts are the increase to the State-managed retirement plan (MERS) and the phase-in of increased contribution to Town’s liability insurance based on worker’s comp history. Also impacting the Fire Fund is the salary and benefits of the three new firefighter positions.

The Water Fund is supported by the water fees, not by taxes. The Water Fund has been relatively flat for some time. This year’s proposed rate increase is 2%, to avoid a large rate increase in 3-4 years when we will need to install a new filtration system.

The Sewer Fund proposed rate increase is 3.5%. This allows us to maintain our policy of a reserve balance of six-months of operations. We had finished a $45M upgrade to the plant a few years ago and are exceeding the federal standards for nitrogen removal but are also removing phosphorous prior to federal requirements.

The Sanitation Fund proposed rate increase is 3.73%. The Sanitation Fund is 98% supported by commercial tipping fees. We will eliminate two positions in exchange for two new positions (Deputy Director of Sustainability & Materials Management and Management Analyst). Tip fee costs for curbside disposal are expected to increase by $95/ton. We still have about 1 ½ years left on our contract where we are paid $5/ton for recycling.

In summary, the recommended Total General Fund budget is $198M with use of $2.25 M in reserves. There is an expense increase of 2.98%, resultant in a mill rate increase of 2.28%. Sewer rates will increase by 3.5% and water rates will increase by 2.0%. The Fire Fund will increase by 4.83%. More detailed information can be found at: http://generalmanager1.townofmanchester.org/index.cfm/annual-reports/.

3. PUBLIC COMMENTS

Mayor Moran opened the floor for public comment at this time.

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

Deputy Mayor Jones explained that budget questions can be emailed to directors@manchesterct.gov. The email goes directly to all nine members of the Board of Directors, and all questions will be responded to.

Mayor Moran stated budget workshops continue tomorrow evening and end on March 24th, with a goal of adopting the Town budget on April 7th. He encouraged any residents with budget comments to contact the Board of Directors. He then asked General Manager Shanley to provide an update on the Corona Virus.

General Manager Shanley discussed measures being taken by the Town of Manchester related to the Corona Virus threat. As expected, the virus is spreading relatively quickly. We received information today from the State of Connecticut Department of Health to prepare for between 20-30% of our population contracting the Corona Virus in the next 6-8 weeks.
We have been doing internal planning for continuity of operations if we have a workforce significantly reduced because people were sick or exposed, and are putting together a work-from-home plan so that, if necessary, some Town staff will be able to work remotely. We are looking at all the services we provide and are planning to close the Senior Center as a facility, and increase our bus trips for pharmacy and food shopping for people to stock up in order to be self-sufficient for a couple of weeks. Each of our departments is looking at how we can continue to provide high level service if we have significantly fewer people on the job.

This is ever changing and we will provide updates on the Town of Manchester web site, which can be found at:  [http://generalmanager1.townofmanchester.org/index.cfm/covid-19/](http://generalmanager1.townofmanchester.org/index.cfm/covid-19/). The page includes contact information for the Health Department.

4. **ADJOURNMENT**

**Director Bergin** moved to adjourn the meeting at 7:40 p.m. and **Director Floyd-Cranford** seconded the motion. All voted in favor and the meeting was adjourned.

lgl

APPROVE: ATTEST:

____________________________________
Secretary, Manchester Board of Directors
BOARD OF DIRECTORS
Special Meeting of the Board of Directors
Budget Workshop #4

Thursday, March 12, 2020
5:30 p.m.

Hearing Room, Lincoln Center
494 Main Street

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

ABSENT: Director Marois.

ALSO PRESENT: General Manager Scott Shanley, Budget & Research Officer Brian Wolverton, Management Analyst Farhana Azmat, Director of Finance Kim Lord, Water and Sewer Administrator Pat Kearney, Director of Leisure, Family and Recreation Chris Silver, Youth Services Director Sharon Kozey, Recreation Supervisor Calvin Harris, Recreation Supervisor Kathy McGuire, Library Director Doug McDonough and Assistant Library Director Norma Nevers.

The meeting was called to order at 5:30 p.m.

AGENDA

1. Water & Sewer
2. Leisure Services

The meeting was adjourned at 8:00 p.m.
BOARD OF DIRECTORS
Special Meeting of the Board of Directors
Budget Workshop #5 and 6

Thursday, March 19, 2020
5:30 p.m.

Hearing Room, Lincoln Center
494 Main Street

PRESENT:  Mayor Moran and Director Conyers.

REMOTE:  Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Dougan, Floyd-Cranford, Marois and Schain. Deputy General Manager Steve Stephanou, Management Analyst Farhana Azmat, Board of Education: Superintendent Matt Geary, Karen Clancy and Darryl Thames, Jr.

ALSO PRESENT:  General Manager Scott Shanley, Budget & Research Officer Brian Wolverton, Police Chief Bill Darby, Fire Chief Dave Billings and Assistant Fire Chief Dan French,

The meeting was called to order at 5:30 p.m.

AGENDA

1. Police
2. Fire
3. Board of Education

The meeting was adjourned at 7:50 p.m.
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager

DATE: February 26, 2020

SUBJECT: Appropriation: Reimbursement for Training

Background:
The Manchester Police Department has received one check in the amount of $3,750.00 from Community Health Resources, Inc.

Discussion/Analysis:
The reimbursement is the result of multiple mental health training classes as a partnership with Community Health Resources to provide mental health services to various groups.

Financial Impact:
That the entire $3,750.00 be appropriated to the Manchester Police Department Training Account 41041000-6335.

Other Board/Commission Action: None

Recommendations:
Request that the funds be placed on the next Board agenda for acceptance and appropriation and deposited in the appropriate account.

Attachments:

None.

William Darby
Chief of Police

Cc: Captain Sean Grant
    Captain Anthony Palombizio
    Captain Daniel Parlapiano
    Accounting
    File
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager

DATE: March 2, 2020

SUBJECT: Electronic Deposit - Federal Asset Forfeiture

Background:

The Police Department has received one (1) Electronic Fund Transfer in the amount of $4,056.20 from the U.S. Marshals Service, Asset Forfeiture Division.

Please note these funds are not East Central Narcotics cases.

Discussion/Analysis:

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

Financial Impact:

That the entire $4,056.20 be deposited into Manchester's Federal Asset Forfeiture Account.

Other Board/Commission Action: None

Recommendations:

Request that the funds be accepted by the Board of Directors and deposited into the appropriate account.

Attachments:

Payment Disbursement Notification.

William Darby
Chief of Police

Cc: Accounting
    Captain Anthony Palombizio
    File
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager

DATE: March 2, 2020

SUBJECT: Electronic Deposit - Federal Asset Forfeiture

Background:

The Police Department has received one (1) Electronic Fund Transfer in the amount of $4,967.23 from the U.S. Marshals Service, Asset Forfeiture Division.

Please note these funds are not East Central Narcotics cases.

Discussion/Analysis:

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

Financial Impact:

That the entire $4,967.23 be deposited into Manchester’s Federal Asset Forfeiture Account.

Other Board/Commission Action: None

Recommendations:

Request that the funds be accepted by the Board of Directors and deposited into the appropriate account.

Attachments:

Payment Disbursement Notification.

William Darby
Chief of Police

Cc: Accounting
    Captain Anthony Palombizio
    File
To: Manchester Board of Education  
From: Matthew Geary, Superintendent of Schools  
Subject: Item for Appropriation, Title IV, Part A, Student Support and Academic Enrichment Grant, FY 2019/21  
Date: February 19, 2020

Background:  
The Connecticut State Department of Education has awarded FY 2019-2021 funding under the Title IV, Part A, Student Support and Academic Enrichment Grant. This grant will be used to improve student’s academic achievement.

Discussion/Analysis:  
The FY 19/21 grant will be used for:

- Provide all students with access to a well-rounded education
- Improve school conditions for student learning
- Improve the use of technology in order to improve the academic achievement and digital literacy of 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 $109,555 under the FY 2019-2021 Title IV, Part A, Student Support and Academic Enrichment Grant to be funded by the Connecticut State Department of Education.

Attachments:  
Award letter and budget

_________________  
Matthew Geary  
Superintendent of Schools  
February 24, 2020
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<tr>
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<th>Grant Recipient</th>
<th>4 Award Information</th>
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<td>MANCHESTER PUBLIC SCHOOLS</td>
<td>Grant Type: FEDERAL</td>
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<td>45 NORTH SCHOOL STREET</td>
<td>Statute: Subpart 1, Title IV, Part A of the ESEA, SSAE Prog</td>
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<td>MANCHESTER, CT 06040-2022</td>
<td>CFDA #: 84.424A</td>
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<td>SDE Project Code: SDE000000000002</td>
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<tr>
<td></td>
<td></td>
<td>Grant Number: 077-000 12060-22854-2020-82079-170002</td>
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<td>2</td>
<td>Grant Title</td>
<td>5 Award Period</td>
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<tr>
<td></td>
<td>STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANT</td>
<td>7/1/2019 - 6/30/2021</td>
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<tr>
<td>3</td>
<td>Education Staff</td>
<td>6 Authorized Funding</td>
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<tr>
<td></td>
<td>Program Manager: Lynn Nauss PM (860) 713-6457</td>
<td>Grant Amount: $109,555</td>
</tr>
<tr>
<td></td>
<td>Payment &amp; Expenditure Inquiries: Jeffrey Lindgren 860-713-6624</td>
<td>Funding Status: Final</td>
</tr>
<tr>
<td>7</td>
<td>Terms and Conditions of Award</td>
<td></td>
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<tr>
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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>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>
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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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<td>This award is provided to address the LEA proposal for Title IV, Part A services to students.</td>
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<tr>
<td></td>
<td>This grant has been approved.</td>
<td>2/18/2020</td>
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<td></td>
<td>Charlene Russell-Tucker</td>
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<td></td>
<td>Associate Commissioner</td>
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<td>Division of Family and Student Support Services</td>
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ED 114

BUDGET FORM

Fiscal Year: 2020
Grantee Name: MANCHESTER
Grantee: 077-000
Grant Title: STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANT
Project Title: TITLE IV, PART A
Fund: 12060
SPID: 22854
Year: 2020
PROG: 82079
CF1: 170002
CF2: 
Grant Period: 7/1/2019 - 6/30/2021
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077

Authorized Amount: $109,555

7/1/2019  -  6/30/2021

AUTHORIZED AMOUNT BY SOURCE:

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<tr>
<td>TOTAL</td>
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<td>$17,747</td>
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CARRYOVER DUE: $17,747

LOCAL BALANCE: $91,808

Original Request Date: 10/1/2019

This budget was approved by Lynn Nauss PM on 2/7/2020.
TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL REQUEST MEMO

TO:        SCOTT SHANLEY, GENERAL MANAGER
FROM:      KIMBERLY LORD, DIRECTOR OF FINANCE
SUBJECT:   APPROPRIATION REQUEST
DATE:      2/28/2020
CC:        BOARD OF DIRECTORS

Background:
In accordance with Connecticut General Statutes, the Town must conduct a real property revaluation for the October 1, 2021 Grand List. The Town undertook a Request for Proposal (RFP 19/20-46) in December 2019, and the bidder selected was Vision Government Solutions Inc. Vision also performed Manchester’s revaluations in 2006, 2011 and 2016. Further information regarding the revaluation, and a timeline of the project, is attached to this memo.

Discussion:
The 2021 revaluation will be a full measure and list revaluation. Every property in Town will be physically visited and revalued. The 2016 revaluation was an update or “statistical” revaluation. The Director of Assessment and Collection will coordinate all work with the team from Vision, and oversee every aspect of the revaluation.

Financial Impact:
The Town has engaged Vision to perform the revaluation for the total sum of $548,000. The cost of the revaluation includes all records, materials, forms and supplies, including CAMA appraisal software, necessary to complete the revaluation project. Other costs related to revaluations, such as defense of tax appeals in response to the revaluation must also be covered. Town Management has assigned $200,000 each year for the past three years ($600,000 total) into a General Fund Designated Reserve account to cover the cost of the 2021 revaluation. The cost of the revaluation will not impact Unassigned General Fund reserves.

Other Board/Commission Action:
Approve an appropriation transfer from General Fund Designated Reserves to the Revaluation Capital Project Account GR127 in the amount of $600,000.
**Account Information:** (Attach additional budget sheet, if needed)

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>ORG #</th>
<th>OBJ #</th>
<th>PROJECT #</th>
<th>$ AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revaluation</td>
<td>3013605</td>
<td>45100</td>
<td>GR127</td>
<td>600,000</td>
</tr>
</tbody>
</table>

**TOTAL** 600,000

Sincerely,

[Signature]

Kimberly Lord, Director of Finance
SUPPLEMENTAL INFORMATION - Provided by John Rainaldi, Director of Assessment and Collection

Pursuant to Connecticut General Statutes Section 12-62 (b)(1) each town shall implement a revaluation not later than the first day of October that follows, by five years, the October first assessment date on which the town’s previous revaluation became effective... As Manchester’s current revaluation became effective October 1, 2016, Manchester must perform a revaluation by no later than October 1, 2021.

Pursuant to Connecticut General Statutes Section 12-62 (3) An assessor, member of an assessor’s staff or person designated by an assessor may, at any time, fully inspect any parcel of improved real property in order to ascertain or verify the accuracy of data listed on the assessor’s property record for such parcel. Except as provided in subdivision (4) of this subsection, the assessor shall fully inspect each such parcel once in every ten assessment years...

Manchester’s 2016 revaluation did not include full inspections. The last revaluation in which Manchester conducted full inspections was the 2011 revaluation. In order to comply with the “every ten assessment years” provision of Section 12-62 (3), Manchester’s 2021 revaluation must include full inspections.

In order to accommodate the full inspection process, with nearly 19,000 properties located in Manchester, the inspection process is scheduled to begin in July 2020, and continue for over a year. It is anticipated the preliminary assessment notices will be sent to Manchester residents in November 2021, with informal appeal hearings (the first level of assessment appeal after a revaluation) conducted in November and December 2021. Grand Lists are required to be completed by the last day of January by statute, unless an extension is granted. The 2021 Grand List is planned to be completed, without an extension, in January 2022. Board of Assessment Appeals (the second level of assessment appeals) would then be conducted in March/April 2022. The first tax bills based on the 2021 revaluation assessments will be due beginning in July 2022.

The Town of Manchester Office of Assessment & Collection will hold public workshops throughout 2021 to explain the revaluation process to Manchester residents. Workshops will also be made available to groups and organizations in Manchester who wish to host a workshop. We anticipate conducting at least 10 workshops. Information about the revaluation will also be provided on the Town’s webpage, through various social media and other media outlets, and via mail. Revaluation information is also included with Water & Sewer bill mailings.

All Vision representatives working on the revaluation are vetted through Vision’s hiring process, and the Town of Manchester reviews the Vision representatives before the start work on the revaluation will have their vehicles listed with the Manchester police department and vehicles will be clearly marked. Each data collector will have written documentation from the town stating their affiliation with the project and they will be wearing an identification badge. Data collectors generally work between the hours of 8 a.m. and 7 p.m. Monday through Saturday. If a homeowner has a question as to the identity of a data collector, or has any security concerns, they may call the Manchester Police at 860-645-5500, or the Town of Manchester Office of Assessment & Collection at 860-647-3016 for further confirmation.
TO: Scott Shanley, General Manager

DATE: March 11, 2020

SUBJECT: Appropriation: $90.00 – Police Explorer Dues

Background:

The Manchester Police Department Police Explorer Post #77 has received six (6) checks totaling $90.00 for dues.

Financial Impact:

$90.00 should be appropriated to the Police Donations Revenue Account.

Other Board/Commission Action:

None

Recommendations:

That the entire $90.00 be placed on the next Board of Directors’ agenda for acceptance and appropriation.

Attachments:

Check(s) sent to Accounting to be deposited into the Manchester Municipal Federal Credit Union account.

Chief William Darby

Cc: Accounting Department
Capt. Anthony Palombizio, Administrative Services Division Commander
Ofc. Patrick Walsh
Admin. – Explorer File
To: Scott Shanley, General Manager

From: Chris Silver, Director of Leisure, Family and Recreation

Subject: April Agenda Item

Date: March 12, 2020

Background.

The Recreation Division’s Main Office received a donation in the amount of $35.00 in memory of Joan Kelsey for the Northwest Park Children’s Butterfly Garden from Frank and Barbara Belknap.

Discussion/Analysis.

Financial Impact.

Other Board/Commission Action.

Recommendations.

I am recommending that an item be placed on the Board’s April agenda accepting the donation and appropriating $35.00 to the special grant project (SG073) set up for the Children’s Butterfly Garden.

Attachments.

Cc: Kimberly Lord, Director of Finance
    Donna Huot, Executive Assistant
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager

DATE: March 5, 2020

SUBJECT: State Asset Forfeiture Fund $382.20

Background:

One (1) electronic fund transfer has been received from the State Department of Emergency Services and Public Protection Services in the amount of $382.20. The fund represents forfeiture proceeds from a split payment from Vernon Police Department. (Case # 18-00019321)

The total amount of $382.20 should be distributed to Manchester Police only.

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

Financial Impact:

$382.20 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.

Attachments:

None.

William Darby
Chief of Police

Cc: Captain Sean Grant, Field Services Division
Lieutenant John Rossetti
Lisa Larose, Detective Division
Accounting Department
File
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager
DATE: March 5, 2020
SUBJECT: State Asset Forfeiture Fund $112.00

Background:

One (1) electronic fund transfer has been received from the State Department of Emergency Services and Public Protection Services in the amount of $112.00. The fund represents forfeiture proceeds from a split payment from Vernon Police Department. (Case # 19-0003462)

The total amount of $112.00 should be distributed to Manchester Police only.

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

Financial Impact:

$112.00 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.

Attachments:

None:

William Darby
Chief of Police

Cc: Captain Sean Grant, Field Services Division
Lieutenant John Rossetti
Lisa Larose, Detective Division
Accounting Department
File
March 7, 2020

The Hockanum River Linear Park
Frank Belknap
347 Middle Turnpike West
Manchester, CT 06040

Perennial Planters Garden Club Donation

On behalf of the Perennial Planters Garden Club, we are pleased to enclose our check for $100.00 for maintaining The Hockanum River Linear Park trails.

We are able to make this donation because of our very successful biennial garden tour. It is our pleasure to give back to the community that has overwhelmingly supported our garden tours over the years.

We support you in your very important work and wish you continued growth and success.

Sincerely,

Linda Smith
Community Projects Committee

Genny Dunn, President
Perennial Planters Garden Club
Manchester Police Department
Inter-office Memorandum

To: Scott Shanley, General Manager

Date: March 26, 2020

Subject: Board Agenda Item – Animal Control Donation

Manchester Animal Control has received $5.00 in cash funds. This $5.00 donation from Erica King is gratefully acknowledged and accepted.

I request that the amount of $5.00 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
MEMORANDUM

From: Brian Wolverton, Budget & Research Office
To: Scott Shanley, General Manager
Re: Downtown Grant Program
Date: April 1, 2020

Background

The Town of Manchester is entering into its sixth year of providing grants for arts and entertainment in the Downtown district, for the purpose of promoting the area as a desirable location to live, work, and visit. The FY2019-20 budget provides $30,000 for this initiative, plus an additional $23,852 is available from unspent funding from prior years. A subcommittee of the Board of Directors, consisting of Directors Dougan, Schain, and Castillo met on February 27th and reached a consensus on a schedule of awards (attached).

Recommendation

It is recommended that the following grants are approved for funding for the 2020 program season:

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Bennett Statue Project</td>
<td>$7,000</td>
</tr>
<tr>
<td>Work_Space DEI Art Exhibit</td>
<td>$6,000</td>
</tr>
<tr>
<td>Work_Space Veterans Art Exhibit</td>
<td>$6,000</td>
</tr>
<tr>
<td>Beller’s Summer Concert Series</td>
<td>$2,560</td>
</tr>
<tr>
<td>Silk City Arts &amp; Music Festival</td>
<td>$9,000</td>
</tr>
<tr>
<td>Emanuel Choral Performance Series</td>
<td>$1,000</td>
</tr>
<tr>
<td>Art in the Park</td>
<td>$5,000</td>
</tr>
<tr>
<td>Emanuel Piano Trio Concert</td>
<td>$1,000</td>
</tr>
<tr>
<td>Imagine Main Street</td>
<td>$3,000</td>
</tr>
<tr>
<td>CAST Children’s Theater- Ctr Springs</td>
<td>$4,575</td>
</tr>
<tr>
<td>Center Springs Concert Series</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$47,435</strong></td>
</tr>
</tbody>
</table>

In light of the Covid-19 response, it is likely that some if not many of the proposals will be delayed or cancelled. The grant program operates on a reimbursement basis, so for any events that are cancelled, no cost will be incurred by the town, and grantees will be advised to not spend resources preparing for events with any expectation of reimbursement until it is clear that the Covid-19 restrictions have been sufficiently lifted for the event to be feasible.
Board Actions

Motion to approve the 2020 Downtown Mini-Grant proposals as recommended by the Downtown Mini-Grant Board Subcommittee.

Attachments (1): Summary of Subcommittee Recommendations
<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project</th>
<th>Contact</th>
<th>Description</th>
<th>Request</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manchester Historical Society</td>
<td>Sculpture Project</td>
<td><a href="mailto:scw15@msn.com">scw15@msn.com</a></td>
<td>Create a statue of Elizabeth Bennett for lawn of Bennett Academy</td>
<td>$8,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>Work_Space</td>
<td>Perspectives: Walls &amp; Bridges</td>
<td><a href="mailto:info@workspacemanchester.com">info@workspacemanchester.com</a></td>
<td>DEI art exhibit at Work_Space</td>
<td>$8,950</td>
<td>$6,000</td>
</tr>
<tr>
<td>Work_Space</td>
<td>Veterans Art Exhibit</td>
<td><a href="mailto:info@workspacemanchester.com">info@workspacemanchester.com</a></td>
<td>Veterans art exhibit at Work_Space</td>
<td>$9,010</td>
<td>$6,000</td>
</tr>
<tr>
<td>Beller's Music</td>
<td>Summer Concert Series</td>
<td><a href="mailto:donna@bellersmusic.com">donna@bellersmusic.com</a></td>
<td>Series of 5 evening concerts at Center Memorial</td>
<td>$2,560</td>
<td>$2,560</td>
</tr>
<tr>
<td>Art Fud, Inc</td>
<td>Silk City Arts &amp; Music Festival</td>
<td><a href="mailto:info@artfud.org">info@artfud.org</a></td>
<td>Downtown festival</td>
<td>$10,650</td>
<td>$9,000</td>
</tr>
<tr>
<td>Choir One</td>
<td>Choral Performance Series</td>
<td><a href="mailto:jlee@emanuelmanchester.org">jlee@emanuelmanchester.org</a></td>
<td>Choral concerts at Emanuel Lutheran and St. Mary's</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Young @ Art</td>
<td>Art in the Park</td>
<td><a href="mailto:cbulaong@gmail.com">cbulaong@gmail.com</a></td>
<td>Art Event in Center Memorial Park</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Firestone Art Studio &amp; Café</td>
<td>Wet Clay Studio Expansion</td>
<td><a href="mailto:sophia@thefirestonect.com">sophia@thefirestonect.com</a></td>
<td>Purchase equipment, staff training &amp; recruitment for studio expansion</td>
<td>$1,499</td>
<td></td>
</tr>
<tr>
<td>Friends of Music at Emanuel</td>
<td>Season Opening Concert</td>
<td><a href="mailto:s.lionberger@sbcglobal.net">s.lionberger@sbcglobal.net</a></td>
<td>Merz Piano Trio at Emanuel Lutheran</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Imagine Main Street</td>
<td>Imagine Main</td>
<td><a href="mailto:info@imaginemainstreet.com">info@imaginemainstreet.com</a></td>
<td>Series of downtown events</td>
<td>$3,300</td>
<td>$3,300</td>
</tr>
<tr>
<td>Bill Ludwig, Town Troubador</td>
<td>Concert Series</td>
<td><a href="mailto:bill_ludwig@att.net">bill_ludwig@att.net</a></td>
<td>Concert series- Center Springs, maybe Charter Oak</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>CAST, Inc.</td>
<td>Children's Theater in the Park</td>
<td><a href="mailto:info@casttheatre.org">info@casttheatre.org</a></td>
<td>Children's theater performance in park (TBD)</td>
<td>$4,575</td>
<td>$4,575</td>
</tr>
</tbody>
</table>

**TOTAL**                                                                 $57,544  $47,435
April 1, 2020

To: Scott Shanley, General Manager

From: Patrick Kearney, Water and Sewer Administrator

Re: Process Control Supervisor job Description

The proposed changes to the job description for the Process Control Supervisor were made to directly reflect the duties of the position. The most significant change is to the license requirements. The present job description requires a Department of Energy and Environmental Protection Class 4 Wastewater Treatment Plant Operators License or the ability to obtain one within two years. Based on these requirements, none of the current operators on staff in the plant meet this requirement and therefore cannot advance into the position. We propose reducing the licensure requirement from a Class 4 to a Class 3 initially.

Although our plant is a Class 4 plant, a Class 3 Operator can run it while accumulating the hours needed to obtain a Class 4 license. Only operational hours and not maintenance time count toward the license. This limits the amount of time an operator can accumulate over the course of a year and apply to the Class 4 license thus extending the time it takes to garner the higher level license. Reducing the minimum licensure requirement and extending the time to get a Class 4 License will allow more candidates to apply and open the field.
Title: Process Control Supervisor
Department: Water and Sewer - Wastewater Operations
Reports To: Wastewater Treatment Plant Superintendent

NATURE OF WORK
Supervises Plant Operators and participates in the operation, maintenance and repair of instruments, electric motors, pumps, pipes and valves of the Wastewater Treatment Plant and Pump Stations. Performs administrative duties related to the operation and maintenance of the Wastewater Treatment Plant.

ESSENTIAL JOB FUNCTIONS
Performs calculations and maintains databases necessary for the control of plant processes and the upkeep of maintenance records and schedules.

Implements process control revisions within guidelines established by Superintendent.

Plans and organizes work assignments according to scheduled operations or maintenance procedures, determines priority of tasks and assigns tasks to Operators or Maintainers.

Makes regular inspections of plant equipment and facilities and periodically inspects pump stations; coordinates repair of equipment malfunctions. “Troubleshoots” malfunctions of equipment and takes actions to correct same. Determines need to remove major items of equipment for repair by private contractors. Supervises the installation of new equipment.

Coordinates operation of treatment facilities with laboratory personnel to insure acceptable effluent discharge.

May Train new Operators or Maintainers in job tasks and use of equipment, materials and safety procedures. Reviews work in progress and reassigns Operators/Maintainers as needed.

Prepares regulatory reports for submittal to State and Federal agencies in the absence of the Superintendent. Follows OSHA and standard safety procedures and regulations.

May perform administrative or clerical duties.

OTHER JOB FUNCTIONS
Maintains work, time and material records. Reports work accomplished to supervisor.

Orders materials and supplies and initiates requisitions for materials, supplies or equipment.

Monitors expenditures by line item account and informs supervisor of budget matters.

May perform duties of Wastewater Treatment Plant Superintendent in that person’s absence.

Performs other duties as assigned.
Process Control Supervisor (con’t)

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS
Overall knowledge of Wastewater Treatment Plant operating system.

Ability to perform complex mathematical computations. Knowledge of personal computers and process control systems.

Ability to plan, assign, and supervise the work of others. Ability to communicate with personnel and to give instructions in proper use of equipment.

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.

PHYSICAL AND MENTAL EFFORT / ENVIRONMENT AND WORKING CONDITIONS
Must be mobile, able to perform difficult manipulative skills such as electrical wiring, and skills requiring hand-eye coordination and arm-hand steadiness, such as running power tools, climbing a ladder. Must be able to sit or stand or remain in uncomfortable positions for long periods; may lift, push, pick up and/or carry objects or equipment weighing 50 to 150 pounds.

Must be able to see objects far away, close up, and discriminate colors. Able to hear normal sounds with some background noise, distinguish voice patterns, and communicate through human speech. Must be able to concentrate on fine detail with some interruption; attend to task for more than 60 minutes at a time; relate to the concepts behind specific ideas; remember multiple assignments over long periods of time.

Ability to work professionally with co-workers, supervisors, customers and the public at large.

May be exposed to hazardous waste materials; blood, other body fluids and tissues; seasonal outdoor weather conditions; high, low and fluctuating temperatures; high humidity or wetness; loud and unpleasant noises; grease, oil, dust, hazardous chemicals or toxins; bodily injuries; electrical hazards; burns.

Must possess physical ability to utilize respirators as required by OSHA regulations.

MINIMUM TRAINING AND EXPERIENCE
Associate’s Degree in Science, Chemical Engineering, Biology or a related field. Three (3) years of experience in wastewater treatment plant operations or related field. Some supervisory experience preferred. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

Must hold a valid Commercial Driver’s License with air brake endorsement or be able to obtain within 90 days of employment. May be required to obtain additional endorsements if needed.

Must hold a valid Connecticut Class 4 Class 3 Wastewater Treatment Plant Operator’s License. Must obtain a Connecticut Class 4 Wastewater Treatment Plant Operator’s license within 3 years of initial date of employment. or have the ability to obtain within two (2) years from initial date of employment. The Town at its sole discretion may grant one 12-month extension to the licensing requirement for each of the licenses required. If said licenses are not obtained within stated time frame, the employee shall be terminated.

(THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZING OF ALL FACETS OF ANY JOB)

Approved, Board of Directors: June 12, 2001 #171-01
Rev. October 2014, March 2020
Good Morning:

As a follow-up to the status of this year’s Dutch Fogarty July 4th Celebration, the Committee has made a unanimous recommendation to the BOD to cancel this year’s celebration in light of the COVID 19 Pandemic. Rationale for this decision is outlined below.

A confirmation from the BOD on this decision is needed so that the committee may cancel current contracts with the fireworks and entertainment vendors as soon as possible to mitigate financial loss of initial deposits.

Thank you.

Hi Chris,

This is the email that went out to the 4th of July Committee...in a unanimous decision the committee decided it would be best to cancel the 2020 James Dutch Fogarty 4th of July Celebration. We would like to make this recommendation to the BOD. Thank you

Dear Fellow Manchester Fireworks Committee Members,

The Co-Chairs of the Independence Day Celebration Committee have been actively monitoring the rapid spread of the Coronavirus locally, nationally and internationally. The progression of this deadly virus has been rapid, unpredictable and in thousands of cases, deadly. We are considering the ramifications of this unprecedented situation and how it would impact holding the 2020 Fourth of July Celebration here in Manchester.

Due to the uncertainty of the progression and duration of this virus many of our prior years sponsors, which include a significant number of local individuals and businesses, have indicated that they may not be in a position to provide financial assistance to us this year. This, in and of itself, jeopardizes up to $9,000 in event funding. We also have contracts with two bands and sound engineers that must be cancelled prior to there being non-refundable costs involved. Furthermore, the Administration of the Town of Manchester has already declared a local State of Emergency with the State of Connecticut in anticipation of a long lasting pandemic event, possible extending beyond June of this year. This is significant because the Town holds funds of over $26,000 to co-sponsor the Fireworks with the Committee. That funding is more than just in jeopardy, it is improbable that we will receive it this year.

While we will hope for the best we must plan for the worst. After careful deliberation there appears to be no acceptable path forward that would mitigate the risk enough to protect the community by holding a celebration this year. Your Co-Chairs are therefore making a recommendation to the Committee that the 2020 Fourth of July Celebration be cancelled in its entirety this year. Of course we value your input on the subject and look forward to hearing your opinion on this very important subject. The Town of Manchester Administration would like our recommendation by Friday, April 3rd so if you can respond in a timely manner we would greatly appreciate it.

Calvin Harris
Recreation Supervisor
Department of Leisure, Family and Recreation
Manchester, CT 06040
charris@manchesterct.gov
Phone: 860-647-3088