AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 1, 2020 – 7:00 P.M.
LINCOLN CENTER HEARING ROOM

ONE MEETING AGENDA

1. MEETING CALLED TO ORDER.

2. AWARDS AND PRESENTATIONS.
   A. Swearing in of new Youth Commission members and re-induction of current members.

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, August 4, 2020 – Regular Meeting
   B. Minutes, August 4, 2020 – Regular Meeting
   C. Minutes, August 11, 2020 – Special Meeting

5. COMMUNICATIONS.

6. REPORTS.
   A. Manager’s Report
      1. Update tax collections FY20/21 (Kim Lord)
   B. Other Reports

7. PRESENTATION OF BID WAIVER REQUESTS.
   A. Fresh Start Pallet Products.

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. WORK SPACE Miscellaneous Revenue Account ............................................. $12,000 to be funded by a Small Arts Grant for the Veterans Art of All Kinds and Perspectives of a Pandemic art exhibits.
      3. School Readiness Grant COVID Summer Funds FY21 .................................... $31,233 to be funded by the State of Connecticut Office of Early Childhood for 40 reduced rate, quality preschool spaces to Manchester residents ages 3 and 4 that meet income qualifications at Manchester Early Learning Center.
      4. WORK SPACE Miscellaneous Revenue Account ............................................. $950 for the purchase of fitness and strength conditioning equipment for each of the five fire stations.
      5. FEMA Assistance to Firefighters Grant ....................................................... $49,428
      6. Human Services Donation Account – 2020 Back-to-School Program .......... $7,179 to be funded by donations to procure gift cards for eligible Manchester families to purchase appropriate supplies for their school aged children which are gratefully acknowledged and accepted.
* B. Appropriation to Fire District Reserve Fund ....................................................... $1,100
   with subsequent allocation to FR 435 Paramedic Donations to be funded by
   donations to the Paramedic Fund in appreciation of services rendered by members
   of the department, which are gratefully acknowledged and accepted.

* C. Appropriation to General Fund................................................................. $60,000
    for the purchase of three (3) detectives vehicles, to be funded by police private
duty fund.

* D. 1. Appropriation to Capital Improvement Reserve –
   Charter Oak Handball Courts............................................................... $100,000
   to be funded by an Urban Act Grant through the Connecticut Department
   of Energy and Environmental Protection to renovate and enhance the
   existing handball courts at Charter Oak Park.

   2. Resolution authorizing Scott Shanley to sign the Personal Services Agreement
      and any associated agreements between the State of Connecticut and the Town
      of Manchester for the Charter Oak Handball Courts Renovation project.

* E. 1. Appropriation to Capital Improvement Reserve –
   Hartford Road and Bidwell Street Shared Use Path................................. $834,600
   to be funded by the Department of Transportation through the State’s Local
   Transportation Capital Improvement Program (LOTCIP) to construct an
   off-road shared use path on Hartford Road and Bidwell Street.

   2. Resolution authorizing Scott Shanley to sign the Project Authorization
      Letter and any associated agreements between the State of Connecticut and
      the Town of Manchester for the Hartford Road and Bidwell Street Shared
      Use Path project.

9. CONSENT CALENDAR.
10. ACTION ON ITEMS OF PUBLIC HEARING.
11. UNFINISHED BUSINESS.
A. TABLED - Resolution of the Board of Directors in Support of Our Emergency Responders.

12. NEW BUSINESS.
A. Flag policy.
B. RDA Spruce Street Redevelopment Plan (as presented by Director Marois).
C. Discussion: RDA mission.
D. Mission of Land Acquisition and Historic Property Investment Committee/Status/Proposal.
E. Amendment to the Repurposed Schools Committee Resolution.

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, Director Dougan and General Manager Shanley.

REMOTE: Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Marois and Schain. Director Floyd-Cranford (joined at 9:00 p.m.)

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.

#139-20 A. Actions, July 7, 2020 – Regular Meeting

#140-20 B. Minutes, July 7, 2020 - Regular Meeting

#141-20 C. Minutes, July 14, 2020 - Special Meeting

Castillo/Bergin 8 Voted in Favor

9. CONSENT CALENDAR.

8A. Appropriations to Special Projects as follows:

#142-20 1. Youth Service Bureau .................................................................$20,000 for summer camp scholarships to Manchester youth to be financed by donations from the Mayors’ Program for Manchester Children and SBM Charitable Foundation which are gratefully acknowledged and accepted.

#143-20 2. Recreation Division – Charter Oak Park..............................................$20,000 to be funded by a reimbursement for the pavilion from the Manchester Rotary Club Foundation.

#144-20 3. Library Donation Trust Fund Account ..............................................$8,185 to be financed by donations to purchase books, along with promoting and conducting public programs.

8B. Appropriations to Education Special Projects as follows:

#145-20 1. Elementary and Secondary School Education Relief (ESSER) Funding....$1,540,381 to be funded under the Federal CARES Act to support next steps to continue to provide accessible, equitable and meaningful education.

12A. Appropriation to Special Projects (under $500) as follows:

#146-20 1. Hockanum River Linear Park Fund.....................................................$80 for trail maintenance to be funded by the sale of t-shirts and sweatshirts.

#147-20 2. Memorial Tree Program ...........................................................................$360 to be financed by donations honoring Joan Kelsey, Jeffrey E. Huffmire, Karen Obue Buske, Coral G. Mobus, John Talley, Nancy Pierce, Amy Beth Carron, Mary Russo, and Leonardo Parla which are gratefully acknowledged and accepted.
12B. Acceptance of the resignation of Rudy Kissmann (D) from the Redevelopment Agency with a term expiring November 2020.

Dougan/Jones 8 Voted in Favor

10. ACTION ON ITEMS OF PUBLIC HEARING.

8C. Approval of a development agreement and tax assessment agreement with Manchester Parkade I for the development of the Broad Street Parkade properties known as 296, 324, 330, 334, 340 Broad Street, 418 Middle Turnpike West and a portion of Green Manor Boulevard and authorization for the General Manager to execute any and all documents necessary, including an energy production related Payment in lieu of Taxes (PILOT) agreement, to effectuate said approvals.

Jones/Schain 8 Voted in Favor

12. NEW BUSINESS.

C. 1. Approval of an amendment to the March 3, 2020 resolution establishing the Sustainability Commission.

AMENDMENT TO THE RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING THE SUSTAINABILITY COMMISSION

WHEREAS, on March 3, 2020 the Town of Manchester Board of Directors passed a resolution establishing the Sustainability Commission; and

WHEREAS, the Board of Directors desires to amend the resolution to change one of the requirements for membership on the commission;

NOW, THEREFORE, BE IT RESOLVED that the Town of Manchester Board of Directors hereby amend the March 3, 2020 resolution establishing the Sustainability Commission by deleting the word “electors” in paragraph one of the resolution and inserting the word “residents” in its place. The remaining provisions of the resolution approved by the Town of Manchester Board of Directors on March 3, 2020 remains in full force and effect.

Castillo/Schain 9 Voted in Favor

2. Appointments to Sustainability Commission.

Previous taskforce members:
Peg Hackett (D) - three year term
Oksan Bayulgen (D) - two year term
Kevin Beals (R) - three year term
William Chudzik (D) - two year term
Gene DeJoannis (D) - three year term
Zachary DelGaizo (R) - two year term
Laura Edwards (D) - three year term
Patrick McKee (D) - two year term
Terry Robinson (U) - three year term
Jeffrey Schegelmilch (U) - two year term
New Appointees:
Harun Ahmed (D) - three year term
Shauna Brown (U) - two year term
Richard Blade (D) - three year term
Francis Kwane Ntem-Mensah - two year term
Van Kaini - three year term

Schain/Marois 9 Voted in Favor


Castillo/Schain 6 Voted in Favor
(Directors Conyers, Dougan and Marois voted against)

14. ADJOURNMENT.

#153-20 The meeting was adjourned until the September 1, 2020 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

Adjournment: 9:45 p.m.

Castillo/Schain 9 Voted in Favor

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APPROVED: ATTEST:

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Secretary, Manchester Board of Directors
PRESENT: Mayor Moran, Director Dougan and General Manager Shanley.

REMOTE: Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Marois and Schain. Director Floyd-Cranford joined at 9:00 p.m.

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.

EXECUTIVE SESSION - The Board went into Executive Session at 6:30 p.m. to discuss Real Estate and Labor Negotiations. Present were Mayor Moran, Director Dougan and General Manager Shanley. Present remotely were Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Marois and Schain. Deputy General Manager Stephanou was also present.

Present remotely during the Real Estate discussion was Director of Planning and Economic Development Gary Anderson. The Executive Session adjourned at 7:07 p.m. No votes were taken.

Mayor Moran stated yesterday was the 10-year anniversary of the tragedy at Hartford Distributors, Inc. He asked for a moment of silence in remembrance of those who were tragically killed. He asked that we keep the family and friends of those who were killed in our prayers. He thanked all first responders who were on scene the day of the shooting. He also asked for a moment of silence for Jim Williams, a very passionate member of the Redevelopment Agency (RDA), who passed away last week. He was also a Veteran.

He stated the COVID-19 numbers for Manchester continue to decrease. There have been very few positive tests reported in Manchester over the past month.

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)

Director Dougan read the following comments:

Al Lutz, 850 Parker Street, submitted the following letter which was read by Director Dougan: Good news, the go ahead on redevelopment at the former parkade. This is an ideal site for senior housing as it is convenient to retail stores, financial services and transportation. With 25% of Manchester’s population being 55 or older, now is the time to provide more senior housing and this location is the perfect place. If you don’t know someone today, you will know someone tomorrow who will benefit from senior housing at this location. I know I will sign up for an apartment. Now is the time to do the right thing and act in the best interest of Manchester’s seniors.
Julie Stankiewicz, 74 South Farms Drive, is a District Leader for the Humane Society of the United States. She requested that the Board of Directors pass a resolution asking the Connecticut General Assembly to either enact a state-wide ban of pet shop sales of dogs, cats, and rabbits, or give Connecticut municipalities local control over regulating pet dealers. In November of 2019, the City of Stamford passed such a resolution. Research conducted by the Humane Society showed that puppies have been trafficked into our state from commercial breeders with horrifying animal welfare violations including The Dog House right here in Manchester. Such commercial breeding facilities, puppy mills, are legally allowed to confine dogs to cages only 6 inches larger than their bodies for their entire lives. These cages are allowed to be stacked and provide only coated wire flooring. Dogs are denied exercise, socialization, and adequate veterinary care. People love their pets as family members, and they would be outraged to know that their puppies were the offspring of such severely abused dogs suffering across the country. Puppy mills also pose a threat to public health. Crowded, unsanitary conditions and the absence of veterinary care have already led to outbreaks of antibiotic-resistant Campylobacter, according to the CDC. Enacting a resolution to dismantle puppy mills will ensure that people receive healthy pets.

Aaron Wlochowski, 103 Thayer Road, Chairman of the Redevelopment Agency, stated the RDA is in full support of the proposed development plan for Broad Street Parkade properties. We have been working on this for a number of years and have overcome many obstacles to get to this point. This development plan is a $185M investment in our community, creating 400 construction jobs and 300 permanent jobs once complete.

Eileen Jacobs Sweeney, 86 Hawthorne Street, asked the Board of Directors to pass a Resolution to end suffering of dogs, cats, and rabbits from puppy mills that are sold to pet shops for resale after being kept in inhumane conditions and sold neglected and sick. This practice of using and abusing animals for commercial gain creates unnecessary suffering for vulnerable, innocent living beings. We are at a time in history when we each need to ensure compassionate treatment for all living creatures. The pet shops that partner with puppy mills that confine and neglect animals in cruel conditions without proper ventilation, movement, food, water and medical care must be held accountable. Compassionate alternatives exist for pet stores to partner with animal rescue groups and shelters to place homeless animals for adoption. She asked the Board of Directors to follow the example of other municipalities who have passed a local resolution asking the Connecticut General Assembly to enact legislation prohibiting the sale of dogs, cats and rabbits in pet stores.

Susan Linker, 34 Sanrico Drive, is the Executive Director of Our Companions Animal Rescue, which has been operating since 2002 in Manchester. Pet shops exclusively source their animals through puppy mills. No reputable breeder would ever breed animals and then sell them through pet shops. The conditions in puppy mills are horrific. Animal welfare organizations in Connecticut have been working with other states across the country to try to improve the conditions for these animals and encourage businesses to handle animals humanely. We are asking Manchester to pass a resolution that will encourage the State of Connecticut to enact a law that will provide a statewide ban on the sale of cruelly bred cats, dogs and rabbits in pet stores.

Andrea Seader, 65 Jean Road, supports a resolution to fight puppy mill sales in the State of Connecticut. She is a certified pet loss and bereavement counselor. She has had many rescue dogs and would never consider going to a pet store because she is educated on their treatment of animals. She asked the Board of Directors, as caring humans who can affect the law, to stop the cruelty breeding that goes on by passing a resolution in Manchester.
Andrew Main, 32 Vernon Street, fully supports the resolution to support our emergency responders. There would have been more fatalities 10 years ago at Hartford Distributors if it hadn’t been for the police arriving on the scene. While most people would have run away from the scene, the police officers went forward to confront the shooter.

Cathy Hopperstad, 14 Lucian Street, republican candidate for State representative in the ninth district, supports the resolution in support of our emergency responders. She thanked Mayor Moran for his encouraging message yesterday morning. She was employed by the Town of Manchester from 1989-1997 as a Recreation Supervisor. At that time, the Town worked together for the greater good of our community in a collaborative, congenial and supportive environment. When the demographics of the Town began to change, the community was extremely proactive and worked tirelessly to improve services for the new residents of Manchester. She personally hired the first minority camp counselors and worked to ensure equity. Community policing was introduced at that time and Manchester police officers were on their feet and bikes at all hours of the day and at every community event. The police officers began the PAL program and they were the most affable and professional group of officers she has known. She moved back to Manchester in 2009 and this community’s Town services go above and beyond for all of its residents. She was disheartened to see such divisiveness in a community that has worked so hard over 30 years to be inclusive and proactive. She teaches in a community similar to Manchester but it does not hold a candle to the services and quality of emergency responders, municipal employees and educators Manchester provides to its residents. She supports the emergency responders of this community and hopes we are able to work together as a community to resolve any local issues that impact our community.

Thomas Phillips, 69 Tonica Springs Trail, is Co-Chair of the Economic Development Commission. The EDC is in full support of the Broad Street Development Agreement with Manchester Parkade I LLC. We believe the proposed modern, mixed-use development on Broad Street would generate vitality and activity throughout the district and strongly bolster Manchester’s reputation as an attractive place to grow a business, work, live and play. The development is projected to be fiscally positive to the Town beginning as early as year two and will generate revenue for the Town for many years to come. The development will have a positive impact on job creation, consumer spending and property value. The projected 400 temporary construction jobs and 300 permanent jobs are an attractive outcome as well. We are hopeful that qualified Manchester residents, who meet the jobs requirements, will have an opportunity to secure employment, especially those who have lost and will lose their jobs permanently due to the pandemic. The EDC strongly encourages the Board of Directors to support this agreement.

Donald Palmer, 97 Overlook Drive, is in support of the resolution supporting our emergency responders who put their lives on the line every day to protect and serve us. They should get the credit and recognition they deserve. As we come upon the 10th anniversary of the HDI shooting, let us not forget what happened. A disgruntled employee was shown video evidence of him stealing beer from a company truck and was subsequently fired. He brought a gun to the warehouse and started shooting. He killed 8 people and injured 2 more before the police arrived and surrounded the building. How many more lives would have been lost if the police did not have the manpower or training to handle this violence? These officers put their lives at risk to protect the remaining employees. For that we should be forever grateful. The Journal Inquirer reported this was the deadliest workplace shooting in Connecticut and it happened right here in Manchester. This week, two people were shot and one killed in a parking lot off Buckland Street. Police responded to this incident. Emergency responders are our neighbors and friends. Every day they risk their lives to protect ours and deserve the recognition for what they do every day to keep us all safe. He urged the Board of Directors to vote for this resolution in support of our emergency responders. It’s the right thing to do.
Mary LeRoux, 50 Hemlock Street, has been working in the Manchester school system for the past 27 years and was here when School Resource Officers were first implemented in the Manchester schools. SROs are an important part of the education system in Town. The SROs become friends with the students and many children appreciate them. She has seen many children go to the SROs for guidance. They are needed in our schools. She also applauded emergency responders who put their lives on the line every day to keep Manchester safe. God bless all the men and women who are emergency responders.

Colin McNamara, 47 Grandview Street, stated we are currently in day 142 of lockdown to slow the spread of COVID-19. People state we are all in this together but he doesn’t think we’ve ever been more divided. Currently Governor Malloy has assumed complete control of Connecticut and has sidestepped the Legislative bodies in his decision making process in regard to the state’s COVID-19 response. The two heads of the Reopen Connecticut Advisory Group have flagrant conflicts of interest, as they are Governor Lamont’s friends. We currently have 60 people in the State of Connecticut that are hospitalized for COVID-19 and yet many businesses and restaurants are still struggling to make a living. A second wave and more shutdowns will undoubtedly affect our ability to practice our constitutional right to make a living. There have already been over 35K businesses in Connecticut that have closed permanently and there are hundreds of thousands of people unemployed. People are going to lose their homes, their life savings and their ability to provide for themselves. He then spoke about police accountability. The media created animosity between the United States population and the police. The kneejerk calls to defund the police are being implemented in cities and states across the country, and Connecticut just passed its own police accountability bill in a special session with no public comment allowed. This is completely preposterous. We are fighting amongst ourselves and not looking at the true cause of the problem. Police enforce laws that politicians create. If we really want to address issues of systemic racism, we need to give more attention to the laws that are being creating, who is creating the laws and who is benefiting from their creation.

Sarah Summers, 53 Mather Street, is in full support of the resolution for emergency responders.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.

A. Actions, July 7, 2020 – Regular Meeting

B. Minutes, July 7, 2020 - Regular Meeting

C. Minutes, July 14, 2020 - Special Meeting

Castillo/Bergin 8 Voted in Favor

5. COMMUNICATIONS.

Director Marois received some communications from residents asking that water be available at the dog park. Due to COVID-19 restrictions, residents are unable to use the water fountain there. He also received a communication from a resident who stated that since children and teachers are able to go back to school than the Board of Directors should begin to meet in person again.

He also received several communications about emergency responders. One resident stated “yesterday marked the tenth anniversary of the tragic event that took place at Hartford Distributors, Inc. No one would have expected a mass shooting to take place here at home but it did. We lost eight lives that day and at yesterday’s ceremony one of the employees said how thankful he was for the emergency response to the shooting. I couldn’t believe how quickly emergency responders ran toward harm to save people when
employees were running away. They are heroes. First responders should know how thankful the community is for their service. The Board of Directors needs to do better at showing support for them.”

One other resident commented “emergency responders in town have been attacked in recent months. Last week, a friend of mine working at Manchester Fire Department was spit on and called an inappropriate name. In the Town meeting, we heard police officers being called killers and nobody has condemned those words. Why are officials tolerating these actions? Why aren’t officials supporting emergency responders? They are working to save our lives and the Town is turning their backs on them. Show more support.”

He also received a communication from former Director Matt Peak, a current RDA member, who is very excited about the development of Broad Street. He would like to talk about possibilities to redevelop part of Spruce Street. He is aware of the inequalities in America, especially as it affects African Americans. There is indeed a troubling gap in America on measures of household income with these groups. Currently, the Nathan School area has the highest poverty rate in Manchester per U.S. Census track data. He believes there are beneficial ways to increase the wealth gap in the Spruce Street area and benefit the local economy.

**Director Dougan** received a communication from a resident who would like to see the Town look into the purchase of the Phillip Cheney mansion with the land trust money that is available, in partnership with a non-profit.

**Mayor Moran** stated there were several communications to the Board of Directors about puppy mills. There were several communications received in support of the resolution in support of emergency responders, but also some communications from residents against the resolution.

6. **REPORTS.**

   A. Manager’s Report

**General Manager Shanley** explained there are two reports this evening. The first is from Superintendent Geary with an update on school reopening plans. Our second report will be from Doug McDonough regarding library operations, which have been open now for nearly a month.

   1. School opening update (Matt Geary)

**Superintendent Geary** explained that Manchester Public Schools have developed plans for full in-person learning, hybrid learning, and full remote learning, as required by the State of Connecticut. The plans were developed with the help of numerous teachers, administrators and staff working in groups. The district also has a plan for voluntary full remote learning for students with medical issues. Our plans were shared with the State of Connecticut and communicated to parents/families.

As you know, the State of Connecticut requires 180 school days and 900 hours of instruction. Last week Governor Lamont indicated districts now have the option to reopen in a hybrid model, combining online and in-school classes, rather than bringing all students back to school at once this fall. On Monday, August 10, 2020, he will recommend to the Manchester Board of Education that the 20-21 school year open on Tuesday, September 8, 2020 in a hybrid model for all students Grades PK - 12. Pushing the start date after Labor Day gives us more time to ensure teachers are ready and have all the COVID-19 related training they need. They have developed three different options for learning including full-time in-person option, hybrid option and remote option. If COVID-19 numbers get better or remain where they are, it’s possible we could move from hybrid to full-time in-person learning. If there is a surge of COVID-19, an increase of local cases, or the occurrence of in-school cases, the learning scenarios may be adjusted. Full remote
learning scenarios could be utilized by Manchester Public Schools if required by the State of Connecticut or local health officials.

We plan to begin the year in a hybrid model where students will get two in-person days of instruction and three remote experiences per week. The hybrid model is really about social distancing. For us, it is about being able to safely socially distance students and staff in the spaces we have. The hybrid model is about reacclimation and social distancing. This option best balances our desire to ensure all students receive a quality educational experience with a responsibility to keep students and staff safe and healthy. We will continue to monitor local and statewide health data, as well as how students and staff adjust to being back at school.

We plan to run the hybrid schedule for at least the first six weeks of school (through October 16, 2020) and then reevaluate the situation in Manchester and across the state at that time. Our elementary school day is 5-hour in person which allows us to do virtual learning for the students who are not in person in the afternoon. Students will receive two in person days (4-5 hours per day) and three (3) remote experiences (1½-2 hours per day). All students will take part in remote learning on Wednesday so all buildings can be deep cleaned. Draft schedules for the hybrid model will be determined by last name/address so we ensure all members of the same household are at school on the same days. The district understands there are cases where neighbors and friends work together to share childcare responsibilities so we will make every effort to ensure students who are cared for by the same people are in school on the same day.

PK - 8 levels students will remain in cohorts of approximately 8-10 students while in the building. At MHS, we cannot cohort students and there will still be transitions between classes. But, significantly reducing the number of students in the building will allow us to better keep students spaced apart during classroom and transition times.

We have instructed parents to keep students who have any symptoms home and to communicate that to us. In order to prevent transmission among the school population, parents are instructed to screen students before leaving for school; checking to ensure temperature is below 100.0 degrees Fahrenheit and observe for symptoms associated with COVID-19 outlined by public health officials. We are currently obtaining data from parents trying to project the number of students who will be on buses. Buses will run at half capacity making social distancing possible. Masks must be worn at all times on the bus unless a student is not able to wear a mask for medical reasons documented in a note from a doctor. The district is pursuing monitors for buses, but we are not able to determine whether all buses will have monitors at this time. Families are encouraged to transport students to school if possible.

Each school will clearly designate separate entrances for bus students, walkers and parent/guardian drop offs. Entrances will be marked and monitored to encourage social distancing. All students will be served a grab and go breakfast upon arrival. For students who are not attending school, breakfast will still be available. There will be frequent hand washing and sanitizing throughout the day in all schools, especially at the elementary level. Learning priorities have been identified for each course and grade level, taking into account lost instructional time from last year, as well as the potential need to move to full remote learning in the event of increased COVID-19 cases. We expect far less in person student collaboration due to social distancing needs. Each student will be provided with individual learning materials to limit sharing.

Students will work within a set cohort as much as possible; in which classroom teachers will provide differentiated instruction with the support of specialists and interventionists. If a student needs additional support, they will have the opportunity to be scheduled in on additional days. Students will still engage in specials (elementary) and electives (middle and high schools). We expect to have some extracurricular activities and athletics this year, pending guidelines from the Connecticut Interscholastic Athletic
Conference (CIAC). Devices (iPads Grades PK-1, Chromebooks Grades 2-8, and laptops Grades 9-12) will be provided to all students. Teachers will explain routines and procedures for use of technology, including apps, websites, and online tools and will use 1:1 technology for independent practice so students are comfortable with technology in the event full remote learning is needed.

Students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus, with exceptions only for those students for whom it is not safe to do so due to medical conditions. Mask breaks will be provided during the day. Social distancing is the most important difference between the hybrid and full time in person learning. Hybrid allows us to social distance in most spaces. Transitions between rooms will be limited at all levels. PK-8 educators will move between classrooms to instruct students rather than students moving. At the high school level, students will transition between classes (four classes per day) with transitions staggered to the extent possible and hallway traffic flowing one way.

If a student is exhibiting symptoms of COVID-19 during the school day, the student will report to the designated medical isolation room. Parents will be contacted and the student will be sent home and remain home dependent upon illness/symptoms. If a student or staff member has been present in school and has confirmed diagnosis of COVID-19, the school nurse and the building principal will contact the COVID Compliance Officer and the Superintendent of Schools. The Superintendent of Schools will notify local health officials who will assess risk of further transmission according to the district containment plan.

Dismissal is very similar to arrival. Each school will clearly designate separate exits for bus students, walkers, and parent/guardian pick up of students. Exits will be clearly marked to encourage social distancing. Hybrid learning does create a hardship for families who are working, so we will have childcare available. Before and after school childcare will be provided by MELC who will follow all MPS policies and practices related to COVID-19. MPS childcare will be available for families who are working on days when their students are not scheduled for in person learning and we are looking into childcare on Wednesdays when all buildings will be closed for deep cleaning. To help ensure the health and safety of students and staff, visitors will be restricted during the 2020-2021 school year. Meetings will be virtual whenever possible.

We realize that the extreme racial violence across the country has caused stress and trauma to our school community members of color. As part of the curriculum redesign, we will emphasize community building, healing, social emotional learning, improved mental and physical health and time to pause/reflect regularly. We will plan for appropriate time and space for regular learning and reflection on race and equity throughout the year.

The school reopening plan may change depending on the COVID-19 numbers, and we hope to have some additional alignment across the greater Hartford region. We understand hybrid learning creates a hardship for families but Connecticut has been successful in keeping the COVID-19 cases down because we have been thoughtful about following the CDC guidelines and reopening schools with precautions in place.

Mayor Moran understands there are new challenges every day with the pandemic and appreciates the hard work Superintendent Geary and his staff have done to come up with a plan for reopening Manchester schools.

Director Conyers asked what percentage of parents/guardians has opted for remote learning for their children. He also asked if a parent/guardian who opts for remote learning could change their child to in-person/hybrid learning partway through the school year.
Superintendent Geary explained that as of last month 68% opted for in-school learning and 32% remote, but at the time of the survey the hybrid option was not available. There has been a lot of feedback from parents/guardians who planned to send their children to school but were very anxious about full-day for all students. We do anticipate there will be parents/guardians who change their mind during the semester, and we will try to work with them but need to ensure we are staffed appropriately before we can commit to mid semester changes.

Director Bergin asked how federal funding through the CARES Act (Item 8B) will be used in support of the school reopening plan discussed tonight. He also asked if staff will be available to serve the students in person for the 4 days that the buildings are open.

Superintendent Geary stated the CARES funding to Manchester is approximately $1.5M. There is some debate from the federal education secretary around where the funds should be directed, so we have been following guidance from the State. Our struggle is that CARES requires the money be spent only in entitled schools, Waddell, Verplanck, Bowers and Martin, and we are not going to spend $1.5M on COVID-19 related expenses at these schools. We expect to use approximately $500K on PPE, plexiglass, additional cleaning supplies and instructional supply kits for each student. We also anticipate the need to hire additional staffing. We are currently finalizing plans for the rest of the CARES funding for maximization of funds.

We will have in-person staffing in schools all day every day, except Wednesdays when we deep clean the buildings. The exception is the staff members that have a medical reason to work remotely. In the afternoons when we deliver remote instruction, staff will be in the schools.

Director Bergin also asked what the protocol is if a student becomes infected with COVID-19.

Superintendent Geary explained that at the elementary level the hope is that if a student gets infected, the other students in that class and the teacher would be isolated because they’ve been directly exposed. The question is whether or not other classes would need to be quarantined as well. We would work directly with local health officials. We send a number of students home every day on a normal day with upset stomachs, fever, etc. The challenge will be to determine if the symptoms could be related to COVID-19. Most pediatricians are recommending COVID-19 testing for children with symptoms of COVID-19 and then we have to await a number of days for test results. He is hoping the cohorts will help to limit the number of students/teachers we will have to quarantine at one time.

Vice Chair Jones understands the pandemic creates many challenges for schools. She asked if there are Town resources available to the Board of Education staff.

Superintendent Geary stated Town staff has been extremely helpful. Youth Services has offered their help. We are working very closely with the Health Department. We are meeting with the Recreation Department next week to talk about potential childcare spaces on Wednesdays when we close the schools for cleaning. We will have a good opportunity for collaboration across the Town.

Vice Chair Jones asked what percentage of staff will not be in the schools. She asked if there would be live stream class-wide events where some students are participating from home and some in school.

Superintendent Geary stated just under 10% of staff, based on medical needs, will work remotely. We are working to match those staff members with remote students. Remote learning will consist of much more direct instruction, with a more specific structure. The students who have a remote learning day will have a 5-hour day. Then they will have about 1.5 hours of direct instruction with their teacher. Live
streaming classes were considered but we decided it would be more beneficial to have teachers solely focused on in-person students. There may be times when parts of a class will be available remotely.

**Mayor Moran** asked how families are being kept informed on the changes for the upcoming school year. He also asked if there will be a daily gating process with specific questions asked of students when they arrive at school.

**Superintendent Geary** stated there has been quite extensive communication to the families. We have provided instruction on Chromebook/laptop usage, virtual classroom learning instruction and teachers have reached out to families directly. We will not be questioning students when they arrive at school, but will instead send a self-check list to parents/guardians to go over with their children each morning before sending them to school. There is no plan for temperature checks or individual interviews upon arrival at school. We will also have a phone line available for parents to call a nurse if they are unsure whether or not to send their child to school, to help with decision making.

**Director Dougan** asked how attendance with remote learning has been since its inception in the spring. She also asked what protocols are in place to work with students who aren’t engaging properly through remote learning.

**Superintendent Geary** stated approximately 75% of students participated in remote learning in the spring. Students did well with remote learning if the parents/guardians were at home guiding them. We recommend hybrid learning for those students who did not do well with remote learning, to help keep them focused.

2. Library operations update (Doug McDonough)

**General Manager Shanley** explained Mr. McDonough is here to talk the challenges and successes they have faced since reopening the library.

**Mr. McDonough** explained that in the weeks leading up to the June 22nd reopening of the library, they put a plan in place. So far, things have gone better than they anticipated. Loaned books/materials for the month of July totaled 53K items, compared to July of 2019 when 72K items were loaned out. In person visits to the Mary Cheney Library are down but considering we are doing no adult, teen or children’s programs in the library, we think usage is excellent. A few folks have forgotten their masks but they accept the ones that we provide. Everyone has been compliant with the masks, except for one couple who objected to wearing a mask on philosophical grounds, where the woman refused and left the building and the man begrudgingly put on the paper mask that we offered him. He commended library staff who cheerfully stepped in to modified work methods and procedures. We quarantine recently returned books even longer than the recommended 72-hours to ensure any risk of transmitting any viable virus on book covers. Moving ahead, we expect it will be some time before we can open public restrooms or whole group programs inside the buildings. We have had many positive comments from the public who appreciate that our library is open, especially since only about 50% of Connecticut’s libraries have reopened.

**Director Dougan** asked if he anticipates being able to do some limited programing in the larger rooms keeping social distancing protocols in place. She also asked if the library is able to supply residents with computer access if needed. She also asked what services are in place for residents who are unable to leave their homes.
Mr. McDonough stated one of the problems with the larger spaces in the building is that they are currently being used for quarantine of thousands of books/items. We are hoping that if we don’t have many COVID-19 outbreaks mid to late autumn that they might try some small groups of young children for in-person story time. They currently hold virtual story time, with 1-2K people who watch. Families wish they could get children back into the buildings to socialize with other children. Governor Lamont’s new guidelines for libraries say that if we have seating at public tables that there can only be one chair per table. He stated that both libraries have a limited number of computers available for public use. After consulting with the Health Department, they put a plan in place for home delivery to those who cannot leave their homes. The books are delivered in a paper bag and residents call when they are ready to return them to the library, where they are then quarantined. Only a few residents have utilized this service.

B. Other Reports. None.

7. PRESENTATION OF BID WAIVER REQUESTS. None.

8. PUBLIC HEARINGS (formally advertised).

A. Appropriations to Special Projects as follows:
   1. Youth Service Bureau .......................................................................................... $20,000
      for summer camp scholarships to Manchester youth to be financed by donations from the Mayors’ Program for Manchester Children and SBM Charitable Foundation which are gratefully acknowledged and accepted.
   2. Recreation Division – Charter Oak Park .......................................................... $20,000
      to be funded by a reimbursement for the pavilion from the Manchester Rotary Club Foundation.
   3. Library Donation Trust Fund Account ............................................................ $8,185
      to be financed by donations to purchase books, along with promoting and conducting public programs.

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. Elementary and Secondary School Education Relief (ESSER) Funding .... $1,540,381
      to be funded under the Federal CARES Act to support next steps to continue to provide accessible, equitable and meaningful education.

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. Approval of a development agreement and tax assessment agreement with Manchester Parkade I for the development of the Broad Street Parkade properties known as 296, 324, 330, 334, 340 Broad Street, 418 Middle Turnpike West and a portion of Green Manor Boulevard and authorization for the General Manager to execute any and all documents necessary, including an energy production related Payment in lieu of Taxes (PILOT) agreement, to effectuate said approvals.
General Manager Shanley stated Michael Licamele and Harry Freeman are here representing the development team and Director of Planning and Economic Development Gary Anderson will walk us through a powerpoint presentation.

Mr. Anderson explained Mr. Licamele and Mr. Freeman will review their proposed development plans for the Parkade site and then he will go through some of the details of the agreement.

Mr. Licamele stated the amount of time and effort to cover zoning, legal, environmental and traffic issues has been monumental. He thanked everyone involved. They are extremely excited to get started. The pandemic is not going to slow this project down. This project will be a sustainable development with on-site generation of electricity and heat through fuel cell, solar and battery storage. We will be employing every possible energy efficiency measure and will be set up to handle as many electric vehicle charging stations as needed. We will have a fiber optic network on site to ensure the highest speed internet possible. We will have all the Smart City technology available that will make it easier to live and work. The entire industry of developing Smart Cities and the technology that comes with that will attract businesses and companies to this site. We have started working with Metro 21 Program, a Smart City program, to help us develop some of the technologies on site. We look forward to beginning this exciting project.

Mr. Freeman appreciates the value of a public/private partnership. We believe this project meets the vision that the Town had many years ago. We were chosen through an RFP process to develop a 23-acre mixed use property which will tie into the Town greenway. We expect to have approximately 480 apartments, a hotel (timing on this may change due to the pandemic), 100K square feet of office space, 60K square feet of retail space and a renewable energy microgrid. We plan to build the project out in 3 phases.

The front side of the development faces Broad Street. We have completed a master plan which will be presented to the Planning and Zoning Commission. We have had Phase I environmental site assessments completed and have completed civil engineering of the site. We have also completed traffic studies. On the southern part of the plan, there are three apartment buildings. The buildings in the front when you come from Broad Street, will be office buildings. There will be two retail buildings with retail on the first floor and residential on the second and third floors. As you go through the parking lots, the building on the northeast side of the project is another retail building and behind that is where the fuel cells will be located. To the right of that is live/work space and to the right of that is the future hotel. One more building to the extreme left is for mixed use, retail on the first floor and offices on the second and third floors. We will be working the project from Broad Street over toward the existing movie theater, whom we will be working with to better utilize the property they currently have. On the lower part of the project will be a trail that parallels the river. This is the greenway that will connect to the existing Town greenways. There will be benches, trees and a fountain in the middle.

We tried to create dynamic space, geared toward getting people walking. There will be covered walkways. Our hope is that we have people who live in the apartments and work in the retail shops or offices, encouraging people to be able to walk to work. The one thing that is missing here that you see in most developments is the huge sea of parking. Under each of the residential buildings, we will have a single layer of parking. There will not be a sea of asphalt throughout the development. This project encourages people to live, work and play in the same area. The property abuts the retail center so people have access to groceries and stores. The retail we expect to have here is more of a convenience or sole proprietor type of retail. We will also be creating a beer garden and some outdoor seating. We are hoping the greens throughout this project will become a place where people can gather. We appreciate the opportunity, the support we have received so far and the confidence you have in us to make this project a reality.
Mr. Anderson then reviewed the details of this agreement. This mixed use project is an investment of $140M. We have been trying to get this development for ten years. There will be 100K sf of commercial space, 400+ housing units and a microgrid. There will be 14 total buildings. The project incorporates the Bigelow Brook Greenway, Green Manor Boulevard and internal streets and sidewalks. It achieves several objectives of the Broad Street Redevelopment Plan, supported by Town referendums, for compact mixed use development that will have a positive economic impact and sustainable practices. The RDA also wanted to ensure that development of this site was supportive of the surrounding businesses and neighborhoods. This is a phased structure development, with each condo transferred to the developer once a building permit is pulled. The first part of this is the infrastructure. The Town holds the land until the developer is ready to build. The purchase price is $1.7M and is phased. The funds will be invested directly into an infrastructure fund which will be used for the infrastructure of the property including Green Manor Boulevard and the Bigelow Brook Greenway. The developer has proposed 20 years of PILOT payments for microgrid electricity generation.

In order to make this development a reality, the developer has asked the Town for a tax assessment agreement for 5-7 years per phase. The agreement is for a decrease in taxes for 7 years in Phase I, 6 years in Phase II and 5 years in Phase III. Each of the phases starts at 0% and gradually rises over that period to 100% tax payment in the end. We have also agreed to a reduction of building fees for the project and a rebate for tipping fees at the Town landfill for construction waste.

We asked Goman & York to do a fiscal analysis to determine if the developer’s proposal is feasible and what impact it might have on the Town’s finances. The report suggests significant positive economic impact on Manchester. It notes that municipal participation of a tax agreement and infrastructure assistance is necessary to make the project work. Goman & York stated this project would not be viable without the proposed tax abatement from the Town.

This development should have a significant and long lasting impact on Manchester, with significant job creation, increased consumer spending and higher property values. Tax revenue generated by Phase I is projected to be in the hundreds of thousands.

If the Board of Directors approve this agreement this evening, the Master Plan will be submitted to PZC in September and site work could begin as early as late fall. A Phase I detailed plan will then be presented to PZC in Fall/Winter, with construction beginning in the spring of 2021.

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 there is leeway in the agreement to start Phase II even if the hotel is not completed in Phase I.

Mr. Licamele stated the hotel has its own track and does not hinder any other aspect of the project if it is not completed in Phase I.

Mr. Anderson explained that there is flexibility for the hotel built into the development agreement.

General Manager Shanley thanked everyone involved in working to get this development started, including current and previous RDA members, this Board and previous Boards, as there have been many challenges along the way. There is still the challenge of transferring Green Manor Boulevard from the current owner to the Town, which will be worked out prior to execution of this agreement. Getting to this point is a significant milestone in this project.
Director Schain praised everyone involved over the years for making this happen. This is a huge accomplishment to see that piece of property put to good use with the Smart City development that is envisioned.

Mayor Moran thanked the development team for taking this project on. The success of this project is a success for the Town. This is a huge milestone and credit goes to so many people including RDA members, Town staff and Boards of Directors. He also thanked Town residents for their patience as we worked our way through the challenges faced with this development.

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

9. CONSENT CALENDAR.

8A. Appropriations to Special Projects as follows:
   1. Youth Service Bureau .......................................................... $20,000 for summer camp scholarships to Manchester youth to be financed by donations from the Mayors’ Program for Manchester Children and SBM Charitable Foundation which are gratefully acknowledged and accepted.
   2. Recreation Division – Charter Oak Park ........................................... $20,000 to be funded by a reimbursement for the pavilion from the Manchester Rotary Club Foundation.
   3. Library Donation Trust Fund Account ........................................... $8,185 to be financed by donations to purchase books, along with promoting and conducting public programs.

8B. Appropriations to Education Special Projects as follows:
   1. Elementary and Secondary School Education Relief (ESSER) Funding ........ $1,540,381 to be funded under the Federal CARES Act to support next steps to continue to provide accessible, equitable and meaningful education.

12A. Appropriation to Special Projects (under $500) as follows:
   1. Hockanum River Linear Park Fund .................................................. $80 for trail maintenance to be funded by the sale of t-shirts and sweatshirts.
   2. Memorial Tree Program ............................................................. $360 to be financed by donations honoring Joan Kelsey, Jeffrey E. Huffmire, Karen Obue Buske, Coral G. Mobus, John Talley, Nancy Pierce, Amy Beth Carron, Mary Russo, and Leonardo Parla which are gratefully acknowledged and accepted.

12B. Acceptance of the resignation of Rudy Kissmann (D) from the Redevelopment Agency with a term expiring November 2020.

Dougan/Jones 8 Voted in Favor

10. ACTION ON ITEMS OF PUBLIC HEARING.

8C. Approval of a development agreement and tax assessment agreement with Manchester Parkade I for the development of the Broad Street Parkade properties known as 296, 324, 330, 334, 340 Broad Street, 418 Middle Turnpike West and a portion of Green Manor Boulevard and authorization for the General Manager to execute any and all documents necessary, including an energy production related Payment in lieu of Taxes (PILOT) agreement, to effectuate said approvals.

Jones/Schain 8 Voted in Favor
11. UNFINISHED BUSINESS. None.

12. NEW BUSINESS.

C. 1. Approval of an amendment to the March 3, 2020 resolution establishing the Sustainability Commission.

Director Schain stated this amendment to the Resolution passed in March substitutes the word “resident” for the word “elector” in defining the qualifications of who will serve on the Sustainability Commission. This will allow for broader participation and more inclusion, consistent with our overall effort and focus in Town. One of the appointments we will make is for someone who is too young to vote, but is excited to serve and it is important to hear the voice of young people on this commission. We also have a non-citizen who is here legally and working toward citizenship who has great expertise on energy efficiency issues whom we’d like to appoint. This change to the Resolution will allow us to have these appointees on the commission. Town legal staff has approved this amendment as stated.

AMENDMENT TO THE RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING THE SUSTAINABILITY COMMISSION

WHEREAS, on March 3, 2020 the Town of Manchester Board of Directors passed a resolution establishing the Sustainability Commission; and

WHEREAS, the Board of Directors desires to amend the resolution to change one of the requirements for membership on the commission;

NOW, THEREFORE, BE IT RESOLVED that the Town of Manchester Board of Directors hereby amend the March 3, 2020 resolution establishing the Sustainability Commission by deleting the word “electors” in paragraph one of the resolution and inserting the word “residents” in its place. The remaining provisions of the resolution approved by the Town of Manchester Board of Directors on March 3, 2020 remains in full force and effect.

Castillo/Schain 9 Voted in Favor

2. Appointments to Sustainability Commission.

Previous taskforce members:
Peg Hackett (D) - three year term
Oksan Bayulgen (D) - two year term
Kevin Beals (R) - three year term
William Chudzik (D) - two year term
Gene DeJoannis (D) - three year term
Zachary DelGaizo (R) - two year term
Laura Edwards (D) - three year term
Patrick McKee (D) - two year term
Terry Robinson (U) - three year term
Jeffrey Schegelmilch (U) - two year term
New Appointees:
Harun Ahmed (D) - three year term
Shauna Brown (U) - two year term
Richard Blade (D) - three year term
Francis Kwane Ntem-Mensah - two year term
Van Kaini - three year term


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

Mayor Moran requested a discussion of the RDA, including vacancies, at the September Board of Directors Meeting.

Director Marois would like a discussion about supporting our emergency responders, who put their lives on the line every day for our residents.

Secretary Castillo would like to discuss declaring Juneteenth as a Town holiday.

Vice Chair Jones asked for an update on Manchester’s tax collections to date and what feedback we have heard from residents.

14. ADJOURNMENT.

The meeting was adjourned until the September 1, 2020 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.
PRESENT:  Mayor Moran and Director Conyers.

REMOTE:  Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Dougan, Floyd-Cranford, Marois and Schain, and General Manager Shanley.

1. Meeting called to order.

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

Mayor Moran thanked the residents for their patience in getting through the recent storm, emergency responders for keeping our residents safe and Public Works employees for their help with clean up. There is not a local municipality in Connecticut that is not frustrated with Eversource management’s slow response to the storm and there will be more to follow.

2. Presentation by Police Department leadership providing information previously requested by Board members not covered in earlier meetings.

General Manager Shanley explained the Board of Directors requested information regarding the Manchester Police Department, which Chief Darby and his team will provide tonight.

Chief Darby stated one of the topics he was asked to discuss is what type of support systems are in place for Manchester Police Department (MPD) employees. All officers and dispatchers undergo a psychological screening during the hiring process. Once they are hired, there are several supports in place. MPD has a peer support group made up of department employees who receive specialized training to help employees get the proper resources they need for any personal or professional issues they are going through. MPD also has a contract with Behavioral Health Consultants (BHC). BHC provides retraining for officers. Psychiatrists, Psychologists and Social Workers from BHC come in to help us with debriefs after major critical incidents. Another resource the MPD uses is the Connecticut Alliance to Benefit Law Enforcement, C.A.B.L.E., which Captain Grant will discuss.

Captain Grant explained C.A.B.L.E. provides 40 hours of training to all officers. Currently, 75 of MPDs 114 officers have gone through this training, with some newer officers not yet trained. Training includes a review of the mental health system, safe and effective de-escalation techniques, suicide assessment and prevention, suicide by police, children’s mental health and trauma, excited delirium and mental health in the law. The training mainly focuses on helping officers in dealing with the public, but officers can also utilize C.A.B.L.E. resources for personal needs.

Chief Darby explained that debriefs are held after critical/traumatic incidents, often run by supervisors
who were on the shift. There have been a couple of shooting incidents in Manchester recently, including one at the Buckland Hills commuter lot where two people were shot. Manchester officers were first to arrive on the scene and provided first-aid to the individuals shot, who unfortunately succumbed to their injuries. There was also a shooting yesterday on Hartford Road where a couple of kids tried to flee from a stolen car and a citizen bystander tried to intervene but was shot by one of the kids. These can be traumatic incidents for officers. When an incident like this occurs, either the shift supervisor or Captain Grant meet with officers who responded to the incident. If it is a larger scale incident that requires follow up, we may utilize our peer support group or BHC for the debrief.

MPD has a Military Reintegration program which was put into effect several years ago. We have many officers who serve in the military and often go on deployment. After deployment, before they are allowed to return to patrol on their own, they meet with the department psychiatrist and talk about any issues they’d like to discuss. We have them ride with another officer, usually a field training officer, for a few days to learn about any updated laws, policies or procedures that they may have missed while away and to get them comfortable back in their cruisers and answering calls for service. This program was put in place to ensure we are supporting our military members after deployment.

General Manager Shanley stated that military reintegration for police department employees has been a challenge over the last 15 years. We have several National Guard members in our police department and many have had multiple deployments. We have had employees who have had difficulty reintegrating when they return from deployment and it is the responsibility of MPD management to ensure the employees reintegrate back into the department successfully.

Director Bergin asked if C.A.B.L.E. is in addition to a traditional employee assistance program.

General Manager Shanley explained the employee assistance program offered to the MPD is similar to the program other Town employees have, but it is very specific to law enforcement.

Chief Darby stated C.A.B.L.E. is a separate program. BHC is the MPD’s employee assistance vendor, which works together with our in-house peer support coordinator to ensure employees get the services they need.

Captain Grant stated C.A.B.L.E. offers peer support training to police departments.

Vice Chair Jones asked if C.A.B.L.E. training is to educate police officers in how to handle mental health concerns with the community or to serve the officers themselves.

Captain Grant explained C.A.B.L.E. training is designed to educate officers on how to respond to a community member who is experiencing a mental health crisis. The training also covers substance abuse and suicide prevention for police officers.

Vice Chair Jones asked how often BHC is on site, and asked if supervisors can refer officers to BHC.

Chief Darby stated BHC provides on-site training once a year and can also be utilized by employees for personal needs. If an individual employee requests to meet with them, the meeting takes place offsite. He is aware of the number of times employees use the system, but does not have statistics on who uses BHC. Internally, Sergeant Jeff Foran is in charge of the peer support program. If we have a critical incident, Sergeant Foran is informed of the event and will participate in the debrief. If there is an individual officer
who we feel may need support services, Sergeant Foran reaches out to them.

**Mayor Moran** also recalled having the retired Chief from Columbine come to speak with police officers after the HDI tragedy.

**Chief Darby** explained that large scale events such as HDI are not only traumatic for first responders but also for family members of the victims and the community, so we often utilize outside resources for support.

**Chief Darby** then reviewed the upward trend in calls for service since 2015. In 2015 MPD received 46K calls for service. Between 2016 and 2019 there were between 52K and 57K calls, and there have been 42K calls for service in the first seven months of 2020. MPD has responded to between 2,100-2,617 calls for service for false alarms. We have a Town ordinance which allows us to fine people for false alarms, but that has not been enforced. We go back to some of the same businesses and homes repeatedly because of problems with alarms.

Since 2015, we have seen an increase in assault calls from 260 in 2015 to 307 in 2019. Calls for disturbances have remained relatively consistent since 2015, with 1,279 calls in 2015 and 1,272 in 2019. It appears as though there were more calls for disturbances in 2018 than in 2019, but that could be due to a new records management system. In 2019, we changed to a new vendor for our records management system which allows us to better analyze data and generate reports. Jim White is Superintendent of Communications, in charge of MPD’s records management system and computer dispatch.

**Mr. White** explained that with the new system there has been some reclassification of calls for service. There has been an increase in call volume, but the allocation of calls has changed slightly due to the new system. There is a deviation in 2018 and 2019 calls primarily because the call types in the old system do not match the call types in the new system.

**Chief Darby** stated the number of domestic violence calls has been pretty consistent between 2015-2019, at approximately 1K calls per year. There has been an increase in domestic calls in 2020 with more people being confined to their homes during the pandemic, which has increased stress for families. MPD has received between 382-408 calls for intoxicated persons per year.

There has been an increase in thefts from motor vehicles, especially in 2020, not only in Manchester, but in most communities in Connecticut. There are incidents almost nightly where people go out looking for unlocked cars to steal items from. We have made several arrests over the past few months but there appears to be several groups of people, usually in stolen vehicles, doing this. We have increased patrols but never know where they are going to strike. Unless we catch them out of their vehicle we cannot pursue them, per State policy. It is very difficult for police to catch them out of their car. He also reviewed calls for theft of MV accessories, including tires, license plates, catalytic converters, etc. Stolen vehicles are a problem statewide.

Calls for robbery have been between 26-34 per year since 2015, with a slight spike in 2016. These may be from individuals with substance abuse issues or financial problems. There may be one person responsible for several robberies over a short period of time. Shoplifting has been a problem in Manchester for many years. Approximately 50% of Part I crimes in Manchester are for larceny, with the overwhelming number of these for shoplifting. We have seen an increase over the last several years of organized shopping rings where a group of people pull up with a rental truck and grab large amounts of merchandise from stores.
Calls for theft, other than shoplifting, have been between 900-1000 over the past 5 years.

Secretary Castillo asked if the calls can be broken down further than this report shows.

Mr. White stated that for this presentation, calls were grouped together. There is more consolidation of call types with the new records management system, but we can better track the calls and can break down calls further than we could in the past.

Director Bergin asked if calls are categorized by the way they come in to dispatch or if they are categorized by officers who respond to the calls. He also asked if the data can be looked at from other perspectives, such as a per capita basis, location of disturbance, etc.

Chief Darby explained the initial call classification is done by the dispatcher. When the officer arrives at the scene, they may reclassify the call. There is a lot more functionality with the new system, which allows us to generate many different reports. Our older data was input into the system, but we may not be able to generate the same reports from that data because we didn’t collect as much information as we now do.

Director Schain asked what the other calls that are not within this report encompass.

Chief Darby stated there are almost 100 different types of calls for service that MPD could potentially respond to. There is a high call volume for traffic stops. CCSU does a very detailed analysis of all traffic stops across Connecticut.

Chief Darby then talked about town ordinance enforcement by MPD for alcohol violations and aggressive panhandling. Manchester passed an ordinance on aggressive panhandling about 5 years ago for problems in the Downtown District. There is also a town ordinance for alcohol violations. There are open container laws for possession of alcohol in public, centered around the downtown area. In 2015, there were 38 alcohol violations issued. In 2016, there were 67 violations and in 2017 there were 58 violations. In 2018, there were 34 violations issued and in 2019, there were 18 violations. Those were enforcement actions for violating the town ordinance for having an open container or consuming alcohol in public. He broke down the violations by race. Under the town’s aggressive panhandling ordinance, there were 4 violations issued in 2015, 10 violations in 2016, 17 violations in 2017, 7 violations in 2018 and 13 violations in 2019. These were tickets issued on a State infraction. All fines for infraction tickets go to the State of Connecticut. Manchester does not receive any money for these infractions.

He then reviewed parking violations and explained that parking violations issued by Downtown District constables go to the Downtown District Fund. Fines for parking tickets issued by the MPD go to the General Fund. Fines and fees assessed between 2015-2019 averaged around $38K. There was a spike in 2019 to approximately $62K but that was the year the Downtown District hired an additional Constable to enforce parking violations, which likely explains the increase.

Director Floyd-Cranford asked for a description of aggressive panhandling.

Chief Darby stated the aggressive panhandling ordinance was passed because at the time we had several panhandlers in the Downtown area. An example of an aggressive panhandler is someone who uses an intimidation factor when asking for money from people, sometimes following people from a restaurant to their car.

Director Bergin asked about the Town noise ordinance and how it is enforced.
Chief Darby stated MPD frequently responds to noise complaints. Initial contact is made with a resident to inform them of the noise ordinance and request that they keep the noise down. Enforcement action is normally not taken on the first call but they are warned that if we are called back that we will take an enforcement action at that time. Most times there is voluntary compliance. If enforcement action is taken, it is in the form of a ticket. There is a State Statute for creating a public disturbance which is an infraction with a mail-in fine.

Chief Darby then reviewed arrest data between 2015-2019, broken down by gender and race. He explained that one of the limitations of the old system is that it did not break race down by ethnicity. Anyone considered Caucasian or white who may actually be Hispanic are all classed into one category. With the new system, we will be able to gather more detailed information. From 2015-2019, arrests averaged about 3.6-3.9K per year.

Director Floyd-Cranford asked if the data could be broken down by what someone was arrested for. Mr. White explained that reports are broken down into individual statutory offenses and filed with the State and Federal governments. With the new system in place since July of 2019, data is also broken down by race, sex and ethnicity.

Chief Darby then provided data on complaints against Manchester police officers between 2015-2020. A citizen complaint is a low level complaint where a citizen states they were issued a ticket when they shouldn’t have been or complains of an officer being rude. An internal affairs (IA) complaint is a complaint with more serious allegations which requires a more formal investigation. IA investigations can also be generated internally if we become aware of potential misconduct by one of our employees. Citizen complaints averaged 8-10 per year between 2015-2018. In 2019, there was a spike to 22 complaints. Internally generated IA complaints have been between 2-4 per year. There were 8 externally generated IA complaints in 2015, 4 in 2016, 1 in 2017, 0 in 2018 and 4 in 2019.

Lieutenant Laughlin explained that if a complaint rises to the level of an IA investigation, Chief Darby instructs him to conduct an investigation. There are very rigid guidelines that he has to follow to conduct an investigation. Every 7 days, he provides Chief Darby with an update on the status of the investigation and if the investigation is not completed in 30 days, he needs to apply for an extension. An investigation consists of looking at case reports, obtaining witness statements and viewing video footage. At the conclusion of the investigation, he provides Chief Darby with his decision on the investigation and the information is shared with the officer(s) under investigation and the union representative.

All citizen complaints start at the patrol level and then are forwarded to his office if necessary. There are some complaints that are sent directly to him by citizens. He reviews each complaint to determine if it can be handled by the patrol division. Lieutenant Laughlin has to give final approval of all complaints before any decisions are made and provided to Chief Darby. There are strict regulations in terms of contact with the complainant. Every complaint is investigated.

Director Floyd-Cranford asked how often citizen complaints rise to the level of an internal affairs investigation. She also asked what the follow up with the citizen is after a complaint and what steps a citizen can take if they are not satisfied with the outcome of the investigation.

Lieutenant Laughlin stated a citizen complaint may rise to the level of an IA investigation. Chief Darby
determines whether or not an IA investigation is warranted. In 2019, there were two external complaints that rose to the level of an internal investigation. A letter is sent to the complainant at the conclusion of the investigation to notify them of the outcome, and in most cases he speaks with the complainant as well. If a citizen is not satisfied with the outcome, they can speak with Chief Darby. Many also reach out to Mayor Moran or the Town Attorney.

**Secretary Castillo** asked if the 22 complaints in 2019 were for different police officers or if there are officers that receive numerous complaints.

**Lieutenant Laughlin** stated the complaints were for 22 different officers.

**Vice Chair Jones** asked if the investigation of a complaint is just to determine if an officer followed department procedures and policies. She asked if a criminal charge as a result of a complaint is referred outside the department.

**Chief Darby** stated all complaints are reviewed by Lieutenant Laughlin’s office and are sent to Chief Darby to sign off on. Chief Darby determines what disciplinary measures will be taken, if any. When a complaint is received, we determine if department procedures were followed. We then determine if it requires an internal investigation or a criminal investigation, or both. If the allegations are criminal, there will be an internal investigation and a criminal investigation. If there is a criminal complaint against an officer, we notify the State’s Attorney’s office. Our detective division would conduct a criminal investigation separate from the IA Lieutenant’s investigation. The IA Lieutenant does not interview the employee until after the criminal investigation is complete because there are some constitutional protections of self-incrimination that we cannot violate.

An internal investigation could stem from us reviewing videotape of an interaction and discovering what we think may be an inappropriate use of force. If we think an employee has violated the department’s trust and the public’s trust, we would perform an investigation. We discipline officers for all policy violations. Every month we receive an FOI request from the local newspapers to turn over disciplinary information on employees, which we provide.

**Chief Darby** then discussed officer misconduct settlements. There have been payments by CIRMA totaling $26,574 to settle nine claims over the past 5 years. These claims have included property damage for motor vehicle accidents, a claim for damage that was caused gaining entry to a person’s home for a medical issue and some minor settlements for complaints.

**General Manager Shanley** explained the $26K includes legal fees incurred by CIRMA. He is authorized to settle a claim up to $15K, with anything higher requiring action by the Board of Directors. There has been very little activity in the past five years.

**Chief Darby** then provided information on officer training. Each officer goes through 1,321 hours of training at the Connecticut Police Academy, with the curriculum set by the State of Connecticut. He reviewed how many hours are spent in each area of training. 78 total hours are spent on Human Relations which includes interpersonal behavior, stress management, dealing with juveniles, substance abuse issues, cultural awareness and diversity, fair and impartial policing and others. Field training hours are completed at the local police department. Police Officer Standards Training (P.O.S.T.) requires 400 hours of field training but MPD requires an additional 200 hours of field training.

**Lieutenant Laughlin** explained MPD officers go through a minimum of 600 hours of field training. We
also require 40 hours of training before they begin the program. Field training is broken up into four phases, based on the level of knowledge we expect the officer in training (OIT) to have. For each phase of the training there is a different field training officer, which gives the OIT exposure to different learning styles and certain trainers may be a better fit with an OIT. The first phase of training is 4 weeks long and OITs are expected to be able to handle 25% of the workload. The second phase is 4 weeks long and OITs are expected to be able to handle 50% of the workload, the third is 5 weeks and OITs are expected to be able to handle 75% and the forth is a 2 week phase and OITs are expected to be able to handle 100% of the job responsibilities. If we feel an OIT is not where they need to be, we extend their training. If an OIT needs remedial training, we remediate them. If they need help with handcuffing, we provide them with a day of handcuffing. MPD has a very strict field training program which is often referenced at the police academy as the hardest field training program in the State. MPD has a high number of P.O.S.T. certified trainers. MPD takes a team approach to training. MPD officers are held to very high standards. Each officer is rated in 31 categories every day on how they perform during the program.

Chief Darby then explained recertification training, which every officer is required to attend every 3 years. Recertification training is 60 hours, of which 28 are mandatory hours and 32 are elective hours. Every officer in the State of Connecticut must have a minimum of 60 hours of training every three years in order to maintain their certification. P.O.S.T. sets the mandatory categories.

MPD places a big emphasis on officer training. Because we have so many P.O.S.T. trained officers, we have very few topics that we have to outsource training to, which is a huge benefit for Manchester. Every Manchester officer undergoes 70-90 hours of training per year, which far exceeds the State’s requirement. We also have officers who have specialized training in areas such as mental health, drug recognition and polygraphy. MPD has a highly trained police department.

All officers are trained on engagement with special populations at the academy. This training includes human behavior/interpersonal relations, working with the public, dealing with juveniles and suicide recognition, management and intervention. Training also includes substance abuse issues, victim/witness advocacy, law enforcement of citizens with special needs, cultural awareness and diversity, fair and impartial policing and procedural justice. Recertification training this year included handling serious mental health issues, fair and impartial policing, bias, human trafficking and working with the LGBTQ community. During the training, we have individuals from these special populations speak to the officers so they can hear a personal perspective.

Director Bergin asked if there is a specific curriculum for the field training hours.

Lieutenant Laughlin explained the State of Connecticut mandates the 400 hours of field training. Manchester’s OITs are with a field training officer for all their training. The field training officers (FTOs) have to go through a field training certification course. P.O.S.T. mandates a 3 ½ day course but Manchester does a 5-day course because we integrate more real life practical scenarios into the course. The OITs are not allowed to be by themselves; they are supervised by the FTOs at all times for the 600 hours. Most of our officers go through 640-660 hours of training.

Director Floyd-Cranford asked for clarification of mandatory vs. elective training hours.

Lieutenant Laughlin explained that training is on a 3-year cycle. Electives may change every 3 years, depending on current trends in law enforcement. Vice Chair Jones asked what MPD does to augment the academy’s training in crime prevention.
Chief Darby explained MPD has officers trained to go out to businesses to do security surveys and make recommendations as to how they can make their business less inviting to crime. A lot of crime occurring right now is because people are leaving their vehicles unlocked. MPD posts reminders on social media for residents to lock their cars to try to help with this.

Director Schain asked what some of the major impacts would be on MPD operations as a result of the recently passed Police Accountability Act. Legislation talked about establishment of civilian review boards for municipalities.

General Manager Shanley stated we have requested legal advice about civilian review boards. We need to determine how a civilian review board fits into investigations, and determine how it may impact an officer’s rights. P.O.S.T. will end up changing their curriculum as a result of the new legislation.

Chief Darby stated we are waiting on guidance from the State before we can make or implement any changes to the MPD. Mental health evaluation guidelines will be developed by P.O.S.T. There are parts of the new legislation that we are already doing in Manchester, such as mandatory drug testing.

3. Public Comment. (None)

4. Adjournment.

The meeting was adjourned until the September 1, 2020 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

Adjournment: 9:20 p.m.

Castillo/Conyers 9 Voted in Favor

Igl

APPROVED: ATTEST:

____________________________________
Secretary, Manchester Board of Directors
Background:

On March 10, 2020, Governor Lamont issued a declaration of public health and civil preparedness emergency, as a result of the COVID-19 outbreak in Connecticut. On April 1st, Governor Lamont issued Executive Order 7S, which contained a provision for municipal tax collection: “Suspension and Modification of Tax Deadlines and Collection Efforts. …there shall be established two programs to offer support to eligible taxpayers, businesses, nonprofits, and residents who have been economically affected by the COVID-19 pandemic. Such programs shall be known as the "Deferment Program" and the "Low Interest Rate Program."

During an April Board meeting, the Board opted to enter into the deferment program, which extended the past-due date by 60 days, allowing all Manchester taxpayers, with the exception of escrow agencies, to pay their July 1, 2020 taxes by October 1, 2020 with no interest penalty.

The July tax bills were modified to note the extended due date. Additionally, in order to encourage remote bill payment, the town opted to waive a convenience fee of 2.95% when paying motor vehicle taxes online. A variable rate fee structure was negotiated with our online payment partner, Invoice Cloud, which reduced the processing fee to below 1.5% for most transactions.

These changes in tax collection procedures were communicated to Manchester taxpayers via a variety of means including a press release; informational inserts in water bills; notices on the town website, and by posting several updates on the Town’s social media accounts. A sample of the communication sent to taxpayers is below:
Discussion/Analysis:

Once the deferment program was approved in April, I performed a detailed analysis of FY21 cash flow impacts. It was estimated that slightly more than 50% of the real estate accounts were escrowed (not eligible for the deferment) and those payments would be posted in July. It was determined that the town of Manchester had ample cash reserves to withstand July 2020 collections at a rate of 50% of July 2019 collections, with the remaining taxes being collected in August and September. Even with collections reduced by half in July, the Town and BOE payroll would be covered through October 1st. It was also determined that there was no need to issue
Tax Anticipation Notes, or procure interim financing to fund operations, due to the strong cash position of the Town.

July tax bills are normally mailed in the middle of June. This year, mailing of the tax bills was delayed due to the implementation of the motor vehicle fee waiver. Bills were mailed on June 28\textsuperscript{th} which reduced the amount of advance tax collections received in June.

Prior to mailing the bills, the Town contacted the top ten taxpayers to ascertain if they planned on deferring payment. The status of top-ten taxpayer collections as of August 4\textsuperscript{th} is reported in the financial impact section below.

From the beginning of the emergency through July 6\textsuperscript{th}, tax and assessment staff worked from home and onsite, on an alternating schedule. The public was able to enter Town Hall by appointment only, until July 6\textsuperscript{th}, when a modified re-opening took place. Tax and Assessment staff then began working primarily onsite. Staff was required to wear masks when dealing with the public, and remain socially distanced in the office.

Plexiglass shields were installed in the office, and social distancing markers were applied to the floor in the office and in the Town Hall lobby. After July 6\textsuperscript{th}, an employee was assigned to the door at the back parking lot entrance to direct taxpayer traffic into Town Hall. Only two taxpayers were allowed in the Tax/Assessment area at a time. Foot-traffic in Town Hall during July was steady, but much lower than the average July collection. Overall, the public was understanding, and followed the protocols.

\textbf{Financial Impact:}

In June 2019, the Town collected $4,587,400 in advance collections, and in July 2019, the Town collected $73,261,614 in current year taxes, for a total of $77,849,014

By contrast, in June 2020, the Town collected $903,384 in advance collections, and in July 2020, the Town collected $54,667,210 in current year taxes, for a total of $55,570,594

July 20 taxes collections were $22,278,420 lower than the previous year, a 28\% decrease. The cash flow analysis anticipated a 50\% decline in year over year collections for the month of July, so the actual outcome outpaced assumptions significantly.

Director of Assessment and Collection John Rainaldi prepared the following top-ten taxpayer report as of August 12, 2020:
We have every confidence that all of the top-ten taxpayer’s bills will be paid on-time with the first installments paid by 10/1/2020, and the second installments paid by 2/1/2021.

The deferenment program reduced overall collections in July, as anticipated, but has allowed taxpayers, especially businesses that had limited income during the lockdown, additional time to pay without penalty. July collections were most negatively impacted by business personal property tax deferenment.

Taxpayer feedback to the motor vehicle fee waiver has been overwhelmingly positive. In July 2019 4.5% of tax payments were made online; in July 2020, online utilization increased to 6.1% of payments. The fee waiver helped to reduce foot-traffic in the buildings, and has made online payment convenient and affordable. A cost-benefit analysis of absorbing the cost of credit card fees for online motor vehicle tax payments is ongoing, and a report will be provided to Board at the end of FY21.

Tax collection deposits for the first week of August 2020 were $9,258,391, compared to the first week of August 2019 which had $6,772,179 in deposits. This differential of $2.5 million dollars in the week after the regular due date indicates that taxpayers are using the deferenment program, but taxes are still getting paid. Once the deferenment period ends in October, we will again analyze collection trends, but I anticipate that budgeted current-year tax collections will be met or exceeded by the end of this fiscal year.
It is important to note that once the deferment ends on October 1st, the interest penalty becomes retroactive to July 1, 2020, which means payments received on or after October 2nd will be assessed a late payment penalty of 6%. The statutory interest rate for municipal taxes is 1.5% per month back to the original due date, and the tax collector has no authority to waive interest for any reason. Director Rainaldi will issue a press release in September with this information. We will also post this information on the Town’s website and work with Communications Director Brianna Smith to notify taxpayers on the Town’s social media accounts.

Kimberly Lord
Director of Finance
TO: SCOTT SHANLEY, GENERAL MANAGER
FROM: KIMBERLY LORD, DIRECTOR OF FINANCE
SUBJECT: BID WAIVER REQUEST- FRESH START PALLET
DATE: 8/27/2020
CC: BOARD OF DIRECTORS

______________________________________________________________

Background:

The Office of Neighborhood and Families received a grant from the Community Development Block Grant (CDBG) to fund accessible garden programs. They would like to work with a non-profit agency called Fresh Start Pallet Products to upgrade the community garden. Fresh Start was founded to help build work skills for homeless and unemployed people, using old wood pallets to build furniture. The estimated cost for the project is $14,000, which exceeds the Town’s bid threshold by $1,800.

Provider Options:

Fresh Start Pallet Services is the only vendor in Connecticut that provides this type of product and service while also providing social benefits to the local community by employing homeless and disenfranchised workers. One of the missions of the Office of Neighborhood and Families is to provide services to Manchester residents in a socially beneficial manner, and CDBG funding requires that purchases benefit low income families. The social benefit provided by Fresh Start Pallet Services sets them apart, and should be considered a “sole-source” vendor for the project.

Rationale for a Bid Waiver:

Contracting with Fresh Start, as opposed to sending this project out to bid, would allow the Town to begin work on the community garden immediately. Other benefits include:

1. Regional job creation – Fresh Start Pallet Services employs people in the Hartford region who would otherwise have significant difficulty gaining employment: incarceration record, lack of training, lack of education, homelessness, etc.
2. Local health benefits – access to fresh vegetables for participating families provides opportunity for healthy food choices; gardening is also a physical activity and a diet full of vegetables can lead to better health outcomes, less obesity and the health issues that come with it.
3. Local economic benefits – low income families who grow their own food won’t have to spend money at the grocery store for vegetables, increases food security. Particularly, as many people are getting laid off, having a source for food will become more important.

4. Local community development – community gardens bring communities together, and there are studies showing correlation between gardens and a decreased crime rates.

5. Environmental benefits – reduces time spent on a bus or a car hauling groceries home, can get veggies in their own neighborhood. It also reduces water runoff, and if composting is part of the project, can reduce neighborhood waste.

**Recommendation:**

I believe it is in the best interest of the Town of Manchester to contract with Fresh Start Pallet Products, based upon the specific social benefits attributable to contracting with this vendor, and to approve this bid waiver.

Kimberly Lord
Director of Finance
BOARD OF DIRECTORS
WAIVER OF COMPETITIVE BIDDING

RECITALS

WHEREAS, the Town of Manchester is desirous of upgrading and improving the town’s community gardens; and

WHEREAS, a local non-profit organization known as Fresh Start Pallet Products can provide the necessary services and products for this project; and

WHEREAS, Fresh Start Pallet Products has designed renderings for the upgrade to community gardens; and

WHEREAS, Fresh Start Pallet Products, as a non-profit, employs people from the Greater Hartford region who would otherwise have significant difficulty gaining employment; and

WHEREAS, the upgrade of the community gardens will have a local economic benefit by allowing families to grow their own food as well as a health benefit by providing fresh vegetables to those families; and

WHEREAS, Fresh Start Pallet Products has provided a cost estimate of $14,700.00; and

WHEREAS, the community garden renovation project presents an opportunity to benefit a local non-profit as well and the health and economy of the community.

NOW, THEREFORE, THIS IS TO CERTIFY THAT WE, a majority of the Board of Directors of the Town of Manchester, do hereby state that, supported by the above stated circumstances, the competitive bidding requirements are hereby waived and we authorize the General Manager to approve a contract with Fresh Start Pallet Products for the renovations to the community gardens.

A MAJORITY OF THE BOARD OF DIRECTORS:

Approved as to Form:

__________________________________________

Timothy P. O’Neil
Administrative Staff Attorney

Approved:

__________________________________________

Kimberly Lord
Director of Finance

Date: 8/27/2020
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager

DATE: July 28, 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
To: Scott Shanley, General Manager
From: Stacey Zackin, WORK_SPACE Manager
Subject: BOD Agenda Item – Donations to the Galleries at WORK_SPACE
Date: August 12, 2020

Background:
WORK_SPACE applied for Small Arts Grants from the Town for both our VETERANS ART OF ALL KINDS (Aug. 21-Sept. 26, 2020) and PERSPECTIVES OF A PANDEMIC (Nov. 27, 2020 – Jan. 23, 2021) art exhibits. We received an award of $12,000 to be shared by both programs which will include collecting, displaying and promoting art on the walls, as well as workshops, panel discussions and/or performances.

The Veterans show has two virtual art workshops scheduled with paid educators. In addition, we are creating and distributing 100 tote bags filled with art supplies to be given to Veterans. This project is being sponsored by the Manchester Elks Lodge 1893 in memory of Navy veteran Ray Martens ($850) and from the Manchester Veterans Council ($100). [See separate appropriation memo]. The programs for the Perspectives/DEI exhibit have not been planned yet. Last year we had 8 evening presentations and 6 lunch & learns.

Discussion/Analysis:

Financial Impact:

Other Board/Commission Action:

Recommendations:
I am recommending that an item be placed on the Board’s next agenda accepting the donations and appropriating $12,000 to WORK_SPACE’s Misc. Revenue Account – 2603401-4600-SG317

Attachments: N/A

Cc: Kimberly Lord, Director of Finance
    Gary Anderson, Director of Planning and Economic Development
    Donna Huot, Executive Assistant
    Brian Wolverton, Budget & Research Officer
TO: Scott Shanley  
General Manager

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

FROM: Sharon Kozey  
Director, Youth Service Bureau

RE: School Readiness Grant COVID Summer Funds FY21

DATE: July 31, 2020

Background
The Town of Manchester has been awarded the School Readiness Grant by the State of Connecticut Office of Early Childhood for July and August 2020. The grant provides 40 reduced rate, quality preschool spaces to Manchester residents ages 3 and 4 that meet the income qualifications at Manchester Early Learning Center.

Discussion
The amount of the award is $31,233 for the contract period of 7/1/2020 to 8/30/2020. This is a limited time period due to COVID-19. Funding for September 2020-June 2021 will need to be reapplied for at a later date.

Financial Impact
The general fund will not be impacted.

Other Board Action Required
None

Recommendation
I recommend that the Board of Directors approve the remainder of the School Readiness Grant award, #31,233.
COVID-19 Emergency School Readiness FY 21 Summer Funding Approval

COMMUNITY: MANCHESTER  
Town Code: 077-002

Fiscal Contact: SHARON KOZEY  
Liaison: DONNA FARR

Funding Source: State of Connecticut School Readiness Program  
Funding Period: 7/1/2020-8/28/2020

Approval type:  Initial: ☑  Revised: ☐ (Reason) Click or tap here to enter text.

Monthly max allocation for Child Care and Learning Services: $ 29746
Monthly max allocation for Administrative funds: $ 1487

| Total approved for administrative funds:  
(Payment for July and August Admin funds will be combined and issued separately from payments issued for services). |
<table>
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| Total approved funds to date for child care and learning services: |
| $ 29746 | $ 29746 |

| Breakdown of funds for distribution to SR program sites |
| Program/Site Name: MANCHESTER EARLY LEARNING CENTER AT PRESCHOOL BLDG |
| JULY 2020 | AUGUST 2020 |
| $ 29746 | $ 29746 |

Additional sites listed on back as needed

All entities acting as a fiduciary shall make payments to programs immediately upon receipt of the funds.

The Office of Early Childhood is providing these funds to School Readiness communities to ensure a sufficient supply of high quality, educational child care to meet family needs for care so that family members can continue or return to work while meeting the educational needs of young children from priority populations including distance and hybrid learning services to families who may not currently be working.

If the services are approved by the OEC, but not rendered, the Office of Early Childhood may request that funds may be rescinded.

Funds obtained through this source shall be used solely to support the purpose, goals, and objectives agreed to in the Attestation of the Covid-19 Emergency School Readiness FY21 Summer Funding Community Application.

Approved by: Cheryl Sparks, School Readiness Program Manager  
Approved Date: 7/15/2020
To: Scott Shanley, General Manager

From: Stacey Zackin, WORK_SPACE Manager

Subject: BOD Agenda Item – Donations to the Galleries at WORK_SPACE

Date: August 7, 2020

Background:
As part of the VETERANS ART OF ALL KINDS art exhibit from Friday, August 21 to Saturday September 26, 2020, the Galleries at WORK_SPACE are creating 100 art tote bags to be filled with supplies and given to Veterans free of charge so they can explore their own creativity and experience the therapeutic benefits of art.

The Galleries received:
- $850 from Elks Lodge 1893 in memory of Navy veteran Ray Martens
- $100 from the Manchester Veterans Council

Discussion/Analysis:

Financial Impact:

Other Board/Commission Action:

Recommendations:
I am recommending that an item be placed on the Board’s next agenda accepting the donations and appropriating $950 to WORK_SPACE’s Miscellaneous Revenue Account – 2603401-4225-SG317

Attachments: N/A

Cc: Kimberly Lord, Director of Finance
    Gary Anderson, Director of Planning and Economic Development
    Donna Huot, Executive Assistant
DATE: August 18, 2020
TO: Scott Shanley, General Manager
    Brian Wolverton, Budget Director
FROM: David Billings, Fire Chief
SUBJECT: Appropriation of FEMA Grant
         Request for Action at 9/1/20 BOD Meeting

Background:
FEMA’s Assistance to Firefighters Grants (AFG) is a national program intended to assist fire departments in meeting the firefighting and emergency response needs of their communities. Since 2001, AFG has helped firefighters and other first responders obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary for protecting the public and emergency personnel from fire and related hazards. Manchester has been successful in securing several of these awards in the recent past.

The scope of this grant award is to improve the physical preparedness of the Manchester Fire - Rescue - EMS Department by providing fitness, agility, strength conditioning and job hardening equipment for each of the five fire stations. This cache of equipment will be utilized as an integral part of the Department’s Firefighter Wellness Program with the goal of improving job preparedness and injury reduction.

Financial Impact:
A local share of $4,942.73 will be charged to the Department’s operating budget. The FY21 budget will accommodate the local cost share so no budget amendment will be necessary.

Recommended Action:
Motion to appropriate $49,427.27 in federal grant funds to a special grant account for the purpose of funding the purchase of fitness and strength conditioning equipment for each of the five fire stations; to be funded by the FEMA Assistance to Firefighters Grant.
August 18, 2020

TO: Scott Shanley, General Manager
FROM: Joel Cox, Director of Human Services
CC: 
SUBJECT: Appropriation of Funds – Back to School Donations

Background

Each summer the Human Services Department collaborates with community partners and various donors to solicit donations of school supplies for Manchester youth returning to school in the fall. This program serves income eligible children in grades K-12. Families are screened for eligibility through Senior, Adult and Family Services.

Discussion/Analysis

Due to the Covid-19 pandemic, it was determined that this year’s back-to-school program would transition to distributing gift cards in lieu of physical supplies. This model allows the program to continue serving Manchester’s youth while taking measures to maintain the safety of staff, donors and recipients.

The switch to the gift card model has been well received by the community and as a result, the Department has received $7,179 in donations. These donations will be used to procure gift cards for eligible Manchester families so that they can purchase appropriate supplies for their school aged children. Families will continue to be screened for eligibility through Senior, Adult and Family Services. Eligible households will receive one $25 gift card for each school aged child in the home.

Financial Impact

The $7,179 in donations will be used to purchase an equal amount of gift cards for distribution to Manchester households. There is no financial impact to the Town.

Recommendations

That the Board of Directors approves the appropriation of $7,179 in donations for use in the 2020 back-to-school program.
TOWN OF
MANCHESTER FIRE-RESCUE-EMS
DEPARTMENT

To: Scott Shanley, General Manager
From: David C. Billings, Fire Chief
Subject: Appropriation of Donations to Fire Dept. - PARAMEDIC FUND
Date: July 30, 2020

Background

The Town of Manchester Fire-Rescue-EMS Department received donations to the Paramedic Fund in appreciation of services rendered by members of the Department. The monies donated will be used to purchase equipment, training materials, etc. for Fire Department Paramedics.

Discussion/Analysis

The total donations received since July 1, 2020 total $1,100.00. Once appropriated, these funds will be used to purchase equipment, training materials, etc. for the Paramedics. All donations are gratefully acknowledged and accepted.

Financial Impact

The entire $1,100.00 will be appropriated to the Fire District Special Fund Fire Reserve Account to be used when needed to make purchases.

Recommendations

Appropriation by the Board of Directors to the Fire District Reserve Fund ............$1,100.00

To: Scott Shanley
From: Chief William Darby
Date: August 20, 2020
Subject: Purchase of Detective Vehicles

Per our previous discussions, I am requesting $60,000.00 to purchase three (3) used vehicles for our Detective Division. These used vehicles would replace three existing vehicles in their fleet that all have more than 100,000 miles. I’ve attached a list of the vehicles that are currently assigned to Detectives. If approved, we would go out to bid for the used vehicles that are one to two years old and have low mileage. We did a similar bid/purchase several years ago where we purchase two Honda Accords and a Chevrolet Malibu. Adding three additional non-police vehicles to the fleet will be beneficial for the types of work that Detectives do. Please let me know if you have any questions.
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TO: Scott Shanley, General Manager

FROM: Jeff LaMalva, Town Engineer

DATE: August 18, 2020

RE: Charter Oak Park Handball Courts
Urban Act Grant

Background:
At a meeting of the Connecticut Bond Commission, the Town of Manchester received approval under a Public Act Authority for a state grant in the amount of $100,000.00 to renovate and enhance the existing handball courts at Charter Oak Park.

The project specifically includes installing a new concrete playing surface abutting the north wall, extending the runoff distance at the existing playing surface and installing a partial roof over the existing courts.

Action:

The Board of Directors is being asked to appropriate $100,000.00 to the Capital Reserve – Charter Oak Handball Courts account, to be funded by an Urban Act Grant through the Connecticut Department of Energy and Environmental Protection.

The Board of Directors is also being asked to pass the following resolution:

Be it RESOLVED that, Scott Shanley, General Manager of the Town of Manchester, be and is hereby authorized to sign the PERSONAL SERVICES AGREEMENT and any associated agreements between the State of Connecticut and the Town of Manchester for the Charter Oak Handball Courts Renovation project.

cc: Tim Bockus, Director of Public Works
Kimberly Lord, Director of Finance
Scott Shanley  
Town Manager, Town of Manchester  
Town Hall  
41 Center Street  
Manchester, Connecticut 06040

RE: Charter Oak Park Handball Courts (CUAP 2019-12)

Dear Mr. Shanley

At a meeting of the Connecticut Bond Commission, the above referenced project received approval under a Public Act authority. The amount of this grant totals $100,000.00. In order for the Town of Manchester to access the funds for this project, the enclosed Personal Services Agreement needs to be executed.

Please follow and include all requested documentation as described below.

- The Town Manager must sign and date the Personal Services Agreement. This can be done electronically or with a wet signature and scanned.

- A municipal resolution. The Town Clerk must certify this resolution. It must have the clerk’s signature, current date and municipal seal.

- A certificate of incumbency authorizing the Town Manager to enter into the agreement. An incumbency statement may be included within the resolution if you prefer.

- Please return all required documents (Contract, Resolution, and Certificate of Incumbency) electronically to Holly.Lalime@ct.gov under the subject (CUAP 2019-12) Charter Oak Park. A hard copy of the resolution and certificate of incumbency can be mailed to Holly Lalime; Department of Energy and Environmental Protection, Land Management, 79 Elm Street, Hartford, CT 06106-5127.

The State will reimburse the City through an Automated Clearing House (ACH) account. Should you have any questions, please feel free to visit the OSC website osc.apdvf@po.state.ct.us or call 860.702.3411.

Should you have any questions, please feel free to contact me at 860.424.4078.

Sincerely,

Holly Lalime  
Property Agent
TOWN OF MANCHESTER  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

TO: Scott Shanley, General Manager  
FROM: Jeff LaMalva, Town Engineer  
DATE: August 18, 2020  
RE: State Project No. L076-0006  
Shared Use Path  
Hartford Road and Bidwell Street

Background:  
The Town received the enclosed commitment to fund from the Department of Transportation (DOT) through the State’s Local Transportation Capital Improvement Program (LOTCIP) in the amount of $834,600.00 for State Project L076-0006, the project to construct an off-road shared use path on Hartford Road and Bidwell Street.

Under the LOTCIP program, project design is the responsibility of the Town while construction and inspection costs are eligible for 100% reimbursement. For this project, both design and construction inspection will be performed by Town staff.

Construction is anticipated to begin in late 2021 or early 2022 and take approximately six months to complete.

Action:  
The Board of Directors is being asked to appropriate $834,600.00 to the Capital Improvements Reserve – Hartford Road and Bidwell Street Shared Use Path, to be funded by a state grant under the Local Transportation Capital Improvement Program (LOTCIP).

The Board of Directors is also being asked to pass the following resolution:

Be it RESOLVED that, Scott Shanley, General Manager of the Town of Manchester, be and is hereby authorized to sign the Project Authorization Letter and any associated agreements between the State of Connecticut and the Town of Manchester for the Hartford Road and Bidwell Street Shared Use Path project.

cc: Kimberly Lord, Director of Finance  
Tim Bockus, Director of Public Works  
John DiBiasi, Assistant Town Engineer
Mr. Scott Shanley  
General Manager  
Town of Manchester  
41 Center Street  
Manchester, Connecticut 06040

Dear Mr. Shanley:

Subject: Local Transportation Capital Improvement Program (LOTCIP)  
Commitment to Fund  
Multi-Use Trail  
State Project No. L076-0006  
Hartford Road and Bidwell Street  
Town of Manchester

The Department of Transportation (Department) has received the LOTCIP application prepared by the Town of Manchester (Municipality) and submitted through the Capitol Region Council of Governments (COG) relative to the subject project. The Department has reviewed the application materials along with the revised cost estimate provided by the Municipality and subsequently endorsed by the COG.

The LOTCIP application for this project has been approved. The Department hereby commits to fund eligible project costs as follows:

Rights of Way $ 75,000  
Eligible Utilities $ 0  
Contract Items: $ 633,000  
Contingencies: $ 63,300  
Incidentals to Construction: $ 63,300  
Total Funding Commitment: $ 834,600

This Commitment to Fund is subject to funding availability and general conditions including, but not limited to, the following:

1. The project is to be administered by the Municipality in accordance with the Local Transportation Capital Improvement Program Guidelines, dated March 2019, as may be revised. The guidelines are available on the Department’s LOTCIP web page at www.ct.gov/dot/lotcip.
2. The project costs identified in this Commitment to Fund letter are based on estimates provided by the Municipality and endorsed by the COG. These costs are to be considered capped until adjustment, based on low bid or otherwise revised, in accordance with the LOTCIP guidelines.

3. Any scope revisions and/or twenty percent (20%) changes in cost identified during the design phase must be approved by the COG and the Department, as specified in the LOTCIP guidelines.

4. Upon completion of project design activities, the Municipality must forward to the Department, through the COG, a Final Design Submission along with supporting documentation and certifications, as defined in the LOTCIP guidelines.

5. The Municipality must execute and deliver a Project Authorization Letter (PAL) issued pursuant to the Master Municipal Agreement for Construction Projects and comply with its terms. The PAL will be forwarded to the Municipality for execution, subsequent to the receipt of the Final Design Submission package by the Department.

This commitment is further subject to the following project-specific conditions:

1. This project may require environmental permits. In accordance with the LOTCIP guidelines, the Municipality will be responsible for the acquisition of all environmental permits that may be required. Please be advised that any project that involves work within waters or wetlands may require State and/or Federal environmental permits. It is critical that the Municipality or their consultant contact the Connecticut Department of Energy and Environmental Protection (DEEP) - Inland Water Resources Division early in the design process to discuss permitting requirements, and to identify specific environmental concerns and design considerations. Failure to establish early coordination with DEEP may result in significant time delays in the permitting process due to the need for design changes and/or denial of permit applications. Please note the Department hosts a monthly Interagency Coordination (Municipal) meeting where municipalities (and their consultants) can discuss municipal projects with the various regulatory agencies relative to permitting requirements, identification of specific environmental concerns and design considerations.

2. This project is anticipated to require right of way acquisitions. The application materials indicate that the Municipality will be responsible for all right of way acquisition activities for this project, and that the Municipality will seek reimbursement for costs associated with the acquisitions. All right of way acquisitions are to be performed in accordance with LOTCIP guidelines. All matters relative to right of way for this project are to be coordinated through the following Department contact:

   Mr. Steven L. Degen
   Principal Property Agent
   (860) 594-2579
   Steven.Degen@ct.gov
3. This project is anticipated to require utility relocations. Coordination with utility companies who have facilities in the project area, as well as with any utilities that currently do not have facilities present but may have plans to expand service to the area, should begin early in the design process. Costs for relocation of privately-owned utility facilities on municipally-owned roadways, including adjustment of utility gates, are the responsibility of the affected utility and are ineligible for LOTCIP participation.

4. This project may require work be performed within the State-owned right of way in the vicinity of Bridge No. 03576 and Bridge No. 03577 which carry I-384 over Bidwell Street. As such, an encroachment permit may be required. **It is imperative that the design of the improvements proposed under this project be coordinated with the Department during the design phase to ensure conformance with applicable requirements relative to proposed work within State-owned right of way or otherwise affecting State-owned facilities. Establishing early coordination relative to the encroachment permit process is recommended.** All matters relative to the encroachment permit process for this project are to be coordinated through the following Department contact:

   Mr. Daniel A. DiReinzo  
   Special Service Section Manager (District 1)  
   (860) 258-4502  
   Daniel.DiReinzo@ct.gov

5. This project proposes the installation of Rectangular Rapid Flashing Beacons (RRFB) along Bidwell Street. Information and requirements relative to the installation of RRFBs can be found on the Department’s web page at:  
   The Municipality will be responsible for satisfying all applicable requirements associated with the RRFBs proposed under this project.

   Please be informed that, in accordance with the LOTCIP guidelines, the Department will initiate an Environmental Screening Review for this project to assist the Municipality in identifying items relative to natural resources, historic/archaeological resources, etc. that may need to be investigated or addressed during the design phase. The Environmental Screening Review is expected to be completed within approximately sixty (60) days. The results will be forwarded to the Municipality and the COG, when received.
If the Municipality accepts this Commitment to Fund, please sign below and return a copy of this letter to this office within thirty (30) days. Transmission via e-mail is acceptable.

If you have any questions, please contact the Project Manager, Mr. William Grant at (860) 594-3229 or by e-mail at William.E.Grant@ct.gov.

Very truly yours,

James A. Fallon, P.E.
Division Chief of Highway Design
Bureau of Engineering and Construction

Accepted By: ________________________________ Date __________
Mr. Scott Shanley
General Manager

cc: Mr. Jeff LaMalva, P.E., Town Engineer, Town of Manchester
Mr. Lyle Wray, Executive Director, Capitol Region Council of Governments
Ms. Sotoria Montanari, Program Manager, Capitol Region Council of Governments
Resolution of the Board of Directors of Manchester in Support of Our Emergency Responders

WHEREAS the public’s safety is of utmost importance to its residents, visitors, and the Board of Directors; and

WHEREAS Manchester’s emergency responders have a long record of protecting the public and saving lives; and

WHEREAS this record of service includes saving countless lives through their heroic response to a mass shooting at Hartford Distributors ten years ago; and

WHEREAS emergency responders are required to perform dangerous tasks that, at times, put their own lives at risk for the safety and betterment of the community; and

WHEREAS Manchester is a growing community that will require additional resources to improve the safety of our residents; and

WHEREAS the community deserves to live in safety, with fast response times and adequate resources dedicated to severe crime events; and

WHEREAS severe and life-threatening crimes need immediate action with ample resources;

NOW, THEREFORE, BE IT RESOLVED that the Manchester Board of Directors expresses its appreciation for Manchester’s emergency responders and commits to the safety of our residents; and

BE IT FURTHER RESOLVED the Board of Directors of the Town of Manchester commits to hiring and retaining an adequate number of emergency responders to quickly respond to severe crimes; and

BE IT FURTHER RESOLVED the Board of Directors of the Town of Manchester supports fully funding our emergency response departments in order to recruit and retain adequate emergency personnel to respond to severe crimes, and to provide adequate levels of service for a growing community; and

BE IT FURTHER RESOLVED the Board of Directors of the Town of Manchester commits to providing emergency responders with the proper equipment and resources available to resolve severe crimes in an effort to protect the community; and

BE IT FURTHER RESOLVED the Board of Directors of the Town of Manchester supports fully funding emergency response departments, in order to purchase and maintain proper equipment and resources that are necessary to the prevention and resolution of severe and life-threatening crimes.
TOWN OF MANCHESTER  
OFFICE OF THE TOWN ATTORNEY

To: Mayor Jay Moran  
   Members of the Board of Directors  
   Scott Shanley, General Manager  

From: John F. Sullivan, Assistant Town Attorney  

Date: August 26, 2020  

Re: Draft of Proposed Town of Manchester Flag Policy  

I. INTRODUCTION  

This past June, for the second year in a row, the Town of Manchester displayed the LGBTQ “Rainbow Flag”\(^1\) on one of its three flag poles at Center Park. Historically, the three flag poles exclusively displayed the US Flag on the center pole, the State of Connecticut Flag on the left pole, and the Town of Manchester Flag on the right pole, said orientations described from an observer’s point-of-view with the intersection of Main and Center Streets situated to the back of the observer.

Questions have arisen whether (1) such a display of the Rainbow Flag, which represents specific groups described in footnote 1, violated any law as the group’s flag is not the standard of any US or foreign government, or a branch of the US Armed Forces; and (2) whether other similar groups had a right to fly its own flag on the Town taxpayer funded flagpole.

\(^1\) The Rainbow Flag (also known as the gay pride flag or LGBT pride flag) is a symbol of lesbian, gay, bisexual, transgender, and queer (LGBTQ) pride and LGBTQ social movements. Other older uses of rainbow flags include a symbol of peace. The colors reflect the diversity of the LGBTQ community, as the flag is often used as a symbol of gay pride during LGBTQ rights marches. While this use of the rainbow flag originated in San Francisco, it is now used worldwide. [https://en.wikipedia.org/wiki/Rainbow_flag_(LGBT)](https://en.wikipedia.org/wiki/Rainbow_flag_(LGBT))

The flag is typically flown horizontally, with the red stripe on top, as it would be in a natural rainbow. LGBTQ individuals and allies currently use rainbow flags and many rainbow-themed items and color schemes as an outward symbol of their identity or support. The rainbow flag is also commonly used as a general symbol of social equality and individuality. *Id.*
As will be discussed below, the answer to both questions is “No”.

We first examined this issue beginning in January of 2020 and found that the State Capitol Police had a published policy regarding the display of flags on the Capitol flag poles. The Capitol Police policy, drafted in 2010, is very limited in the types of flags authorized for display. However, the General Assembly has reserved the right to make exception to an individual flag display that falls outside the Capitol policy.

At the same time, we also made inquiry of other municipalities across the state and of those that responded, none had published policies. Since our initial inquiry, we have found that three other municipalities, Tolland, Colchester and South Windsor adopted written policies. The Tolland and Colchester policies reflect the Capitol’s restrictive policy while the South Windsor policy is more expansive as to the types of flags that could be displayed.

We understand that the BOD would like to implement a policy that would formally permit the display of the Rainbow Flag on the Center Park flagpole as a reflection of the Town’s recognition and support of LGBTQ groups as well as signaling to viewers that the Town of Manchester is a welcoming and inclusive community. The policy would facilitate the display of the flags of other groups as well, should the Town wish to adopt the flag’s message as its own.

To that end, we have attached the following draft of a Flag Display policy for the BOD’s consideration. We would like your feedback and suggestions and will make the requested revisions for final adoption at a future meeting. We will also research further and answer any questions that may arise from your discussions.

II. DISCUSSION

In answering the two questions, the following background and legal analysis is presented below.

1. The Law:

The legal issues presented with the adoption of a flag display policy focus on two sub-species of First Amendment issues: (1) government speech; and (2) forum analysis.

   a. Government Speech

Government speech is defined as the government’s right to speak for itself or choose not to speak at all.

“The United States Supreme Court has stated in unmistakable language that government speech is different than private speech; in the words of the Supreme Court, “[t]he Free Speech Clause restricts government regulation of private speech; it does not regulate government speech.” *Pleasant Grove*, 555 U. S. 460, 129 S.Ct. at 1129. The government speech doctrine is neither aberrational nor novel. In a Court that periodically disagrees with itself on critical issues, the Supreme Court decided *Pleasant Grove* 9–0 with several concurrences. Id.

“The *Pleasant Grove* Court cites a number of cases where the doctrine had been mentioned. Id. at 1131 (citing *Johanns v. Livestock Marketing Assn.*, 544 U.S. 550, 553, 125 S.Ct. 2055, 161 L.Ed.2d 896 (2005)) (“[T]he Government’s own speech ... is exempt from First Amendment scrutiny”); *Columbia Broadcasting System, Inc. v. Democratic National Committee*, 412 U.S. 94, 139, n. 7, 93 S.Ct. 2080, 36 L.Ed.2d 772 (Stewart, J., concurring) (“Government is not restrained by the First Amendment from controlling its own expression”); *Bd. of Regents of Univ. of Wis. Sys. v. Southworth*, 529 U.S. 217, 229, 120 S.Ct. 1346, 146 L.Ed.2d 193 (2000) (stating that a government entity has the right to “speak for itself”); *Rosenberger v. Rector and Visitors of Univ. of Va.*, 515 U.S. 819, 833, 115 S.Ct. 2510, 132 L.Ed.2d 700 (1995) (“[l]t is entitled to say what it wishes” and to select the views that it wants to express); *Nat’l Endowment for Arts v. Finley*, 524 U.S. 569, 598, 118 S.Ct. 2168, 141 L.Ed.2d 500 (1998) (Scalia, J., concurring in judgment) (“It is the very business of government to favor and disfavor points of view”).”

The determination of whether an expression can be characterized as government speech depends on three factors:

1. whether the government has traditionally used the message or conduct at issue to speak to the public;

2. whether persons would interpret the speech as conveying some message on the government’s behalf; and

3. whether the government maintains control over the selection of the message.


In a relatively recent US Supreme Court case, *Walker v. Texas Div., Sons of Confederate Veterans, Inc.*, 576 U.S. 200 (2015), a sharply divided court ruled in a 5-4 decision that the State of Texas Department of Motor Vehicles had the right to reject the application of the Sons of Confederate Veterans to create a specialty license plate
honoring the group with the display of a Confederate Flag. In the decision syllabus, the court summarized:

“Texas offers automobile owners a choice between general-issue and specialty license plates. Those who want the State to issue a particular specialty plate may propose a plate design, comprising a slogan, a graphic, or both. If the Texas Department of Motor Vehicles Board approves the design, the State will make it available for display on vehicles registered in Texas. Here, the Texas Division of the Sons of Confederate Veterans and its officers (collectively SCV) filed suit against the Chairman and members of the Board (collectively Board), arguing that the Board’s rejection of SCV’s proposal for a specialty plate design featuring a Confederate battle flag violated the Free Speech Clause. The District Court entered judgment for the Board, but the Fifth Circuit reversed, holding that Texas’s specialty license plate designs are private speech and that the Board engaged in constitutionally forbidden viewpoint discrimination when it refused to approve SCV’s design.”

Under the specialty plates policy, Texas motorists can choose from more than 350 messages, including many designs proposed by nonprofit groups or by individuals and for-profit businesses through the State’s third-party vendor.

Applying the standards set above, the majority characterized the messages on the specialty plates as government speech notwithstanding that the designs were generated primarily from hundreds of private groups.

The majority’s reasoning was predicated on the facts that the government issued license plates (1) were traditionally used by the Texas DMV to speak to the public to inform it of the registration data of the motor vehicle; (2) the public associated the information on the license plate as coming from the government; and (3) the Texas DMV Board retained control over the approval of the applications and design on the proposed specialty plates. Accordingly, the majority concluded that the messages on the plate constituted government speech and held the Free Speech Clause that would militate toward allowing the display of the Confederate flag, did not apply.

The dissenting opinion reasoned that by opening the display of messages from private groups on government issued license plates, Texas created a “limited public forum”.

The term “limited public forum” is one of three types of fora under First Amendment jurisprudence.

- The first is a traditional public forum, such as a street or a park, which “has immemorially been held in trust for the use of the public....”

- The second is a non-public forum, “which is not by tradition or designation a forum for public communication....”
• The third type, a hybrid is described as a “limited public forum,” and is a non-public forum that the government “has opened for use by the public as a place for expressive activity.”

2. Analysis:

The issue in adopting a flag display policy is to classify whether the Town of Manchester flagpoles are a non-public forum or a limited public forum.

If the flagpole is classified as a non-public forum, the Town government can fly any flag it wants as the flag is considered government speech. Consequently, the Manchester Town government can say whatever it wants through its flag display without having to give equal time to an opposing side. Under the First Amendment’s Free Speech Clause, a government entity has the right to speak for itself and is entitled to say what it wishes and to select the views that it wants to express.” ²

On the other hand, if the flagpole is classified as limited public forum, then the government cannot engage in “viewpoint discrimination”. As discussed in the U.S. Supreme Court case entitled Rosenberger v. Rector and Visitors of University of Virginia, 515 U.S. 819 (1995), viewpoint discrimination is an egregious form of content discrimination. As such the government must abstain from regulating speech when the specific motivating ideology or opinion or perspective of speaker is the rationale for the restriction. The necessity of confining a limited public forum to the limited and legitimate purpose for which it was created may justify the state in reserving it for certain groups or discussion of certain topics but, once it has opened a limited forum, the state must respect lawful boundaries it has itself set and may not exclude speech where its distinction is not reasonable in light of the purpose served by the forum, nor may it discriminate against speech on the basis of viewpoint.

Subsequent to Walker, there were two other lower court cases that applied Walker in holding that a government flagpole was a non-public forum. The first is Shurtleff v City of Boston, 928 F.3d 166 (2019). The other is United Veterans Memorial and Patriotic Ass’n of the City of New Rochelle, 615 Fed.Appx. 693 (2019)³. The way the Court of

² One exception, not present with the Rainbow Flag, would be the display of a purely religious flag as it could be construed independently of the forum analysis as being a violation of the Establishment Clause which proscribes government endorsement of religion.

³ It should be noted that the Second Circuit’s opinion in United Veterans is not an officially published decision. There is debate whether such non-official opinions constitute binding precedent in the US Circuit Courts.
Appeals for the First and Second Circuits\textsuperscript{4} applied \textit{Walker} in these cases is that a bystander observing a flag flying from a Town of Manchester government flagpole (as they would a state license plate) would recognize that the flag is flying from a government flag pole and would reasonably conclude the government approves and has adopted the message attendant to the displayed flag. Finally, the Town government will control the flags raised on its poles. As this is government speech, the Town of Manchester cannot be compelled to make or adopt speech by flying a flag containing a message of which it does not approve. If a citizen is unhappy with the government’s choice of speech, the Supreme Court has said that his or her remedy is to vote the government out of office.

In light of \textit{Walker}, which is now the governing law throughout the United States, it does not appear that the “limited public forum” classification and attendant requirement of avoiding “viewpoint discrimination” would apply to Manchester’s flag poles. However, given the narrow 5-4 decision in \textit{Walker} and the sharp dissent, it is fair to say that this issue will be litigated again in the next decade.

We do note that First Amendment court challenges to government speech, fora identification and viewpoint discrimination are brought under 42 U.S.C. \textsection{1983}\textsuperscript{5} which authorizes civil actions for the violation of civil rights by state actors. In turn, 42 U.S.C. \textsection{1988} allows prevailing plaintiffs to recover their attorneys’ fees which typically can run into the hundreds of thousands of dollars.

\section{III. THE PROPOSED FLAG POLICY}

In drafting the Town of Manchester Flag policy, we referenced the recently adopted South Windsor Flag Policy which appears to accomplish what the BOD wishes, i.e. the ability to fly the Rainbow Flag without being required to display flags bearing messages of which it disapproves. The SW policy expressly declares its flagpoles to be a nonpublic forum, a statement which is adopted here. (Caveat: This is really a legal conclusion rather than statement of fact. Even though the legislative body declares its flagpoles as a nonpublic forum, this is not binding on a reviewing court.)

\textsuperscript{4} The State of Connecticut along with New York and Vermont is part of the Second Circuit US Court of Appeals and is governed by the decisions of that circuit court.

\textsuperscript{5} “Every person who, under color of any statute, ordinance, regulation, custom, or usage, of any State or Territory or the District of Columbia, subjects, or causes to be subjected, any citizen of the United States or other person within the jurisdiction thereof to the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, shall be liable to the party injured in an action at law, suit in equity, or other proper proceeding for redress, except that in any action brought against a judicial officer for an act or omission taken in such officer’s judicial capacity, injunctive relief shall not be granted unless a declaratory decree was violated or declaratory relief was unavailable. For the purposes of this section, any Act of Congress applicable exclusively to the District of Columbia shall be considered to be a statute of the District of Columbia.”
In South Windsor, the elected Town Council is tasked with bringing forward and approving flag requests. We seek the BOD’s input on the mechanism that should be established to handle flag requests.
Flag Flying Policy of the Town of Manchester

Adopted by the Board of Directors on __________, 2020

I. Purpose

(a) The Town of Manchester (hereinafter ‘Town’) adopts the following policy regarding Commemorative or Organizational Flags displayed on flagpoles situated on Town owned buildings and grounds.

(b) In adopting this Policy, the Town’s legislative body, the Board of Directors declares that flagpoles owned or maintained by the Town are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for the display of Commemorative or Organizational Flags authorized by the Town Council as an expression of the Town Council’s official sentiments which shall constitute government speech.

II. Scope

(a) This policy does not apply to the schools, buildings and grounds owned by the Town but which are in the possession and control of the Board of Education of the Town of Manchester. This policy also is inapplicable to Town-owned properties leased to and under the possession and control of third parties.

III. Definitions

(a) “Flag” is defined consistent with its dictionary definition to mean “a usually rectangular piece of fabric of distinctive design that is used as a symbol (as of a nation), as a signaling device, or as a decoration”.

(b) “Commemorative or Organizational Flag” as defined in this Policy shall mean a flag that identifies with a specific historical event, cause, nation or group of people that the Town choses to honor or commemorate consistent with the Town’s mission and priorities.

IV. Policy

(a) As expression of the Town’s official government speech, the Town may authorize the display of a Commemorative or Organizational Flag at the site of three flagpoles located at Center Park at the intersection of Main Street and Center Street. Said three flagpoles currently display the flags of the United States, State
of Connecticut and Town of Manchester. Upon approval of a request as outlined below in Section V, Commemorative or Organizational Flags shall be displayed on the third flagpole reserved for the display of the Town of Manchester Flag.

(b) No Commemorative or Organizational Flags shall be displayed on any other flagpoles situated on the Town’s building and grounds.

(c) Requests for the display of a Commemorative or Organizational Flag shall be made in writing to the General Manager’s office. Requests should be made at least 30 days prior to the first day of the period of use.

(d) Each Commemorative or Organizational Flag cannot be flown more than once a year and will be displayed for a 24-hour time period. Only one Commemorative or Organizational Flag will be allowed to be displayed on the flagpole during any time period.

(e) Commemorative and organizational flags must be temporarily donated for the Town's use and be clean, without holes and tears, and be made of an all-weather fabric. Commemorative or Organizational Flags must be the same size or smaller than the United States and Connecticut flags that are flown, but no smaller than a height of 3 feet and a width of 5 feet. Grommets are required on each corner of the edge that will be attached to the flag rope. The grommets must be installed in a reinforced material for structural integrity and durability.

(f) The Town will not be responsible for the condition of the Commemorative or Organizational Flag once flown and may dispose of any such flag not picked up within thirty (30) days after it has been flown. The Town will not purchase the Commemorative or Organizational Flags.

(g) Once a request is approved in accordance with Section V below, the Town staff will be responsible for the raising and lowering of the Commemorative or Organizational Flag.

(h) Flags will be flown in accordance with the U.S. Flag Code. If either the U.S. or State flag is flown at half-staff, the Commemorative or Organizational Flag will also be flown at half-staff.

(i) The following are not allowed as Commemorative or Organizational Flags and will not be considered by the Town:

1. Flags of a particular religious movement or creed to avoid the appearance of Town government endorsing religion or a particular religious movement or creed;

2. Flags of a political party to avoid the appearance of Town government, endorsing a political party;
(3) Flags advocating a certain outcome in an election, to avoid the appearance of Town government endorsing an electoral outcome;

(4) Flag of a commercial organization, to avoid the appearance of Town government endorsing any particular business; and

(5) Flags that enable violence, discrimination, prejudice, or racism, to avoid the appearance of Town government endorsing such actions.

V. Procedure

(a) Any individual or group requesting the display of a Commemorative or Organizational Flag shall make such request in writing to the General Manager's office. Requests should be made at least 30 days prior to the requested day of display.

(b) Said requests will be referred to the Board of Directors or a sub-committee for consideration and approval.

(c) The Town will only display Commemorative or Organizational flags that it approves as its own government speech and reserves the right in the exercise of its sole discretion to reject any such request to display a flag made by an individual or group.
RDA Spruce Street Redevelopment Plan Resolution

This board believes that encouraging economic growth in Manchester benefits all citizens,

And that Manchester continuously strives for economic improvement to create benefits for all citizens,

That some parts of Manchester, like the neighborhoods nearest Spruce Street, have significantly higher poverty rates than other parts of town,

That vacancy tends to contribute to poverty,

And that the town of Manchester owns and operates the largest underused/vacant property in this area in the former Nathan Hale Elementary school building,

And that many individuals living in the Nathan Hale neighborhood experience poverty, thus experiencing disadvantages and less opportunity,

And that Board of Directors is committed to urgently working on policy matters which may improve the lives of all citizens, but especially those that have experienced negative impacts from racism or a history of negative public policies,

And the Board recognizes the recent success of the Redevelopment Agency in bringing private investment to the long-vacant Broad Street area, completing its 2008 charge from the Board of Directors,

And that that Board believes bringing jobs and private investment to the vacant Nathan Hales school building may lower poverty and benefit taxpayers,

Be it Resolved that the Board of Directors requests that the Redevelopment Agency develop a plan for the redevelopment of Spruce street, centered on seeking private investment in the Nathan Hale School building, which includes,

   Market survey of industries that will bring at minimum living wage jobs, market rate housing, while maintaining a ‘civic use’ option for part of the site.

   A Review of zoning policy, other vacant or blighted properties on Spruce Street and make recommendations on other public policy plans which may benefit the area.

The RDA shall provide its initial report to the BOD by April 1st 2021.
DATE: August 24, 2020
MEMO TO: Board of Directors
FROM: Scott Shanley, General Manager
SUBJECT: Agenda Item 12.C – RDA Mission

Members of the Board,

Here is a link to the Connecticut General Statutes Chapter 30 (redevelopment statutes)

https://www.cga.ct.gov/current/pub/chap_130.htm

Please ignore the sections following 8-150 which we were unable to delete.

Respectfully submitted,

Scott Shanley
General Manager
Charge to the Redevelopment Agency

The Board of Directors charges the Redevelopment Agency to prepare a redevelopment and/or urban renewal plan as authorized by Chapter 130 of the Connecticut General Statutes for the following redevelopment areas:

1. The Broad Street commercial area located between West Middle Turnpike and Center Street. Refer to all relevant reports, including, but not limited to, the 2003 Manchester Parkade/Broad Street Revitalization Study and 2005 Broad Street Streetscape Conceptual Design Report.

2. Town-owned parking lots located in downtown Manchester and known as the Forest Street, Birch Street and Cottage Street lots.

Any redevelopment plan adopted by the Redevelopment Agency shall be subject to the approval of the Manchester Board of Directors. The Redevelopment Agency shall report monthly on its progress to the Board of Directors with a goal of submitting a redevelopment plan within eight months of the date of this charge.
OFFICERS APPOINTED BY THE BOARD OF DIRECTORS

REDEVELOPMENT AGENCY  **

D  Patricia E. McMann
   9 Shallowbrook Lane
   November 2021

D  Jim Williams
   84D Ambassador Drive  (deceased)
   November 2020

D  Jerald Lentini
   349 Dennison Ridge Drive
   November 2023

D  Stephanie Knybel
   138 Bobby Lane
   November 2022

D  Terry Bogli
   71 Pitkin Street
   November 2024

R  Matthew Peak
   20 Chilstone Lane
   November 2022

D  Rudy Kissmann
   60 Carpenter Road  (resigned)
   November 2020

U  Gary Sweet
   99 Green Manor Road
   November 2023

R  Louis A. Spadaccini
   85 Steep Hollow Road
   November 2024

R  Steve Carter
   91 Robert Road
   November 2023

R  Aaron Wlochowski, Chairperson
   103 Thayer Road
   November 2022

D  Michael G. Farina
   54 Robert Road
   November 2024

**  Members appointed by the General Manager and approved by the Board of Directors.
August 10, 2016

Denise W. Merrill
Secretary of the State
30 Trinity Street
PO Box 150470
Hartford, CT 06115-0470

Dear Secretary of the State Merrill:

Pursuant to the requirements of Sec. 9-369a (b) of the Connecticut General Statutes, I hereby certify that on August 9, 2016 the Board of Directors of the Town of Manchester authorized the following question for submission to the voters for the November 8, 2016 state election, in accordance with Sec. 5-25 of the Charter of the Town of Manchester.

The ballot label for said question will read as follows:

"SHALL THE TOWN OF MANCHESTER APPROPRIATE $4,000,000 TO CAPITAL ACCOUNTS FOR THE 2016-2017 FISCAL YEAR BUDGET FOR THE PURPOSE OF PAYING THE COSTS OF ACQUISITION OF REAL PROPERTY FOR OPEN SPACE, RECREATION AND OTHER TOWN PURPOSES AND IMPROVEMENTS TO HISTORIC TOWN BUILDINGS AND FACILITIES, AND AUTHORIZE THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN OR NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED $4,000,000, OR SO MUCH AS MAY BE NECESSARY AFTER DEDUCTING GRANTS TO BE RECEIVED FOR THE PROJECTS?"

YES

NO"

Sincerely Yours,

Joseph V. Camposeo, CMCTC
Town Clerk

Preserving the Past - Protecting the Future

41 Center Street P.O. Box 191 • Manchester, CT 06045-0191 • (860) 647-3037 • Fax: (860) 647-3029

Web: http://www.townofmanchester.org/town_clerk/
The Board of Directors has approved placing on the November 8, 2016 ballot a referendum question to approve or disapprove an appropriation and bond authorization in an amount not to exceed $4,000,000 to pay for the following:

Land Acquisition and Historic Facility Improvements: $4,000,000

This appropriation will allow the Town to pay for the costs of open space acquisition over time as opportunities arise, and for improvements to historic Town buildings and facilities. Funding for open space acquisition may be spent on acquisition of land, easements and development rights, engineering fees, legal fees, and administrative and financing costs. The appropriation may be partially reimbursed by private gifts and State and Federal grants-in-aid, or grants from other sources.

Funding will also be available for infrastructure investments in historic Town buildings.

The following concise explanatory text has been prepared by the Town Clerk pursuant to Sec. 9-369b(a) of the Connecticut General Statutes and is intended to not advocate either the approval or disapproval of the referendum question.

"Shall the Town of Manchester appropriate $4,000,000 to capital accounts for the 2016-2017 Fiscal Year budget for the purpose of paying the costs of acquisition of real property for open space, recreation and other Town purposes and improvements to historic Town buildings and facilities, and authorize the issuance of general obligation bonds of the Town or notes in anticipation of such bonds in an amount not to exceed $4,000,000, or so much as may be necessary after deducting grants to be received for the projects?

Yes ___  No___"
Explanatory Text
for Election Day
Referendum Question on
Land Acquisition &
Historic Facility
Improvements

November 8, 2016
LAND ACQUISITION AND HISTORIC PROPERTY
INVESTMENT COMMITTEE

Mission

To review and prioritize requests for funding for the open space and historic building investment fund (referendum question attached) and recommend actions to the Board of Directors.

Membership

Nine (9) members with 4-year staggered terms

2 members from the Board of Directors
1 member from the Conservation Commission
2 members from the Planning and Zoning Commission
1 member from the Land Trust
1 member from the Historical Society
1 member from the Advisory Recreation and Parks Commission
1 member of the public

Frequency of Meetings

At least biannually and as required to consider proposals

Staffing

Planning and Economic Development Director or staff
Appropriate staff from other departments for consultation
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<th>MEMBERS</th>
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<td><strong>REPRESENTING BOARD OF DIRECTORS</strong></td>
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<tr>
<td>Ellen Dougan</td>
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<td><a href="mailto:edougan@manchesterct.gov">edougan@manchesterct.gov</a></td>
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<td>Dennis Schain</td>
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<td><a href="mailto:dschain@manchesterct.gov">dschain@manchesterct.gov</a></td>
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<td><strong>REPRESENTING PLANNING AND ZONING COMMISSION</strong></td>
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<tr>
<td>Eric Prause</td>
<td>860-432-0456</td>
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<td>860-874-7369</td>
<td><a href="mailto:erprause@hotmail.com">erprause@hotmail.com</a></td>
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<td>Patrick Kennedy</td>
<td>860-644-6522</td>
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<td><a href="mailto:kennedysinsw@aol.com">kennedysinsw@aol.com</a></td>
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<td>Robert Kilpatrick</td>
<td>860-646-8560</td>
<td>860-706-5271</td>
<td>860-490-1572</td>
<td><a href="mailto:robert.kilpatrick@jud.ct.gov">robert.kilpatrick@jud.ct.gov</a></td>
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<td><strong>REPRESENTING CONSERVATION COMMISSION</strong></td>
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<td>Pat Clancy</td>
<td>860-643-2810</td>
<td></td>
<td>860-202-3137</td>
<td><a href="mailto:siodad@aol.com">siodad@aol.com</a></td>
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<td>John Prior, III</td>
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<td>Helen Robbins</td>
<td>860-533-9109</td>
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<td><a href="mailto:helen.robbins@snet.net">helen.robbins@snet.net</a></td>
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<tr>
<td>Joel Janenda</td>
<td>860-643-0219</td>
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<td><a href="mailto:attyjanenda@sbcglobal.net">attyjanenda@sbcglobal.net</a></td>
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<td><strong>STAFF</strong></td>
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<tr>
<td>Gary Anderson*</td>
<td>860-647-3044</td>
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<td><a href="mailto:ganderson@manchesterct.gov">ganderson@manchesterct.gov</a></td>
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* or Designee
Rev. 12/3/19
AMENDMENT TO THE RESOLUTION
OF THE BOARD OF DIRECTORS ESTABLISHING
REPURPOSED SCHOOLS COMMITTEE

WHEREAS, on April 2, 2019 the Town of Manchester Board of Directors passed a resolution establishing the Repurposed Schools Committee; and

WHEREAS, the Board of Directors desires to amend the resolution to change voting requirements;

NOW, THEREFORE, BE IT RESOLVED that the Town of Manchester Board of Directors hereby amends the April 2, 2019 resolution establishing the Repurposed Schools Committee to substitute the following language for current language in the last sentence of the resolution:

“In addition, adoption of recommendations to be brought to the Board of Directors or election of officers shall require a two-thirds (2/3) vote of the full committee.”

The remaining provisions of the resolution approved by the Town of Manchester Board of Directors on April 2, 2019 and amended on January 7, 2020 and February 4, 2020 remain in full force and effect.

Dated: September 1, 2020

Yolanda Castillo, Secretary