

**MINUTES
REGULAR MEETING OF BOARD OF DIRECTORS
JANUARY 5, 1999
LINCOLN CENTER HEARING ROOM
7:30 P.M.**

FIRST MEETING OF THE MONTH

PRESENT: Chairman Cassano, Secretary Negri, Directors Morancey, Hachadourian, McMahon, Thompson, Becker and Crockett.

ALSO: General Manager Sartor, Deputy Manager Werbner and Town Attorney Darby.

ABSENT: Vice-Chairman Howroyd

1. MEETING CALLED TO ORDER.

The meeting was called to order at 7:31 p.m.

All in attendance participated in the Pledge of Allegiance to the Flag led by Chairman Cassano.

1A. PRESENTATIONS TO THE POLICE DEPARTMENT FROM THE SAVINGS BANK OF MANCHESTER AND THE INAUGURAL CLASS OF THE MANCHESTER POLICE ACADEMY FOR POLICE TRADING CARDS.

As part of the Manchester Citizen's Police Academy graduating class duties, they have restarted the practice of trading cards for police officers to pass out to citizens and Manchester school children. The Savings Bank of Manchester has donated \$2,500 for the purpose of reprinting and creating police trading cards for 1999. Members of the graduating class also contributed.

Chairman Cassano thanked the Savings Bank of Manchester and the Manchester Citizen's Police Academy class for their contributions.

Secretary Negri moved and Director Morancey seconded a motion to suspend the rules to hear Item 4. Presentation of 1998 Audit. Eight voted in favor.

4. PRESENTATION OF 1998 AUDIT.

Director Becker asked Chairman Cassano for a matter of record it be noted that audit materials were received last evening and there may be further questions at the next meeting. Chairman Cassano stated that there will be a presentation this evening and further questions will be addressed at the first meeting of February 1999.

A presentation of the audit for the fiscal year ending June 30, 1998 was made by Finance Director Desmarais and Ken Scully from Scully & Wolf, auditors. Mr. Scully indicated that the Town had received the GFOA certificate which indicates that the Town has gone above and beyond the general accepted accounting principals. This is recognized throughout the industry as a seal of excellence in financial reporting. The audit showed a contribution to fund balance of \$761,000 and the fund balance has increased to \$5,351,000. There were no items of non-compliance to report as a result of the audit nor any material weaknesses. The firm did present some items for management's consideration of recommendations on various issues. Mr. Scully then asked if the Board any questions.

Chairman Cassano asked if Mr. Scully saw any problems or difficulties in having these recommendations corrected for the next audit. Mr. Scully indicated no.

Director Becker asked if recommendations for the Board of Education are a repeat from last year. Mr. Scully said he thought that they had some discussion last year related to the fixed asset matters but were not as specific as this year. Overall, he saw a lot of positive direction taken. Most of the issues revolved around one particular area. Director Becker asked if it was the student activities funds. Mr. Scully answered to some extent and stated more so in the area of the accounting activity as it affected the buildings and grounds department. Director Becker clarified that he understood the recommendation to be that purchase orders from the buildings & grounds department should be approved through the business office before purchases are made. Mr. Scully answered yes. Director Becker asked if that issue had been picked up in previous years. Mr. Scully stated that it was something that became more apparent this year. Director Becker asked if the undesignated fund balance's priority rating will be affected if it drops to 3% after \$1 million is used toward the revaluation process this year. Mr. Scully stated that there are a variety of different factors that involve fund balance. The funding agencies look for consistency and utilization of fund balance for the types of things that are non-recurring expenditure items rather than support of operating expenditures. He thought that because we are consistent in the management of fund balance and because we will be using it for revaluation, it would be a positive reflection of use.

Director Crockett asked if our undesignated fund balance was down to 3% as opposed to

the 4%, would that affect our possible bond rate with the large school bond issue coming up. **4. PRESENTATION OF 1998 AUDIT (cont.)**

Mr. Scully stated that he couldn't say, but based on our past consistency and utilization, thought not.

Director Hachadourian asked how does the issue of fund balance impact the bond rating that we currently have. Mr. Scully stated that fund balance is an important consideration when the rating agencies look at credit. The factors that they look at more than the amount of fund balance is what is done with it and how consistent the fund balance is maintained. They are looking for strong management and strong financial administration. He felt that this town met those requirements.

Chairman Cassano stated that the Board members should look this report over in the next week and at the next scheduled Board meeting let the management know if they would like to have Mr. Scully back for the first meeting in February. He also asked that General Manager Sartor have the Town's response relative to library and sanitation collections, as well as, the Board of Education's response to this letter from the auditors.

2. OPENING OF MEETING TO ELECTORS OR TAXPAYERS WHO WISH TO BE HEARD ON ANY SUBJECT WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS.

James Bostock, 444 West Middle Turnpike, spoke in favor of doing the revaluation this year. He felt it was unfair for condo and small house owners if it isn't done.

Kenneth Burkamp, 811 Main Street, supported giving obsolete fire equipment to a poor country that could use it rather than charge them. He thanked Zoning Enforcement Officer O'Marra, for his assistance in cleaning up properties in town. He supported the property maintenance code but felt that the town and private businesses should be included.

Milt Perlman, 3 Sanford Road, spoke regarding the property maintenance code and a report of contaminated sites in Manchester. He thanked the Planning & Zoning Commission for not permitting a zone change for the hotel.

Bill Ogden, 137 Branford Street, spoke regarding the property maintenance code and that the Town should be included. He also spoke regarding Lydall and the fact that they have contaminated the ground water. They should be forced to clean up their property.

Al Coelho, 48 Carpenter Road supported the proposed property maintenance code but felt the Town should not exclude itself. He was glad Planning & Zoning voted down the proposed hotel.

Dan Moran, 272 Charter Oak Street, spoke regarding the proposed property maintenance code. He felt that if this property maintenance code gets passed, at least 2% of the building's worth each year should be used toward maintenance costs.

Leslie Frey, 30 Florence Street, supported the property maintenance code and stated that it would not be a hardship to people.

Chairman Cassano closed the public hearing at this time. He stated that the purpose of the property maintenance code is to protect the public's health, safety and welfare and deals with the exterior of buildings. An additional code called the building code deals with the interior and other issues that are separate from the proposed property maintenance code. The reason this committee has proposed this property maintenance code is to address 1% of the population who refuse to respect the rights of their neighbors. The recommendation of the committee is to exclude only the town's landfill, garage and the former Bentley School.

3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS.

- a. Minutes of November 17, 1998 - Reconvened Meeting.
- b. Minutes of December 1, 1998 - Public Hearing on Maintenance Code.
- c. Actions taken on December 8, 1998.

Secretary Negri moved and Director Crockett seconded a motion to adopt the minutes as submitted. Eight voted in favor.

5. PRESENTATION OF BID WAIVER REQUESTS.

- a. Sale of miscellaneous, surplus Fire equipment.

General Manager Sartor stated that there is a request this evening for a waiver of competitive bidding with regard to the disposition of certain miscellaneous obsolete equipment in the Fire Department that is proposed to be sold to the Dominican Republic.

Fire Chief Weber explained that the Dominican Republic is interested in obtaining obsolete equipment from the Fire Department in the amount of \$8,000. It was felt that the \$8,000 was a generous offer.

Director Becker asked how does the Fire Department normally dispose of that type of equipment. Chief Weber said that they would attempt to have a silent auction, advertise through the fire buff magazines and any other municipal magazines and sell to the highest bidder.

Secretary Negri asked for information regarding the cots that were available in the stock and if sufficient cots are available to public in case of an emergency. Chief Weber stated that the cots that are in this stock have not been used for many years and are not used as a resource.

Director Morancey had a concern about the liability relative to the air packed bottles and asked if there was a life on them. Chief Weber stated that they have a life expectancy of 15 years. He stated that the agreement would be that they would assume all responsibility for everything we sell them.

Director Crockett asked if we would paying the shipping costs. Chief Weber stated that they will come and pick it up with a truck and then they will ship to the Dominican Republic at no cost to the Town.

6. PUBLIC HEARINGS.

- 6a. Appropriation in General fund, Transfers to Board of Education Capital Reserve \$490,000.00
to be financed by General Fund Designated Fund Balance;
and subsequent allocation to Board of Education Capital Reserve as follows:
 - 1) BR017 - Central Office for professional expenses incurred in the planning and designing of the proposed renovations to the school system. \$340,000.00
 - 2) BR012 - Robertson - Relocatable Classroom \$150,000.00
 - 3) Related Allocation in Board of Education Capital Reserve to BR017 - Central Office for professional expenses incurred in planning and designing proposed renovations to school system. \$100,000.00
to be financed by Unallocated Board of Education Capital Reserve.

General Manager Sartor stated that this public hearing has to do with the appropriation and transfer of monies that take the balance of the unexpended monies from the Board of Education’s last fiscal year. It would be used toward the cost, design and professional expenses associated with developing a program for the schools. The second item would

6. PUBLIC HEARINGS (cont.)

\$150,000 for a relocatable classroom that has been requested and required at Robertson and the third item is the reallocation within the capital reserve of a \$100,000 for a total of

\$440,000.

Bill Ogden, 137 Branford Street had a question as to whether this was going out to bid. General Manager Sartor stated it is pursuant to local or state bid. Regarding the architectural and consulting services there has been a selection committee who has made recommendations and will be reported to this Board later this year.

Dan Moran, 272 Charter Oak Street, had a suggestion that several towns in the area are looking at obtaining portable classrooms and thought that some sort of deal could be made to get a lower rate as a team. He reiterated that upkeep of the school building should be a priority after the renovations take place. He felt that the architects should be held responsible for many of the problems within the buildings.

Director Becker made a point of information that these relocatable classrooms are used as a second-hand classroom, and apparently, short in supply.

There being no further comments from the public, Chairman Cassano closed the public hearing on this item.

- *6b. Appropriation to Education Special Projects -
for MHS Tech Prep Programming \$ 6,803.00
to be financed by a State Grant.

There being no comments from the public, Chairman Cassano closed the public hearing on this item.

- *6c. Appropriation to General Fund - Youth Services -
Teen Night \$ 2,000.00
to be financed by a donation from the Mayor's Fund for
Manchester Children, which is gratefully acknowledged
and accepted.

Director of Youth Services Roche was present to make comment and thanked the Mayor's Fund for Manchester Children for the generous donation for teen night.

6. PUBLIC HEARINGS (cont.)

There being no comments from the public, Chairman Cassano closed the public hearing on this item.

- *6d. Appropriation to General Fund - Youth Services - ROPE course\$ 9,803.00 to be financed by a donation from Manchester Community Technical College.

Director of Youth Services Roche stated that this is a collaborative proposal on the part of the Town of Manchester, the Recreation Department, the Youth Service Bureau, the Board of Education and Manchester Community Technical College. This amount represents the colleges one third part of the money that was needed to build the course.

There being no comments from the public, Chairman Cassano closed the public hearing on this item.

Director Morancey asked who else contributed to this. Director of Youth Services Roche stated the Town and the Board of Education. Director Morancey asked where it was located. She stated adjacent to the youth soccer fields on Hillstown Road on Town property.

- *6e. ADOPTED - Appropriation to Special Grants - Fund 260 - for Youth Service Bureau.....\$ 510.00 to be financed by a \$10 donation from Christine and Robert Owen, which is gratefully acknowledged and accepted, and by a judicially mandated donation in the amount of \$500.

There being no comments from the public, Chairman Cassano closed the public hearing on this item.

- *6f. Appropriation to Special Grants - Fund 260 -Police Donations - for Police Trading Cards \$ 2,725 to be financed by a \$2,500 donation from the Savings Bank of Manchester and by a \$225 donation from the Inaugural Class of the Manchester Police Academy, which are gratefully acknowledged and accepted.

Police Chief Aponte stated that this class was very successful. There being no comments from the public, Chairman Cassano closed the public hearing on this item.

6. PUBLIC HEARINGS (cont.)

Director Morancey asked when the cards would be available. Chief Aponte stated hopefully this year. There needs to be some fund raising accomplished.

- *6g. Appropriation to Special Grants - Fund 260 -
 D.A.R.E. \$ 3,160.00
 to be financed by a \$10 donation from Mrs. Vicki Torsiello’s
 Second Grade Class at Buckley School and a \$1,000 donation
 from the Manchester Housing Authority, which are gratefully
 acknowledged and accepted, and by \$2,150 in court mandated
 donations.

There being no comments from the public, Chairman Cassano closed the public hearing on this item.

- *6h. Appropriation to Special Grants - Fund 260 -
 emergency needs of residents \$ 1,000.00
 to be financed by from the Manchester Emergency
 Employment Fund.

Director of Human Services Marcus stated that this is a periodic appropriation that is asked for each year. There being no comments from the public, Chairman Cassano closed the public hearing on this item.

- *6i. Appropriation to General Fund - Health Department
 -“Spotlight on Health” communication kits \$ 1,500.00
 to be financed by a \$1,000 donation from the Savings Bank of
 Manchester and a \$500 donation from Highland Park Market,
 which are gratefully acknowledged and accepted.

There being no comments from the public, Chairman Cassano closed the public hearing on this item.

Director Morancey asked for a summary of donations from the Savings Bank of Manchester and thought that they should be recognized for their contributions. Chairman Cassano agreed.

- *6j. Appropriation to Special Grants - Fund 260 -
 Manchester Early Learning Center - January 1, 1999 to
 December 31, 1999..... \$196,310.00

6. PUBLIC HEARINGS (cont.)

to be financed by a grant from the State Department of Social

Services; and related authorization for the General Manager, Richard J. Sartor, to enter into or amend a contract between the Town of Manchester and the State Department of Social Services for a child day care program.

Director of Human Services Marcus stated that this is a portion of the operating funds for the Early Learning Center that is funded by the State Department of Social Services.

There being no comments from the public, Chairman Cassano closed the public hearing on this item.

Director Morancey requested an update on the status of the Manchester Early Learning Center. Ms. Marcus stated that they currently have \$615,000 towards what appears to be a \$1.2 million cost to build the new center. CHEFA is looking at a proposal by the Early Learning Center for additional funds of \$60,000.

Director Becker asked if parents are charged a co-pay. Ms. Marcus stated that they are mandated to charge a co-pay, have a sliding fee scale and are charged according to income. Director Becker asked what percentage of the total budget would this represent. Ms. Marcus stated two third's of the budget.

Chairman Cassano stated that Item 6.k. is a technical item that needs to be read specifically as follows: Excerpts from the minutes of public hearing and meetings of the Board of Directors of the Town of Manchester held January 5, 1999. I, Stephen T. Cassano, hereby convene the public hearing with respect to the \$1,236,019 public safety information technical systems appropriation and lease financing agreement. The resolution, which is the subject of this public hearing, is available to the public and may be obtained at this meeting from the Clerk.

- 6k. To read the title of the following proposed resolution in its entirety and to waive the reading of the remainder of the Resolution incorporating its full text into the minutes of this meeting. Resolution appropriating \$1,236,019 to the Capital accounts of the 1998/1999 Capital Budget for planning, acquisition and construction of public safety information technology systems ("system"), \$455,526 of which shall be

6. **PUBLIC HEARINGS (cont.)**

expended for the Town of Manchester's system, authorizing

the balance to be expended by the Town as fiduciary for Coventry, Newington and South Windsor pursuant to an interlocal agreement; and authorizing the lease financing of the system by the Town of Manchester in an amount not to exceed \$1,236,019; and authorization of related bid waiver to acquire system compatible equipment.

Director Crockett moved and Director Morancey seconded a motion to adopt Item 6.k.

		Roll	Call	Vote
<hr/>	Cassano	yes	Hachadourian	yes
	Negri	yes	Becker	yes
	Morancey	yes	Thompson	yes
	McMahon	yes	Crockett	yes

General Manager Sartor stated that the public safety records information system has been discussed with the Board of Directors on several occasions. This resolution appropriates the necessary money to make the expenditures necessary to purchase the technology and equipment related to this. It also provides for the lease purchasing of that amount of money and equipment and a related bid waiver to acquire system compatible equipment.

There being no comments from the public, Chairman Cassano closed the public hearing on this item.

Director Morancey asked if the Eighth Utilities District Fire Department was included in this agreement. Fire Chief Weber stated that he has received a letter from them indicating their interest in participating. The current dispatching agreement would be modified to include them when it is renewed. Director Morancey asked if they would have a financial obligation by being included. Fire Chief Weber stated that they would have a financial requirement of approximately \$50,000 depending how the two systems are connected.

7. COMMUNICATIONS.

Director Crockett stated that he received correspondence that asked how the Town is doing with the Y2K compliance and asked for an update regarding this.

Director Becker brought to the Board’s attention a complaint from a resident of the

Rossetta Drive area of an obnoxious odor in the neighborhood. Another suggestion was to look into installing a traffic signal on the corner of Sheldon Road and Parker Street which is a very busy intersection. He would like to review the memo from General Manager Sartor regarding the revaluation recommendation.

Chairman Cassano reminded the Board of a joint meeting with the legislative delegation, as well as, the Board of Education for this Thursday at 5:30. He also announced the comment sessions for the month.

General Manager Sartor referred to a communication to the Board dated December 31, 1998 regarding real property revaluation options. The Director of Finance and Assessment & Collection have recommended a full physical revaluation requiring that each property be visited and be determined whether changes should be made into the current records. They also recommended appropriation of undesignated unreserved fund balance from the fiscal year 1998 operating results. General Manager Sartor concurred and requested the Board to approve the immediate distribution of a request for proposal for services necessary to perform this revaluation as of October 1, 2000. Further, that we would consider next month the appropriation of the funds necessary to fund that full physical revaluation in an effort to meet the statutorily required date for the completion. Director of Finance Desmarais stated that the State is not routinely giving exemptions presently.

Chairman Cassano asked what could be done on an interim basis between full physical revaluations to update more often. Mr. Desmarais stated that the State intended towns do a full physical on a 12 year cycle and required some sort of action every 4 years.

Director Crockett asked what the penalties are if this revaluation is not finished by October 1, 2000. Mr. Desmarais stated that it was 10% of state grants received.

Director Hachadourian asked if any Towns have been penalized as yet in Connecticut. Mr. Desmarais stated not to his knowledge. Director Hachadourian asked how many towns are beyond their statutory requirement. General Manager Sartor stated that 72 of 89 towns have property revaluations older than Manchester. Director Hachadourian asked how many firms are available to do this and do they have to be Connecticut firms. Mr. Desmarais stated that they have to be certified firms and there are less than 10 firms in the country.

Director Becker asked why we waited this long and now it is an urgent recommendation. Mr. Desmarais stated that he believed that there is enough time but should be acted upon quickly. The issue is not to put the integrity of the data at risk in order to meet a

deadline. There were also indications that there would be modifications in the legislation. There hasn't 7. COMMUNICATIONS (cont.)

been any modifications as expected, therefore, the pressure has evolved out of this. Director Becker asked if this could still be phased in. General Manager Sartor stated yes and that you could constantly be in a phase-in process if you chose to be. Chairman Cassano added that hopefully property tax reform will take place the same time as the revaluation.

Director Crockett asked if there was knowledge that any other town has asked for or granted an extension. Mr. Desmarais stated that no one has formally asked. We are presently tracking those towns that are having difficulty to find out what happens. Director Crockett asked worse case scenario, how long would it take us to get a statistical revaluation. Mr. Desmarais stated probably one half the time. It would satisfy the law but would be relying on data that is 10 years old.

Director Hachadourian asked how many people actually knock on people's doors. Mr. Desmarais stated that there would be less than 10 people and the reason why it would take 22 months to complete the process.

Chairman Cassano stated it will be discussed at next week's meeting to put on the February agenda for action.

Director Hachadourian stated that he needed time to digest this information as they had just received it yesterday.

Director Crockett stated that he would like to see it on next month's agenda, as it is the Board's obligation to provide public safety and education, and people taxed fairly. We need to study up on this and be ready for next month so as to not jeopardize being penalized for being late.

Secretary Negri moved and Director McMahon seconded a motion to take a recess. Eight voted in favor.

The Board recessed at 10:00 p.m. and returned at 10:15 p.m.

General Manager Sartor stated that the Board requested last month that we try to conclude as definitive response as possible for the issue of whether or not there are outstanding actionable environmental conditions at Lydall & Foulds. Certain allegations have been made repeatedly that Lydall & Foulds have failed to satisfy the terms of the tax lien

agreement with the Town to clean up the site and also that the site was contaminating the ground water 7. **COMMUNICATIONS (cont.)**

supply in the area. He received a report from the Director of Planning & Development, Mark Pellegrini, that they have researched the public records on the property and find that there was never a contractual obligation on Lydall & Foulds to conduct any environmental remediation at 615 Parker Street in the tax lien sale agreement with the Town. Therefore, if there was no requirement, they could not be breaching that agreement. There are no outstanding or active orders at the site issued by DEP concerning ground water contamination. Lydall & Foulds is operating under regulations covering our wastewater discharge and is not in violation of any regulation at this time. There are no Town ordinances or regulations governing ground water issues at the site, state DEP and federal EPA are the bodies with jurisdiction. There are no outstanding orders from either of these agencies against Lydall & Foulds at this time. The Lydall & Foulds property is listed on EPA superfund list either because of reported incidents or suspicion of contamination in the past. It is likely that those sites, in the opinion of our planning staff, were listed based on general investigations related to contamination of the Town's well fields that were nearby. The current status on wastewater discharges are those of an active paper mill. They have improved their system over the years. They are working with the Town currently to maintain quality and consistency on their discharge and best management practices are in place relative to wastewater discharge. Recent newspaper article for notice of violation from the Bureau of Water Management was that Lydall & Foulds had missed a filing deadline for a monthly report. According to the DEP there are no open orders relating to ground water contamination against Lydall & Foulds. In conclusion, the department has found in their investigation, that the DEP currently has no open orders relating to groundwater or wastewater discharge at Lydall & Foulds and they will be working with Lydall & Foulds to close the 1989 Form 3 issue out.

Chairman Cassano stated that it is a thorough report and addresses many of the concerns that were raised, and more importantly, initiates an action that open Form 3 will be addressed.

8. **REPORTS.**

- a. Olcott Street facilities improvements.

General Manager Sartor wanted to remind the Board that one of the issues always facing the Town is the maintenance and adequacy of facilities. He stated that significant efforts have been made over the last several years and a number of our facilities have been renovated. At the

present, we are contemplating pursuing additional facilities both in terms of upgrading and maintenance into the future. One significant area of concern is our Public Works 8.

REPORTS (cont.)

facilities that are located on Olcott Street. A written report has been prepared and distributed by Public Works and our Field Services to make recommendations to ensure that those facilities continue to meet our needs into the future.

Louise Guarnaccia, Field Services Administrator, gave a report regarding the Olcott Street Public Works Facilities stating that the garage on Olcott Street was built in the early 1960's with the addition of a storage dome for salt in 1982, a major addition added to the original building in 1985/86 and a small addition in 1994/95. Over the years they have also lost space to the Fleet operation and presently several forty foot storage trailers are used for storage on the property. She then summarized some issues that are regulatory and resulted from the requirement that the site have a Storm Water Permit from DEP. They include that salt piles and cold patch be stored under cover, storage of oil and other fluids, storage of tires, and vehicle and equipment washing facilities. In addition, there are several items that need to be addressed regarding this facility including a bay large enough to repair new fire equipment, increase of inventory storage, larger garage facilities to house large trucks, locker room facilities for females including shower facilities for emergency clean ups, space for classroom training, lunch facilities for employees and space for small engine/small equipment repair.

A review has been made of all the issues and a series of proposals offered of how to resolve them. It is proposed that the activities be done incrementally, that all costs be out of current funds or funds received in the future and that no bonded debt would be incurred. The two most important issues that would be resolved immediately are the installation of the vehicle washing facility, the water recycling system and a building over the existing wash rack at an estimated cost of approximately \$300,000. The second most pressing item is the installation of two new storage facilities for sand and sand/salt. They proposed the construction on the back of the existing highway garage of two new bays, one to handle landfill equipment and one to handle fire apparatus and additional parts storage space at an estimated cost of \$358,000. It was proposed that a new facility be built for the highway department that would house their vehicles and equipment and would also provide space for training, locker rooms and shower facilities, lunchroom and break areas, supervisory area, emergency dispatch area and clerical areas at a cost of approximately \$1.6 million. Finally, an additional \$120,000 for rehabilitation of the remaining existing garage facility for storage activities and sign room. The total cost of the repairs is estimated at \$2.9 million. It is believed the project could be funded from LOCIP funding, reserves from water, sewer and sanitation, and possibly other funds that

are found in the future through grants or through operating surpluses. A plan regarding finances will be distributed to the Board sometime in the near future.

8. REPORTS (cont.)

Director Hachadourian supported this proposal and was in favor of streamlining operations within the town. He asked if the Board of Education could be consolidated also. Ms. Guarnaccia stated that she would get the numbers and figures from the Board of Education so that it could be looked at.

Director Becker asked about the consultant report that was done regarding this issue about a year and a half ago. Ms. Guarnaccia stated that some of the information in this report is based on that report. The report was reviewed and it was decided that the costs were prohibitive and by scaling down the project, thought it could work. Director Becker asked if she could explore the idea on phasing in this project and what kind of time frame is anticipated for completion. Ms. Guarnaccia stated that they would like to see the project completed in the next three to four years. However, she felt she could give the Board better information on the phase-in and the time frame once the funding sources are identified and come back to the Board with firm proposals for funding. This is expected to be within the next month. Director Becker asked if it would be an initiation under the 1998/1999 budget or sooner. Ms. Guarnaccia stated that because the funding sources are not current revenue items, the initial funding sources would be from reserves and LOCIP which is already in hand. Request for allocation or appropriation would be made to this Board sometime within the next two months for the budget cycle. Director Becker asked if these items are all necessary. Ms. Guarnaccia stated that they all are absolutely essential. She stated that she has given the Board a bare minimum proposal.

Director Crockett asked if the salt/sand containers would house enough for 8 storms. She stated that there would be 1500 lbs. of mixed in the round dome in the center. 2500 lbs. of salt would be in one and 2500 lbs. of sand in the other. Salt is used at a different ratio than sand, so would not cover that many storms. Director Crockett asked if a new building was being built for the clerical staff. Ms. Guarnaccia stated yes that it was felt that the new building should have the employee spaces incorporated in it.

Chairman Cassano asked if recycled water is used with the wash rack. Ms. Guarnaccia stated that this proposal calls for a water recycling system at the wash rack and presently water is not recycled. Chairman Cassano asked if discharge water could be used in the waste water treatment plant. Ms. Guarnaccia stated that it would cost significantly more to bring the gray water from the plant up to the wash rack.

Secretary Negri moved and Director Hachadourian seconded a motion to suspend the rules to continue the meeting past 11:00 p.m. Seven voted in favor. One voted against - 8. REPORTS (cont.)

Thompson.

Chairman Cassano stated that he thought that it should be made a priority to have an exhaust system installed in the garage. Ms. Guarnaccia stated that it has been addressed.

Chairman Cassano asked if items are being addressed as to the proposed property maintenance code that should be passed soon. Ms. Guarnaccia stated that this plan is going to eliminate some of the complaints relative to this code and they plan on addressing all the needs of the new code over the phasing in of this project.

General Manager Sartor stated that the next step in this process would be to present a recommendation to the Board of Directors that would include consideration for the sources and uses of funds. The intent is to try to produce a program that allows minimum adequate facilities in the future without the need for long-term debt. It would then be presented for the Board's consideration in February or March.

Director Hachadourian asked that during the planning of the facilities, it be considered for Board of Education use to be incorporated, if this might be the direction of the future. Ms. Guarnaccia stated that this plan includes the size and number of equipment that the Board of Education has in its fleet, if that should so be decided by the Boards.

Director Morancey asked if this plan would allow for all trucks to be stored inside buildings. Ms. Guarnaccia stated yes and also the majority of loaders and backhoes. It will not, however, enclose the landfill equipment. General Manager Sartor stated that one of the most important considerations would be that when an emergency arises, the trucks would be loaded with sand and salt ready to go.

Secretary Negri asked if there was consideration of connecting facilities. Ms. Guarnaccia stated that the intention is to try to create two way traffic in the area between the buildings.

Director Thompson suggested that this money be bonded. General Manager Sartor stated that certainly that could be considered and is a decision of this Board. Ms. Guarnaccia stated that this is a proposal that would avoid bonding, but certainly bonding could be considered by the Board.

Chairman Cassano asked about storage of items that the public complain about. Ms.

Guarnaccia stated that they would be stored in the rear of the property and they would also be doing seasonal storage at the Reed property.

b. 8. REPORTS (cont.)

Project Status Reports: I.O.H. Pool, Northwest Park.

Director of Public Works Lozis stated that the I.O.H. Pool is on schedule. They have been tenting and heating the additions and have been doing the masonry work. It has had no serious affect on programs. Early March completion is anticipated.

Plans and specifications for Northwest Park are expected the end of next week and will go out to bid by the end of the month.

Chairman Cassano asked that Mr. Lozis explain the circumstances at the library of a wrong-sized pipe. Mr. Lozis stated that apparently when they connected up the four toilets, they connected a 1-1/2" line to a 3/4" line and now there is not enough water flow.

The architect and the mechanical engineer are aware of it and plan on repairing it. He then asked about the Senior Center. Mr. Lozis stated that the bid opening is January 12th.

Director Morancey asked about Union Pond trail. Director of Parks & Recreation Sprague stated that the signs should be ordered in the next month. Completion of the first phase of the trail will be in the spring. The contract has been awarded on the second phase and plans should be completed by April. Director Morancey asked about Center Springs Park. Mr. Sprague stated that the fishing pier should be completed by the end of this week and the pond will be filled up after the dredging is completed. He asked about the stocked fish. Mr. Sprague stated that they are probably in the Connecticut River by now. There is no capability of lowering the pond to certain levels. It is either all or nothing.

c. Report of the Property Maintenance Code Subcommittee.

Secretary Negri stated that approximately two years ago a subcommittee of the Board made up of Board members, staff members and town's people met to work on a code to compliment the present housing code. On December 1, 1998 a public hearing was held. A good number of concerned citizens attended. Most were in favor of the code, but had concerns about the condition of the school buildings and the exemption of town buildings from the code. The committee later met and modified the present code. The most recent copy was distributed to the Board this past week. The presently modified code changes the scope to include many of the

Town buildings in the code. The committee felt that this was a good compromise and it is hoped that a vote can be made in the near future. Director Becker stated that most of the public are in favor of this code and read a few letters. He felt that some restrictions on property owners are in the best interest of this Town and supported this code.

8. REPORTS (cont.)

Director Hachadourian supported this code and said that most people he spoke to also supported it. He asked what the make-up of the people would be on the Municipal Code of Appeals. Chief Building Inspector Belval stated that the group would be composed of people with at least five years of experience in building design, construction or supervision of construction and one public member. Secretary Negri stated that it is being arranged so that the officials enforcing the code would not be acting on the appeals board. Director Hachadourian stated that that can be assured by the appointments made. Chairman Cassano asked who are on the Building Code of Appeals and how are they appointed. Mr. Belval stated that they are appointed by the General Manager. Chairman Cassano asked for a list.

Director Morancey asked for a typical violation, the courses of action, appeal and fines be written down and passed on to the Board. He asked what happens to abandoned businesses. Mr. Belval stated that it would have to go through due process. He would do the inspection, property sight the owner or its agent and give them specified time for correction. If they choose to ignore it, then it would be brought to the Housing Court. At that point, the judge could impose the fine. He asked how this would help on extreme cases where a business owes the town \$300,000 in back taxes. Town Attorney Darby stated another fine would not do much, but there was built into this code some enforcement mechanisms to give us the ability to seek a court order in order to correct the situation.

Director Crockett asked which parts of this code are new as compared to what are presently in effect.

Chairman Cassano brought up the concern of Judith Drive and asked if there was any research being done. Mr. Belval stated that they have looked into it and found that all vehicles were registered and on the property. At this point, there is no solution. Director Becker stated that several of the vehicles were registered out of state and had been referred to the Police Department for follow-up. No action has been taken as yet.

Chairman Cassano asked that the Property Maintenance Code be put on the agenda for next month as a public hearing. Town Attorney Darby stated that it is anticipated that an ordinance would be given along with the ordinances that would be revoked.

Secretary Negri asked if there needed to be another public hearing because the subcommittee has made some revisions to the code since the last public hearing. Attorney Darby stated no. It is up to the Board to adopt the code as presently submitted.

9. CONSENT CALENDAR (Identified by asterisks.)

*Consent calendar consists of items 6b., 6c., 6d., 6e., 6f., 6g., 6h., 6i., 6j., 17a., 17b., 17d., 17e., 17f., and 17g.

Secretary Negri moved and Director Morancey seconded a motion to accept the consent calendar as presented. Eight voted in favor.

***6b. ADOPTED** - Appropriation to Education Special Projects - for MHS Tech Prep Programming \$ 6,803.00 to be financed by a State Grant.

***6c. ADOPTED** - Appropriation to General Fund - Youth Services - Teen Night \$ 2,000.00 to be financed by a donation from the Mayor’s Fund for Manchester Children, which is gratefully acknowledged and accepted.

***6d. ADOPTED** - Appropriation to General Fund - Youth Services - ROPE course \$ 9,803.00 to be financed by a donation from Manchester Community Technical College.

***6e. ADOPTED** - Appropriation to Special Grants - Fund 260 - for Youth Service Bureau..... \$ 510.00 to be financed by a \$10 donation from Christine and Robert Owen, which is gratefully acknowledged and accepted, and by a judicially mandated donation in the amount of \$500.

***6f. ADOPTED** - Appropriation to Special Grants - Fund 260 -Police Donations - for Police Trading Cards \$ 2,725.00 to be financed by a \$2,500 donation from the Savings Bank of Manchester and by a \$225 donation from the Inaugural Class

of the Manchester Police Academy, which are gratefully acknowledged and accepted.

- *6g. **ADOPTED** - Appropriation to Special Grants - Fund 260 - D.A.R.E. \$ 3,160.00
to be financed by a \$10 donation from Mrs. Vicki Torsiello's

9. **CONSENT CALENDAR (Identified by asterisks.)(cont.)**

Second Grade Class at Buckley School and a \$1,000 donation from the Manchester Housing Authority, which are gratefully acknowledged and accepted, and by \$2,150 in court mandated donations.

- *6h. **ADOPTED** - Appropriation to Special Grants - Fund 260 - emergency needs of residents..... \$ 1,000.00
to be financed by from the Manchester Emergency Employment Fund.

- *6i. **ADOPTED** - Appropriation to General Fund - Health Department -“Spotlight on Health” communication kits \$ 1,500.00
to be financed by a \$1,000 donation from the Savings Bank of Manchester and a \$500 donation from Highland Park Market, which are gratefully acknowledged and accepted.

- *6j. **ADOPTED** - Appropriation to Special Grants - Fund 260 - Manchester Early Learning Center - January 1, 1999 to December 31, 1999..... \$196,310.00
to be financed by a grant from the State Department of Social Services; and related authorization for the General Manager, Richard J. Sartor, to enter into or amend a contract between the Town of Manchester and the State Department of Social Services for a child day care program.

- *17a. **ACCEPTED** - Acceptance of a Pioneer Double Cassette stereo for the Youth Services Bureau donated by John Wilper, which is gratefully acknowledged and accepted.

- *17b. **ACCEPTED** - Accept resignation of James Quaglia from the Redevelopment Agency for term expiring November 2000.

***17d. ACCEPTED** - Request for early retirement of Marlene S. Christensen, Board of Education, to be effective December 31, 1998.

9. CONSENT CALENDAR (Identified by asterisks.)(cont.)

Subdivision.

***17f. ACCEPTED** - Acceptance of Folly Brook Lane and portions of Walek Farms Road and Northview Drive as part of the Keeney Heights Subdivision.

***17g. ADOPTED** - Allocation in Water Reserve for purchase of valve maintenance truck \$ 11,500.00 to be financed by Unallocated Water Reserve.

Secretary Negri moved and Director McMahon seconded a motion to take a brief recess. Eight voted in favor.

The Board recessed at 10:00 p.m. and returned at 10:15 p.m.

10. ACTION ON ITEMS OF PUBLIC HEARING.

- a. Appropriation in General fund, Transfers to Board of Education Capital Reserve \$490,000.00 to be financed by General Fund Designated Fund Balance; and subsequent allocation to Board of Education Capital Reserve as follows:
 - 1) BR017 - Central Office for professional expenses incurred in the planning and designing of the proposed renovations to the school system. \$340,000.00
 - 2) BR012 - Robertson - Relocatable Classroom \$150,000.00
 - 3) Related Allocation in Board of Education Capital Reserve to BR017 - Central Office for professional expenses incurred in planning and designing proposed renovations to school system. \$100,000.00 to be financed by Unallocated Board of Education Capital Reserve.

Secretary Negri moved and Director McMahon seconded a motion to adopt Item 10.a. Seven voted in favor. Thompson left before the vote.

This was consistent with a memo that General Manager Sartor sent to the administration and concurred with the superintendent on behalf of the Board of Education. This is a routine year-end practice.

Director Becker asked for a clarification as to the funds coming from the Fund Balance and asked if it would have a negative affect on the fund balance or has this already been designated. General Manager Sartor stated no.

Director Crockett asked about the break down on professional fees as to what the architectural fees might be. General Manager Sartor stated that the \$440,000 is an estimate of the cost of services between now and the fall, however, there is no breakdown as yet. The scope and cost of the work is still being negotiated. We would look to the Board of Education for additional resources should that be necessary. Director Crockett asked if they would be using the Lawrence Report as a resource. General Manager Sartor stated that yes they would be referring to all the reports that have been compiled to date. Director Crockett stated that there is concern that the two firms being considered are located too far a distance looking at the scope of this project and that this work should be given to firms locally. Public Works Director Lozis stated that Fletcher Thompson has indicated that they will be setting up a presence here in Town. He stated that they will ask Turner to do the same.

Chairman Cassano stated that it is a policy of the Town to give these types of projects to local firms, but no local people bid on this project. Mr. Lozis stated that the bid process is going to be wide open for construction and he assumed that they are going to go design, bid, build. It still has to be decided by the Building Committee and the Board of Directors how we will proceed. One of the reasons Fletcher Thompson was chosen is because it is a total in-house firm, and therefore, doesn't have to subcontract which will make them responsible if there are any problems. Once we get through the study process we may bring in additional firms. Chairman Cassano stated that he thought this was a legitimate concern and asked that General Manager Sartor write letters to Fletcher Thompson and Turner indicating our concern, that if it is feasible that they need to hire, preference be given to local contractors.

Director Crockett moved and Director Morancey seconded the motion to read the title of the following proposed resolution in its entirety and to waive the reading of the remainder of the Resolution incorporating its full text into the minutes of this meeting.

- k. Resolution appropriating \$1,236,019 to the Capital accounts

of the 1998/1999 Capital Budget for planning, acquisition and construction of public safety information technology systems ("system"), \$455,526 of which shall be expended for the Town of Manchester's system, authorizing the balance to be expended by the Town as fiduciary for Coventry, Newington and South

10. ACTION ON ITEMS OF PUBLIC HEARING (cont.)

Windsor pursuant to an interlocal agreement; and authorizing the lease financing of the system by the Town of Manchester in an amount not to exceed \$1,236,019; and authorization of related bid waiver to acquire system compatible equipment.

		<u>Roll</u>	<u>Call</u>	<u>Vote</u>
	Cassano	yes	Hachadourian	yes
	Negri	yes	Becker	yes
	Morancey	yes	Thompson	yes
	McMahon	yes	Crockett	yes

Director Crockett moved and Director McMahon seconded a motion to table Item 10.k. Seven voted in favor. Thompson left before the vote.

11. RECESS TO SECOND WEEK.

Director McMahon moved and Director Crockett seconded a motion to recess to January 12, 1999 at 7:30 p.m. Seven voted in favor.

Adjournment : 12:02 p.m.
/jld

APPROVED:

ATTEST:

BOARD OF DIRECTORS

SECRETARY,
MANCHESTER,

CONNECTICUT