

**MINUTES
REGULAR MEETING OF BOARD OF DIRECTORS
JANUARY 12, 1999
LINCOLN CENTER HEARING ROOM
7:30 P.M.**

SECOND MEETING OF THE MONTH

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

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

12. MEETING CALLED TO ORDER.

The meeting was called to order at 7:33 p.m.

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

12A. PRESENTATION OF CHRISTMAS IN APRIL AWARDS.

Scott Garman, Recreation Supervisor and coordinator of the Christmas in April program, stated that the mission of this program is to help people who own their homes, but because of age or physical limitations and financial constraints are unable to cover the costs of home repair. He presented the Christmas in April awards to volunteers and contractors who donated their labor and supplies to make this the largest program in the United States per capita. This year Christmas in April is on Saturday, April 24, 1999.

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

Milt Perlman, 3 Sanford Road, spoke regarding ground water contamination. He had a concern that trucks are not checked for hazardous wastes before entering the landfill. He stated that the Town says that the proposed Property Maintenance Code will only affect 1% of taxpayers and he felt that it would affect many more than that.

Terry Werkhoven, 88 Santina Drive, was disappointed that he had missed the application for the Facilities Manager position that he was interested in. He spoke that money should be appropriated immediately for the Martin School roof. He has a 200 slide

presentation that he will make to the PTA regarding the bond referendum for the schools for Dr. Davis. He recommended a complete rehabilitation of the Manchester High School running track.

Dan Moran, 272 Charter Oak Street, spoke regarding educational needs in the future. He spoke against the proposed Property Maintenance Code.

Bill Ogden, 137 Branford Street, spoke regarding ground pollution at several locations including Lydall Foulds. He thought that these sites should be cleaned up.

Jim Quaglia, 87 Walnut Street, spoke in favor of the proposed Property Maintenance Code.

Chairman Cassano closed the public hearing at this time. He addressed the concerns and questions of the people from the public who spoke.

14. COMMUNICATIONS.

Director Hachadourian stated that he had sent a memo to Dr. Davis regarding the drop out rate. He received a prompt and thorough response of the nature of the problem along with some solutions.

Director Becker acknowledged receipt of letters regarding the revaluation and requested that there not be a delay past the year 2000. Chairman Cassano stated that there will be an appropriation regarding this on the agenda for next month along with a public hearing so that we can enter into an agreement with a selected vendor. Director Hachadourian agreed. He stated that he would like to hear a refresher from the administration regarding phase-in during that public hearing. He also stated that he would like to know the method for payment of the revaluation and the number of towns that are involved in the same process in general terms. He thought that this information would be helpful to the public, as well as, to the Board. Chairman Cassano asked that this information be given to the press a few days before the public hearing.

Director Morancey asked for a clearer understanding of the cycle for the revaluation process so that it could be funded on a yearly basis and picked up every 4 years instead of every 10 years. Chairman Cassano agreed with Director Morancey.

Director Becker stated that about a week ago the Board had received a memo from General Manager Sartor with an attached report that had been explained to the Board about a year ago. He stated if the Board read through this report, they would understand how this state statute works. He also thought that it would be helpful if questions could

be asked beyond items that are included in the report.

14. COMMUNICATIONS (cont.)

General Manager Sartor stated that next month he planned on putting an agenda item with a public hearing for the recommendation with regard to funding a full physical revaluation. A decision was made that a full physical would be funded, even if the Board chooses the statistical. The Board would then have the option to reduce the amount of money spent, but would not be able to increase the appropriation. There would also be a report at that time to deal with questions of Board members.

Chairman Cassano asked if they would have to commit the total amount of money from fund balance or could portions be committed over intervals so that a higher amount of fund balance could be maintained. General Manager Sartor stated that it was a concern of the financial officer that we not go below 3% in our fund balance at any time. The program that has been presented, ensures that that would not occur. In terms of obligating the Town to a contract for the revaluation, it would be required that the Board appropriate sufficient monies to support the contract.

Director Morancey suggested that while contracting out the work for a full physical, a statistical could be done at the same time to be used at a future time at a reduced price.

General Manager Sartor stated that at the last meeting the Board received a report from Louise Guarnaccia, Field Services Administrator, regarding the Olcott Street facilities. Those included an addition to the existing garage, additional sand and salt storage facilities, an additional wash rack facility with recycling capabilities, and a large building facility with improved facilities for employees, as well as, to provide protection for major and emergency equipment. At that time, a recommendation had not been finalized with regard to funding options which now is completed. It is recommended that \$400,000 currently available from LOCIP along with an additional \$400,000 that will be available in March 1999 be used toward this project. In addition, it is proposed to allocate \$400,000 from Water & Sewer operations reserve and \$600,000 from Sanitation reserve as their contribution toward this project, for a total amount toward the project of \$2,100,000. This would leave approximately \$800,000 unaccounted for at this time. It is anticipated that over the next two years that local capital plan program grants would be received to cover this and we would expect to hear in February of those allocations. Subsequent to that, the Board will be requested to make those allocations available for the ongoing construction. Other revenue sources will also be explored. If the Board concurs, we would begin with the appropriations necessary to initiate that project in the near future.

Director Becker stated that Director Thompson had suggested that this would be better suited for consideration on a bond funding rather than cash and asked if that was considered as a

14. COMMUNICATIONS (cont.)

possibility. General Manager Sartor stated yes it had, but his recommendation is based upon going back several years in the reasoning of the Board which has been to pay as you go rather than bond. Director Becker did not agree about using the LOCIP grants into the year 2001 and spending them before they are received. He thought that this might go the same route as the fire improvements as possibly suited for a bond rather than paying cash. Chairman Cassano felt that the philosophy is the same, the difference, however, is that the fire issue was decided because of special exception by the Board. He said he would agree with Director Becker, if the Town wasn't going out to bond in the near future for approximately \$40 million. The way we paid in the past, for example, with the Town Hall and the Lincoln Center project, became incremental in obtaining an increase in our bond rating and will be beneficial for us now that we are going to bond the schools. He felt that with the publicity on the school bond issue, no bond issue would have a chance to pass until the school bond issue is finalized. That would delay this project and felt that this project could be accomplished by that time. He felt that it made sense to use LOCIP funds recognizing that it will be done over a period of 3 to 5 years. If LOCIP funds are not available during that time, funds will be sought elsewhere.

Director Hachadourian stated that he had the same concerns at first regarding the LOCIP funds and the Fire Department. He said that it had to do with flexibility in their future, along with, knowing the intent of a large bond issue for the schools and the ongoing issue of needy students in our school system that need to be addressed. The lack of knowledge with the LOCIP funds is unsettling, but the fact that we will be receiving a 2 year budget from the legislature would give us the tools we need to do some planning. He supported pay as you go, especially for this project, because this project has many small components. If we should run into financial problems in the future, we could extend the next component of the project for 6 months or a year. The Board would also be involved in the budget process over the next few months and would be able to do some planning toward this project. The Board would also be able to address the possibility of consolidating some of the Board of Education maintenance of vehicles and save money for both sides. He felt that it was a great plan and agreed with the approach.

Director Morancey supported Director Hachadourian's suggestion to discuss this in more depth during the budget process to see what the impact would be.

Director Crockett planned to support this. He asked what the maximum amount that

could be taken from Water & Sewer to fund this project. He thought it wiser to postpone the meter reader replacement and use that money toward this project rather than take the LOCIP funds which are important when emergencies arise. General Manager Sartor stated that the

14. COMMUNICATIONS (cont.)

Enterprise Funds operate based upon its own revenues and upon the product that they sell.

It is required, therefore, that the amount of money that might be allocated from Water & Sewer to this particular project must bear a relationship to the benefit that that operation would receive from these facilities. The amount being proposed is that which is felt appropriate toward this project. It might appear that there is more money in Water & Sewer, but in fact, one of the major parts of our water quality improvement program, is massive cleaning and lining programs throughout the community, changing the nature of the meters and the way we do business by adding computers, and which also includes constant change of state and federal laws regarding the environment. As a result, this fund would be needed in the future.

General Manager Sartor stated that at the last meeting the Board requested that he communicate with both the Board of Education and the Library Board with regard to comments made by the auditor and receive comments back from them. Upon receiving their replies, it will be brought to the Board's attention.

Chairman Cassano stated that also included in the Board's packets are letters sent to the architect and the construction manager addressing Director Crockett's request regarding the use of local contractors. A tentative meeting has been set up on February 4th with the Board of Education for a quarterly meeting. An agenda will be developed including maintenance of Board of Education vehicles, the audit and an update on the bond issue. Director Becker suggested that it be added to the agenda discussion of the Board of Education's proposed annual budget. Chairman Cassano stated that there would be a separate meeting to address this.

15. OTHER REPORTS.

None.

16. UNFINISHED BUSINESS.

- a. Appointments to Boards and Commissions which have members with terms expiring in November 1998:

Board/Commission

Term Expires

Arts Council	November 1999
	November 1999
Commission for People with Disabilities	November 2001
Emergency Medical Services Council	November 2001

16. **UNFINISHED BUSINESS (cont.)**

Secretary Negri moved and Director Morancey seconded a motion to appoint the following people. Eight voted in favor. Director Hachadourian left room during this vote.

Arts Council

Reappointment of Elizabeth Mielcarz, c/o Recreation Department
Appointment of Kevin Zingler, 163 East Eldridge Street

Commission for People with Disabilities

Appointment Alfred Werbner, 85 Dale Road

Emergency Medical Services Council

Reappointment Wayne Rautenberg, 129 Hemlock Street

- b. **APPOINTED** - Appointment of William A. Dorn, 848 Center Street as a choice of the Board of Directors to the Cheney Hall Foundation, Inc. Executive Board. (This appointment will be term ending December 1999.)

Secretary Negri moved and Director Morancey seconded a motion to appoint William A. Dorn. Nine voted in favor.

- c. **APPOINTED** - Appointment of Alan Desmarais, 41 Center Street as a voting member to the Cheney Hall Management Committee, a standing subcommittee of the Little Theatre of Manchester Board of Directors, in accordance with August 5, 1998 Agreement between the Town of Manchester, Cheney Hall Foundation, Inc., and the Little Theatre of Manchester.

Secretary Negri moved and Director Morancey seconded a motion to appoint Alan Desmarais. Eight voted in favor. Director Hachadourian left room during this vote.

- d. **TABLED** - Annual appointment of a member of the Town of

Manchester Board of Directors, or its designee, as a liaison member to the Little Theatre of Manchester Board of Directors, in accordance with the August 5, 1998 Agreement between the Town of Manchester, Cheney Hall Foundation, Inc., and the Little Theatre of Manchester, for

16. UNFINISHED BUSINESS (cont.)

a one-year term ending December 1999.

Secretary Negri moved and Vice-Chairman Howroyd seconded a motion to table Item 16.d. Nine voted in favor.

- e. **APPROVED** - Approval of Interlocal Agreement between the Town of Manchester and the Towns of South Windsor, Coventry, and Newington, for a Regional Police Records System.

Secretary Negri moved and Director Morancey seconded a motion to approve Item 16.e. A roll call vote was taken as follows:

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

- f. **TABLED** - Appointment of an Alternate (D) on the Planning and Zoning Commission for term expiring November 2000.

Secretary Negri moved and Vice-Chairman Howroyd seconded a motion to table Item 16.f. Nine voted in favor.

- a. **ADOPTED** - Allocation in Board of Education Reserve BR001 for
playground equipment\$20,000.00
to be financed from Unallocated.

Secretary Negri moved and Vice-Chairman Howroyd seconded a motion to adopt Item 16.g. Nine voted in favor.

- h. Chairman Cassano read the following resolution as a part of the record.

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

16. UNFINISHED BUSINESS (cont.)

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. A copy of the resolution is on file with the Town of Manchester.

Secretary Negri moved and Vice-Chairman Howroyd seconded a motion to approve Item 16.h. A roll call vote was taken as follows:

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

17. NEW BUSINESS

- c. **APPOINTED** - Appointment of John Hovey, 23 Nutmeg Drive (R) to the Redevelopment Commission for term expiring November 2000.

Director Crockett moved and Director Becker seconded a motion to appoint John Hovey. Nine voted in favor.

- h. **APPOINTED** - Appointment of Kevin Brophy, 59 Clyde Road, to the Emergency Medical Services Council for a three-year term expiring in November 2001 pursuant to Amendment to Article III, Section 2-86 of the Code of Ordinances passed by the Board of Directors on November 10, 1998.

Director Crockett moved and Director Becker seconded a motion to appoint Kevin Brophy. Nine voted in favor.

17. NEW BUSINESS (cont.)

- i. APPROVED** - Agreement between the Town and Local 991, AFSCME, for period July 1, 1998 through June 30, 2002; and approval of related job descriptions.

Vice-Chairman Howroyd moved and Director Morancey seconded a motion to approve Item 17.i. Eight voted in favor. Director McMahon left room during this vote.

Deputy Manager Werbner stated that this is an agreement with the Local 991 unit which is the unit representing the vast majority of field personnel within the Public Works Department, as well as, the Water & Sewer Department. There are approximately 110 employees involved and negotiation has been ongoing with the union for approximately 9 months regarding new terms for a successor contract to the one which expired on June 30, 1998. During this process, a number of significant issues were raised and discussed between the parties and he thanked the union negotiating team for their efforts in bringing this to an amicable close. The major changes to this document are listed in a memo dated January 6, 1999 and he reviewed the memo with the Board briefly. He indicated that this contract had the most sweeping changes of any contract he had been involved with for some time and felt that it was a good contract for both parties. He encouraged the Board to approve it.

Director Hachadourian applauded all parties in their effort.

Chairman Cassano stated that it was nice to see the cooperative effort of the union, administration and town employees.

Vice-Chairman Howroyd moved and Director Morancey seconded a motion to adopt Item 16.i. Eight voted in favor. Director McMahon left room during this vote.

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

Director Crockett asked for a report on the Y2K problem. General Manager Sartor stated that it would be on next month's agenda. Chairman Cassano suggested that the Town take a leadership role and create a group of business people in the community to generate some conversation regarding this. General Manager Sartor stated that he felt that the Town business is well under control, but there are a number of issues that will affect the public in general and information that could be made available to the community.

Director Becker stated that when the revaluation is accomplished, there will be an impact on a number of people and suggested that a report could be made. General Manager Sartor stated that they would provide information with regard to the groups and what appears to be happening as that information is better known. Director Becker thought that we should forecast what people are going to experience in their new tax bills in July of 2001. General Manager Sartor agreed and stated that as data is received, this will be made available.

19. ADJOURNMENT.

Director Thompson moved and Director McMahon seconded a motion to adjourn to February 2, 1999 at 7:30 p.m. Nine voted in favor.

Adjournment : 9:26 p.m.
/jld

APPROVED:

ATTEST:

BOARD OF DIRECTORS
CONNECTICUT

SECRETARY,
MANCHESTER,