

**MINUTES
REGULAR MEETING OF BOARD OF DIRECTORS
FEBRUARY 2, 1999
LINCOLN CENTER HEARING ROOM
7:30 P.M.**

FIRST 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.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 7:32 p.m.

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

1A. MANCHESTER LIONS CLUB - ANNOUNCEMENT OF BOWLING TOURNAMENT BENEFITTING THE FIDELCO GUIDE DOG FOUNDATION.

Current president of the Lions Club, John Garoppolo, cordially extended an invitation to the Board of Directors and everyone in the community to support the Manchester Vernon Lions Third Annual Bowling Tournament which is scheduled for February 27, 1999 at Vernon Lanes.

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

Dorothy Brindamour, 6 Morse Road, was against giving new corporations tax breaks. She thought that maintenance of Town buildings should be part of the budget.

Terry Werkhoven, 88 Santana Drive, recommended that a presentation of slides he had made to the Board of Directors regarding the schools. He recommended that the drainage of Gerard and Cone Streets be improved. He did not support a skateboard park, but if it was passed, he thought that Center Springs would make a better choice than the Nike Site. He supported the revaluation being done as soon as possible. He was against

using LOCIP funds for the Olcott facilities project.

Bill Ogden, 137 Branford Street, complained about people who register their vehicles in other states and then don't pay property tax in Manchester.

Dan Moran, 272 Charter Oak Street, spoke against the proposed property maintenance code. He stated that he will have a program on local television called the People's Forum discussing this property maintenance code. Mr. Moran was against the skateboard park because of liability.

Russell Smyth, 48 Strawberry Lane, complained about the sidewalk on Olcott Street and that no one uses it. He thought the Town was not setting priorities correctly.

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

3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS AS AMENDED.

- a. Amend Minutes of December 8, 1998 - Regular Meeting to add Morancey to roll call vote on page 4.
- b. Actions taken on January 5, 1999.
- c. Minutes of January 7, 1999 - Special Meeting with Legislators.
- d. Actions taken on January 12, 1999.

Secretary Negri moved and Director McMahon seconded a motion to adopt the minutes as amended. Eight voted in favor. (Hachadourian left room during vote.)

4. PRESENTATION OF BID WAIVER REQUESTS.

None.

5. PUBLIC HEARINGS.

- a. Appropriations to Education Special Projects - Fund 240:
 - 1) Out-of-Town Magnet School Transportation \$ 15,600.00
 - 2) Education Technology Grant\$111,520.00
 - 3) Special Education Preschool Entitlement \$ 62,255.00to be financed by State and/or Federal Grants.

General Manager Sartor stated that the first is the inter-district transportation grant provided by the state. It funds transportation provided to the Greater Hartford Performing Arts Center. **5.**

PUBLIC HEARINGS (cont.)

The Education Technology Grant is for the purpose of the beginning of the fiberoptic

wiring of Manchester High School. The third is a supplement to the program of preschool education.

Terry Werkhoven, 88 Santina Drive, suggested doing the fiberoptics work at the highschool after the renovations are completed.

Bill Ogden, 137 Branford Street, had a question as to whether the town paid for transportation to the special program in Hartford. General Manager Sartor stated that it was a state grant that paid for the transportation to Hartford.

Chairman Cassano closed the public hearing at this time.

- b. Appropriation to General Fund - Transfer to Capital Improvement Reserve \$956,000.00 and related allocation in Capital Improvement Reserve for Real Property Revaluation GR 1369 to be funded by undesignated, unreserved General Fund balance.

General Manager Sartor stated that this appropriation is part of the \$1,065,000 estimated amount to complete a full physical revaluation.

Chairman Cassano closed the public hearing at this time.

- c. Proposed Amendment to the Code of Ordinances deleting the existing Chapter 7 of the Code of Ordinances in full and substituting a new Chapter 7 entitled "Town of Manchester Property Maintenance Code." (A copy of the proposed ordinance may be seen in the Town Clerk's Office during business hours.)

Secretary Negri, Chairman of the committee for the proposed property maintenance code, stated that they have been working on this ordinance proposal for almost two years and at this time they would like to present it to the Board of Directors for approval. Leo Belval, Chief Building Officer, was available for questions on a synopsis of past issues and questions that had been passed out to the Board previously.

Chairman Cassano stated that the Board has had public presentations in the past and that they

PUBLIC HEARINGS (cont.)

would not entertain questions at this time. A public hearing will be held at this time including next week's meeting and will give the public an opportunity to comment on this

item before the Board takes an action.

Terry Werkhoven, 88 Santina Drive, asked why Bentley School is exempted from the proposed property maintenance code.

Dan Moran, 272 Charter Oak Street, stated if this code is passed, the Board should stalemate it for a year until Bentley is addressed.

Bill Ogden, 137 Branford Street, had a suggestion from someone that people who spend money on their homes and can't afford it be reimbursed through their taxes.

Jim Quaglia, 87 Walnut Street, spoke in favor of the proposed property maintenance code. He urged the Board to vote to pass this.

Chairman Cassano closed the public hearing at this time. He stated that both Bentley School and the Olcott Street facilities will be addressed in the near future. It made sense to exempt these two facilities so this ordinance could get passed. He stated that at this time public hearings will be completed and then the Board would come back later for discussion.

- * d. Appropriation to School Facilities Renovations
 Capital Project Fund - for expenses incurred for
 proposed improvements to the school facilities \$440,000.00
 to be financed by transfer from Board of Education
 Capital Reserve Funds appropriated on January 5, 1999
 for this purpose.

General Manager Sartor stated that this is not a new appropriation of monies. At the request of the Board of Education on a recommendation of the administration these monies were put in the Board's Reserve Account to address the planning associated with the renovations to the school facilities. Upon review by our accounting manager in cooperation with our auditing firm, they recommended that this appropriation be transferred to the General Capital Projects Fund which is used for major projects. In the future all expenditures associated with this project will come from this account.

Terry Werkhoven, 88 Santina Drive, thought that the Bentley School roof should be done as soon as possible. He would like rehabilitation of the football field and the running track at 5. **PUBLIC HEARINGS (cont.)**

the high school accomplished before waiting for bonding.

Bill Ogden, 137 Branford Street, asked how did all these facilities get so run down.

Chairman Cassano closed the public hearing at this time.

- e. Appropriation to Olcott Street Facility Improvements
 Capital Projects Fund \$2,100,000.00
 to be financed by 1.) 1998 and 1999 State LoCIP funds
 in the amount of \$800,000, 2.) transfer from Capital
 Improvement Reserve (Town Aid) in the amount of
 \$300,000, and 3.) appropriations as follows:
 - a) Appropriation to Water Fund - Transfer to Olcott St.
 Facility Improvements Capital Projects Fund . . . \$300,000.00
 to be financed by Water Fund retained earnings.
 - b) Appropriation to Sewer Fund - Transfer to Olcott St.
 Facility Improvements Capital Projects Fund. . . . \$100,000.00
 to be financed by Sewer Fund retained earnings.
 - c) Appropriation to Sanitation Fund - Transfer to Olcott
 St. Facility Improvements Capital Projects Fund. . \$600,000.00
 to be financed by Sanitation Fund retained earnings.

General Manager Sartor stated that the Board has received and it has been discussed on several occasions the need for the renovation of the Olcott facilities and the cost associated therewith of \$2.9 million. Two ways to accomplish this is either by bonding or a pay-as-you-go technique. Over the past several years both techniques have been used. In this case, it is recommended that this project be a pay-as-you-go basis using various sources of funds. At this time, we have appropriated \$2.1 million and it is anticipated that further appropriations will be made in the future to conclude this. These monies will allow us to design and move forward with the majority of the various alternatives and improvements that need to be made.

Dan Moran, 272 Charter Oak Street, was in favor of the project and thought that it was well thought out and well planned. He suggested work on the Bentley School roof should be done as soon as possible to eliminate increased spending.

Chairman Cassano closed the public hearing at this time.

5. PUBLIC HEARINGS (cont.)

- * f. Appropriation to Special Grants - Fund 260 -
 Fuel/Utility Assistance \$ 2,634.00
 to be financed by a grant from the Federal Emergency

Management Agency.

Chairman Cassano closed the public hearing at this time.

- * g. Appropriation to Special Grants - Fund 260 -
 School Readiness Grant..... \$ 14,584.00
 to be financed by carry over funds from the State Department
 of Education.

Director of Human Resources Marcus stated that this is about half of the amount that was carried over from the first year of the grant. A subcommittee of the School Readiness council involved with health and nutrition will be used to develop some needs assessments for preschoolers around the community, developing some training programs for parents and providers, and hopefully, at the beginning of the next fiscal year will develop a couple versions of a manual to be used by parents and another to be used by providers. She spoke about some negative newspaper articles regarding school readiness and wanted to impress upon the legislature and people watching this meeting that the school readiness money is very well spent and in the long term will reward us very many times over.

Chairman Cassano closed the public hearing at this time.

Director Hachadourian asked about recent newspaper articles stating that there has been some mention of grants to the region from an outside foundation to support the families with young children that cannot afford health insurance. He asked if she would report regarding this in the near future. Ms. Marcus stated that Manchester was part of a foundation grant where only two areas, Manchester and Bridgeport, were chosen to do the piloting for that. ECHN will be taking the lead on that and will be doing some outreach in the community. She thought that the fall would be a good time to do a report on that.

Director Morancey complimented Human Resources for taking full advantage of the grants available regarding school readiness.

6. COMMUNICATIONS.

Chairman Cassano announced the comment sessions for the month. He asked that Board members please respond to the St. Patrick's Day Parade. He stated that he had

discussed with the General Manager if there was some way that alternative funding could be found for Bentley School. The joint meeting scheduled for Thursday, February 4th, of the Board of Directors and the Board of Education has been postponed. He encouraged people in the community to participate in their neighborhood school meetings regarding the upcoming bond referendum. On February 11th a meeting will be held regarding the Agenda for Tomorrow to revive the committee to review the report and look at the success of the original report and at future needs in the community. This will be used as a planning tool as we move ahead into the next century. Nate Agostonelli and Joe Camposeo have indicated their willingness to do a couple of events as we move into the next century.

Director Thompson asked that the General Manager contact Mr. Ogden regarding information of vehicles registered in other states operating in Manchester. General Manager Sartor stated that recently information in writing had been conveyed to the Motor Vehicle Department for action by them.

Director Morancey stated that he attended a meeting last evening at Buckley School concerning the school bond issue. There were about 30 or 40 people at the meeting. He felt that it was well presented.

Director Becker stated that this week the Directors received a memo from the General Manager regarding the Facilities Manager position and asked for an explanation along with some discussion.

Secretary Negri stated that he received a letter from a member of the Martin School PTA that indicated that last year's fifth grade class donated a teacher's garden at the school. The next step is to place a sign with landscaping around it. A fund raiser is being planned for March and they have also requested to participate in the Beautification Grant Program.

Vice-Chairman Howroyd moved and Secretary Negri seconded a motion to take a brief recess. Nine voted in favor.

The Board recessed at 9:00 p.m. and returned at 9:17 p.m.

7. REPORTS.

Facilities Manager Report

General Manager Sartor stated that recently he sent the Board a memorandum dated January 29, 1999 regarding the Facilities Manager position. He stated that they had been through a recruitment process over a period of the last several months for a Facilities Manager. Fifty-two resumes have gone through a screening process which resulted in five candidates receiving close consideration. Subsequent to going through the examination of all of the candidates, he received some candidate applicants who had the basic qualifications, however, he was concerned that those persons did not have all of the qualifications that were desired. General Manager Sartor also came to the realization that he had within his own staff, persons that were at least that qualified or better qualified than the candidates. It was discussed when it was decided to hire someone for this position that there were people on staff qualified to do the job, but were unable at that time to be freed up from their present responsibilities. Since that time, several public works projects have been concluded along with organizational changes in the public works department which provided us with an opportunity to consider a different approach to do the facilities for the schools. Since we are dealing with the single largest construction endeavor that the town of Manchester has ever undertaken, it was in his opinion that the in-house skills of the Public Works Department be used. Due consideration has been placed on consolidation of the Board of Education and Town of Manchester functions as discussed by the Board of Directors and the Board of Education.

General Manager Sartor recommended that we move forward by a reorganization for an interim period of one year within our Public Works Department, particularly, in the management of the department. This will release a significant portion of the Director of Public Works administrative responsibilities in order that he concentrate on facilities issues that are associated with the renovation of the Board of Education properties and schools. In order to facilitate that, Mr. Sartor suggested that the Public Works Director take responsibility for facilities, design and control of the Public Works portion of the design efforts and workload that would be associated with the school renovations along with water and sewer administration. In order to accomplish that, Mr. Lozis would have with him one secretary, one project manager and the current supervisor inspector that is currently associated with him. In order to relieve him sufficiently, Mr. Sartor recommended that Field Services Administrator, Louise Guarnaccia, take over as Public Works Administrator and the day-to-day administrative efforts associated with the management of the remaining Public Works divisions. In order to function effectively in that role, she would have with her one secretary and one project manager. That project manager would be an additional position to those that we currently have and an additional expenditure. An individual that is already on the Town

Facilities Manager Report (cont.)

staff has been selected. This would allow us to provide for the ongoing projects that are presently in process while working on the school project and would get us to the point of having a proposal by the end of May that would meet all the educational, physical and code requirements. In order for that project to reach successful conclusion, all the data needs to be drawn together by someone with experience and knowledge. Mr. Sartor believed that the best and most qualified person we could have would be Mr. Lozis. In addition, he has knowledge of Manchester, its systems and methods of working, and educational requirements associated with that as well. Mr. Sartor proposed reviewing this periodically throughout the year along with two reporting dates, and also, that we move along quickly with this reorganization in order to meet our deadlines. If you annualize the costs associated with this project based upon what had previously been approved for facilities manager staff, this proposal would save about \$50,000 per year.

Director Becker wanted to state for the record that the minority did not support the adoption of the facilities manager position in the first place and was glad that this would not be going forward. He asked if it was by design a temporary arrangement to get us through this school referendum or was it to be permanent if it seemed to be working. General Manager Sartor stated that he hadn't planned beyond the one to two year time frame at this point. He felt that some aspects of this would work very well and they would become part of the system. He stated that we would have a much more diversified public works administration and management in the next year or two. What the ultimate organization for that department would be like, he would not predict at this time. Director Becker asked if there would be a change in reporting status. Mr. Sartor stated that he would add Louise Guarnaccia as a Public Works Administrative person as a direct report to himself. Director Becker asked if Mr. Sartor was looking for Board action on this administrative decision. Mr. Sartor stated that it is a significant change from what the Board had approved originally and wished the concurrence of the Board.

Director Thompson stated that this position was created by a vote of the Board of Directors and asked if the position should be rescinded. General Manager Sartor stated that he didn't think that this needed to be done, because he didn't necessarily need to fill that position. It would still remain on the books but would be modified over time. The money has already been budgeted and it would be kept as an unfunded position. It would then be evaluated in the budget process next year.

Director Becker stated that if the Board plans on taking an action that there be a motion to add this to the agenda.

Facilities Manager Report (cont.)

Director Hachadourian asked who would typically advise the Board on the projects. Public Works Director Lozis stated that that would be decided according to each project. Director Hachadourian asked how did they come to a conclusion of having reports in July and October. General Manager Sartor stated that it was contemplated that interim reports be done at those times. The July time frame was due to the importance of the physical planning for the schools and the October time frame was due to status of projects shortly before any proposed referendum and important to report progress on some of the collaborative efforts. Director Hachadourian asked if the plan accommodated the issue of addressing an outline of an inventory of buildings, needs and systems, along with developing a plan of how to address this in an collaborative way. General Manager Sartor stated that this is an issue of great concern. The means to address this is within the purview of Mr. Lozis as he goes forward assisting in the development, even in the selection of professionals. Collaborative and cooperative efforts and the capacity to sustain them will be built into the proposals that will be before the Boards for consideration. Ultimately the planning to actually do that would be subject to the agreement between the two boards. Director Hachadourian supported this avenue and thought it was a brilliant idea on the part of the administration.

Director Crockett stated that the minority fully supported the general manager's recommendation and would like this reorganization to begin as soon as possible.

Director Thompson moved and Director McMahon seconded a motion to suspend the rules to endorse the report of the General Manager dated January 29, 1999 subject Facilities Manager position. Eight voted in favor, one voted against - Morancey.

a. Project Status Reports: I.O.H. Pool and Northwest Park.

Director of Public Works Lozis stated that the I.O.H. Pool is on schedule. An early March completion is anticipated.

The proposed bid specifications have been received on Northwest Park and have been distributed to staff this date for review to ensure that the materials and plans specified is what the Town was looking for. After the review is complete, the consultants would be contacted to put the final documents together and put out to bid.

Chairman Cassano asked what the status is regarding the Cheney Library parking problem. General Manager Sartor stated that the Police and Planning Departments have

selected their contractual consultants to do traffic work for the Town. It is anticipated that those bidders will be asked to respond to the Cheney Library parking issue.

b. Y2K (Year 2000) Report

Jack McCoy, Director of Information Services gave a brief report as to the Y2K compliance and process the Town is undertaking. He explained what the Y2K problem really is being that computer systems have dates expressed in six digit fields and the problem requires the year 2000 to be written with 00. It becomes far more complex when you deal with computer systems, but that is basically the fundamental issue. Manchester has aggressively pursued this problem and the policy is to address not only the computer programs that the town has that underlie the financial and control systems, but the control equipment that the various departments make use of within which are embedded computers that often deal with dates and date calculations. He then explained the status of the Town of Manchester at this time. The vast majority of the systems that the Town relies on are fully in compliance.

General Manager Sartor stated that the intention of the report was to give the Board an understanding both of the issues and the activities that have been undertaken. Similar meetings much more in depth have been held with staff members to ensure that they are both aware of the need to be on top of their systems and to have alternative plans ready. We also work with vendors, constituents and respond to a number of requests for information on this issue as well. We are well on track to be as ready as possible to deal with issues that come about as a result of Y2K.

Chairman Cassano asked if Mr. McCoy was confident that by the year 2000 the Town would be 100% compliant in all areas. Mr. McCoy stated that he was absolutely confident in the financial systems and the replacement systems. There might be some efforts that could be spearheaded to deal with the systems that are part of the community.

Director Crockett asked if Water and Police is the most complex and if this would affect the traffic lights. Mr. McCoy stated that yes they are the most complex. The new SNET Lucent System that was just purchased by the Police/Fire Department for police records and dispatching will be compliant and will be in place before the year 2000. General Manager Sartor stated that it would affect some traffic lights and a study is being conducted regarding that.

Director Becker stated that recently an appropriation was made for large expensive computers and asked if they were compliant. Mr. McCoy stated that as part of the maintenance agreements, it was required year 2000 compliance on all newly purchased

systems.

b. Y2K (Year 2000) Report (cont.)

Vice-Chairman Howroyd asked what would happen if the SNET Lucent System wasn't delivered on time. Mr. McCoy stated that the obvious issue is if the software that is coming in fails, that 911 will continue. The record keeping portion would have some year 2000 problems in it, but wouldn't be the mission critical piece.

Director Hachadourian asked what would the time frame be for problems that might occur. Mr. McCoy stated that techniques are being used in the computing industry that would just postpone problems. This problem has uncovered something in the computing industry which will take long term to overcome. He stated that the Town has tried to avoid that in all of its systems. Director Hachadourian suggested having a control center for problems that may arise during that critical time. Mr. McCoy stated that it is a train of thought that people are advocating and would be considered.

Chairman Cassano asked if there would be any 2000 issues that need to be addressed during the budget process of magnitude. General Manager Sartor stated there would be some of magnitude, but would be incorporated in their long term capital planning.

Chairman Cassano thought this was an important subject and thought that the Board should have an update in June or July and again in the fall. This would give us an opportunity to notify the general public as to the progress that is being made.

Beautification Committee Report

Vice-Chairman Howroyd made a report on the Beautification Committee's work. The Gateways subcommittee met last week to discuss a proposal for a beautification project in the Buckland area. Town staff did a tremendous job putting together a proposal for a major gateway in the Buckland area which would encompass four major intersections. At the meeting representatives from the Manchester Garden Club had suggestions on the types of plantings. When the committee originally met last year it was divided into two subcommittees, one for gateways and medians chaired by Vice-Chairman Howroyd and the other for neighborhoods chaired by Director Morancey. It has been very successful. He stated that if anyone wanted to see plans on this proposal, he would give them a copy.

We are hoping that this will be an impetus to some private beautification in that area. Chairman Cassano stated that he had talked with the Commissioner's Office of Transportation to see if they might participate in the project. Vice-Chairman Howroyd stated that the Police Department has also reviewed this and has scaled back some of the

plans because of some concerns. George Murphy, Director of Parks, and his crew would be doing the work over the next several months.

8. CONSENT CALENDAR AS AMENDED (Identified by asterisks.)

*Consent calendar consists of items 5a., 5d., 5f., 5g., 17a., 17b., 17c., 17d., 17e. and 17f. Item 17g. was removed from the consent calendar.

Director Thompson moved and Director Becker seconded a motion to adopt the consent calendar as amended. Nine voted in favor.

- *5a. ADOPTED - Appropriations to Education Special Projects - Fund 240:**
 - 1) Out-of-Town Magnet School Transportation..... \$ 15,600.00
 - 2) Education Technology Grant.....\$111,520.00
 - 3) Special Education Preschool Entitlement \$ 62,255.00

to be financed by State and/or Federal Grants.

- *5d. ADOPTED - Appropriation to School Facilities Renovations**
 Capital Project Fund - for expenses incurred for
 proposed improvements to the school facilities \$440,000.00
 to be financed by transfer from Board of Education
 Capital Reserve Funds appropriated on January 5, 1999
 for this purpose.

- *5f. ADOPTED - Appropriation to Special Grants - Fund 260 -**
 Fuel/Utility Assistance \$ 2,634.00
 to be financed by a grant from the Federal Emergency
 Management Agency.

- *5g. ADOPTED - Appropriation to Special Grants - Fund 260 -**
 School Readiness Grant..... \$ 14,584.00
 to be financed by carry over funds from the State Department
 of Education.

- *17a. APPOINTED - Appointment of David Wichman as the**
 Town’s representative and Frank Daversa as the alternate
 representative to the Capitol Region Council of Governments’
 Regional Planning Commission (RPC).

- *17b. ACCEPTED - Request for early retirement of Janis K.**
 Barber, Board of Education, to be effective January 1, 1999.

8. CONSENT CALENDAR AS AMENDED (cont.) (Identified by asterisks.)

***17c. ADOPTED** - Authorization for Richard J. Sartor, General Manager, to sign Connecticut Voter Enhanced Registry and Management System ConnVERse Computer Equipment Use and Ownership Agreement with the State of Connecticut Secretary of State.

***17d. ADOPTED** - Authorization for Richard J. Sartor, General Manager, to sign amendment extending the Social Services Block Grant contract with the State of Connecticut Department of Social Services to cover period from January 1, 1999 to March 31, 1999, and increasing the contract amount by \$6,972.

***17e. ACCEPTED** - Acceptance of two parcels of open space at the Keeney Heights Subdivision.

***17f. ADOPTED** - Amendment to the Industrial Guidelines Agreement with 291 Development LLC (Buckland Industrial Park II).

9. ACTION ON ITEMS OF PUBLIC HEARING.

5b. ADOPTED AS AMENDED - Appropriation to General Fund
 - Transfer to Capital Improvement Reserve \$856,000.00
 and related allocation in Capital Improvement Reserve
 for Real Property Revaluation GR 1369 to be funded by
 undesignated, unreserved General Fund balance.

Director Hachadourian asked if the whole amount of \$965,000 was for projected cost of the evaluation contract. Director of Finance Desmarais stated that there are three main parts to that cost. The first is the cost for the vendor who will come in and assist us with the evaluation. The second piece would be an estimation of approximately \$100,000 to defend the valuation through cost cases. The third piece would be for support which is estimated to be about \$65,000 which might be used for office space for the revaluation company while they are in town and/or a car for staff. Director Hachadourian asked if the whole sum would need to be allocated at this time and thought that we could possibly tag \$100,000 in the next budget year. Mr. Desmarais stated that the \$100,000 comes off

after the mobilization period which is when we start providing office space for the firm coming in and would be within 9. **ACTION ON ITEMS OF PUBLIC HEARING (cont.)**

the next few months. Director Hachadourian asked about phasing in. Mr. Desmarais clarified that while it is believed that there was a slight downward shift on most of the real property, there was the possibility that some would have a higher value, and technically those could be considered for phasing in. That alternative, while not very practical, does exist. Director Hachadourian stated that, having reviewed all the materials, thought that a full revaluation would be the way to go.

Director Becker stated that the memo of January 22, 1999 laid out a time line with us fully complying with state statute and completion on time. He asked how realistic this was. Mr. Desmarais stated that this would be better determined after review and analysis of proposals from vendors. General Manager Sartor added that this is not a normal revaluation in the sense that given the statutory changes that have taken place, every community in the state is being required to revalue within a relatively short period of time. As you know, there are a limited number of vendors who do that kind of work. Director Becker asked about the penalty from the state if the deadline is not met. General Manager Sartor stated that this is a large concern and they would be looking at the penalty clause. They would also look at whether there are waivers and how the state would handle delays that are unavoidable. The goal of the town is to meet the deadline. Director of Assessment/Collector Joan Oros stated that if towns show a reasonable effort, the state would be willing to work with them. Mr. Desmarais stated that the Office of Policy & Development has shown a real cooperation with towns that have made good faith efforts to meet the date. Director Becker was concerned as to whether a good faith effort had been made and felt that it had been delayed for too long. He stated that he would support this. We have an obligation to tax people fairly and a full physical is the only thing to do. He stated that he was concerned that the Board is appropriating nearly a million dollars and in this year's current budget, \$109,000 was set aside which will bring us close to 3%, a minimal level of our reserves.

Chairman Cassano stated that he was one of the people that raised the possibility of extending the revaluation for good reason. His concern was that the drop would be so significant that the impact on the homeowners would be devastating. Anything that could be explored to lessen that impact, needed to be done. He stated that we are not a candidate for a penalty unless we agree not to do our revaluation which is not the case. As indicated by the Finance Director, 3% is well within the guidelines of good financial standards regarding bond rating which is something we do not want to jeopardize going into the school bond referendum.

Director Becker clarified that lessening the impact on a homeowner works if they have a certain type of home. If you own a condominium, you will want the full impact of this

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

reevaluation. He felt that the only fair thing is to do the reevaluation and implement it according to state statutes.

Director Hachadorian offered an amendment that this be authorized at a level of \$100,000 less for an amount of \$856,000 and Director Morancey seconded the motion. Eight voted in favor. One abstained - Crockett.

Vice-Chairman Howroyd clarified that by leaving this in the fund balance there would be a requirement of an additional hearing when allocated. He felt that it would have a potential impact of improving our day-to-day cash flow and would be a prudent fiscal approach. During a discussion last month, Director Morancey had raised the issue that once we get through this process, we would be on a four year cycle. Once that process begins, we may well be looking at annual appropriations for reevaluation.

- 5c. TABLED** - Proposed Amendment to the Code of Ordinances deleting the existing Chapter 7 of the Code of Ordinances in full and substituting a new Chapter 7 entitled "Town of Manchester Property Maintenance Code." (A copy of the proposed ordinance may be seen in the Town Clerk's Office during business hours.)

Secretary Negri moved and Vice-Chairman Howroyd seconded a motion to table Item 5.c. Nine voted in favor.

Secretary Negri moved and Director McMahan seconded a motion to suspend the rules to continue the meeting past 11:00 p.m. Nine voted in favor.

- 5e. ADOPTED** - Appropriation to Olcott Street Facility
 Improvements Capital Projects Fund \$2,100,000.00
 to be financed by 1.) 1998 and 1999 State LoCIP funds in the amount of \$800,000, 2.) transfer from Capital Improvement Reserve (Town Aid) in the amount of \$300,000, and 3.) appropriations as follows:
 a) Appropriation to Water Fund - Transfer to Olcott St.
 Facility Improvements Capital Projects Fund . . . \$300,000.00

- to be financed by Water Fund retained earnings.
- b) Appropriation to Sewer Fund - Transfer to Olcott St.
9. **ACTION ON ITEMS OF PUBLIC HEARING (cont.)**
- Facility Improvements Capital Projects Fund. . . . \$100,000.00
to be financed by Sewer Fund retained earnings.
- c) Appropriation to Sanitation Fund - Transfer to Olcott
St. Facility Improvements Capital Projects Fund. . \$600,000.00
to be financed by Sanitation Fund retained earnings.

Secretary Negri moved and Vice-Chairman Howroyd seconded a motion to adopt Item 5.e. Six voted in favor. Three voted against - Crockett, Thompson, Becker.

Director Crockett asked if the \$600,000 is being taken out of the Sanitation Fund and is it part of the Closure Fund. Public Works Administration Guarnaccia stated that it is not part of the Closure Fund and stated that the Closure Fund is allocated through the budget process every year. It is an appropriation through the budget foreclosure. She expected that the auditors are looking at any cash that's available in that fund, allocated or not, as available toward closure. General Manager Sartor stated that we have been over time allocating monies into the Closure Fund well within the time of the closure of the landfill, and all of the money will be in place to fund post closure treatment and maintenance. Ms. Guarnaccia stated that the requirement for closure is that over the remaining life of the landfill enough be funded so that by the time it closes the closure requirement has been met. She stated that they are actually ahead of schedule. Director Crockett stated that he had a tour of the Olcott Street facility and stated that without a doubt there needed to be a lot of work accomplished there. His only regret is that it should be bonded, especially since the Bentley roof needs immediate attention. General Manager Sartor stated that LOCIP monies are for local capital improvement programs and cannot be used for educational facilities. The Bentley school is going to become an educational facility and several millions of dollars will be spent renovating that building to meet the educational specification. We either cannot use LOCIP or we cannot get the reimbursement from state education people as an education facility. We simply cannot put a new roof on that building without addressing structural issues and educational use and specification, in order to have it fully funded by the state. Professionals on staff will be evaluating all the educational facilities to determine what will be done to each.

Director Thompson stated that his fear is that we are getting into a Town Hall II where we don't have a well thought out plan. He felt that an architect should be hired and it be put out to a bond issue. He felt that the pay-as-you-go concept was circumventing the charter and the right of the people to vote on capital projects. He felt that the

improvements are very much needed but could not support this.

9. **ACTION ON ITEMS OF PUBLIC HEARING (cont.)**

Director Becker agreed with Directors Crockett and Thompson.

Chairman Cassano stated that he was not surprised that the minority would vote against this because they have consistently voted against pay-as-you-go projects, but wanted to point out, that the major reason why our bond rating is so high is because we do pay as we go and still maintain the same tax base. As a result, this will save us substantial monies on the school bond issue.

10. **EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING.**

Chairman Cassano suggested that the Executive Session be postponed until next week.

11. **RECESS TO SECOND WEEK.**

Director Thompson moved and Vice-Chairman Howroyd seconded a motion to recess to February 9, 1999 at 7:30 p.m. Nine voted in favor.

Adjournment : 11:10 p.m.

/jld

APPROVED:

ATTEST:

BOARD OF DIRECTORS
CONNECTICUT

SECRETARY,
MANCHESTER,