

MINUTES
SPECIAL MEETING OF THE BOARD OF DIRECTORS
TUESDAY, JUNE 22, 1999
LINCOLN CENTER HEARING ROOM
5:00 P.M.

PRESENT: Chairman Cassano, Vice-Chairman Howroyd (arrived at 6:15 p.m.), Secretary Negri, Directors Morancey, Hachadourian, McMahon, Thompson (arrived at 8:05 p.m.), Crockett and Becker (arrived at 6:18 p.m.).

ALSO: General Manager Sartor and, Deputy Manager Werbner,.

The meeting was called to order at 5:08 p.m. by Chairman Cassano.

Mark Pellegrini, Director of Planning & Development gave a summarization of the project referring to a memo of June 8, 1999 that explained the proposal. Questions were asked by Board members.

ADOPTED - Tax assessment agreement with W.E. Andrews Co., Inc. at the property of 151 Red Stone Road (former Pace building) and to authorize the General Manager to enter into agreements pursuant to the charter.

Director McMahon moved and Director Hachadourian seconded a motion to adopt the tax assessment agreement with W.E. Andrews Co., Inc. Six voted in favor.

Adjournment: 5:27 p.m.

GENERAL MANAGER'S EVALUATION

The meeting was called to order at 5:37 p.m. to discuss the General Manager's evaluation as required on an annual basis by the Town Charter. Chairman Cassano stated that he had received evaluation forms from eight directors. One chose not to participate. Based on those eight, a report was created dated June 9, 1999 summarizing the comments of each of the directors. Guidelines for these evaluations are from the International City Managers' Association which is a standard that is used throughout the country. The second part of the evaluation will be a narrative from the General Manager dated June 3, 1999 to review goals set at the previous evaluation and will be reviewed at this meeting.

I. EXTERNAL RELATIONS

- a. Identifies effectively the needs of the community.

The Manager continues to work effectively with staff, community leaders and elected officials in identifying current concerns and future needs.

Continue prior efforts.

- b. Directs efforts towards broad organizational activities.

Continue prior efforts.

- c. Is visible in community affairs.

Continue prior efforts.

- d. Understands the difference between policy and administration.

Director Hachadourian commented that the level of expertise in Manchester is a very powerful tool and is used with confidence by the Board of Directors in policy making decisions.

Continue prior efforts.

- e. Represents the community effectively in intergovernmental and external relationships.

Continue prior efforts.

II. COMMUNICATIONS

- a. Communicates the Board of Directors' and Town's positions effectively to the community.

Since the last evaluation, working with staff and identifying priority areas of interest has been accomplished. The Citizen Services Center has been a success. The Manager's column is also doing well. Any way to increase communication to the public is a priority. Director Hachadourian commented on the level of cooperation of many tasks between the Town government and the Board of Education government and a good amount of the credit goes to the General Manager and his staff.

Continue prior efforts.

- b. Responds in a timely way to citizen complaints and inquiries.

The system of the Citizen Services Center is working well and the response time is much more timely. Continue prior efforts. Director Morancey asked if the complaint tracking mechanism is being employed and if it has been successful. General Manager Sartor stated that it is also a comment, complaint and tracking of any communication which records nature, response and follow-up actions that were taken. Director Morancey asked for a report on the Citizen Services Center.

- c. Provides the Board of Directors with adequate information to make decisions.

Continue to be aware of the need to provide information in a timely fashion, well in advance of Board deliberations.

- d. Provides adequate alternatives to the Board of Directors so that they do not feel forced into decisions.

Suggestions were that when possible to make a greater effort to provide the Board with more alternatives and consequences of each alternative on policy issues.

- e. Is sensitive to the needs of elected officials.

It was suggested that the use of technology for reports and other information.

III. PERSONAL MANAGEMENT STYLE AND CHARACTERISTICS.

- a. Is effective under strained or unpleasant conditions.

Continue prior efforts. The Manager maintains his composure under difficult situations.

- b. Is dependable to provide sustained, productive work.

Continue prior efforts and encourage staff to maintain the high level of performance which is routinely witnessed by the Board.

- c. Works well with staff.

Continue to solicit input from staff and to encourage training and upward mobility of Town employees.

Director Hachadourian commented that the Manager has established a civil service that many other civil servants in Connecticut would like to join.

- d. Helps to develop staff talent encourages creativity.

Continue prior efforts.

- e. Readily assumes the responsibilities vested in the General Manager.

Continue prior efforts.

Director Hachadourian made a suggestion to marshal the expertise of grant writing of some departments to others in the Town government. General Manager Sartor stated that that form of sharing is already in place within the Town of Manchester. He thought that we could explore further the resources of private sector and non-profits in the Town.

General Manager Sartor reviewed the goals achieved over the last year followed by projected goals for next year. Please refer to memo dated June 3, 1999, copy attached.

Chairman Cassano asked what the economic development growth looked like for the future. General Manager Sartor stated that Manchester is significantly developed and there are not many large tracks of land remaining. Manchester is at the point where we need to look at creative redevelopment of a number of areas.

Chairman Cassano asked Board members of additional priorities to be added to the list. He stated that the Study Circle suggested that the Town look at how it handled racial issues. Chairman Cassano suggested that that be added to the list of priorities.

Adjournment: 6:20 p.m.

SPECIAL MEETING

SCHOOL BUILDING APPLICATIONS
6:30 P.M.

The meeting was called to order at 6:40 p.m. by Chairman Cassano. All in attendance participated in the Pledge of Allegiance to the Flag.

Chairman Cassano stated that this is a special meeting for public comment from the general public concerning the proposed school bond issue and for this Board to take a step in the process to approve the amount of money before us to continue the process brought about by the Board of Education and the Building Committee to authorize the submission to the State for reimbursements for moneys spent over the next two years. This is not a commitment to spending funds by any of the three boards.

It is not a question and answer period of the public but a time to express themselves. It is an opportunity however to submit questions that the Board will relay for answers. Tonight we will begin the process of sensing how the community feels. The amount proposed at this time is \$179 million. It is clear to the majority party that \$179 million is too high and the Board of Education has been asked to cut back where possible. This Board will need by no later than August 10th a report from the Board of Education and the Building Committee as to a proposed bond issue. A joint meeting of the three boards will be held at a later time to move the process along.

Craig Lappen, Chairman of the Board of Education, stated that the Board of Education had a meeting just a few hours ago to map a schedule to go over the plans and make modifications with the goal of reducing the overall costs. The three boards will meet and a modification will be presented along with a recommendation for a referendum.

Chairman Cassano asked if during this time there will be an attempt to get into the neighborhood schools to make presentations to the neighborhoods. Chairman Lappen stated that they have scheduled meetings at the Board of Education offices but would look into that suggestion.

Al Lutz, 9 Stephens Street, stated that he believed that the Town should do nothing this year regarding the school referendum and to conduct a more open and comprehensive review of school needs. He offered a better school plan called the Lutz plan which he passed out to Board members.

Bob Samuelson, 108 Hemlock Street, had questions and comments on some improvements.

Eileen Sweeney, 86 Hawthorne Street, supported the capital improvements for the

schools in Manchester but thought there were many questions and issues that needed further discussion to the public.

Terry Werkhoven, 88 Santina Drive, spoke of concerns that he had but was in favor of bringing the schools up to code and making all necessary repairs.

Dan Moran, 272 Charter Oak Street, spoke about concerns that he had regarding the school bond referendum. He suggested vocational training for dropouts. He would like to see a second floor addition added to the high school.

Bill Ogden, 137 Branford Street, asked for the facts behind the cost of the school renovations. He wanted to know how much taxes would increase.

Milt Perlman, 3 Sanford Road, had concerns about the maintenance of school buildings. He recommended building a new high school at the MCTC campus.

David Sheridan, 24 Yale Drive, warned the Board not to be swayed by misinformation, especially from self-appointed experts on the school system. He suggested that the Board read all information it receives and talk to people affected. He was in favor of the Board approving the application for reimbursement.

Chairman Cassano closed the public hearing at this time.

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

The Board recessed at 7:38 p.m. and returned at 8:54 p.m.

There was a question and answer period for the Board of Directors of the architects.

Director Crockett asked Finance Director Desmarais how much it would cost the average taxpayer for the school renovations. Finance Director Desmarais stated that until there are more hard facts, it would be very difficult to estimate at this time. Director Crockett thought that this should be made available to the public as soon as possible. General Manager Sartor thought that when the Board of Education came back to this Board with their final estimates on the cost, it could be estimated at that time. Public Works Director Lozis stated that revised concept plans will be in July 6th and cost estimates around July 8th. The Board of Education will review them and then put forth a recommendation.

Director Hachadourian asked what the breakout figures are for the seven additions to the

high school. Mr. Lozis stated the cafeteria expansion would be \$1,300,000. The 120 seat lecture hall is included in the classroom additions for a total of \$3,445,000. The entrance addition is \$220,000. The weight training room and physical education additions would be \$1,712,000. The performing arts would be \$4,791,000. The sports upgrade would be \$3,616,000. The rest of the dollars would be in renovations. Director Hachadourian asked for a breakout of the science labs and the 120 seat lecture hall. He asked for breakout of the weight room and the locker rooms. He also asked for the figures on the Doyen plan. He asked for projections on high school populations for the next 10 years after the high school is built. He wanted to know what the planned use for Bennet would be.

Director Negri asked if the architect firm had an estimate of what it would cost just to bring the buildings up to code specifications disregarding any additions. Dave Halpern, from Fletcher Thompson, stated that they haven't broken the estimate down specifically into all the building code components, however, if you looked at the renovation portion of the high school, it would be fairly close to what would be required. Director Negri asked to be supplied with that information.

Director Crockett asked if the 8% architect fee was a standard fee. Mr. Halpern stated it was there only as an estimating assumption presently. With each project the fee would vary and be negotiable with the Town. He stated that they would have a dedicated project team for each building project which would be made up of in excess of 10 individuals.

Director McMahon supported the project and was hopeful that they would have some trimming of the numbers.

Director Morancey asked for clarification on the cost of square footage for demolition between different projects. Mr. Halpern stated that the two examples that Director Morancey brought up were entirely different in terms of the size of the work. One would require select demolition while the other would be just knocking a structure down. Director Morancey asked that he be provided some rationale on the cost of square footage of buildings and how large buildings have less cost per square footage than smaller buildings. Paul Campanelli from Turner Construction explained that the reason of this differentiation is due to exterior wall ratio. When there is more square footage of walls than square footage of floor space it drives the ratio higher.

Director Hachadourian stated that he would be voting in favor of applying for this money to the State to assist in reimbursement of the bonds. He felt that there were two goals that needed to be met. One goal would be to meet the educational needs of our children

and staff in the schools, and also, simultaneously, we need to do what made the most economic sense.

Director Morancey planned to vote for the reservation of state matching funds at the amount of \$179 million but felt that the amount needed to be refined.

Director Becker also supported this procedural vote to move the process forward.

Secretary Negri stated he would vote in favor of the resolutions but did not favor the anticipated costs.

Vice-Chairman Howroyd stated that he would support this proposal. He felt there were a lot of tough questions to be answered between now and August 10th. We need to meet our educational needs within our ability to finance it.

Director Thompson stated he would not support this and felt that we should have been much farther along in the process.

Chairman Cassano stated that he thought that tremendous strides had been taken in a short period of time, however, there was still a long way to go. This puts an extreme burden on the Board of Education and warned them to proceed with caution. It is not required to have both the high school and the elementary schools on the ballot. He suggested that on August 10th someone from the Board of Education present how we will meet the schools educational needs.

RESOLUTION MANCHESTER HIGH SCHOOL

BE IT RESOLVED, by the Town of Manchester Board of Directors that the Building Committee has previously been established as the building committee with regard to the Major Alteration, Code Violation, Extension and Land Acquisition School Building Project at the Manchester High School, 134 East Middle Turnpike, in accordance with Section 4-21 of the Town's Code of Ordinances; and,

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the preparation of schematic drawings and outline specifications for the Major Alteration, Code Violation, Extension and Land Acquisition Project at the Manchester High School; and,

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the Town of Manchester Board of Education to file an Application to the Commissioner of

Education of the State of Connecticut for the Major Alteration, Code Violation, Extension and Land Acquisition Project at the Manchester High School.

Vice Chairman Howroyd moved and Secretary Negri seconded a motion for a RESOLUTION FOR MANCHESTER HIGH SCHOOL. Eight Voted in Favor. One voted against - Thompson.

**RESOLUTION
BENTLEY ALTERNATIVE SCHOOL**

BE IT RESOLVED, by the Town of Manchester Board of Directors that the Building Committee has previously been established as the building committee with regard to the Replacement School Building Project at the Bentley Alternative School, 77 Hollister Street, in accordance with Section 4-21 of the Town's Code of Ordinances; and,

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the preparation of schematic drawings and outline specifications for the Replacement Project at the Bentley Alternative School; and,

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the Town of Manchester Board of Education to file an Application to the Commissioner of Education of the State of Connecticut for the Replacement Project at the Bentley Alternative School.

Vice-Chairman Howroyd moved and Secretary Negri seconded a motion for a RESOLUTION FOR BENTLEY ALTERNATIVE SCHOOL. Eight voted in favor. One voted against - Thompson.

**RESOLUTION
NATHAN HALE SCHOOL**

BE IT RESOLVED, by the Town of Manchester Board of Directors that the Building Committee has previously been established as the building committee with regard to the Code Violation, Renovation, Extension and Land Acquisition School Building Project at the Nathan Hale School, 160 Spruce Street, in accordance with Section 4-21 of the Town's Code of Ordinances; and,

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the preparation of schematic drawings and outline specifications for the Code Violation, Renovation, Extension and Land Acquisition Project at the Nathan Hale School; and,

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the Town of Manchester Board of Education to file an Application to the Commissioner of Education of the State of Connecticut for the Code Violation, Renovation, Extension and Land Acquisition Project at the Nathan Hale School.

Vice-Chairman Howroyd moved and Secretary Negri seconded a motion for a RESOLUTION FOR NATHAN HALE SCHOOL. Eight voted in favor. One voted against - Thompson.

**RESOLUTION
TEMPORARY ELEMENTARY SCHOOL SPACE**

BE IT RESOLVED, by the Town of Manchester Board of Directors that the Building Committee has previously been established as the building committee with regard to the Development of Temporary Elementary School Space for the Code Violation, Renovation, and Extension Elementary School Building Projects at all elementary schools, in accordance with Section 4-21 of the Town's Code of Ordinances; and,

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the preparation of schematic drawings and outline specifications for the Development of Temporary Elementary School Space for the Code Violation, Renovation, and Extension Projects at all elementary schools; and,

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the Town of Manchester Board of Education to file an Application to the Commissioner of Education of the State of Connecticut for the Development of Temporary Elementary School Space for the Code Violation, Renovation, and Extension Projects at all elementary schools.

Vice-Chairman Howroyd moved and Secretary Negri seconded a motion for a RESOLUTION FOR TEMPORARY ELEMENTARY SCHOOL SPACE. Eight voted in favor. One voted against - Thompson.

**RESOLUTION
BOWERS SCHOOL, BUCKLEY SCHOOL, HIGHLAND PARK SCHOOL,
KEENEY SCHOOL, MARTIN SCHOOL, ROBERTSON SCHOOL,
VERPLANCK SCHOOL, WADDELL SCHOOL AND WASHINGTON SCHOOL**

BE IT RESOLVED, by the Town of Manchester Board of Directors that the Building Committee has previously been established as the building committee with regard to the

Code Violation, Renovation, and Extension School Building Project at Bowers School, Buckley School, Highland Park School, Keeney School, Martin School, Robertson School, Verplanck School, Waddell School and Washington School, in accordance with Section 4-21 of the Town's Code of Ordinances; and,

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the preparation of schematic drawings and outline specifications for the Code Violation, Renovation, and Extension Project at the above-mentioned schools; and,

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the Town of Manchester Board of Education to file an Application to the Commissioner of Education of the State of Connecticut for the Code Violation, Renovation, and Extension Project at the above-mentioned schools.

Vice-Chairman Howroyd moved and Secretary Negri seconded a motion for a RESOLUTION FOR BOWERS SCHOOL, BUCKLEY HIGHLAND PARK SCHOOL, KEENEY SCHOOL, MARTIN SCHOOL, ROBERTSON SCHOOL, VERPLANCK SCHOOL, WADDELL SCHOOL AND WASHINGTON SCHOOL. Eight voted in favor. One voted against - Thompson.

Director Thompson moved and Director McMahon seconded a motion to adjourn the meeting.

Adjournment : 8:55 p.m.

/jld

APPROVED:

ATTEST:

SECRETARY, BOARD OF DIRECTORS
MANCHESTER, CONNECTICUT