

**MINUTES  
REGULAR MEETING OF BOARD OF DIRECTORS  
AUGUST 3, 1999  
LINCOLN CENTER HEARING ROOM  
7:30 P.M.**

**ONE MEETING AGENDA**

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

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

ABSENT: Director Thompson.

**1. MEETING CALLED TO ORDER.**

The meeting was called to order at 7:38 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Chairman Cassano.

**7.b. Town-wide Playground Committee Report**

A brief power point presentation was made by Doug Pierce, Chairman of the Town-wide Playground Committee. Playground consultants were hired to examine the playground equipment. It was found that most of the equipment that dated back to the 1960's did not meet current safety standard and requirements. Through the efforts of this committee, the Town now has 16 safe, educational and accessible playgrounds. Camp Kennedy playground is ADA accessible. Matching funds were obtained for all structures, including donations from the Jaycees, Board of Education, Town of Manchester, CDBG grants, civic organizations, businesses, fund raising and private donations.

Director Crockett asked what the life use of these playscapes would be. Mr. Pierce stated at least 30 years. He stated that they have an incredible maintenance program in place. Responsibility for maintenance will be shared between the Board of Education and the Recreation Department.

Director Morancey asked if they would need money for ongoing maintenance. Mr. Pierce stated that they have money in the Board of Education budget just for that purpose.

**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 in support of fully bonding the 10 elementary schools.

Terry Werkhoven, 88 Santana Drive, spoke regarding the school project and the fire museum roof.

Marjorie Bunce, 250 Greenwood Drive, spoke in favor of the skateboard park.

Dan Moran, 272 Charter Oak Street, spoke in favor of the skateboard park.

Bill Ogden, 137 Branford Street, spoke regarding illegal company vehicle registrations.

Stephanie Knybel, 138 Bobby Lane, Chairwoman of the Manchester Skatepark Planning & Design, spoke regarding the skateboard park.

Milt Perlman, 3 Sanford Road, spoke in favor of the skateboard park. He spoke in favor of the Lutz plan.

Chairman Cassano closed the hearing with some brief comments to the public. He said that there is strong interest among board members and the Board is looking for ways of funding the skateboard park.

**3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS.**

- b. Minutes of June 1, 1999 - Regular Meeting
- c. Minutes of June 8, 1999 - Reconvened Meeting.
- d. Minutes of June 15, 1999 - Special Meeting.
- e. Actions taken on July 6, 1999.

**Secretary Negri Vice-Chairman Howroyd seconded a motion to adopt minutes of previous meetings. Seven voted in favor. (Director Hachadourian left the room briefly.)**

**4. PRESENTATION OF BID WAIVER REQUESTS.**

There was a bid waiver to be discussed under 5.b. of the Public Hearings.

**5. PUBLIC HEARINGS.**

- a. Appropriations to Education Special Projects - Fund 240:
  - 1) High School "Jingle Contest" ..... \$ 2,500.00

- 2) Washington School Early Bird Parent Program ..... \$ 6,000.00
  - 3) Washington School Early Bird Parent Program ..... \$ 15,000.00
  - 4) Title VI Class Size Reduction.....\$ 5,992.00
- Item #1 to be financed by a SNET grant, #2 by program fees, #3 by a Manchester Memorial Hospital grant, and #4 by a Federal grant.

General Manager Sartor gave an explanation. There being no comments from the public, Chairman Cassano closed the public hearing on this item.

- b. Ordinance conveying to Lawrence C. and Reges M. Linders for the sum of One Thousand Two Hundred Dollars (\$1,200.00) surplus property immediately adjacent to 76 Westminster Road, Manchester. The Town of Manchester shall reserve in the conveyance a permanent easement to enter onto the premises being conveyed for the purpose of maintaining, repairing or replacing the fence currently on the premises. (A copy of proposed Ordinance may be seen in the Town Clerk’s Office during business hours). Approval of related bid waiver.

Director of Planning & Economic Development Pellegrini discussed the material distributed to the Board regarding this ordinance. There being no comments from the public, Chairman Cassano closed the public hearing on this item.

- \* c. 1) Appropriation in Water Reserve for purchase of open space at 351R and 579 Gardner Street .....\$ 48,083.00  
to be financed by a State grant from the Department of Environmental Protection.
- \* c. 2) Appropriation in Water Fund - Transfer to Water Reserve for purchase of open space at 351R and 579 Gardner Street .....\$ 56,767.00  
and related allocation in Water Reserve, to be financed by Water Fund retained earnings.

General Manager Sartor explained that this is a reappropriation of the funds for the Bailey Property to take advantage of the grant subsequent to that action. There being no comments from the public, Chairman Cassano closed the public hearing on this item.

**5. PUBLIC HEARINGS (cont.)**

- \* d. Appropriation to Special Grants - Fund 260 - 1999 Preventive Health..... \$ 8,939.00  
to be financed by a Federal Grant passed through the Connecticut Department of Public Health, and related authorization for Richard J. Sartor, General Manager, to

sign contracts and amendments with the State Department of Public Health for said grant.

Director of Human Services Marcus stated that this is the third year of the diabetes self-care program. They will continue with programs that have been previously successful. There being no comments from the public, Chairman Cassano closed the public hearing on this item.

- e. Appropriation to Special Grants - Fund 260 -  
for School Readiness .....\$ 100,000.00  
to be financed by a State Board of Education Grant; and  
related authorization for Richard J. Sartor, General Manager,  
to enter into and amend an agreement with the State Department of Education.

Director Human Services Marcus stated that this is the third year of the School Readiness grant. Most of the dollars go to continue to fund the early learning center program. There being no comments from the public, Chairman Cassano closed the public hearing on this item.

- f. Appropriation to Special Grants - Fund 260 -  
Ryan White CARE Title I.....\$ 34,994.00  
to be financed by Carry-Over 1998/99 Federal Grant Funds,  
Title I Ryan White Comprehensive AIDS Resources Emergency  
Act (CARE) of 1990 passed through the City of Hartford.

Director Human Services Marcus stated that this additional amount of the Ryan White Care fund will be used for emergency financial assistance for people who are involved with AIDS and HIV in their families. There being no comments from the public, Chairman Cassano closed the public hearing on this item.

Director Morancey asked how many children are supported on the school readiness grant. Ms. Marcus stated 20 children. He asked when will they ground break the Early Learning 5.

**PUBLIC HEARINGS (cont.)**

Center. Ms. Marcus stated that due to delays, remaining dollars to fund this project have not been approved as yet. We anticipate that this will be in the fall.

- g. Appropriation to Special Grants - Fund 260 -  
Hockanum River Linear park Committee..... \$ 125.00  
to be financed by a \$25 donation from Empire Tool and  
Manufacturing Co., Inc., and by a \$100 donation from  
Sermatech Manufacturing Group, which are gratefully  
acknowledged and accepted.

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

- h. Appropriation to Park Reserve for Accessible Nature Trail exhibit sign.....\$ 2,555.00 to be financed by a donation from the Connecticut Institute for the Blind/Oak Hill, which is gratefully acknowledged and accepted.

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

- i. Appropriation in General Fund - Transfer to Capital Improvement Reserve for air conditioning of Computer Room at Police Headquarters .....\$ 21,500.00 and associated allocation in Capital Improvement Reserve to be funded by General Fund Fund Balance.

Public Works Director Lozis stated that the air conditioning is not satisfactory to cool the computer room due to added equipment to the room. Another air conditioner will be added to cool this area.

Dan Moran, 272 Charter Oak Street, wanted to know if there was recourse from the architect and the mechanical engineers.

Bill Ogden, 137 Branford Street, thought that this amount of money was high for an air conditioner and thought that this should have been done when the building was first constructed.

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

Mr. Lozis stated that more equipment has been added to this room than anticipated. General Manager Sartor stated that the Police Department has received grants for a regional records management system of over \$750,000 to add to their computer capabilities and that is why this was not anticipated when originally built.

**6. COMMUNICATIONS.**

Director Becker offered a suggestion to build the skateboard park at the Robertson School tennis court. He also had a communication regarding the poor property maintenance at Bentley School. He asked that this be rectified.

Vice-Chairman Howroyd stated his support for the skateboard park and that this Board is trying to arrive at some suitable financing mechanism or other alternative solution.

Director Hachadourian stated that he doesn't know anyone on the Board that doesn't support the skateboard park. He was very confident that they would reach that point but just needed to figure out the details relative to funding and location.

Director Crockett thought that the Robertson School tennis court should be monitored by the Recreation Department for use and mode of transportation. He also thought that the skateboard park should be close to the center of town. Director Crockett asked for a report on fire trucks schedule stating that he has received several calls regarding this.

Chairman Cassano reminded the Board that on August 10<sup>th</sup> at 7:30 p.m. in the Lincoln Center Hearing Room there will be a presentation from the Superintendent of Schools Alan Beitman regarding their proposal for the school bond issue. A public hearing will be scheduled after that following a meeting of the Board of Directors for action. He announced comment sessions for the month.

Chairman Cassano stated that he thought that the skateboard park could be included in the public facilities bond issue and that the best place for this park would be in Center Springs Park as identified previously.

**Vice-Chairman Howroyd moved and Director Morancey seconded a motion to take a brief recess. Eight voted in favor.**

**The Board recessed at 9:18 p.m. and returned at 9:32 p.m.**

## **6. COMMUNICATIONS (cont.)**

Water & Sewer Administrator Young reviewed his report on the Town's water supply status. Questions were asked by Board members.

Chairman Cassano asked that by September or October Board meetings reports be made on the summer playground programs and the Library's summer reading program.

Director Crockett requested a report on the DEP Notice of Violation regarding the land fill. Louise Guarnaccia gave a preliminary response stating that most of the issues have been addressed at this time and the remainder will be addressed within the thirty day notice period.

**7. REPORTS.**

- a. Sidewalk Report - Peter Lozis, Director of Public Works and Louise Guarnaccia, Public Works Administrator.

Administrator of Public Works Guarnaccia referred to a memo distributed to the Board on the sidewalks which covered three areas of sidewalk work: the repair and restoration program which has been going on for several years, the sidewalk removal program which was established in the 1998 bond referendum and the sidewalk extension program also established at that time. The sidewalk repair and replacement program is operating under a 1990 need ranking system which is in the process of being updated at this time to reflect current conditions. In the future, this ranking system will be updated every two years. There is sufficient money through the year 2001 to continue the sidewalk repair and replacement at its current level of funding. In 1998 there was a program established for sidewalk removals and \$100,000 was allocated. As part of this memorandum, there is a proposal to establish a policy for sidewalk removals which will begin with Ludlow Road this fall. In the 1998 referendum for sidewalk extensions there was \$150,000 allocated. A policy is being proposed in the memo regarding this also.

Director Crockett tried to get a feeling of how much it would take the Town to fix everyone's sidewalks at one time. Public Works Administrator stated that this is an ongoing process which changes from season to season and impossible to determine.

Secretary Negri was interested in the 50/50 program where the Town matches a property owner in replacing the sidewalk in front of his property. Public Works Director Lozis stated he would get the figures of how many people have taken advantage of the program since its beginning. Secretary Negri suggested a 60/40 program to encourage property owners to contribute to the program.

Director Morancey stated that he thought they should look at the road situation and traffic patterns. He agreed with the two year update of the ranking system. He asked Ms. Guarnaccia to look at the construction on Woodland Street as he had a concern regarding the protection of the sidewalk. He asked when this update of the ranking system would be completed. Ms. Guarnaccia said February or March.

Director Becker concurred with the policy to update this plan every two years. He asked if this was a good system. Ms. Guarnaccia thought that it was a fair representation of conditions and an establishment of set criteria that are applied objectively. He spoke of escalating the project with more contractors. He thought with bonding rates low, the public might be more apt to approve a bond referendum for sidewalks.

Director Hachadourian thought the assumptions were fine and well thought out.

Vice-Chairman Howroyd stated that with the action this evening to adopt this report, he thought it would give some direction to proceed with the sidewalk removals and begin some public information. He thought that in the event that there is large number of residents who may not want to participate in sidewalk removals, the whole process may need to be rethought. Ms. Guarnaccia stated that she thought a public information meeting on this would be very important.

**Director Crockett moved and Vice-Chairman Howroyd seconded a motion to suspend the rules to adopt the Sidewalk Report. Eight voted in favor.**

**ADOPTED** - The Sidewalk Report dated July 26, 1999 as presented.

**Director Becker moved and Secretary Negri seconded to adopt the Sidewalk Report dated July 26, 1999 as presented. Eight voted in favor.**

**b. Town-Wide Playground Committee Report.**

Reported at the beginning of the meeting.

**c. TOMMIF Report.**

General Manager Sartor stated that the Board of Directors has received a financial status report regarding the TOMMIF fund. Included in the report was the recommendation to increase contributions to 17.5% effective August 1, 1999 and the budgetary effect of that increase. The Town of Manchester has been for several years self-insured in the TOMMIF fund (Town of Manchester Medical Insurance Fund). Because we are self-insured we save on a number of costs that would be paid to an insurance company in excess of \$1 million a year. This fund has fluctuated over the years. Within the last six months there has been a trend of more claims which has eroded the fund balance quite rapidly. When this trend continued, a report was prepared and a meeting was held of the TOMMIF Advisory Committee. At that time, the TOMMIF Advisory Committee approved the recommendation to increase contributions. He stated that in his opinion the fund is and continues to be the appropriate way for a community of this size to fund a medical insurance program. In this current fiscal year there is a need to raise in excess of \$1.1 million which will be from the Board of Education and the Town government based upon their per capita populations in the medical insurance fund. It is believed, however, with judicious planning over the course of the remainder of the fiscal year, adjustments can be made that are necessary. Additional meetings of the TOMMIF Advisory Committee are planned to manage this fund over the course of the next year.

General Manager Sartor introduced Trip McGarvey, consultant to this fund. He stated that he thought that the Town has done a very good job in managing the health insurance program over the past several years to the extent that the program has enjoyed an average cost per employee that has changed very little over the years. What has happened with the fund is that additional



people have joined the program, as well as, some higher expenses on the part of the administrator which is Blue Cross Blue Shield.

**Director Hachadourian moved and Vice-Chairman Howroyd seconded a motion to suspend the rules to continue meeting past 11:00 p.m. Seven voted in favor. One voted against - Becker.**

Director Becker having served on the TOMMIF Committee stated that extra funds were used for Board of Education school building improvements. He asked what the return was on the money in the account. Budget Director Huestis stated that they are required to invest everything but pension funds into the equivalent of an absolutely secured investment which in this case is the State Tax Exempt Fund which averages about 5.5%. Director Becker asked who would be responsible to locate money in the departments to make up for this increase. General Manager Sartor stated that it would be up to each department head with the help of administration to make adjustments with no layoffs or degradation of performance. All changes as proposed will be reported to the Board with a report distributed after the process is completed.

Secretary Negri asked if we could take on the administration of claims to save money. Mr. McGarvey stated that the Town of Manchester isn't large enough to negotiate claims and the level of service would be inadequate.

Director Crockett's main concern was that we would still be short \$50,000 a month in this fund even with the increase. He thought that there should be a complete and independent audit of this account. General Manager Sartor stated that they will increase rates by 17.5% which will raise \$1.2 million on an annual basis. He stated that Director Crockett was correct but this has been discussed thoroughly. If the experience continues to be as bad as it was in the most recent months, our additional cost would be \$2.3 million. This was part of the decision making process to allow our fund balance to continue to float through the remainder of the fiscal year. The fund will continue to be monitored very closely and the necessary increase will be phased in over a period of time. There is an element of risk which we are taking in order to keep the increase at a relatively reasonable level and to allow the use of our existing fund balance in a conservative way.

Director Hachadourian suggested that this be broken into two pieces. One to support the recommendation of the TOMMIF Committee. He stated that he served on this committee which is a bi-partisan group and that so far all recommendations from this committee have been unanimous. Second he thought that questions and issues could be deferred to the TOMMIF Committee for them to come back to this Board with some recommendations on process.

Director Becker wanted to clarify that if we reached 120% of expected claims, we have a aggregate stop loss fund that would protect our overall liability. He asked if this account is audited. Mr. McGarvey stated that there was an audit performed 2 years ago which showed that Blue Cross pays claims accurately and rather well. This audit is performed every two years.

Vice-Chairman Howroyd moved and Director Hachadourian seconded a motion to suspend the rules to entertain a motion to adopt the TOMMIF Report. Eight voted in favor.

Director Hachadourian moved and Secretary Negri seconded a motion to adopt the TOMMIF Report dated July 15, 1999 as presented. Eight voted in favor.

8. CONSENT CALENDAR, ADOPTED

\*Consent calendar consists of items 5a., 5b., 5c., 5d., 5e., 5f., 5g., 5h., 5i., 11a., 11d., 11e., 11f., and 11h.

Vice-Chairman Howroyd moved and Director Crockett seconded a motion to adopt the consent calendar. Eight voted in favor.

- \*5a. **ADOPTED** - Appropriations to Education Special Projects - Fund 240:
  - 5) High School "Jingle Contest" .....\$ 2,500.00
  - 6) Washington School Early Bird Parent Program .....\$ 6,000.00
  - 7) Washington School Early Bird Parent Program .....\$ 15,000.00
  - 8) Title VI Class Size Reduction.....\$ 5,992.00

Item #1 to be financed by a SNET grant, #2 by program fees, #3 by a Manchester Memorial Hospital grant, and #4 by a Federal grant.

- \*5b. **ADOPTED** - Ordinance conveying to Lawrence C. and Reges M. Linders for the sum of One Thousand Two Hundred Dollars (\$1,200.00) surplus property immediately adjacent to 76 Westminster Road, Manchester. The Town of Manchester shall reserve in the conveyance a permanent easement to enter onto the premises being conveyed for the purpose of maintaining, repairing or replacing the fence currently on the premises. (A copy of proposed Ordinance may be seen in the Town Clerk's Office during business hours).

Approval of related bid waiver.

- \*5c. 1) **ADOPTED** - Appropriation in Water Reserve for purchase of open space at 351R and 579 Gardner Street .....\$ 48,083.00  
to be financed by a State grant from the Department of Environmental Protection.

- \*5c. 2) **ADOPTED** - Appropriation in Water Fund - Transfer to Water Reserve for purchase of open space at 351R and 579 Gardner Street .....\$ 56,767.00

and related allocation in Water Reserve, to be financed by Water Fund retained earnings.

- \*5d. **ADOPTED** - Appropriation to Special Grants - Fund 260 - 1999 Preventive Health.....\$ 8,939.00

8. **CONSENT CALENDAR (cont.)**

to be financed by a Federal Grant passed through the Connecticut Department of Public Health, and related authorization for Richard J. Sartor, General Manager, to sign contracts and amendments with the State Department of Public Health for said grant.

- d. **ADOPTED** - Appropriation to Special Grants - Fund 260 - for School Readiness .....\$ 100,000.00  
to be financed by a State Board of Education Grant; and related authorization for Richard J. Sartor, General Manager, to enter into and amend an agreement with the State Department of Education.

- e. **ADOPTED** - Appropriation to Special Grants - Fund 260 - Ryan White CARE Title I.....\$ 34,994.00  
to be financed by Carry-Over 1998/99 Federal Grant Funds, Title I Ryan White Comprehensive AIDS Resources Emergency Act (CARE) of 1990 passed through the City of Hartford.

- f. **ADOPTED** - Appropriation to Special Grants - Fund 260 - Hockanum River Linear park Committee..... \$ 125.00  
to be financed by a \$25 donation from Empire Tool and Manufacturing Co., Inc., and by a \$100 donation from Sermatech Manufacturing Group, which are gratefully acknowledged and accepted.

- \*5a. **ADOPTED** - Appropriation to Park Reserve for Accessible Nature Trail exhibit sign.....\$ 2,555.00  
to be financed by a donation from the Connecticut Institute for the Blind/Oak Hill, which is gratefully acknowledged and accepted.

- g. **ADOPTED** - Appropriation in General Fund - Transfer to Capital Improvement Reserve for air conditioning of Computer Room at Police Headquarters .....\$ 21,500.00  
and associated allocation in Capital Improvement Reserve to be funded by General Fund Fund Balance.

8. **CONSENT CALENDAR (cont.)**

**\*11a. ACCEPTED** - Acceptance of resignation of Jeffrey A. Dupont (R) from the Advisory Park and Recreation Commission for term expiring November 2001.

**\*11d. ACCEPTED** - Acceptance of Jeffrey Alan Drive.

**\*11e. ACCEPTED** - Request for Early Retirement of Sheila Abell, Board of Education, to be effective July 1, 1999.

**\*11f. ADOPTED** - Allocation in Water Reserve for laboratory management software.....\$ 10,000.00  
to be financed by Unallocated Water Reserve.

**\*11h. ACCEPTED AS AMENDED** - Acceptance of Hollis U. Cassano resignation from the Cheney Hall Foundation, Inc. for term ending November 2001.

10. UNFINISHED BUSINESS.

**10a.** Appointment of three members and one alternate to the Property Maintenance Code Board of Appeals.

**APPOINTED**

Edward Peterson, 150 Westland Street  
Richard L. LaPointe, 55 Wadsworth Street

**TABLED**

One Member  
One Alternate

**Secretary Negri moved and Director Morancey seconded a motion to accept the appointments as stated above. Eight voted in favor.**

11. NEW BUSINESS.

**11b. APPOINTED** - Appointment of Kevin Brophy, 59 Clyde Road (R) to the Advisory Park and Recreation Commission for term expiring November 2001.

**Secretary Negri moved and Director Morancey seconded a motion to appoint Kevin Brophy, 59 Clyde Road (R) to the Advisory Park & Recreation Commission. Eight voted in favor.**

- 11c.** Appointment of six members to the Cable TV Advisory Committee for terms expiring July 2001.

**REAPPOINTMENT**

Malcolm F. Barlow, Esq., 172 East Center Street  
Gary Robbins, 89 Henry Street  
William Jawitz, 34 Hudson Street  
Kathleen McQueeney, 114 West Vernon Street  
Pamela Myers, 44 Pine Street

**APPOINTMENT**

Robert B. Laughlin, Jr., 310 Hackmatack Street

**Secretary Negri moved and Director Morancey seconded a motion to make appointments to the Cable T.V. Advisory Committee as stated above. Eight voted in favor.**

- 11g. TABLED** - Approval of a Bond Referendum Question for a 12 million dollar accelerated sidewalk repair program.

Chairman Cassano stated that he has asked General Manager Sartor to prepare a list of administration's priorities as opposed to \$12 million in sidewalks. It was decided to meet next week at 6:30 before the Special Meeting of the Board of Directors scheduled for 7:30 p.m.

**Director Crockett moved and Director Becker seconded a motion to table Item 11.g. Eight voted in favor.**

- 11i. TABLED - Appointment of a member (D) to the Cheney Hall Foundation, Inc. for term ending November 2001.

**Secretary Negri moved and Vice-Chairman Howroyd seconded a motion to table Item 11.i. Eight voted in favor.**

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

It was decided that this item would be done next Tuesday evening.

13. **RECESSED.**

The meeting was recessed to August 10, 1999 at 6:30 p.m.

**Director Crockett moved and Vice-Chairman Howroyd seconded a motion to recess**

**the meeting to August 10, 1999 at 6:30 p.m. Eight voted in favor.**

Adjournment: 11:52 p.m.

/jld

APPROVED:

ATTEST:

---

SECRETARY, BOARD OF DIRECTORS  
MANCHESTER, CONNECTICUT