

**MINUTES**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**August 8, 2006 – 7:00 P.M.**  
**LINCOLN CENTER HEARING ROOM**

**SECOND MEETING OF THE MONTH**

**PRESENT:** Chairman Howroyd, Vice-Chairman O'Neill, Secretary Zingler, Directors Hachey, Sheridan, Topping, Spadaccini, Peak, and Pelletier

**ALSO:** General Manager Shanley and Town Attorney Darby

**7. MEETING CALLED TO ORDER.**

The meeting was called to order at 7:10 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Chairman Howroyd.

**8. AWARDS AND PRESENTATIONS.**

There were no awards or presentations.

**9. ADOPTION OF MINUTES OF PREVIOUS MEETING.**

- A. **ADOPTED** - Actions, July 11, 2006 – Regular Meeting
- B. **ADOPTED** - Minutes, July 11, 2006 – Regular Meeting

**Secretary Zingler moved and Vice-Chairman O'Neill seconded the motion.**

**Nine Voted in Favor**

**10. COMMUNICATIONS.**

**Director Spadaccini** received letters from the Manchester Chamber of Commerce, the Downtown Manchester Special Services District, and Michael Missari, owner of Paul's Paint & Decorating, all supporting the use of surveillance cameras in downtown Manchester. Director Spadaccini recently received an e-mail communication regarding a meeting with the Board of Education to discuss teachers' salaries. He thinks it would be beneficial to hold a joint Executive Session.

**Vice-Chairman O'Neill** received an e-mail from Mary Dunne requesting the Board consider funding an HVAC system at the Manchester Historical Center, which will then allow the building to be used for community and non-profit groups.

**Chairman Howroyd** received a letter from a student at Keeney Street School who is concerned about graffiti on the playgrounds. She is looking for volunteers to help with graffiti removal.

**11. REPORTS.**

**General Manager Shanley** explained that the Town of Manchester has contributed its homeland security money totaling \$42,000 to the regional group comprised of 40 local municipalities. This is the same procedure as followed in the past. The Town is currently replacing pipe on Gerard Street and will continue to do so until a firm connection is established. General Manager Shanley notified the Board that the CCM Conference is on October 3<sup>rd</sup> and anybody interested in going should contact his office.

**James Berry**, Chief of Police, reported on youth crime initiatives. Chief Berry has heard several comments about people feeling unsafe and afraid to be out on the street. Statistics are not bearing that out. He reported some undercover work in which several youths were arrested for blocking the street. The current plan is to provide more police visibility with uniforms and cruisers now that initial arrests were made. The most common youth arrests were for blocking roadways, narcotics, and street violence. Chief Berry noted that there were fewer problems in the month of July, which coincides with the beginning of the Youth Basketball Program. There are currently 118 officers in the Police Department, eight of whom are injured. There are ten officers in training now.

There was discussion between Board members and Chief Berry regarding jaywalking, policing Main Street, training of new officers, gangs, and future coverage plans.

**Secretary Zingler** asked for an update on the allocation for summer programming. General Manager Shanley answered that there was one expenditure to employ an additional person at Globe Hollow to help manage rowdy language. This employee is not a lifeguard or police officer, and has also been used at other locations. General Manager Shanley has received positive feedback from the Youth Outreach Workers and there will be a report given to the Board in September.

**12. PRESENTATION OF BID WAIVER REQUESTS.**

There were no bid waiver requests.

**13. ACTION ON ITEMS OF PUBLIC HEARINGS.**

**ADOPTED -**

- 3G. 1. Appropriation to Community Development Block Grant – Program Year 16.....\$674,542 to be financed by a Federal Grant (\$668,192) and Program Income (\$6,350).
- 2. Adoption of Annual Action Plan for Year 16 (October 1, 2006 to September 30, 2007).

**Director Hachey** wanted to discuss changes to the Annual Action Plan, including the addition of the HVAC system for the Historical Society, reallocating the \$20,000 for the Downtown plan, and discussion of administration of the program.

**General Manager Shanley** explained that this is a Federal program administered through HUD and is a process intensive program. Paying for the administration of the program out of the grant funds or the general budget is a policy question.

**Chairman Howroyd** stated that the minority party made a request for video surveillance equipment funded through this grant. Many Board members support moving forward with this in some fashion.

**Director Pelletier** noted that the Board of Directors has not had a very large role in the decisions of what will go into the action plan. She would like that to change in the future.

**General Manager Shanley** recommended some changes to the process for next year, including discussion at Board of Directors' meetings instead of during the policy breakfast. The Public Hearing should be held at a Board meeting in the future. The whole schedule will also be moved up one month.

**Director Pelletier** stated that she is looking into alternative ways to fund the camera surveillance. She also suggested having the Planning Department look into grant funding for the HVAC system for the Historical Society.

**Chairman Howroyd** thanked Director Pelletier for taking the initiative to work with the Town Staff on the CDBG funding. There are many worthy programs and causes and it is difficult to fund them all.

**General Manager Shanley** explained that a representative of the Historical Society spoke at a public hearing and they did file an application for grant funding, therefore no amendment to the plan would be needed.

**Mark Pellegrini**, Director of Neighborhood Services and Economic Development, explained the action items to the Board. He agreed that the Board of Directors needs the opportunity to be more involved at an earlier point in the process in the future.

**Director Hachey** reiterated his opinion that the funds allocated for administering the grant are excessive. He thinks helping the Historical Society with an HVAC system will have a positive impact. The trend is to use arts and culture to generate income. Economic Development could build up some nice programs using that building.

**RECESS.**

The Board took a brief recess at 9:10 p.m. and returned at 9:20 p.m.

**Director Hachey moved and Director Pelletier seconded the motion.**

**Six Voted in Favor  
Hachey, O'Neill, Howroyd, Peak, Spadaccini, Pelletier  
Three Voted Against  
Sheridan, Topping, Zingler**

**Chairman Howroyd** reminded the Board that there was a motion on the floor for the approval of the Community Development Block Grant.

**Secretary Zingler moved and Director Topping seconded the motion to adopt.**

**Nine Voted in Favor**

**Director Spadaccini** commended Director Pelletier for drafting the proposal regarding surveillance cameras on Main Street. He asked how administration intends to proceed with this concept, since it is not eligible for CDBG funding.

**General Manager Shanley** explained that he held a meeting with the Chief of Police, Mayor Howroyd, the Downtown business group, and the Chamber of Commerce to discuss security in downtown Manchester. They have worked with IS to develop a pilot program located in the area of Purnell Place. The intention is to work out the bugs in the system, and then add to the system. There are a number of policies and procedures to be worked out also.

**Director Spadaccini** thinks video surveillance is a wise choice and he encouraged all Board members to support this effort.

**Secretary Zingler** supports this concept. He thinks we need to move as a community and that this is good for the community.

**Chairman Howroyd** suggested keeping all eyes open for grant opportunities. He also wanted to make sure we don't raise the expectation of the citizens as the video will not be continuously monitored but will be more for a deterrent effect.

**General Manager Shanley** explained that the quality of the images recorded will not be sufficient to identify a suspect. Video of that quality would require a much larger budget.

**Director Pelletier** would like to seek additional funding to upgrade the system. She never envisioned overburdening the Police Department. She envisioned the average citizen being able to monitor the video cameras over the internet.

**Director Peak** supports the idea of a pilot program. He would like to make sure there are safeguards as well as process review.

**14. UNFINISHED BUSINESS.**

- A. Appointments to Boards and Commissions which have members with terms expiring in November/December 2005.

<u>Board/Commission</u>	<u>Name</u>	<u>Term Expiring</u>
Cheney Hall Board of Commissioners	<b>TABLED</b> -Vacancy	November 2008
Commission on Aging	<b>TABLED</b> - Charlene Southergill 8 Hendee Road (R)	November 2008

**Secretary Zingler moved and Director Spadaccini seconded the motion.**

**Nine Voted in Favor**

Human Relations Commission	<b>APPOINTED</b> - Adam Gootkin 56 Cooper Street	November 2008
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**Director Spadaccini moved and Director Pelletier seconded the motion.**

**Nine Voted in Favor**

- B. **TABLED** - Approval of the Manchester L.I.F.E. Scholarship.

**Director Peak** reminded the Board that this was originally proposed as an alternative to the Living Wage Ordinance. In light of this, he would like to see some details modified.

**Chairman Howroyd** spoke with Tom Phillips, Capital Workforce Partners, about the L.I.F.E. Scholarship. Capital Workforce Partners is looking for opportunities east of the river. They may be able to create some slots for job training or re-training. Chairman Howroyd will communicate with Capital Workforce Partners and see if they can provide a proposal.

**Secretary Zingler moved and Director Topping seconded the motion.**

**Nine Voted in Favor**

- C. **TABLED** - Appointment of a member to the Housing Commission (R) with a term expiring November 2006.

**Director Spadaccini moved and Secretary Zingler seconded the motion.**

**Nine Voted in Favor**

- D. **TABLED** - Appointment of a member (D) to the Commission for People with Disabilities with a term expiring November 2007.

**Secretary Zingler moved and Director Hachey seconded the motion.**

**Nine Voted in Favor**

- E. **REMOVED** - Approval of subdivision review and inspection fees as proposed by the Public Works Department.

**Secretary Zingler moved and Vice-Chairman O'Neill seconded the motion.**

**Nine Voted in Favor**

- F. Discussion of cemetery rates.

**Mark Carlino**, Director of Public Works, explained that the Town of Manchester currently owns five cemeteries. He has reviewed rates and fees with a focus on cost of service and professional care. Rates were last reviewed in the summer of 2000. Current rates provide revenue of about 30% of cost of services. The other 70% comes from the general fund.

**Director Spadaccini** suggested putting this on the agenda for next month as an action item.

**Director Topping** left the meeting at this point.

- G. **ADOPTED** - Appointment of Ad Hoc Committee to review Code of Ethics.

**Representing**

**Name**

Board of Directors	Lisa O'Neill (D)
Board of Directors	Cheri Pelletier (R)
Board of Directors	David Sheridan (D)
Board of Directors	Louis Spadaccini (R)
Ethics Commission	Brad Mondschein (R)
Ethics Commission	To be determined (R)
Ethics Commission	To be determined (D)
Ethics Commission	To be determined (D)
Manchester Citizen	Edward Joy (R)
Manchester Citizen	Salvatore Mancini (R)
Manchester Citizen	Kevin O'Brien (D)
Manchester Citizen	James Stevenson (D)
Board of Education	Margaret Hackett (D)
Board of Education	Michael Rizzo (R)
Town Staff	Dede Moore

**Secretary Zingler moved and Director Spadaccini seconded the motion.**

**Seven Voted in Favor**

**Sheridan, Zingler, O'Neill, Howroyd, Peak, Spadaccini, Pelletier**

**One Voted Against - Hachey**

**One Absent – Topping**

**Motion to place a deadline of November 14, 2006 on reports from this committee.**

**Director Spadaccini moved and Secretary Zingler seconded the motion.**

**Eight Voted in Favor  
One Absent - Topping**

**15. NEW BUSINESS.**

- B. **ADOPTED** - Approval of a Resolution to accept a Federal Transportation Enhancement Grant (\$880,000) for the extension of the Charter Oak Greenway, to provide the local 20% match (funded from 2003 Public Works Bond [CP342]) and to maintain the facilities constructed under the grant.

**Secretary Zingler moved and Vice-Chairman O'Neill seconded the motion.**

**Eight Voted in Favor  
One Absent – Topping**

- D. **ADOPTED** - Appointment of an alternate member to the Board of Assessment Appeals (D) – Geoffrey King, 62 Arnott Road.

**Secretary Zingler moved and Director Sheridan seconded the motion.**

**Eight Voted in Favor  
One Absent – Topping**

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

**Lew Pelletier**, 145 Park Street, has great concern over the referendum on the Parkade property. He questioned whether the owner even wants to sell, if the owner is current with their taxes, and what the owner plans for the property. Mr. Pelletier suggested turning this site into a condominium complex. He does not feel it is wise to make this Town property as it is situated over a landfill. Mr. Pelletier does not feel it is right to vote to take over someone's property.

**Joe Bernard**, 28 Teresa Road, spoke about police protection. He feels there should be a foot beat on the north end of Main Street as there is in the south end.

**Bill Ogden**, 137 Branford Street, was under the impression there are a lot of "strings" attached to the Community Block Development Grant, but listening to what was said tonight, he is surprised at the lack of "strings." He has not received an answer to his previous questions about Town vehicles being parked at commercial garages for repair. There are so many other ways to save money, raising the price of burial should not happen. Mr. Ogden suggested using the ideas expressed by the consultant hired by the Town.

**Milt Perlman**, 3 Sanford Road, remembered that in 1994 the Town had enough money to renovate the Town Hall. The explanation for the money was that they had “squirreled away” funds from various programs. There will be \$1.5 million saved on the school renovation. He asked how much money the Town really has. The people would like more officers on the streets, but there is no money. The Town just spent \$1.8 million on less than an acre of land.

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

**Chairman Howroyd** noted that he shares Mr. Pelletier’s concerns regarding the Parkade referendum. He explained that the Board’s next step is to decide if the referendum will be included in November’s general election or have a separate vote at a later date. The deadline to make a decision whether it is to be included in the November election is September 7, 2006.

**General Manager Shanley** explained the timeframe and requirements of the referendum process. A public hearing on this issue is needed. After general discussion between Board members, it was decided that a special meeting will be held on September 5, 2006 and this issue will be included in the November voting process. To hold a separate vote would incur unnecessary additional expenses.

**Director Pelletier** pointed out that purchasing the property is just one step in the process. If the property were to be purchased, there would then be demolition costs, construction costs, and so forth.

**Town Attorney Darby** noted that the referendum does not address the fact that we have no contract with the property owners. He asked if this would be an eminent domain authorization.

**Director Sheridan** noted for the record that he would not be participating in any discussion regarding the referendum and will be abstaining from any votes taken on this issue.

**Director Hachey** asked for an update on the receipt of Chicago’s extreme weather plan. General Manager Shanley answered that the City of Chicago has been contacted by e-mail and we are awaiting a response.

**Director Sheridan** would like to start a discussion about attendance at the National League of Cities. He feels Board members should continue to attend this event. Discussion will be put on next month’s agenda.

**Secretary Zingler** asked for a report on fleet maintenance and General Manager Shanley stated he would provide that. Secretary Zingler also stated that he and Director Peak are organizing the Volunteer Appreciation picnic and will have information for the Board in September.

**Director Peak** would like to have a discussion about the smoking ban, and is looking for feedback. He also asked for information on what the 2010 Energy Program will cost the Town. Director Peak asked about payment options for residents involved with the Greenwood Drive



sewer project. General Manager Shanley explained there had been a neighborhood meeting and payments will be spread over multiple years. The connection fee will be frozen for a certain number of years. Director Peak also thought it would be good for Board members to have a guideline of reimbursable expenses when attending conferences such as the National League of Cities.

**Vice-Chairman O'Neill** stated that CCM is working on a draft of a smoking policy for the Town.

**Secretary Zingler** agrees with Director Sheridan on the discussion of National League of Cities. It is imperative that this Board continues to build and maintain relationships.

**Chairman Howroyd** stated that there will be a lengthy presentation on revaluation at one of the September meetings. At that time, he would also like to initiate discussion on phase-in options.

**18. ADJOURNMENT.**

The meeting was adjourned until the September 5, 2006 Special Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

**Secretary Zingler moved and Vice-Chairman O'Neill seconded the motion.**

**Eight Voted in Favor  
One Absent - Topping**

**Adjournment: 11:10 p.m.**

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**APPROVE:**

**ATTEST:**

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**Secretary, Manchester Board of Directors**