

**MINUTES  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
MAY 2, 2017 – 7:00 P.M.  
LINCOLN CENTER HEARING ROOM**

**ONE MEETING AGENDA**

**PRESENT:** Mayor Moran, Deputy Mayor Hackett, Secretary Kissmann, Directors Devanney, Eckbreth, Galligan, Gates, Jones and Nye.

**ALSO:** General Manager Shanley and Assistant Town Attorney Timothy O’Neil.

**EXECUTIVE SESSION:** The Board went into Executive Session at 6:45 p.m. to discuss Labor Negotiations and adjourned at 7:02 p.m. Present were Mayor Moran, Deputy Mayor Hackett, Secretary Kissmann, Directors Devanney, Eckbreth, Galligan, Gates, and Jones, General Manager Scott Shanley and Director of Administrative Services Dede Moore. No votes were taken.

**1. MEETING CALLED TO ORDER.**

The meeting was called to order at 7:07 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mayor Moran.

**Mayor Moran** stated this is a one meeting agenda and indicated the Board of Directors just came out of an Executive Session, where no votes were taken. He then welcomed Secretary Kissmann back to the Board.

**2. AWARDS AND PRESENTATIONS. There were none.**

**ADOPTED – Motion to suspend the rules to consider at this time Item 12.C Acceptance of resignation of Wally Irish (R) from the Board of Directors with a term expiring November 2017, and Item 12. G. Appointment of a member (R) to the Board of Directors with a term expiring November 2017 to replace Wally Irish.**

**Hackett/Galligan**

**Eight Voted in Favor**

**ADOPTED – Motion to accept the resignation of Director Wally Irish (R).**

**Galligan/Hackett**

**Eight Voted in Favor**

**ADOPTED – Appointment of a member (R) to the Board of Directors with a term expiring November 2017 to replace Wally Irish – Jennifer Nye (R), 15 French Road.**

**Eckbreth/Kissmann**

**Eight Voted in Favor**

**Town Clerk Joe Camposeo** administered the Oath of Office to newly appointed Board member, Jennifer Nye at 7:11 p.m. Director Nye took her seat with the Board of Directors and read the following statement:

“I want to tell everyone that I am ready to get going. I would also like to thank all of you for your confidence in appointing me to this seat, especially my caucus. I hope that I will make you all proud.”

**Mayor Moran** welcomed Director Nye back to the Board of Directors. He thanked Director Irish for his service over the last six months, indicating it is a time commitment for all of our members and he appreciated Director Irish's time and effort as a Director.

**3. OPENING OF MEETING TO ELECTORS OR TAXPAYERS WHO WISH TO BE HEARD ON ANY SUBJECT WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS.** *(Sign-up sheet available 15 minutes prior to the start of the meeting.)*

**Joyce Hodgson, 42 Coventry Street**, representing Imagine Main Street, an all-volunteer organization, thanked the Board and the Town for making the mini arts grants available, which helped ensure Imagine Main Street could do even more than in past years. Imagine Main Street is held on the first Thursday of the month May through September, with the first event on Thursday, May 4<sup>th</sup> from 5:00-8:00 p.m. between the Salvation Army and Mulberry Street. The emphasis for this event is on the creative young people in our community. MCC on Main will be utilized should there be inclement weather. She thanked everyone who participates in these events.

**Mayor Moran** thanked Ms. Hodgson and noted that on the same evening there is a National Day of Prayer service at 6:30 p.m. in the park.

**Tom Stringfellow, 183 Hillstown Road**, welcomed Director Nye and recognized her as a good team player on the Board of Education as well. Ken Burns will have a documentary about the Vietnam War in September of this year on public television. He mentioned the book "1,001 Things You Need to Know About World War II". In Aviation History, which comes out 6 times a year, there is an article about the movie "Green Berets Hunt the Magic Dragon". It is the 100<sup>th</sup> anniversary of World War I, and he recommended reading Life Magazine's recent article on this conflict. He also recommended the recently released movie "Promise" about the Turks and Armenian genocide and the movie "Bitter Harvest".

**4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS.**

- A. Actions, April 4, 2017 – Regular Meeting
- B. Minutes, April 4, 2017 – Regular Meeting

**Gates/Galligan**

**Eight Voted in Favor  
Nye Abstained**

**5. COMMUNICATIONS.**

**Director Eckbreth** stated a few Board members received communication regarding concerns with the beaver intrusion at Red Gate Pond. Although trapping season is over, there are exceptions to that if there is a health issue. She asked if we have had any testing done there and would like to provide feedback to the citizens who addressed this issue.

**General Manager Shanley** asked Pat Kearney, Water and Sewer Administrator, to come forward. He thanked Mr. Kearney for taking on the role as the acting Director of Public Works while the Director was out.

**Mr. Kearney** stated that wildlife population in Manchester does not pose a threat to the water. He stated we have a recently upgraded treatment plant which inactivates any bacteria problems. Mr. Kearney said he could provide written information indicating there is no health risk at that location.

## 6. REPORTS.

### A. Manager's Report

**General Manager Shanley** indicated we have 4 topics tonight, beginning with the Proposed Action Plan for CDBG and introduced Heather Guerette, Community Development Program Manager.

#### 1. CDBG: Review of General Manager's Proposed Action Plan.

**Ms. Guerette** manages the CDBG funds, and is here to discuss where we are in the process of preparing the action plan and budget for the 2017-2018 program year and to present the General Manager's funding recommendations. CDBG funds come from the Department of Housing and Urban Development (HUD). Manchester, an entitlement community, receives funding directly from the Federal Government. Projects funded through CDBG have to meet one of three national objectives, including: Benefit to low and moderate income persons, most frequently used, on either an individual household basis or on an area basis such as a sidewalk replacement project in a low and moderate income neighborhood. The second is in prevention or elimination of slum and blight and the third, not commonly used, is meeting an urgent community need when there is no other funding available.

Since Congress has been operating on a continuing resolution which means there is no federal budget, we are unsure of funding but are operating under the assumption of even funding. For the current program year, we have \$534, 623. During the application period, we received 19 funding applications, 8 of which are for projects currently funded through CDBG. Spending caps applied to CDBG funds include no more than 20% of funds to administrative costs and no more than 15% of public service projects.

All of the General Manager's recommendations are for the full amount requested except for CHR, who requested a larger amount of funding than last year. He has instead recommended the same amount of funding that they received for the current program year.

Because we don't know how much funding we are going to receive this year, all communities that receive HUD funding are required to present a contingency provision, which is an outline indicating what our plan is once we receive the actual budget figures. The Board of Directors' next step is to determine if they want to proceed with the General Manager's recommendations or make changes to which projects receive the funding or to the amount of funding for each project. A public hearing would then need to be held on the Board's proposed action plan and the plan would need to be approved. The Board of Directors can accept the General Manager's contingency provision or make adjustments prior to approval of their Proposed Action Plan on June 6<sup>th</sup>.

**Mayor Moran** asked for clarification on how it is determined who gets the funding and how much funding they get.

**General Manager Shanley** explained that when reviewing the applications he looks at whether the Town would need to provide that service if we were not to fund the program. If yes, it is cost-effective to use the CDBG funds. He looks at the performance history of the agency that has received grant funds and whether the funds were utilized appropriately and effectively. He looks at whether it is a new and emerging value-added program that

the town was unable to budget for, and whether we are funding the program elsewhere in the budget. All of those are taken into consideration when making recommendations.

**Mayor Moran** asked for a breakdown from the organizations as to what the funds are for.

**Director Gates** asked how likely it is that we will receive flat funding. He also asked if we stick with our timeline regardless of whether we have an actual funding decision or is our timeline contingent on knowing the actual funding we will receive.

**Ms. Guerette** indicated last year we received a 1.4% reduction, which compared to other communities was very manageable, but this year, it is difficult to determine. We operate on the federal fiscal calendar so the August 16<sup>th</sup> deadline to submit action plans to HUD must be adhered to. Once HUD knows how much they are getting, they have 60 days to announce what the communities will receive.

**General Manager Shanley** pointed out that the Trump administration has been very clear that they want to eliminate this funding. The question is what kind of negotiated settlement, if any, is going to occur with Congress. They require that funding is prioritized before the deadline.

**Mayor Moran** stated he recently received a letter from Mayors across the country to come together and save this program.

**Director Devanney** asked about the \$100K for roofing and chimney repairs and asked if that is already assigned to projects and whether or not it includes the MARC roof repair. He also questioned if we can ask rebuilding to work with somebody who lost funding.

**General Manager Shanley** explained that we used to budget between \$200-\$250K per year for building rehabilitation. Several years ago it became evident that because of the paperwork and significant amount of attention to detail necessary when doing a CDBG project, Rebuilding Together could manage it much more effectively when focused just on roofs and chimneys, which the Board approved. We accomplish about 8-12 roofs per season utilizing that money. Housing rehabilitation was reduced by the same amount of money. The Board is free to move the funds around as long as the caps are not violated. He mentioned that we make significant contributions to MARC in other areas as well.

**Director Eckbreth** asked about the Pharm Tech program. She also indicated the Board members are getting phone calls from the non-profits, as the state is cutting them and their donations are down. The MARC group home that needs a roof repair is a well-managed group home in a good neighborhood. She wondered if Rebuilding Together could take this on or if MARC could supply other funds to meet the need if they don't receive these funds.

**Ms. Guerette** indicated that 4-5 years ago significant numbers of people completed Pharm Tech but that number has diminished significantly and job placement is down to 2. There appears to be a better use for the funds.

**General Manager Shanley** suggested that rather than ask Rebuilding Together to target funds, that the Board can do this, as Rebuilding Together has their own criteria and decision-making process.

**Secretary Kissmann** stated the MARC roof is more than likely not just an aesthetic problem and he would like to see this funded.

**Director Galligan** supports the \$10K for the Interval House, a worthwhile cause. His only concern is that surrounding communities don't support them to a fraction of the degree that Manchester does, and that we have other worthwhile organizations that may receive no funding. It's a difficult balancing act, given what is happening at the federal level. He appreciates the work that goes into charting this out.

**General Manager Shanley** agrees that other communities take advantage of the contributions that we make and take advantage of the group homes that get tax exempt status here.

**Mayor Moran** reiterated that we are doing more than most of the state for that organization, and are asking that other communities step up to the plate.

**Vice Chair Hackett** feels the grant funds a lot of good projects and asked if there is a limit on the number of times an organization can request funding. She understands there are difficult decisions made. She is looking at the Pharmacy Tech training and stated it is unfortunate that we cannot fund everything. What we do fund needs to be able to show results and value. Hopefully if the program owners cannot sustain their program, they can find a way to connect with another organization that can help with funding. She likes the focus that was brought to the selection.

**Ms. Guerette** said that if the organization has a good track record, is productive and meeting the goals of the CDBG funds and the Town is satisfied with what they are doing for the community, we have not limited them.

**Mayor Moran** reminded the Board members that this is a 4-step process and hopefully we'll have a better feel about federal funding by the end of the process.

2. Pilot Study of Electronic Campaign Report Information System (eCRIS).

**General Manager Shanley** explained that there was a request by Director Galligan at a previous meeting for a briefing on eCRis, which Joe Camposeo, Town Clerk, is here to address.

**Mr. Camposeo** stated that in 2015, the Legislature came up with a model to do more electronic filing with extension to municipalities, which focuses on the 2017 municipal election. In January of 2016, the Board approved a resolution to join in a pilot program for eCRIS. With eCRIS filing, the State Elections Enforcement Commission (SEEC) becomes the repository for filing (SEEC.ct.gov), whereas in the past the paperwork would be filed with the Town Clerk. The eCRIS system is user-friendly, informs you of errors, sends instant confirmation of your submission and provides help-desk support.

The first thing an individual candidate or party representing a slate needs to do is set up an eCRIS account. Candidates need to file Form 1 to register a campaign committee, even if running as a slate. After registering if you're going to have a candidate committee, you complete Form 1A. If you are going to be a candidate raising under \$1K, you would complete Form 1B. All candidates not part of a party slate would also file Form 1B.

Candidates have the option to file by mail, in-person at the SEEC or through eCRIS. When filing through eCRIS, you can do it at any time from your home computer and you have up to 11:59 p.m. on the date the filing is due, whereas in-person or mailed submissions must be received by 5:00 p.m.

The eCRIS system makes it safer and easier for candidates, is a large step toward a paperless society, and allows us to control and manage information more efficiently. We will have the opportunity to provide feedback on this program.

**Director Eckbreth** has worked with eCRIS and found it to be an easy system to work with, but noted it wouldn't have the personal touch of the Town Clerk. She asked if eCRIS has a notification system to inform you of upcoming filing dates and if the fees or fines had changed.

**Mr. Camposeo** indicated there is a lot of information in this system, including notifications, schedules and reminders. All fees and fines are unchanged. There will be outreach programs and webinars available.

**Director Jones** indicated the system sends email reminders and is a very easy and user friendly system.

**Director Nye** asked if other states have rolled this out on a municipal level and what their success rate was.

**Mr. Camposeo** indicated other states are using eCRIS. He doesn't know of their success but would be happy to get this information to the Board. He could also provide summaries that the Board may find of value.

3. Approval of Golf Course Lease Oversight Committee/Greens Fees  
Recommendation

**General Manager Shanley** stated that Manchester Country Club provides the Board with its fees on an annual basis for approval. He invited Kimberly Lord, Director of Finance, who serves as our liaison to the Golf Course Advisory Committee to speak.

**Ms. Lord** indicated the proposed rate increase is 2% and that the rates are consistent with area clubs of the same business model.

**Director Devanney** agreed it is a minimal increase and MCC is still very competitive with local golf courses. He would like to see some data on how many starting times are for 9-holes vs. 18-holes, and wondered if there was consideration given to closing the pricing gap between 9 and 18-holes, suggesting that perhaps the players may opt for 18-holes.

**Director Eckbreth** would also like data on how competitive we are in the region. She would like to know what golf courses the comparisons are made to. Understanding the sensitivity of this information she thought perhaps it could be presented just to the Board. Manchester's rates are fair but in some cases they are riding on the high side, not for the level of play but in comparison to some online sites that offer a cheap tee-time at select places. She also asked what kind of savings are projected with the new sprinkler system.

**Mayor Moran** asked for information about the number of people that play on the complimentary days; he wondered if people took advantage of them.

**Director Nye** wondered what the financials look like and asked if the increase was put in place to cover certain losses. She'd like to see what the bottom line is and how the price increase affects that bottom line.

**Ms. Lord** indicated the weather made a rough start to the season. MCC is concerned with paying back the irrigation system and is looking into alternate revenue streams as well, including possibly bringing electronic golf into an expanded pro shop. She will get the requested information for the Board. At the last meeting, MCC talked about putting together a comprehensive projects' plan document that she could share with the Board as well.

#### **Eckbreth/Hackett**

#### **Nine Voted in Favor**

4. Initial presentation for November road, sidewalk and Public Works bond.

**General Manager Shanley** explained that Jeff LaMalva, Town Engineer, and Pat Kearney, Water and Sewer Administrator, are here to discuss the November biannual referendum on roads, sidewalks and Public Works' projects. They are looking for a Board decision in June or July at the latest so that an appropriate referendum package can be put together. He thanked Pat Kearney for stepping up during the busy winter season into the Director of Public Works' position during his extended absence.

**Mr. LaMalva** indicated this is an initial discussion. The Public Works bond referenda have been the primary source of local funding of public infrastructure projects. Historically, referenda have been placed before the voters every two years and have provided funding for the town's resurfacing program, sidewalk replacement program, traffic signal replacement and specific capital projects such as Charter Oak Park and the downtown parking lot. Past bonds ranged from \$8M to \$12M, with the proposed request between \$12M to \$18M.

\$5.8M to \$10M is requested for road work. Some state funding is received through the Local Transportation Capital Improvement Program (LOTICIP) program for arterial and collector roads including three roads already funded (sections of North Main Street, Tolland Turnpike and Adams Street). Roads that were carried over from the last referenda that have not been completed yet, due to utility work or a lack of funds, are given priority. Additional roads are then chosen based on the pavement condition index (PCI), the condition of the road based on criteria established by the American Public Works Association. The next criteria looked at is when the road was last done. Many roads have been untouched since 1980 or earlier. The last criteria used are based on where utility work will be done in the next few years. The last portion of the road component is pavement preservation which is a critical component in effective pavement management. It includes lower cost options such as crack sealing and permanent patches which save money in the long run.

\$1M is requested for sidewalk repair and replacement. The final component is \$2M for parking lot reconstruction at Illing Middle School to separate bus and parent drop off, Manchester High School main lot resurfacing and Lincoln Center. The remainder of the funds would be used for individual projects including traffic signals, Charter Oak soccer

field, LED streetlights, Union Pond dam repairs, town fuel dispensing facility and other various projects.

**General Manager Shanley** clarified that the town fuel dispensing facility would be funded through the general fund. We would try to fund the balance from the water fund, sewer fund, fire fund and sanitation fund with respect to how much fuel each actually uses. In the past, we have set aside money in the capital budget over a few year period for these kinds of projects. \$600K was eliminated from the capital budget this year to try to meet budgetary constraints, so our capacity to do that has disappeared and we are depending more on this process. The timeframe for Board approval of this referendum is July which gives us time to prepare the explanatory text due to the Secretary of State's Office the first week of September. He suggested a policy briefing meeting to determine the amount of money to designate to roads and sidewalks, and decide what other projects should be done. He pointed out there is less dependency on the general fund for these projects. The Board previously indicated they wanted school lots to be included in this referendum. The last two cycles, the Board has approved \$12M, but \$12M in 2001 went a lot farther than the same amount now. He asked the Board to consider construction inflation when determining the amount.

**Director Jones** asked for clarification on the LED street light replacement.

**Mr. LaMalva** stated some current lighting would be converted to new LED lighting.

**Director Nye** asked why the roads that were slated for repair or replacement in the last referendum were not done.

**Mr. LaMalva** explained that some of those roads were slated for utility work.

**General Manager Shanley** further explained these are estimated numbers and cost can exceed the estimates. It was known at that time there was no way to complete all of those roads with the amount of general fund money. There is even less state grant money available now, so we need to assume we will not get any state aid.

**Director Nye** asked how contractors are kept on task to prevent them from tearing roads up after the town has paved them.

**Mr. LaMalva** indicated there is a regulation that if there is a cut in a roadway less than 5 years old, the utility company has to mill the section from curb to curb. The contractors are bonded and insured. Public Works works very closely with CNG.

**General Manager Shanley** stated that before a road is done, there is communication to the residents letting them know that if they are considering getting natural gas, to do it before the road is repaved.

**Mayor Moran** asked how to explain to residents whose street was on the list last year that there are now several roads ahead of theirs on the priority list.

**Mr. LaMalva** indicated that the list does not portray that one road is above another road; the roads are grouped in increments.



**Director Gates** stated that he wants to be careful in this economy not to move projects from the operating budget to the referendum. He wants to consider the message we are sending to the taxpayer here.

**General Manager Shanley** indicated they are not moved from the operating budget, they would normally be put in the capital budget. For example, for the town fuel dispensing facility we might have put in \$200K each of the last few years and then replace it. Because of the pressures we have been under for years now, there is no capacity to create savings accounts in the capital budget.

**Director Galligan** noted the items that had been on past referenda that might not have gotten done, and asked about the small bridge over Hartford Road.

**Mr. LaMalva** indicated the Hartford Road project is in the final stages of design, waiting for Eversource to grant us the easement, and should be going out to bid by June.

**Director Eckbreth** indicated a budget of \$12-14M is realistic and feels \$18M is more than what our community can sustain at this point, especially given the fears of what's happening in our state. She feels it is excessive to put any items under \$500K on 20-year bonds and stated we must find ways to work it into the budget. She agrees with the General Manager that we need to look at different ways to fund the fuel dispensing facility. She agrees with repair to the Illing parking lot which is a safety issue, but questions the MHS parking lot repair with the proposed Fieldhouse referendum. She asked if there are EPA or other funding options available for Center Springs Pond dredging.

She is also concerned with the bonded road projects and noted some significant quality control issues in the last couple years. We can't continue to have large-scale projects done that end up taking extra time and at double their bonded rates. She wants assurance that we are tightening up the quality controls and have a process in place to collect on a bond when issues arise.

**General Manager Shanley** stated other funding options were sought for the dredging through the Corps of Engineers. They are not recommending \$18M but are providing the Board with a range. It is ultimately the Board's decision.

**Director Devanney** agrees with a lot of what the Board members have said. It is smart budgeting to save a portion each year toward a project, as opposed to waiting and putting it in a referendum. He believes an \$18M referendum for roads and sidewalks would pass because residents are thinking about their own roads and sidewalks, and not as much about the total dollar amount. We have put ourselves in a tough situation with the Town portion becoming a smaller and smaller percentage of the budget and are sometimes unable to do things that would have a positive impact on our communities. We need to take a hard look at all aspects of the budget to see where we have cut back too much and areas we are afraid to cut back on without getting backlash. The Town has done a great job of scaling back but it's a shame that we have been forced to put some of these projects into referendum. He would like to see them moved into the capital budget.

**Vice Chair Hackett** stated we have a serious chronic backlog problem of road maintenance. She appreciates that we work with utilities but wonders if we have the right tools and processes in place to work with them. We have to be very strategic about what we fund through a referendum vs. what is in the operating budget or capital improvement budget. The Illing parking lot is one of our most critical initiatives.

**Mr. LaMalva** indicated that the utility companies keep us updated on what roads they plan to work on, which is why some of the roads are moved down the list.

**General Manager Shanley** indicated the Board should first determine what they feel is an appropriate dollar amount, and then look at the suggested road list and other proposed projects and determine which of these can be done with that budget number. He would also like to see more of these items in the capital budget. He suggested the Board members could start with a policy breakfast, continue the discussion at the June Board meeting and then have a public hearing in July.

**Mayor Moran** agreed the Illing parking lot is a priority. He clarified the MHS parking lot referenced is what used to be called the Senior lot. He is concerned with the lighting in these parking lots, and recalled an issue with underground wiring at the MHS parking lot. He suggested doing the lighting at the same time the parking lot is being done.

**Mr. LaMalva** indicated the project does include updating the MHS lighting.

**General Manager Shanley** stated we have supplemented the projects with the capital or Town budgets in the past, and that our Engineering Division has been very successful in leveraging state and federal funds for these projects.

**Mr. LaMalva** indicated there is another LOTCIP solicitation coming out this year through which we will request funds for more of these roads. We received one last year for the Buckland Street traffic signal that would have typically been on a bond request.

**General Manager Shanley** stated that LOTCIP funding may not be available this year and for budgeting purposes, we have to assume we are not getting that funding.

**7. PRESENTATION OF BID WAIVER REQUESTS.**

**8. PUBLIC HEARINGS** (formally advertised).

A. Appropriations to Special Projects as follows:

1. Downtown Mini-Grant.....\$30,000  
for arts and cultural events in Downtown Manchester establishing a nonlapsing account to be funded by General Fund Board of Directors operating budget already approved.

**Mayor Moran opened the floor for public comment at this time. There being no public comment, the Mayor opened the floor for Board Members' comments.**

**There being no further comments, Mayor Moran closed the public hearing on the above item.**

**General Manager Shanley** clarified that money in a lapsing account goes back into reserves at the end of the fiscal year, whereas non-lapsing account funds stay where they are until the Board moves them.

B. Appropriations to Education Special Projects as follows:

1. Manchester Head Start (3/1/17 – 2/28/18).....\$602,729  
preliminary appropriation for operation of Head Start program to be financed by a federal grant.
2. Manchester Head Start (3/1/17 – 2/28/18).....\$7,656  
preliminary appropriation for Training and Technical Assistance to be financed by a federal grant.
3. Manchester Head Start (3/1/17 – 2/28/18).....\$5,569  
preliminary appropriation for Training and Technical Assistance to be financed by a federal grant for Enfield Head Start.
4. Manchester Head Start (3/1/17 – 2/28/18).....\$413,867  
preliminary appropriation for operation of Head Start program to be financed by a federal grant for Enfield Head Start.

**Mayor Moran opened the floor for public comment at this time. There being no public comment, the Mayor opened the floor for Board Members' comments.**

**There being no further comments, Mayor Moran closed the public hearing on the above item.**

- C. Appropriation to FY 2017-2018 Recreation Special Activities Fund,.....\$342,000  
consistent with anticipated programming - Leisure Programs  
to be financed by program fees.

**Mayor Moran opened the floor for public comment at this time. There being no public comment, the Mayor opened the floor for Board Members' comments.**

**Director Nye** asked if the \$342K is fully funded by program fees or if it comes out of the general fund.

**General Manager Shanley** indicated it is fully funded by the program funds. They are self-supporting with no general fund contribution.

**There being no further comments, Mayor Moran closed the public hearing on the above item.**

- D. Approval of program proposals submitted by community agencies desiring to participate in the 2017 Connecticut Neighborhood Assistance Act program.

**General Manager Shanley** stated the NAA is an annual program designed to provide funding for municipal and non-profit organizations. The Board approves the organizations to receive funding from corporate entities. Those entities, through the NAA are able to take a tax deduction for contributing to these organizations.

**Mayor Moran opened the floor for public comment at this time. There being no public comment, the Mayor opened the floor for Board Members' comments.**

**There being no further comments, Mayor Moran closed the public hearing on the above item.**

- E. Approval of an ordinance whereby the Town of Manchester accepts the donation of real property known as 71 Tolland Turnpike from the Talcottville Development Company. A copy of the ordinance may be seen in the Town Clerk's office during regular business hours.

**General Manager Shanley** indicated this is the property known as Bryan's Island, part of the Hockanum River Linear Trail, accessed from Kohl's parking lot.

**Mayor Moran opened the floor for public comment at this time. There being no public comment, the Mayor opened the floor for Board Members' comments.**

**There being no further comments, Mayor Moran closed the public hearing on the above item.**

- F. Appropriation to Capital Improvement Reserve –.....\$998,400  
Tolland Turnpike Pavement Rehabilitation (Slater St. to Deming St.)  
to be funded by a State grant under the Local Transportation Capital  
Improvement Program (LOTICIP).

**General Manager Shanley** explained the LOTICIP program is the replacement of another program, where we get 100% reimbursement because we do the design work. Because of our design staff, we are able to leverage this fund.

**Mr. LaMalva** indicated the majority of the \$998K is the construction costs for milling and resurfacing to a 3" depth. They also reimburse for our construction inspection.

**Mayor Moran opened the floor for public comment at this time. There being no public comment, the Mayor opened the floor for Board Members' comments.**

**There being no further comments, Mayor Moran closed the public hearing on the above item.**

- G. Appropriation to Fire Fund- termination benefits.....\$60,000  
to be funded through use of Fire Fund balance designated for termination  
benefits liabilities.

**General Manager Shanley** explained that when people leave that have seniority in the department they receive payouts. We maintain a fund balance specifically so we don't have to carry that much in the operating budget every year. We are simply moving the money to pay out the medical costs.

**Mayor Moran opened the floor for public comment at this time. There being no public comment, the Mayor opened the floor for Board Members' comments.**

**There being no further comments, Mayor Moran closed the public hearing on the above item.**

H. Appropriation to Capital Reserve – Revaluation (GR127).....\$50,000  
to be funded by General Fund contingency for the completion of the 2016  
revaluation process and appeals.

**Mayor Moran opened the floor for public comment at this time. There being no public comment, the Mayor opened the floor for Board Members' comments.**

**There being no further comments, Mayor Moran closed the public hearing on the above item.**

I. Appropriation to Relocation Assistance Reserve (GR133).....\$40,000  
for expenses associated with emergency relocation of displaced residents,  
to be funded by a transfer from General Fund Human Services department  
operating funds.

**General Manager Shanley** explained that we have the responsibility to pay for relocation costs of families displaced by fire or other reasons. It is ultimately the responsibility of the property owner to pay. We pay it up front and then put a lien on the property to get paid back. We had \$30K and expended that so we are asking for \$40K to put in there. It will be repaid when the property is sold or foreclosed upon. We have discussed being more aggressive with reimbursement.

**Mayor Moran opened the floor for public comment at this time. There being no public comment, the Mayor opened the floor for Board Members' comments.**

**There being no further comments, Mayor Moran closed the public hearing on the above item.**

**9. CONSENT CALENDAR (Items 12C and 12G previously approved)**

8A.Appropriations to Special Projects as follows:

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nonlapsing account to be funded by General Fund Board of Directors  
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8B.Appropriations to Education Special Projects as follows:

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preliminary appropriation for Training and Technical Assistance to be  
financed by a federal grant.
3. Manchester Head Start (3/1/17 – 2/28/18)..... \$5,569  
preliminary appropriation for Training and Technical Assistance to be  
financed by a federal grant for Enfield Head Start.

- 4. Manchester Head Start (3/1/17 – 2/28/18)..... \$413,867  
preliminary appropriation for operation of Head Start program to be  
financed by a federal grant for Enfield Head Start.
- 8C. Appropriation to FY 2017-2018 Recreation Special Activities Fund,  
consistent with anticipated programming - Leisure Programs ..... \$342,000  
to be financed by program fees.
- 8D. Approval of program proposals submitted by community agencies desiring to participate  
in the 2017 Connecticut Neighborhood Assistance Act Tax Credit Program (NAA).
- 8E. Approval of an ordinance whereby the Town of Manchester accepts the donation of real  
property known as 71 Tolland Turnpike from the Talcottville Development Company.  
A copy of the ordinance may be seen in the Town Clerk's office during regular business  
hours.
- 8F. Appropriation to Capital Improvement Reserve – ..... \$998,400  
Tolland Turnpike Pavement Rehabilitation (Slater St. to Deming St.)  
to be funded by a State grant under the Local Transportation Capital  
Improvement Program (LOTICIP).
- 8G. Appropriation to Fire Fund- termination benefits..... \$60,000  
to be funded through use of Fire Fund balance designated for termination  
benefits liabilities.
- 8H. Appropriation to Capital Reserve – Revaluation (GR127)..... \$50,000  
to be funded by General Fund contingency for the completion of the 2016  
revaluation process and appeals.
- 8I. Appropriation to Relocation Assistance Reserve (GR133) ..... \$40,000  
for expenses associated with emergency relocation of displaced residents,  
to be funded by a transfer from General Fund Human Services department  
operating funds.
- 12A. Approval of the 2016-2017 Suspense List.
- 12B. Approval of Tentative Agreement between the Town of Manchester and Teamsters,  
Local 671 (Public Works employees).

**Galligan/Hackett**

**Nine Voted in Favor**

**10. ACTION ON ITEMS OF PUBLIC HEARING - NONE.**

**11. UNFINISHED BUSINESS.**

- A. Appointment of a member to the Redevelopment Agency with a term expiring  
November 2018 to fill the vacancy left by Timothy Devanney (D) (tabled).

**APPROVED – Motion to remove Item 11.A. from the table.**

**Gates/Eckbreth**

**Nine Voted in Favor**

**ADOPTED – Motion to Appoint Jason Doucette, 85 Stephanies Way, to the  
Redevelopment Agency with a term expiring November 2018 to fill the vacancy left by  
Timothy Devanney (D).**

**Gates/Eckbreth**

**Nine Voted in Favor**

12. D. Appointment of Historical Society member to the Land Acquisition and Historic Property Investment Committee.

**ADOPTED – Motion to Appoint John Prior, III, 66 Hilltop Drive, to the Land Acquisition and Historic Property Investment Committee.**

Gates/Devanney

Nine Voted in Favor

12. E. Discussion: FY2017-18 Budget.

**General Manager Shanley** stated our original approach to the budget was to take the full \$1.2M loss compared to the current budget year and then take another \$500K off that, a full \$1.7M below the Governor's proposal which is what we worked with, and believes this is still the best figure to work with. If we lose more, we are in strong financial shape so we have time to plan and make moves to bring ourselves where we need to be. We don't have any further budget information as we hoped we would, so our recommendation is to move forward on May 9<sup>th</sup> with the budget adoption.

**Director Gates** asked what our current fund balance is. This Board's discipline around that fund has served this town well. He wondered if we are holding onto more taxpayer money than we need to.

**General Manager Shanley** indicated the current fund balance is \$13M, roughly 13% of the operating budget. The guideline is to have 10%. We are an AAA Fitch community. Standard and Poors' AAA is 15%, which seems very high.

**General Manager Shanley** stated that we have \$1.1M from the designated fund balance and \$900K from undesignated fund, which we have not used and are hopeful we will not, in large part due to the delinquent tax collections that continue to exceed our expectations. The margin between 10% and 13% is the flexibility that we have to deal with whatever we encounter. We don't know what the state revenue picture looks like. We have been budgeting fund balance every year with one exception, where the Board did not want to do that, but we have not had to use our reserves. This year, it will be much tighter because we have lost funding from the State mid-year, though the school department has agreed to return \$500K from the current year. Next year, it completely depends upon what the State revenue picture looks like.

**Director Eckbreth** stated the Board has seen a recession and during that recession we were very fiscally conservative on how we used the funds, but did use them to supplement taxation. We are now in a position where we are putting them in our budget again, which is driven by what is happening with the State. Manchester is very fiscally strong, but we are very reliant on the State and Federal governments to some degree, especially in the area of education. Education has gone from 30-40% of our budget to 75-80%. We are managing the Town's piece of the pie for the entire population and managing 75% of it for a very small fraction. Every time we have to go to reserves to fund our budgets, we are sending a very clear message to our community that we are setting forward budgets that are not sustainable. We have demands and mandates coming from the State and Federal levels, but have to be very conscious of what is happening in our community. It took a lot of work and a lot of sacrifices on the Town side to get to the 13%. There were many policy initiatives started by the Board over the past several years that have made a big impact on how that number climbed. She encouraged the Board members to really consider that. We

all want to prevent increases but not at the sacrifice of everything the Town has saved to get there.

**Director Gates** is concerned with the backlog of projects and how we budget or not budget for them. The Board has discussed future referendum items. He questions what guidelines we have for when we utilize fund balance, what constitutes a crisis and how we clear this list of projects. We may need to use some of the capital project budget to catch up.

**General Manager Shanley** indicated Town staff has had many discussions about this, and once we have some clarity about what the next biennium is going to look like, we will then address it more. We want to maintain a fund balance of no less than 10%, but are paralyzed right now not knowing the State revenue picture.

**Mayor Moran** stated it doesn't matter if the crisis is at the State level, it falls back on the local taxpayer. The local taxpayers are the ones that built that reserve. The bottom line is that we will have to make tough decisions that protect the taxpayers, which come in the form of expenses. He indicated the budget vote may be 5-4 but the difference is only a small number of the total budget and the importance is that we are all looking at this together.

**General Manager Shanley** explained that every community is going through this, but that Manchester is in much better shape than many communities, on both the fiscal and capital investment side. We have a brand new wastewater plant, relatively new water plant, a remodeled high school with a new addition, a new 5-6 academy and will have new elementary schools within two years. We have a sound reserve that gives us a very good bond rating and have made a lot of investments in infrastructure.

**Mayor Moran** remarked that we have gotten through the recession and passed referendums for town improvements. Our budgets have been so close because the Board members all work together. We have all been looking hard at the current budget and know what we have to do.

**12. F. Discussion: Tree Ordinance.**

**Director Eckbreth** stated that it has been brought to the Board's attention over the last few years that there has been large-scale tree-cutting done in a neighborhood. She met with Attorney O'Neil on what can and cannot be done regarding this. She is very aware of the property owner's rights but would like there to an ordinance regarding this, to include assigning a tree warden, that we receive notification from utility companies of upcoming work, and the opportunity to approach the tree warden if there is an issue. We have a good working relationship with the utility companies now but would like to see an ordinance in place.

**Attorney Tim O'Neil** stated he will prepare an ordinance and present it to the Board of Directors at the June 6<sup>th</sup> regular meeting.



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

**Mayor Moran** thanked Molly Devanney and her staff for the 25<sup>th</sup> anniversary of Rebuilding Together on Saturday, April 29<sup>th</sup> where over 800 volunteers worked at over 40 sites. Mayor Moran worked at one site but then drove around to other sites, and he noted 7-8 sites being done by high school students. He met with the homeowners who were so thankful for the work done by the Manchester volunteers. It was an outstanding event and everyone deserves a round of applause. The feeling of community was alive and strong. He is proud to be the Mayor of, and live in, a community where so many people are helping their neighbors in need.

**Director Devanney** thanked everyone involved, including Scott Garman. He was at a house with Director Galligan where about 30 volunteers showed up and worked hard to transform a house in just a few short hours.

**Mayor Moran** stated the Board members are at the heart of this community and he is confident that they will make a budget decision next week that is best for the taxpayers.

**14. ADJOURNMENT.**

The meeting was adjourned until the June 6, 2017 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

**Jones/Hackett**

**Nine Voted in Favor**

Adjournment: 9:50 p.m.

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APPROVED:

ATTEST:

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Secretary, Manchester Board of Directors