

**MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
AUGUST 8, 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, Assistant Town Attorney Timothy O'Neil and Director of Administrative Services Dede Moore

EXECUTIVE SESSION - The Board went into Executive Session at 6:05 p.m. to discuss Personnel and Real Estate Negotiations, and adjourned at 7:00 p.m. Present were Mayor Moran, Deputy Mayor Hackett, Secretary Kissmann, Directors Devanney, Eckbreth, Galligan, Gates, Jones and Nye and General Manager Shanley. No votes were taken.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 7:05 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mayor Moran.

2. AWARDS AND PRESENTATIONS.

3. OPENING OF THE 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.)

Charlie Moulard, 30 Eva Drive, is on the committee regarding the interim use for the Broad Street property. We are in the beginning stages for putting a plan together for interim use of the property in the hope to generate some income for the Town of Manchester from the property. The site has become a staging area for building material and equipment for construction projects of the Town, which we are told will be cleaned up by summer's end. We want to make it a viable income property.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.

- A. Actions, July 11, 2017 – Regular Meeting
- B. Minutes, July 11, 2017 – Regular Meeting
- C. Minutes, July 25, 2017 – Policy Briefing Meeting

Gates/Nye

Nine Voted in Favor

5. COMMUNICATIONS.

Mayor Moran has received numerous communications regarding Goat Yoga, as have other Board members. He asked if anyone would like to comment on this topic.

Director Eckbreth said she has received many communications on the subject, both positive and negative. She is not a fan of goats, but is intrigued by the topic. She finds it interesting that surrounding communities are making offers to welcome the individuals to their community and hopes that they will also be welcomed in Manchester. She emphasized this issue does not fall under the jurisdiction of the Board of Directors, but she is willing to advocate on behalf of this issue, both for those who are for and against Goat Yoga. This falls under the jurisdiction of Planning and Zoning, and the owners can pursue this issue further through them. Most members on the Board would be supportive of having these types of activities in our community.

Mayor Moran agreed that the Board of Directors has no jurisdiction over this issue, according to State Statutes. The owner of the farm was cited after a complaint, which is the correct process. They can then appeal through Planning and Zoning. The only jurisdiction the Board has is who we appoint on those commissions but we cannot make the decisions for Planning and Zoning. To the local press and on social media this appears to be a negative issue, but he'd like to see it turned around into a positive issue. He wants to ensure we hear everyone, those for and those against, on this issue. He reiterated the Board of Directors is not the governing body who makes the decision on this.

He thanked the Town Staff, volunteers and the Rotarians for their work on the reopening and dedication of the Andrew Ansaldi Recreation Area in Charter Oak Park. He stopped by the park this afternoon and it was packed with children. A small child came over to the Mayor and thanked him personally for the park and described it as the best thing in her life. The reaction to the park has been phenomenal. It is great for our parks, our neighborhoods and for our community. He thanked the volunteers and Town Staff of Cruisin' on Main which had a great turnout over the weekend. It was a great event not only for Cruisin' on Main but also for our local businesses.

6. REPORTS.

- A. Manager's Report**
- B. Other Reports.**

General Manager Shanley stated there are no reports this evening. He apologized that he regrettably had to leave the meeting at this point for an urgent family matter. He indicated Dede Moore, Director of Administrative Services, would sit in for him.

7. PRESENTATION OF BID WAIVER REQUESTS.

8. PUBLIC HEARINGS (formally advertised).

A. Appropriations to Special Projects as follows:

1. Senior, Adult and Family Services – Security Deposit Assistance \$15,000
to be financed by a grant from Manchester Interfaith Social Action
Committee for the revolving security deposit assistance fund.
2. Increase to Older Americans Act Funds (Benefits Counseling)..... \$2,000
to be financed by a grant from North Central Area Agency on Aging to
provide benefits counseling to senior residents for the grant period
10/01/16-09/30/17, for a total appropriation of \$5,000.
3. Preschool Development Grant (7/1/17 to 6/30/18)..... \$906,800
to be financed by a grant from the State Office of Early Childhood to
provide free preschool to children that are 4 years old before January 1,2017
and are part of families at or below 200% the federal poverty level.

4. Increase to Manchester Early Learning Center –
Preschool and School Age Programs (7/1/2014 to 6/30/18)..... \$21,035
for child care slots to be financed by additional funding from the State
Office of Early Childhood for a total appropriation of \$1,763,595.
5. School Readiness Quality Enhancement Grant FY 17/18
(funded for 7/1/17 to 9/30/17 only) \$971
to be financed by a grant from the State Office of Early Childhood to provide
programs and support to home day care providers and stay at home parents
and the children in their care.
6. School Readiness Grant 17/18 (funded for 7/1/17 to 9/30/17 only) \$93,702
to be financed by a grant from the State Department of Education to
support school readiness slots at Manchester Early Learning Center.
7. Planning Department – Parks Planning Intern..... \$3,500
to be financed by a grant from the Connecticut Chapter of the American
Planning Association to pay an intern to assist with the creation of a Center
Springs Park master plan.
8. Police Donations Revenue Account – Youth Services Program \$500
to be funded by a donation from First Korean Presbyterian Church which is
gratefully acknowledged and accepted.
9. State Asset Forfeiture Account \$2,537
for continuing narcotics investigations, equipment, and/or training to be
financed by proceeds from narcotics investigations.

Mayor Moran opened the floor for public comment at this time.

There being no further comment, Mayor Moran opened the floor for Board Members' comments.

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

8B. Approval of an amendment to the Town of Manchester's Supplemental Pension Ordinance, Section 70-20, to provide for an increase of 1% in the monthly pension benefit being paid to retirees, effective July 1, 2017. A copy of the proposed amendment may be seen in the Town Clerk's office during regular business hours.

Ms. Moore explained this is done every two years and was part of the budget process when the Board of Directors adopted the budget. It is a 1% increase that affects employees who are in the defined benefit program.

Mayor Moran opened the floor for public comment at this time.

There being no further comment, Mayor Moran opened the floor for Board Members' comments.

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

8C. Approval of the request by the Registrars of Voters for the temporary relocation of the polling place for District 4 (Waddell School) for the 2017 Municipal Election.

Mayor Moran introduced James Stevenson and Timothy Becker from the Registrar of Voters.

Mr. Stevenson stated that, due to renovations, Waddell School will be unavailable as a polling place for District 4 during the municipal election in November 2017. The Registrars and Deputy Registrars made site visits to MHS, Illing Middle School and the Eighth District offices to consider each as a temporary polling location. They took into consideration their proximity to Waddell School, availability of parking and the ease of traffic flow.

After studying the three possible locations, they are recommending Manchester High School cafeteria as the best temporary polling location to replace Waddell School's District 4 voting. Although MHS is used for another voting district, there is adequate parking at MHS on the Brookfield Street side to accommodate the additional district voters and workers.

Mayor Moran asked how the District 4 voters would be informed of the change in voting location, and if there would be signage put at Waddell on the night of the election to direct voters to their new voting location.

Mr. Becker stated a banner will be put up at Waddell in mid-October. A press release will be sent out and lawn signs will be put along the Broad Street and Middle Turnpike sides of the school property. There will also be postcards sent to District 4 voters.

Director Gates recalled MHS has been a challenging site in the past in terms of lines and confusion. With District 2 in the gym and District 4 in the cafeteria, and with voters using the same parking area and entrance, there is the potential for some confusion.

Mr. Stevenson indicated there will be a greeter at the MHS entrance to direct voters to the appropriate location, as well as signage in the school. Flow tape will be put up to separate the two voting districts.

Director Jones asked if Robertson School was considered as a temporary location, which is in close proximity to Waddell.

Mr. Stevenson responded that Robertson School is currently a polling place for District 1. State Statute indicates voting must be done in separate rooms, and the Robertson cafeteria is much smaller than the MHS cafeteria. Parking at Robertson School is also substantially less than at MHS.

Deputy Mayor Hackett appreciates the efforts of the Registrar's office. She asked if a new voter from District 4 went to the Registrar's office tomorrow if they would be given an explanation of the change. She also wanted to ensure the notice indicates this is a temporary change.

Mr. Stevenson indicated once the Board has approved the change, a notification will be given to the new voters. An acceptance letter is sent to new voters and will include the voter location change for all District 4 voters.

Director Devanney asked if the Senior Center is currently used for voting and, if not, why that wasn't considered. He asked that the signage on the day of the election indicate Waddell rather than District 4, as some voters are unsure of their District number.

Mr. Becker stated the Senior Center was not considered because it is further away from Waddell School. The three considered locations are within 3 minutes of Waddell. Signage on the day of the election will clearly state Waddell/District 4.

Director Eckbreth commended the Registrars for taking this issue on well in advance of the election. She noted there was some confusion in the past at Highland Park School with two separate lines, and wants to be sure there is not only signage but poll workers to assist with any confusion at MHS. She asked if there was an impact on the number of poll workers needed with the temporary move to MHS.

Mr. Stevenson indicated there is no impact on the number of workers or cost in moving the location, as the cafeteria and gym need to be treated as two separate polling locations per State Statute.

Secretary Kissmann asked if any thought had been given to put other languages on the communication being sent to voters, as we do have a large Spanish speaking community.

Mr. Stevenson stated there is no second language on the communication but it could be considered. Under State Statute based on our census data, we are not required to have poll instructions in Spanish.

Director Eckbreth does not have an objection to it being in Spanish, but wanted to point out that when she went through Waddell School for a tour she learned there are 130 or more dialects and languages spoken by the students in that school. We are extremely diverse and should recognize that as much as we can.

Director Jones suggested the communication be put up on the Town website so citizens can access the available translation services.

Mr. Stevenson indicated that once the Board of Directors approves the polling location change, notification will be posted on the Town website as well as on other social media outlets.

Mr. Becker stated the lottery for ballot positions will be scheduled on September 13th at 5:00pm at the Registrars' Office. Notification will be sent out.

Mayor Moran added that communication is the key to get District 4 voters to the correct location.

Mayor Moran opened the floor for public comment at this time.

There being no further comment, Mayor Moran opened the floor for Board Members' comments.

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

8D. Acceptance of \$67,903 from Connecticut Interlocal Risk Management Agency (CIRMA) to be appropriated for building security.

Ms. Moore explained that Manchester received its pro-rated share of CIRMA's equity distribution for 2017 and we would like to appropriate this money for building security at Town Hall, Lincoln Center and Weiss Center.

Mayor Moran opened the floor for public comment at this time.

There being no further comment, Mayor Moran opened the floor for Board Members' comments.

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

Director Nye indicated she would like to go back to items 8A 3-6.

ADOPTED – Motion to suspend the rules and go back to Items 8A 3-6.

Galligan/Hackett

Nine Voted in Favor

Director Nye asked if we are appropriating funds for Items 8A 3-6 that are not guaranteed to come in since the State has no budget.

Ms. Roche-Cronin, Human Services Director, stated these items are brought to the Board of Directors to appropriate once a letter has been received from the State indicating we will receive the grant funding.

Ms. Lord, Director of Finance, indicated the State funding for these grants is currently being received by the Town. When these appropriations are approved, we ensure the funding comes in to match the appropriation before it gets added to the budget.

9. CONSENT CALENDAR.

8A. Appropriations to Special Projects as follows:

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to be financed by a grant from Manchester Interfaith Social Action Committee for the revolving security deposit assistance fund.
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to be financed by a grant from North Central Area Agency on Aging to provide benefits counseling to senior residents for the grant period 10/01/16-09/30/17, for a total appropriation of \$5,000.
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8B. Approval of an amendment to the Town of Manchester's Supplemental Pension Ordinance, Section 70-20, to provide for an increase of 1% in the monthly pension benefit being paid to retirees, effective July 1, 2017. A copy of the proposed amendment may be seen in the Town Clerk's office during regular business hours.

8C. Approval of the request by the Registrars of Voters for the temporary relocation of the polling place for District 4 (Waddell School) for the 2017 Municipal Election.

8D. Acceptance of \$67,903 from Connecticut Interlocal Risk Management Agency (CIRMA) to be appropriated for building security.

12A. Appropriation to Special Projects (under \$500) as follows:

- 1. Manchester Animal Control..... \$40
to be financed by a donation from Mark Melmer which is gratefully acknowledged and accepted.

Galligan/Jones

Nine Voted in Favor

10. ACTION ON ITEMS OF PUBLIC HEARING.

11. UNFINISHED BUSINESS.

- 1. Appointment of a member to the Building Committee with a term expiring November 2019 to fill the vacancy left by Richard Cormier (D).

APPOINTED – Motion to appoint Joseph L. Dickerson, Jr., (D) 872 Vernon Street, to the Building Committee with a term expiring November 2019 to fill the vacancy left by Richard Cormier (D).

Gates/Eckbreth

Nine Voted in Favor

2. Appointment of a member to the Redevelopment Agency with a term expiring November 2020 to fill the vacancy left by Richard Cormier (D).

TABLED – Appointment of a member to the Redevelopment Agency with a term expiring November 2020 to fill the vacancy left by Richard Cormier (D).

Gates/Galligan

Nine Voted in Favor

12. NEW BUSINESS.

- B. Discussion: Charter Required Establishment of Town Clerk's Salary for four year period (January 9, 2018 – January 11, 2022).

Attorney O'Neil stated the Charter requires that before a new term is established, the Board of Directors must determine the Town Clerk's salary. The salary that is set by the Board of Directors for the Town Clerk's position for the upcoming 4 year term attaches to the position and not the individual in the position.

Director Nye asked if this was a full time position and requested the current salary structure and history on this position.

Mayor Moran recalled setting a base salary 4 years ago with percentage increases and asked for clarification on what needs to be done this time.

Attorney O'Neil stated that 4 years ago the Board of Directors set a salary range for the Town Clerk with a caveat that set another salary if a new individual took over that position within that 4 year term. It is now determined that the salary is set to the position, not to the individual. If the current Town Clerk were to leave in the middle of the upcoming term, the person taking over that position would inherit the current Town Clerk's salary.

Director Eckbreth stated the current Town Clerk has served for many terms. When he was elected, there was a set salary. Over the years he has received incremental increases to get to his current salary which is at the top end for management, and rightfully so. The Town Clerk position in Manchester is an elected position. At this time, the Town Clerk is running unopposed.

Attorney O'Neil indicated Manchester is not unique in that we elect our Town Clerk. More than 50% of the Town Clerks in the State of Connecticut are elected.

Director Eckbreth is concerned that if we restructure the salary for this position to a lesser amount, we would essentially reduce the current Town Clerk's salary prior to him completing his career. That is not the intent of the Board of Directors. The intent is to have the next person who starts in that position start at a certain level and build it up. This is a chartered position. When the Board structures this position she wondered if there is a way qualifications can be set for the Town Clerk. She'd like to see the salary commensurate with experience.

Attorney O'Neil stated that unless there is a Charter revision, whoever is elected will become the Town Clerk regardless of their qualifications. The Town Clerk is required, as part of the Connecticut Town Clerk's Association, to get the proper certification.

Mayor Moran added that the current Town Clerk was appointed to the position. He asked if the current Town Clerk were unable to complete the next term, would another person be appointed by the Board of Directors, or would they be elected.

Attorney O'Neil confirmed that a new person would be appointed by the Board of Directors within 45 days and if not the Board of Selectman would appoint someone. He stated that Attorney Barry issued a legal opinion 4 years ago which is being revised, but does not believe it will be revised in a manner that gives as much flexibility to the Board as they would like. He suggested waiting until Attorney Barry returns and also suggested meeting with the current Town Clerk for discussion. A decision on the Town Clerk's salary needs to be reached before the November election.

Director Jones asked for clarification on the job responsibilities in terms of supervision of the office and comparison to other the salary structure of other Town of Manchester Department Heads.

Mayor Moran would also like to see a comparison to the salary of Town Clerks from other towns with similar population.

C. Discussion: Interim uses – Broad Street.

Mayor Moran attended the last RDA meeting where Director Nye presented her ideas for use of the Broad Street property.

Director Nye gave the RDA a general overview because no details have been set. The goal is to find an interim use for the property that will bring income to the Town. The RDA wants the materials and equipment on that site to be removed as soon as possible, which they were assured would be done by end of summer. She presented the idea of an interim flea market on the site and she was told that many interim ideas have gone before the RDA, but that none of them were approved.

She has put together a subcommittee looking into interim use on Broad Street. At their first meeting, they talked having an opening for an interim event in conjunction with a dedication of the new bridge entrance to Center Springs Park.

Director Devanney has received many positive communications from citizens after Director Nye talked about having a flea market at this site. He hasn't spoken with the RDA about this but the residents want to see use of this site. Safety has been a concern which can be addressed prior to any event.

Director Gates commented that interim use has been discussed with the RDA for years but has been unsuccessful to date. He is supportive of efforts to make use of that property. There is a sense of growing impatience within the community with the lack of progress on the property. He would be interested in hearing why the RDA wouldn't want that area to be used. He has heard the liability issue. There have been discussions about what it would cost to make it safe. We need to find out exactly what the challenges are, address those challenges and put that property to use.

Mayor Moran has gotten both positive and negative feedback on using the site. He believed the original estimate to make the property safe was about \$30K, but heard that has increased. He asked Gary Anderson, Director of Planning, for an update.

Mr. Anderson indicated Public Works estimated a cost of \$30K to get just the front portion of the site to an acceptable and usable condition. Engineering then began to check with contractors and their estimates came back much higher. Engineering is now looking into the details of the estimates.

Director Eckbreth finds it disingenuous that the RDA is concerned about liability when they allowed an interim use for a non-profit to have a motorcycle event at that location, for a company that works with disabled individuals. Director Gates came up with an idea to revitalize our parks. He took that project on and we have results today because of it. It started with a simple idea from a Director who wanted to be involved. A lot of work goes into that and it is incumbent upon the rest of us to support our fellow Board members in that idea. We are the governing and policy-making body for the Town of Manchester, not the RDA. The RDA is an advisory board.

The voters approved a very large referendum to work on that property and to get it developed. We have used that money for revitalizing Broad Street, but the central goal of that referendum was for the Parkade site. There are still funds available to be used to make the site safe. If we are going to support Director Nye's idea, we need to support it 100% and make it happen.

Deputy Mayor Hackett thanked Director Nye for raising this issue. If not a flea market, discussions may spawn other ideas. The site belongs to Manchester taxpayers. We need to look at getting something viable there. She would like more information on liability and what would be the Town's share in underwriting events, in terms of site preparation and project management of the site. She asked who is on the committee.

Director Nye stated members on the committee include Terry Bogli, David Carlson, Linda Carlson, Charles Moulard and Truman Schlehofer.

Deputy Mayor Hackett stated the committee sounds appropriate for pursuit of a flea market at the site, but suggested that if we are looking into more broad based ideas we should expand the committee.

Director Nye believes the RDA has had an interim use committee that has been in place for years but none of their ideas have been acted upon.

Mayor Moran commented that some of the plans in the past were not acted upon because of the cost. We have to figure all the costs involved with any interim event, including police coverage, etc. There is a process that was followed with the two interim events we had at this location. It came from the Recreation Department, went to the RDA and the Board of Directors approved it. He doesn't believe the RDA was totally against the flea market, but they wanted more information.

In the past, he recalled an issue brought forward with a proposed interim use. We need to get the input of Chris Silver, Director, Leisure, Families, and Recreation, who has studied recreational liability. We all need to come back together including the RDA, the Town Attorney and Mr. Silver. We need to find out why it was a recreational liability, get the true costs of improving the site and find a way to move forward.

Mr. Anderson commented there is a process in place where an application is completed, the RDA would look at the proposed interim use and then the Department of Leisure, Families and Recreation would sign off on the event, as they do in other locations.

Director Nye appreciates all the feedback. History has shown a lack of doing anything but we need to create a spark. The comments she got from the RDA was members overthinking this. We need to make it safe and then make something happen on the site.

Director Gates explained that he made use of the application process, referred to by Mr. Anderson, for use of town owned land. The application goes to Mr. Silver who does a triage on it to determine what other Town departments need to be involved. He encouraged Director Nye to get the application in. The application asks a lot of questions that help determine where the challenges are and what needs to be done. The process does work.

Director Eckbreth stated Mr. Silver was in favor of this event taking place. The biggest issue here is the site itself, which is currently a liability issue. It is the Board of Directors' responsibility to clean up that site regardless of possible interim use. We do not have to have an event to have people on that site. There are people there at all hours, as the site is wide open. We have not fenced the site off in a way that prohibits people from having access to it, and we are still liable if someone gets hurt on that property. At a minimum, we need to get the concrete off that site; there are things we can do now. It is this governing body's responsibility when it comes to liability of the Town, and that is very clear in our Charter. We need to get consensus on this Board and direct the Town Manager to give us a plan on what's going to be done and when.

Mayor Moran commented that we have frustrations on different levels with this. He asked Director Nye to continue with the committee. We will help you to try to solve some of the other issues here.

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

Director Gates has received feedback from citizens about the old Dean Machine property on Colonial Drive. He drove by the property and it is in terrible disarray. It is at the gateway of our business park and he would like more information about what's going on with that property.

Mayor Moran also asked about the property on Spruce Street across from Nathan Hale that is boarded up, the former bank across from the Eighth District and Tuxedo King across from the highway exit.

Attorney O'Neil stated the former bank has been purchased by a corporation which is renovating the building for a Domino's Pizza. The Spruce Street property has been taken over by the bank and will be put on the market soon. The former Sportsman's Tavern is under contract for sale. Dean Machine property is privately owned but the company has been unable to move that property. With large blighted properties the end game is that if nothing is done by the property owners you either accumulate fines which will get paid at some point in time if the property sells, or the Town takes responsibility for cleaning the property up and liens the property. He will add these properties to the list of blighted properties and ensure they get addressed by the Building Department.

Director Eckbreth indicated the Town has come a long way since 2008 under the blight ordinance. She applauds the committee that works on these problem properties as they seem to be expediting the end result more quickly now.

She discussed payment of Town water bills online which is currently very onerous and has a lot of fees involved with it. Technology has improved and there are new procedures that municipalities can engage in to make this a more friendly process. She'd like to add an agenda item for September to secure automatic online payments.

Ms. Lord commented that global electronic payment vendors are being interviewed tomorrow with a timeframe of 8-12 weeks to get this incorporated town wide. Department fee structures are being looked into. She spoke with General Manager Shanley about looking at the fees for sanitation, water and sewer and how we can incorporate that into the cost of doing business so it is more taxpayer friendly.

Mayor Moran has asked Molly Devanney to give us an update at the September Board of Directors' meeting on this past year's Rebuilding Together projects. He asked about the subcommittee put together to look into parking regulations. He was on Lydall Street and noted a property that had multiple cars on it and wondered if that is being addressed.

Attorney O'Neil said he is familiar with the Lydall Street property Mayor Moran is referring to. The owner of that particular property has been brought to court twice, he cleans up the property and then it goes back to where it is. He has heard the property is again back to that condition and it may be time to get back into court to ask for a permanent injunction. We currently have a Parking Regulations' Subcommittee who met once to discuss the proposed ordinance to regulate the size of vehicles that are allowed to park on the street. The next several meetings will focus on other types of parking issues, like parking on lawns and in municipal lots and other parking regulations.

Director Eckbreth asked how we are enforcing the small business regulations.

Attorney O'Neil indicated we have 16,000 properties in town and have a code enforcement staff of only 10-12. Action is taken on a complaint-basis or when the Board of Directors brings it to the Town's attention.

14. ADJOURNMENT.

The meeting was adjourned until the September 5, 2017 Regular Meeting of the Board of Directors at 7:00 p.m. at the Lincoln Center Hearing Room.

Nye/Galligan

Nine Voted in Favor

Adjournment: 9:10 p.m.

lgl

APPROVED:

ATTEST:

Secretary, Manchester Board of Directors