

**MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
APRIL 4, 2017 – 7:00 P.M.
LINCOLN CENTER HEARING ROOM**

ONE MEETING AGENDA

PRESENT: Mayor Moran, Deputy Mayor Hackett, Directors Devanney, Eckbreth, Galligan, Gates, Irish and Jones

ABSENT: Secretary Kissmann

ALSO: General Manager Shanley and Town Attorney Ryan Barry.

EXECUTIVE SESSION - The Board went into Executive Session at 6:30 p.m. to discuss Real Estate and adjourned at 6:55 p.m. Present were Mayor Moran, Deputy Mayor Hackett, Directors Devanney, Eckbreth, Galligan, Gates, Irish, Jones, and General Manager Shanley. No votes were taken.

1. 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 Mayor Moran.

Mayor Moran asked that everyone join him in a moment of silence for Mr. Doug Smith. He stated we all lost a good friend in Manchester last week. The Hockanum River Trail was Doug's passion here in Manchester, on which he did so much work. A moment of silence was observed in his honor.

He indicated that the Board of Directors just came out of an Executive Session where no votes were taken, and stated that tonight is a one meeting agenda.

ADOPTED – Motion to nominate Director Gates as interim Secretary.

Hackett/Galligan

**Seven Voted in Favor
Director Gates Abstained**

2. AWARDS AND PRESENTATIONS.

There were no awards or presentations.

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)

Tom Stringfellow, 183 Hillstown Road, stated that 2017 marks the centennial of The Russian Revolution, which included the overthrow of the Russian Czar. He recommended a recent movie called "Bitter Harvest" about Joseph Stalin's repression in the Ukraine in the 1930's. Also, 2017 marks the centennial of the United States' entrance into World War I, sending U.S. Army troops to France. He indicated there is a WWI memorial in Kansas City, MO. He talked

about the Mexican/American War, in 1847 and talked about the assassination of Dr. Martin Luther King who died 49 years ago today. Dr. King was a man of conviction and should not be forgotten, as he died for all Americans. He stated how important education is and recommended two books: “Most Likely to Succeed; Preparing Our Kids For The Innovation Era” by Tony Wagner and Ted Dintersmith, and “Navigating Achievement for Struggling Students with The Common Core State Standards”.

Bonnie Schuetz, 12 Conway Road, commented on the nice pictures in the hallway. She commented that Special Ed is not what it used to be in Manchester and she feels we have a problem with education that money isn’t going to solve. With the state budget unsettled, we do not know what money we will get from them so we have to be careful. Every year the BOE wants more and more money. We all need to work together. She stated she agrees with General Manager Shanley’s budget.

Mayor Moran thanked Mr. Stringfellow and Mrs. Schuetz for their comments.

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS.

- B. Actions, March 7, 2017 – Regular Meeting
- C. Minutes, March 7, 2017 – Regular Meeting
- D. Minutes, March 8, 2017 – Budget Workshop#1
- E. Minutes, March 9, 2017 – Budget Workshop#2
- F. Minutes, March 15, 2017 – Public Hearing on the Budget
- G. Minutes, March 16, 2017 – Budget Workshop#4

Gates/Galligan

Eight Voted in Favor

- A. Minutes, Budget Presentation, March 7, 2017
- H. Minutes, March 21, 2017 – Budget Workshop#5
- I. Minutes, March 23, 2017 – Budget Workshop#6
- J. Minutes, March 28, 2017 – Budget Workshop#7

Gates/Galligan

**Six Voted in Favor
Directors Irish and Jones Abstained**

5. COMMUNICATIONS.

Director Eckbreth received communications this week from individuals disturbed about reports of theft in our community, specifically the removal of tires, car thefts and break-ins on private property. She asked if General Manager Shanley could get a GIS map from the Chief of Police showing where the recent burglaries have occurred.

6. REPORTS.

- A. Manager’s Report
 - 1. Briefing: Verplanck concept plan

General Manager Shanley noted that the connecting bridge for the Cheney Bennet project was installed last week and Waddell bids are in and we are issuing contracts for that. As that is going on, Verplanck is being designed. He introduced architect Randall Luther to update us on the status of renovations at Verplanck.

Mr. Luther indicated they have been working on Verplanck for several months and expect to go to the state and out to bid at the end of the year. Construction is expected to start in the spring of 2018 and be finished in the summer of 2019. The project is on schedule at this point. This presentation was given to Planning and Zoning a month ago. Verplanck has many of the same problems that Waddell had, including drop-off and pick-up of students. Because of the insufficient parking on site, parents fill up the parking lot, bus loop and also park on both sides of Olcott Street. Service deliveries are an issue because they block half of the driveway. Two of the three current play areas are exposed to all visitors with no separation. The main entrance is located in a remote corner, so visitors unfamiliar with the school wander around the building looking for the entrance, again not good from a security standpoint. There is a lower level, of approximately 2,000 square feet which cannot be accessed from inside the school and is completely underutilized.

The plan for this school is to take enrollment from approximately 375 students to 580 students, and take the existing square footage of 52,000 up to 70,000. Parking will go from 90 spaces to 170 and he expects the additional parking will accommodate all parents and alleviate on-street parking. The site is basically open with the exception of the wooded buffer area on the East side, which does help serve as a screen for the backyards of the residential area. The overall idea for the site is to divide it into 3 zones; the school zone, the parking zone and the service area, on the lower level. The main entrance will be more prominent which optimizes supervision of the site. Site access is currently a large issue, with only one entrance/exit for parents. The current drive is misaligned with Falknor, which we would move to align with Falknor. The other entrance is for the bus loop. Ideally we'd like to separate the bus loop from the cars. With increased student enrollment, there should be two exits from the school. They looked at other ways in and out of the site and had only two options, Trebbe Drive or Thompson Street. The decision, with consensus from Planning and Zoning, was to utilize Thompson Street.

There are 3 additions planned to the current building: large addition in the front of the building to house the main canopied entrance/administrative offices, stairs and service elevator to access the lower level, and an addition on the side to house additional classrooms. Currently the wings of the school aren't contiguous, but the additional classrooms finish off a classroom loop, making it easier to keep the grades together. There will also be a new library/media center in the front addition. There will be new music space behind the gym, right off the stage.

The cafeteria remains in the same area, but sets of doors will be added so the gym/cafeteria/library section can be closed off for events without having to open up the remainder of the school. There will also be a new art room, STEM room and project room added. With this plan, there will now be a courtyard and they are currently working with the administration on how best to develop that. The thought is that it would be primarily a low maintenance outdoor classroom.

The bus loop will be completely separate from the parking lots. Each student would be assigned to one of the two parking lots, to help minimize the large volume of traffic exiting at one time. Play areas will be concentrated to the back of the school, and be completely fenced in. The paved play area will also be fenced in and can serve as overflow parking at the time of events, with gates that can be opened.

Director Galligan asked if all cars would go in on Olcott Street and out on Thompson Road. He also asked if the plan with expanded parking is to alleviate the number of cars parked on Olcott Street, and asked if the bus loop would be gated off when it was not pick-up or drop-off times for the buses.

Mr. Luther clarified that cars would go out both Thompson Street and Olcott Road, depending on which lot they are parked in. He indicated that the expanded parking was meant to eliminate all cars from parking on Olcott Street. The bus loop would not be gated off but signage would indicate it was for buses only.

Mayor Moran asked if the proposed back entrance onto Thompson Street had been discussed with the neighborhood and stated that if he lived on the corner of Thompson and was used to only walkers, he would like advanced notice if there would be new car traffic to that area. He wanted to ensure there would be a discussion with them.

Mr. Luther stated that there was a meeting with a group of parents, educators and administrators put together by the Superintendent, but he is unsure if any of them live in that neighborhood.

Director Eckbreth likes the plan and thinks it is smart not to disrupt the wooded area, which is not only the backyard of the homes that are there but also gives the neighborhood more of a rural feeling. She is familiar with the school and indicated that parents are not allowed onto the site to drop off their children. Many parents park on roads on either side and pointed out that site lines can be difficult in the winter with snowbanks. She agrees that two-way traffic would not be a good idea. She wondered if the added number of students would mean the cafeteria would need to be expanded. She talked about making the quad low maintenance and asked, given the age of the children, if there was any thought to put in green turf similar to the Cheney Bennet courtyard. She also mentioned the walkable surface by the tennis courts and the track at the high school, which was placed on top of concrete and requires very little maintenance.

Mr. Luther indicated changes to the cafeteria would include significant expansion of the kitchen and an additional serving line. He stated the quad would be low maintenance and discussed a wildflower mix that once a year you cut down. He indicated the walkable surface is a good idea if they move in that direction. The initial thinking is that with classrooms right off that area they were trying to make it a quieter, less distracting place. He also indicated that part of this space directly off the cafeteria would likely have some tables out there.

Mayor Moran added that the problem with a crushed surface is the drainage of that area, which becomes a bigger expense.

Deputy Mayor Hackett appreciated the presentation and the problem solving throughout the project. She is satisfied with what she has seen and likes the approach taken toward parking and having two exits. She is concerned about the impact on Thompson Road. She doesn't want any elements of surprise and feels it is very important to be as proactive as possible to communicate straightforwardly information on impacts. She is unsure if it is the school board's responsibility to notify neighbors of traffic changes. She would like to stay in touch with neighborhood feedback and any modifications that need to be considered.

General Manager Shanley explained that the responsibility lies with Planning and Zoning. He indicated that is one of the reasons they are in attendance, and will ensure that there are no surprises.

Mr. Luther stated that the point is well taken and we need to determine the best vehicle for the communication. He did say that he knows that through Planning and Zoning that certified letters would be sent to residents to inform them of the hearing and give them the opportunity to come forward.

Mayor Moran asked if the 170 parking spaces included the overflow inside the gate and asked, for safety reasons, how the gates are controlled. He was concerned with the safety of the students.

Mr. Luther indicated the overflow parking is included in the 170 spaces. The gates would be manually operated. At Waddell, the administration made it clear that it needed to be more like a fence than a gate because of safety issues.

Mayor Moran thanked Mr. Luther for his presentation and the work on the project. He stated it is exciting to see the process continuing to move forward.

2. Report on Ad Hoc Subcommittees

Mayor Moran clarified that Board subcommittees are not permanent, but are put together based on a topic where there is a need for discussion. Current subcommittees include:

Fire/EMS – Leadership of 8th District and Town fire departments, Mayor Moran and Director Eckbreth

Downtown Arts Grant Committee – Vice Chair Hackett, Directors Devanney, Galligan and Jones

Fiber To The Premises- Directors Devanney, Galligan, Gates and Jones

Fieldhouse – Directors Eckbreth and Gates (currently on hold)

Ad-hoc Group Home – Mayor Moran and Director Irish

Curbside Collection – Vice Chair Hackett and Director Devanney

SMARTR II (soon to be)

Mayor Moran explained that the Board members on these subcommittees talk to the Chair and Minority Leader to discuss whether or not they are ready to give a report. If there is something that a Board Member would like to hear from the subcommittee, they can ask one of those Board Members or can request a presentation.

Director Irish asked if the Board Members could be informed of upcoming meetings so they could sit in on the meeting if they had an interest.

Director Gates indicated there is another subcommittee to add, Complete Streets. He agreed with getting the list of meeting dates/times out.

Mayor Moran indicated the easiest way to communicate the dates/times of subcommittee meetings is through email.

Director Jones suggested that anytime there is a meeting scheduled through Outlook, you can choose "Optional" to tag the other Board members so they can choose to attend or not.

Vice Chair Hackett added that on occasion there are town initiatives that the General Manager needs two people from each party to help shape. It is not a formal committee but is in response to kicking off an initiative. In those cases, there is usually a report out of those meetings at our regularly held meetings, so there is always an audit trail.

Mayor Moran stated that the Downtown Arts Grant Subcommittee will be reporting back to us at our next meeting.

3. Budget Calendar

Mayor Moran stated the Budget Workshops are complete. We planned to adopt the budget on April 11, 2017 but because we are unsure of the State of Connecticut and Legislature, we are looking to adopt the budget on April 25, 2017. He asked Ryan Barry for clarification as to how far we could push the budget adoption meeting.

General Manager Shanley indicated that we were hoping to have, for your ability to make a more informed decision, information from the Appropriations Committee and ideally also from the Finance Committee prior to your decision. He indicated we wouldn't have the state's budget, as there is a negotiation that takes place between the Legislature Leadership and the Governor's Office, but it would give us a better idea of which of the Governor's initiatives are being supported by the Legislature.

Attorney Barry passed out Section 5-6 of the Charter and explained what the Charter means. The first sentence says "The final budget shall be adopted by the Board of Directors not less than 75 days prior to the beginning of the fiscal year." The Supreme Court in the State of Connecticut says that in a procedural budget process in a legislative body, the word "shall" is directory, not mandatory. It also states: "Should the Board of Directors take no final action to adopt the budget on or before the 45th day prior to the beginning of the ensuing fiscal year, the tentative budget submitted by the General Manager shall be deemed to have been finally adopted by the Board of Directors and shall be the legal budget of the town for the fiscal year ensuing". If you don't pass a budget by the 45th day prior to the fiscal year commencing, the middle of May, then the General Manager's budget will become the legal budget for the Town of Manchester. The bottom line is the Board can adopt a budget within 30 days after April 17th, otherwise the General Manager's budget is adopted.

Director Gates stated that the timelines for the municipalities is out of sync with the timeline for the state, and unless this changes we are going to be in the same position next year. We still wouldn't have all the information we need from the state regarding what funds we would receive from them and we would still have to make some assumptions around what we're getting from the state or what's being taken from us. Ultimately, my hope would be that we would work with our state reps to figure out if there is a way to sync up the budget schedules.

Attorney Barry stated that we are faced with this challenge every year. This year the Governor's budget is so different than the Legislative Budget that it may make sense for the Board to wait and see what the legislative body decides.

Director Galligan told Attorney Barry he appreciated his perspective as a former state representative. Going back to last year's budget when we had to go back and adopt a new mill rate for the car tax, we had adopted the budget and went back to change the mill rate. He asked Attorney Barry if a budget is adopted within the timeframe set forth here, if we could go back and make changes to the budget we have adopted.

Attorney Barry explained that you can go back and make changes or amendments after the budget deadline. Even 3 months later if you realize you forgot to adopt something, you can pass it and that subsequent action becomes part of the budget.

General Manager Shanley stated that a lot of communities are thinking of doing that should the teacher pension costs be passed, to send out a supplemental tax bill, though we are not advocating that. He stated that the Speaker of the House seems to have opened up a dialogue with the Governor with respect to phasing in the teacher pension costs. There is some question on what the actual state deficit is and when the reality of that hits, that is 10-12% of that deficit they can close without doing anything. There is also some question on whether or not the 32 mill law as it stands now will actually happen. Even after they adopt the budget, we still don't know what will happen as the year goes on. We are in the position to make the most educated guess that we can based on what information we have by the timeframe that we must have a budget.

Mayor Moran clarified that we have until May 16 to adopt the budget or it will go back to the General Manager's budget at that point in time. He stated we are considering April 25th but we are being told we may have a clearer picture from the state around April 28th or 29th.

General Manager Shanley stated that if appropriations include a portion or phase-in of the teacher pension costs, that's a clear indication that they have a real intention of moving. If it doesn't, then that is a different scenario.

Director Irish stated that the historical problem here is that the mandates by the state to the cities and towns become so great and we have become so dependent upon that income from the state that we no longer can have our own budget dates. To Attorney Barry's point, it's interesting that we can set a budget and then amend it as necessary.

Director Devanney added that he would like to have the conversation about a Charter Revision Committee because we're in a hole that we don't know when we'll get out of. He asked if we have heard anything on whether we're going to be allowed to increase the car tax mill rate.

General Manager Shanley explained that right now the state's car tax is 32 mills, the legislature is struggling to try to find a way to close a \$1.7 million gap and some think that the closer they get to the deadline, the more likely they're going to change the car tax rate. Most state legislators that you talk to say each of the 169 towns should change their charters to be able to change the date. There are other folks who think it would be much easier if the State of Connecticut simply moved its timeframe to accommodate the 169 towns. He doesn't see any significant change. They argue that April 15th is very important because after that date they have a better idea what the revenue picture is because of the tax returns.

Director Eckbreth stated that she likes the idea of bumping the budget adoption to the end of April because it gives us a little more time. We are engaging in a dance between whether the taxpayer is going to pay more at the local level or at the state level, or possibly even the federal level. At this point, we are handling the budget as though we are not receiving these funds from the state. If we were to receive less, we have an opportunity through our ordinances to go back and make an adjustment. She would like us to hold to April 25th and put forth the best budget we can with the information we have at that time. She stated that our levels of taxation have been minimized by the state and that's something we can't avoid. We are down to limited pockets where we can tax, so we need to be as judicious as we can in cutting back where we can.

Mayor Moran thanked Attorney Barry for his input.

4. Special Events Funding

Mayor Moran stated that at our last workshop the Board spent a lot of time talking about events including the fireworks and the Manchester Road Race, with presentations from local agencies. To summarize, we felt they were worth the investment and were well attended. He recalls the Board was in favor of continuing to fund these events, and asked the Board members if they had other thoughts.

Director Irish indicated they are the premier events of the town. He then noted other events such as Cruisin' on Main, Pride in Manchester week and other events in the community that do require special budgets from the police or the recreation department. Certainly you want to do the most you can for your community, to help promote Manchester and involve the citizenry in a positive way, but we need to look at the overall cost and see if there are other funding options to assist the taxpayers in putting on these events.

B. Other Reports – **NONE**.

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

A. Dial-A-Ride Services.

General Manager Shanley clarified that this is a bid waiver. He stated that he may also be seeking a ratification of a bid-waiver in May regarding the fire alarm system at the Police Department, the repair for which may be in excess of our bid amount. He indicated it is not something that we should wait on. He then introduced Ed Paquette.

Mr. Paquette explained that Dial-A-Ride, through Hockanum Valley Community Council (HVCC), is a town program that provides transportation for senior and disabled residents. HVCC is the primary vendor of senior and disabled transportation services east of the river, whom we have had a contract with for over 20 years. He stated that the last two times we have put this contract out to bid, HVCC has been the only vendor to bid on it. Three years ago, the Town negotiated a contract with HVCC that was \$15.5K lower than the existing contract, and we have been able to keep that cost level for the past 3 years, with only a slight increase. HVCC has agreed to maintain the current level of the contract for the next 3 years, with only a potential minimal increase next year. Given that there really are no other vendors east of the river, we feel that putting this out to bid is only going to cost the town money.

General Manager Shanley explained that the price is \$141K.

Director Irish asked what services Dial-A-Ride provides and to whom. He also noted that he sees a great number of Greater Hartford Transit District (GHTD) buses in town and asked how their services differ from HVCC. He asked if this is one of the buses we talked about replacing at last month's meeting.

Mr. Paquette replied that they provide transportation for senior and disabled Manchester residents. The Town of Manchester owns two buses that operate Monday-Friday from 8:00am-4:00pm and transport senior and disabled residents to medical appointments, personal or social appointments, activities and grocery/retail shopping. He stated that GHTD operates on the same principles as Dial-A-Ride but is a much larger program operating 7 days a week, and it transports the disabled throughout the greater Hartford area as opposed to just in Manchester.

General Manager Shanley indicated that this is the bus discussed at the last Board meeting. He stated we also have a bus which is not Dial-a-Ride but is a service provided specifically by Manchester to transport seniors to and from the Senior Center and shopping. He stated that we have had discussions over the last 8 years trying to figure out a way to combine them but haven't come up with a way that would be effective, indicating we would lose other grant money and vouchers if we ran it on our own.

Director Eckbreth asked about the \$141K and asked for a comparison to what other towns are paying for this service. She also asked if there was any cost to our Manchester residents, and for clarification on the ticket vouchers.

Mr. Paquette stated that he learned from discussions with his colleagues in other towns that Manchester pays a much lower rate, and there is no cost to the residents. He explained that the ticket vouchers are distributed to town residents for use on GHTD buses, to bridge the gap of the Dial-a-Ride services, to provide services on weekends and to appointments outside of Manchester. The vouchers are being purchased through grant money from the State of Connecticut through the Greater Hartford Transit District and from the North Central Area Agency on Aging.

Director Devanney asked for clarification on the cost of the service over the next 3 years.

Mr. Paquette indicated the verbal agreement we have with the vendor is at a current rate of \$141K, with an agreement to hold that rate to only a maximum 3% increase over the next 3 years. The 3-year timeframe is consistent with what has been done in the past.

Mayor Moran asked when the verbal agreement would become a written agreement.

General Manager Shanley indicated the Bid Waiver would need to be approved before a contract could be developed. He then passed the Bid Waiver around to the Board members for their signature and stated if they have a majority signature then it would be converted into a written agreement that he would be authorized to sign.

Vice Chair Hackett asked if there are any other significant changes or impacts to the type of services we are getting.

Mr. Paquette indicated there have been some changes over the past several years to maximize capacity, as the demand is greater than the capacity of the program, which is one reason the ADA vouchers were implemented. The vouchers have doubled the number of trips they have been able to provide. It has also had the effect of lowering the cost per trip. He noted that if this Bid Waiver is approved, they will work with the vendor to try to implement additional mechanisms to maximize capacity.

General Manager Shanley noted that cost per trip has consistently gone down from year to year and he thanked both Mr. Paquette and Ms. Roche Cronin for their hard work on this.

Mayor Moran thanked Mr. Paquette for his presentation.

8. PUBLIC HEARINGS (formally advertised).

9. CONSENT CALENDAR. (Item 8C Removed)

8A. Appropriation to Special Projects as follows:

- 1. State Asset Forfeiture Account.....\$3,662
for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
- 2. Federal Asset Forfeiture Account.....\$44,759
for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
- 3. Recreation Department – Cruisin’ on Main\$33,265
for program costs for the 2017 event, all direct costs to be reimbursed by the Cruisin’ on Main Committee.
- 4. Youth Service Bureau\$20,000
for summer camp scholarships to Manchester youth to be financed by donations from the Mayors’ Program for Manchester Children and SBM Charitable Foundation which are gratefully acknowledged and accepted.

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

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

Director Irish asked what the \$33K for Cruisin' on Main represents and wondered if police protection was included. He heard this was being run by the Downtown District and then the Recreation Department and wanted some clarity on how this event is operated.

General Manager Shanley indicated that last year was the first year that the Town participated in the management of the event, along with the committee. The confusion last year was because it was unclear the degree to which the committee did or did not participate. He stated he did not have the breakdown of what the \$33K is for and offered to get the breakdown of this figure. He then asked Nico Arias, Recreation Supervisor, if he knew the breakdown.

Mr. Arias explained that he is also a member of the Cruisin' on Main Committee. He indicated the breakdown includes police costs, advertising, publications and general supplies for the event.

Mayor Moran asked if the event would not cost more than the \$33K.

Mr. Arias indicated that it is not expected to cost more than that.

Director Irish stated he is aware of other civic organizations that volunteer for this event, including the Elks and Historical Society. He asked if their expenses were reimbursed out of the \$33K. He wanted to determine the overall cost of this event to the community.

Mr. Arias indicated they are reimbursed, depending on the organization and the type of work they do. For example, a set fee is paid to the Elks to manage the trash collection for the entire day. He did not believe the Historical Society is reimbursed.

General Manager Shanley explained that the \$33K is an appropriation from the Committee and stated he would obtain a cost breakdown to provide to the Board Members. He further explained that this event was done by the Downtown Manchester Special Services District (DMSSD) but the Executive Director was spending too much time on it. No one wanted to give up the event. For a number of years, the Town was asked if we were willing to manage this event and last year we agreed to. We have always paid the insurance on this event.

Mayor Moran clarified that there was a shift in staff responsibilities from the DMSSD to the Recreation Department for this event.

General Manager Shanley stated the direct costs of the event would be compensated for by the proceeds, and that is what has occurred. A couple years ago we had moved town staff away from Pride in Manchester because of the amount of time staff spent on the event.

Mayor Moran explained that a lot of the work is done by the volunteers working with the staff. The staff serves as more of a liaison and is not as much hands on as the committee itself.

Director Irish indicated he doesn't understand if the DMSSD has money available and makes a profit off this, why the Town of Manchester has to advance money to help. He stated the Manchester Road Race doesn't ask us to front the funds.

Director Eckbreth said they are valid questions. Ultimately, all costs of Cruisin’ on Main come from taxation of the Downtown Special Services District. She doesn’t feel the money spent during the event and distributed after the event compensates for the amount of taxation that comes out of the DMSSD. In addition to the direct costs we see here, there are costs for an event administrator and advertising and promotion costs. She believes the biggest issue with this event is that it is subsidized by downtown businesses but they are not getting a benefit from it. We need to start looking at what benefit goes back to the businesses on Main Street. She has no problem approving this tonight because the direct costs are reimbursed.

Mayor Moran agreed that he also approves this event, but that there are some issues we need to approach in the near future.

General Manager Shanley stated that a meeting with the DMSSD is in order to discuss whether the community wants to continue this event and, moreso, how to do it.

Director Irish asked for clarification on the Youth Services Bureau camp scholarships.

Sharon Kozey explained that through a scholarship program and application process, Manchester children are sent to many camps including recreation, education and leadership camps throughout Connecticut. They receive funding for the children to go to camp and there is no general fund money used for the camps.

- B. Appropriation to Capital Reserve – Permanent Pavement Repairs (RR001)..... \$225,525 to be paid for through payments by the Connecticut Water Company.

Director Irish asked for some clarification on who Connecticut Water Company is and what their role is.

General Manager Shanley explained that Connecticut Water Company is a water company at Redwood Farms. The paving repairs are done through them so that the town has better control over the quality of the work. He asked Pat Kearney to speak about the water failure and Jeff LaMalva to speak about the road work.

Pat Kearney explained that Redwood Farms upgraded to the standards of Connecticut Water once they took them over. The upgrade required them to repave.

Jeff LaMalva stated that once a utility company comes in, our town standards require them to do a temporary pavement repair and after a freeze/thaw cycle over the winter to come back and do a permanent repair. For these roads, we knew that they were coming up for pavement so through the Planning and Zoning regulations we were able to do a payment in lieu of that will contribute a portion to the roadwork that is being done now. The reimbursement is based upon state bid prices for milling and paving roads.

- D. Appropriation to Landfill Reserves\$200,000 to be funded by Sanitation Unreserved Fund Balance for relocation of the landfill access road.

General Manager Shanley indicated the Board members received a map that shows the areas that are yet to be significantly filled at the landfill, and a map of what the road structure looks like now and what it will have to look like. This particular action is to complete paying for the dogleg that goes up to the top and to begin the process of relocation. The relocation will take place in phases over time and one of the amendments the Board will be asked to make to the budget is to take some money from the Sanitation Reserve to create an actual road account, which we don't currently have. The experience over the last month and a half shows that we should do that because this is something that will happen as we fill. Hopefully by then all the engineering work will be complete. He mentioned the cost benefit comparison. **Brooks Parker** is here to answer any specific questions.

Director Irish asked what the \$200K represented, and asked if our staff does the engineering.

Brooks Parker explained that the \$200K is for construction.

General Manager Shanley explained the engineering is done by Anchor Engineering, who specializes in landfills. He further explained that building a road on a landfill is a very inexact science because the site conditions differ from foot to foot. These roads must be substantial enough to handle significant truck traffic. Anchor also engineers the gas collection system.

Director Irish questioned if we call Anchor in as needed or how we get the big picture from them. He asked if this \$200K would pay for engineering and construction.

Mr. Parker explained that Anchor has been the Town's landfill consultant for 20 years or more. We meet with them monthly or quarterly, depending on the need. They have done design work for various projects over the year, which is budgeted for annually. The road relocation is an ongoing process. They devise an initial phase where we would excavate a road which would open up that space for land-filling which is the most efficient way to do this. Test pits have been done under their guidance.

General Manager Shanley explained the first \$100K will pay construction of the dogleg and the next \$100K will pay relocation and potentially some engineering as well. The \$200K will be used in the current fiscal year. That amount that is budgeted in the Sanitation Fund beginning July 1st would be approximately 90% construction. We have made significant structural investments and changes in the past 6 months.

Director Eckbreth thanked Mr. Parker for coming this evening and added that if we don't appropriate this money we can't expand the landfill in the area where this is going to be placed.

Mr. Parker clarified that there was appropriated money for a landfill expansion that included construction of a stabilized earth wall, which is independent of this. This is to fill our permitted available remaining space, just over 1.5 million cubic yards. In the maps that you were given, you will see that it's colored by height of the ground today.

General Manager Shanley emphasized that if we don't build this road, we will not be able to use the remaining space that we have, nor will we be able to install the gas collection systems that we need to be able to access.

Director Eckbreth remarked that if we build the road, according to the estimates, there is the potential of \$800K in increased revenue.

Mr. Parker indicated that estimate came from Anchor and was based on the most recent analysis for calculation based on between 6-12 feet of road-fill, which is how far you'd dig down before you would hit waste. You would dig that all out and replace that area with "paying trash".

General Manager Shanley stated that this is in the \$60-65/cubic yard value.

Director Eckbreth stated that any time the town can make an investment of 300% interest back on their money it is certainly something we should be supportive of.

- E. Approval of an amendment to the Code of Ordinances, Chapter 70, Pensions and Retirement, Sections 70-15, 70-16a, 70-17, 70-19 and 17-20, amending certain provisions in the Town's pension plan pertaining to police members. A copy of the amendment may be seen in the Town Clerk's office during regular business hours.

General Manager Shanley explained this simply codifies the new police contract for pension; it puts it in the plan ordinance itself.

- F. Appropriation for RDA use\$9,863
to be funded by America the Beautiful Urban Forestry Grant for the Center Springs Park Extension Project and authorization for Scott Shanley, General Manager, to execute a contract with the State of Connecticut Department of Energy and Environmental Protection.

General Manager Shanley explained that this is the grant that will purchase trees for Center Springs Park extension.

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

- 1. Increase to Manchester Early Learning Center\$456
for child care slots to be financed by a grant from the State Office of Early Childhood for the grant period July 1, 2014 through June 30, 2018, for a total contract amount of \$1,742,560.
- 2. Youth Service Bureau\$282
to be financed by a grant from the Youth Commission to support a nature exploratory book in the Journey program.
- 3. Manchester Animal Control\$135
to be financed by donations which are gratefully acknowledged and accepted.
- 4. Manchester, CT HOPE Initiative\$301
to be financed by a donation from Pathfinders Association which is gratefully acknowledged and accepted.
- 5. Police Donations Revenue Account - Manchester Police Explorer Post\$235
to be funded by dues (\$185) and a donation (\$50) which is gratefully acknowledged and accepted.
- 6. Police ECN MV Repairs\$400
to be financed by fees resulting from storage of seized property.

7.Hockanum River Linear Park Special Grant Account\$95
to be financed by donations which are gratefully acknowledged and accepted.

Galligan/Eckbreth

Eight Voted in Favor

12. B. Discussion: Tree Ordinance/Utility Work

General Manager Shanley stated utility work of enhanced tree trimming, called Blue Sky, is planned for a few neighborhoods. The idea is to be able to clear 15 feet back from the power lines. This does include some tree removals. We have been through this before, as recently as last year, on Princeton Street, in a way that didn't change the ambience of the street. Director Eckbreth specifically has been concerned for many years about the tree removal process and wants to ensure that we are engaged successfully. Most of this project is on Carter Street, which does not appear to be problematic because most of the cutting is in a wooded area but there were some concerns on Autumn, and some concern about how we manage this going forward.

Director Eckbreth stated this item has been a topic of concern for a long time. She is cognizant of the limitations of state statutes and the rights of the property owners, but if anyone approaches your property and offers to take down a large tree, it is a great enticement particularly a tree that leaves quite a lot of work in the fall. The concern is that many of your neighbors could be taking up the same offer. It effects the preservation and protection of these trees and to some degree it affects the salability of our neighborhoods.

While she understands clearing utility lines to keep them safe, she is more concerned with the number of trees or size of the trees. She noted several trees on the list that are 30-40" in diameter, which are longstanding trees and unless they are rotted, perhaps they can be pruned around and kept. She would like to see an ordinance that when these trees are scheduled to be removed there is a timeline that they are tagged, so people in the neighborhood will understand just how many trees will be removed. She'd like to have some control over what is happening in these neighborhoods, even if the control is just notification. She'd like to see the Town get some control over this and create awareness for the residents, town staff and utility companies that this is of concern to us. The best way to do that is to move forward with an ordinance.

Mayor Moran stated the utility companies are notifying the homeowners but there isn't communication between homeowners and you can get into a situation where a whole street of trees is wiped out. He used Princeton Street as an example where the trees are part of the beauty of that street. He requested a draft ordinance for the Board to take a look at.

General Manager Shanley stated the members of the Public Works team are walking the streets that have been identified, as we have in the past. He stated he drove them himself and with a couple of exceptions where he wouldn't remove the trees, there are some that really need to go. He will have something put together to discuss with the Board.

Vice Chair Hackett thanked Director Eckbreth for bringing this to the attention of the Board. She is interested in seeing what a draft ordinance might look like. Manchester is a community that is focusing more on beautification and preservation efforts. While we can't intervene with decisions that homeowners make, it is important that we have a strategic look at what might be happening in a particular neighborhood.

Director Galligan talked about Charter Oak Park and the significance of the charter oak, what the trees have meant to our community for years and their historical value. It is definitely something worth looking at to preserve the look and feel of our neighborhoods and also the sense of community that they bring.

12. C. Discussion: Qualifications for certain boards and commissions.

Director Eckbreth indicated it was brought to the Board's attention to re-examine the ordinance with the RDA and the appointment of members who sit on the RDA. The RDA is a very unique commission that has a fiduciary responsibility that some of the other commissions don't have. We recently had two very good members resign for reasons that the commission was becoming political. As we move closer to getting a development deal on the Parkade, it behooves us to really look at who we are appointing on these commissions. We traditionally have had a partisan commission appointment. There have been attempts made by this board and other boards to appoint independents and we have gone astray. On this particular commission, it would benefit us to look at the ordinance and give the General Manager some more latitude on how appointments are made specific to roles or responsibilities of that commission. For instance, someone with a legal background may be very helpful when we begin contract negotiations. We need to police ourselves in the political appointments and although the General Manager makes the appointment, there is no question that there is always political pressure as to who those appointees are. She doesn't want to see us lose some very longstanding residents who have been stellar volunteers and stated these two individuals in particular offered some expertise that was valued and needed on that commission. The second piece of this is that when we do our appointments, we need to look at training our boards and commissions on ethics and procedures, including the type of behavior and output we want to see from our boards and commissions. She suggested an annual training for commission appointees and also for new Board of Directors and Board of Education members.

Director Devanney believes this subject calls for a subcommittee where we can review current board and commission members and what their skills are to determine if the right group of people are on the commissions. He would be interested in serving on this committee.

Vice Chair Hackett agreed with some of the points. She thinks any organization should have a way of onboarding new members. She'd like to see standard operating procedures in place so they have some direction at times when they are unclear what to do. What she doesn't want to happen is precluding people from joining these commissions. We want to ensure we get the right talent and the right level of engagement. She'd like to see us tap into the strengths and skills that the current committee members have. She expressed an interest in serving on the committee.

Mayor Moran emphasized that the Board's job is to approve the appointees, not choose them. The Board does not have time to choose them. Most boards and commissions are coming through our political chairs so from the start it does become political unfortunately. Our chairs then need to appoint members based on their skills. What we can do as a board once we appoint them is to have a training session for new board members and a training session for chairs. The reality is we should have a chair and a secretary and minutes should be taken, not the way we do it at Board meetings but every organization has a secretary that writes notes and can type them up. There are many parts of the process we can improve upon. If we approve it and it falls apart, we own it.

We are not involved from the start, but we can play a big role in how we train new members, how we run the boards and commissions and how we report back. He asked that the new subcommittee report back in a month or so.

Director Eckbreth mentioned that when she first started on the Board, she sat with a gentleman who had been here for a while. He came to the meetings with a notebook that he would occasionally open and look at. One day she asked him what the notebook contained. He said he got it when he was first on the Board and included the town charter, ordinances that were passed and other documents. He added to it as he thought appropriate. She thought perhaps the committee could come up with a way to create a training manual to include ordinances, standards, ethics, etc. When the RDA was first established, they had put out their own ethics, a copy of Roberts’ rules and expectations of behavior into a manual. All of our boards and commissions should adhere to this and give all new members a manual with these documents. We now send a welcoming letter to new members or boards and commissions; we should also have a manual to give them. She is very proud that we have two members who immediately volunteered to do this work.

12. D. Discussion: Televising Policy Briefing meetings

Director Eckbreth stated that it was suggested that we televise our policy briefing meetings. The benefit is communication to the community but she stated the policy briefing meetings are different than board meetings. They are very early in the morning so not everyone can attend due to job requirements and responsibilities, and often not all board members are present. To some degree that gives an unfair impression that those members not attending aren’t fulfilling their responsibilities, which is untrue. If board members cannot attend the policy briefings, they are updated on them. Policy briefings are working meetings where town staff discuss ideas, inform board members of recent legislative processes, talk about ongoing projects and get some direction from the Board. There are no votes taken. The ideas are developed and once they are fully developed they are brought to the Board and presented to the community. For those reasons, unless other Board members feel differently, she asked that this item be removed at this time.

REMOVED: 12.D. Discussion – Televising Policy Briefing meetings.

Eckbreth/Gates

Eight Voted in Favor

10. ACTION ON ITEMS OF PUBLIC HEARING.

8C. Appropriation to Fire Reserve/Misc. Donations (CERT Team)\$4,000 to be funded by a donation from the Manchester Road Race Committee which is gratefully acknowledged and accepted.

Devanney/Galligan

**Seven Voted in Favor
Director Jones Abstained**

11. TABLED -11A. Appointment of a member to the Redevelopment Agency with a term expiring November 2018 to fill the vacancy left by Timothy Devanney (D).

Gates/Eckbreth

Eight Voted in Favor

11B. Discussion/Appropriation from RDA funds for Broad Street Park Entrance (\$159,000).

Gary Anderson stated that at the March Board of Director's meeting, RDA Chairman Schneider and member Mr. Sweet presented a request for authorization of \$303K for the extension of Center Springs Park to Broad Street. At that meeting, the Board had various suggestions and comments on that plan which were relayed to Chairman Schneider and Mr. Sweet, who brought those back to the agency. The agency considered those suggestions, the largest of which is a reduction in cost. After working with staff to revise the project, the revised plan is presented to the Board tonight. The staff was able to change the plan in a way that significantly cut the estimated cost of the project by about 48%. The revised plan was shown to the Parks and Rec Advisory Commission, the LWLP members and the Department of Public Works Engineering Division. The agency feels strongly that the work they did addressed the majority of, if not all, of the Board's comments. The agency is asking for a new appropriation amount of \$159K, which they feel strongly will accomplish the vision of connecting Main Street, Center Springs Park and Broad Street.

Mayor Moran thanked Mr. Anderson and the members of the RDA for listening to the Board's comments and coming back with a new plan that looks great. He appreciates the hard work by everyone involved in this new proposed plan.

Director Eckbreth asked that RDA Chairman Schneider come forward. She stated it was obvious that every item discussed by the board members was thoroughly reviewed by the RDA and adjusted accordingly. The estimated cost of the project was lowered, supplemental funding was sought and town staff was asked for input. She stated that the plan the RDA came up with is superior to the previous plan and she looks forward to spending the additional funds that are left to get the area across the street developed. She complimented and thanked everyone involved.

Director Jones noted she was in favor of the previous plan and is concerned with this version of the plan. She stated this is the busiest street on which this park will front. She thinks this will become a main access point to the park and is concerned with the limited amount of parking, and recommended arranging the parking so it can be expanded in the future.

RDA Chairman Schneider indicated we will have the ability to expand the parking if that becomes an issue.

Director Devanney reiterated his appreciation that all the comments of the Board members were looked at one by one. He agrees with **Director Jones** in regard to the parking and foresees that as being phased in at a later time.

Secretary Gates added his appreciation for the thorough processing of the feedback, and for coming back at half the cost. It's time for the town to see tangible improvement on Broad Street connecting one of the properties we own down there, and to begin to experience the benefits of the work that is being done. He is also concerned with parking and indicated we need to be prepared to respond very quickly should the need for more parking arise.

Mayor Moran stated when he sees the plans for Verplanck School moving forward, sees the work of a referendum and sees things like the Broad Street area moving forward, he sees many

good things happening. He thanked the RDA for their continued work. He appreciates the work of not only the staff but more importantly the volunteers in the community.

APPROVED -11B. Discussion/Appropriation from RDA funds for Broad Street Park Entrance (\$159,000).

Eckbreth/Gates

Eight Voted in Favor

12. NEW BUSINESS

REMOVED - D. Discussion - Televising Policy Briefing meetings.

Eckbreth/Gates

Eight Voted in Favor

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

Director Galligan congratulated Director Gates on his retirement and then presented him with the Director's Cup for the Manchester Road Race. He wished him luck in his retirement. He then stated there was a talk given at the UConn School of Social Work on Friday by Chief Montminy and Sarah Howroyd regarding the CT HOPE Initiative. He mentioned two individuals who recently succumbed to this epidemic, including someone he went to school with. He sends his deepest sympathies to the friends and relatives of those who were recently lost to drug overdoses. We suffer an insidious plague in our country from drug use, both legal and illegal drugs. He commended our community, specifically Chief Montminy and other members of the public for their active participation in combatting that issue. He also reiterated the ways that Manchester provides for our citizens to get rid of unwanted and unused prescription drugs. He wanted to remind the public that there are resources available to get these opioids and other drugs off the street. The CT HOPE Initiative is a great program going on in Manchester. We have the resources available to help our citizens with this.

Mayor Moran agreed with Director Galligan's comments about Chief Montminy and Ms. Howroyd and went on to say they made a courageous step to bring the CT HOPE Initiative to our community. When we save one life at time, we are doing a great job.

Director Jones thanked the staff of the Water and Sewer Department for their timely response to an issue in her complex on Friday. There was a lot of time and effort put in supporting and addressing the problem in the complex. She thanked Fran Taylor who spent quite a bit of time on the phone talking with her, and then thanked Brian and Mike who came out that night to flush the main. She encouraged the community to call them if they run into problems.

Secretary Gates stated that over the past few months The Hartford Courant has been delivering an advertising supplement at the bottom of driveways or in front yards. This is turning into litter in some neighborhoods, and wondered how it could be addressed, from a litter ordinance standpoint. The neighborhoods that have reached out to him are angry about it and some said they called the newspaper to no avail. He suggested we ask them to visit with us to explore other distribution options for this advertising supplement and indicated he was willing to contact a representative of The Hartford Courant.

Director Irish stated this happened in the past with another advertisement being thrown at the end of driveways. He then talked about drug users going into small stores and stealing items, with some addresses on Spruce Street. He drove down Spruce Street and was concerned about the number of vacant boarded up buildings on this street, and specifically 147-149 Spruce Street and 229 Spruce Street. He then drove by the Sportsmen’s Tavern and was able to enter the building because the plywood door had been forced open. He questioned how the blight ordinance could be utilized for these locations.

General Manager Shanley responded that there is a committee on that and will get a specific report on Spruce Street. He then stated it is a good idea to have a discussion with someone from The Hartford Courant.

Mayor Moran indicated he picked the aforementioned newspaper advertisement at the bottom of his driveway. He agreed that someone should come in from the newspaper to address this.

Director Devanney stated his neighborhood is one that is affected by the newspaper issue. It is a money maker for The Hartford Courant so that will be a challenge but he believes some progress can be made if we address it with them. He then talked about the CT HOPE Initiative and indicated the numbers aren’t going down. It is a huge problem in this community and the entire country. He also knew Director Galligan’s classmate and had worked with him at Highland Park for many years. He stated that everyone in this room knows of someone who is battling this epidemic. He reiterated that there is help available and noted that you can walk right into the Police Department for help. He also noted an upcoming event at MCC on April 17th regarding this crisis.

Vice Chair Hackett indicated it is almost time for new phone books distribution and perhaps we can address this along with the newspaper supplement issue.

Mayor Moran stated the next Board of Directors meeting is May 2nd, and asked the BOD members to hold April 25th and May 9th for a possible Budget Adoption meeting.

14. ADJOURNMENT.

The meeting was adjourned until the May 2, 2017, Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

Eckbreth/Jones

Eight Voted in Favor

Adjournment: 10:20 p.m.

II

APPROVED:

ATTEST:

Secretary, Manchester Board of Directors