

MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
JANUARY 2, 2018 – 7:00 P.M.
LINCOLN CENTER HEARING ROOM
ONE MEETING AGENDA

PRESENT: Mayor Moran, Deputy Mayor Hackett, Secretary Gates, Directors Castillo, Eckbreth, Floyd-Cranford, Galligan and Jones.

ABSENT: Director Devanney

ALSO: General Manager Shanley and Town Attorney Ryan Barry

EXECUTIVE SESSION – The Board went into Executive Session at 6:25 p.m. to discuss Real Estate and Labor Negotiations, and adjourned at 6:50 p.m. Present were Mayor Moran, Deputy Mayor Hackett, Secretary Gates, Directors Castillo, Eckbreth, Floyd-Cranford, Galligan and Jones. General Manager Shanley was also present. 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.

A. Presentations to Rudy Kissmann and Jennifer Nye

Mayor Moran asked former Director Jennifer Nye to join him at the podium. He told Ms. Nye it was an honor to work with her on the Board of Directors for a second round. The Town appreciated her service to the community as a Director and this service will continue as a newly appointed member to the Ethics Commission. He presented her with an engraved clock which read: “In appreciation for your dedication and service to the citizens of Manchester, Board of Directors, May 2017 to November 2017”. On behalf of all the Manchester citizens, he thanked her for her service and time.

Director Galligan stated it was a true pleasure and an honor to serve with and sit next to Director Nye during the past 6 months. She was a great colleague, whom he now considers a friend. He thanked her for her service.

Director Eckbreth added it was always a pleasure serving with Director Nye. She has no doubt Jennifer will continue a long line of service to the Town of Manchester. She enjoyed running for the Board of Directors with her and thanked her for her time and efforts, including her life-saving efforts, to the community.

Secretary Gates remarked that he enjoyed serving with Jennifer and he wished her nothing but the best. He thanked her for her contributions to the Town.

Vice Chair Hackett thanked Jennifer for stepping in to serve on the Board of Directors. It is hard to find citizens who are willing and able to run for office, let alone step in as an appointed individual to fill a vacancy. She appreciated Jennifer’s diligence in the time that they served together. She is happy to see that she is still involved in other board work.

Director Jones thanked Jennifer for stepping in as she did in the midst of the budget. She thanked her for her service and wished her the very best.

Mayor Moran then asked Former Secretary Kissmann to join him at the podium and thanked him for his service. Except for the time he spent serving his country, he spent the rest of his adult life serving this community as a Firefighter, Paramedic, Fire Marshal, a member of various Boards and Commissions and then the Board of Directors. He will also be appointed to the Redevelopment Agency later this evening. He has become a good friend. Mayor Moran presented Rudy with a chair with the engraving: “Rudy C. Kissmann, Board of Directors, 2008-2017”.

Former Secretary Kissmann thanked everyone whom he served with on the Board of Directors, who all worked well together. He also thanked the people that voted for him and the many residents of Manchester that care about the city like he does. He also thanked his wife and daughter for all their support over the years.

Secretary Gates said he realizes how big Rudy’s shoes are to fill. He thanked Rudy for his guidance and friendship during his many years of service. His knowledge was invaluable to the Board of Directors. He wished Rudy nothing but the best and good health in the future.

Director Eckbreth said she doesn’t think a chair is adequate but he should have received an entire living room set. Rudy’s commitment to the community is truly unmatched. He did a lot of work behind the scenes that doesn’t always get recognized. People don’t understand when you serve on boards and commissions how much time you give up from your family. There aren’t words enough to thank him, but she wished him the best and hopes he enjoys his retirement with his family.

Director Jones stated that serving with Rudy has been honor and a privilege. She wished him all the best.

Director Galligan is in awe of Rudy’s length of service to the Town and country. He wanted to take a moment to recognize the sacrifices he has made. The citizens see us at the Board meeting each month but don’t realize how much time is spent off the camera, time that takes us away from our families. He also appreciated the humor Rudy brought to the meetings.

Vice Chair Hackett said she is fortunate to have served with Rudy on the Board of Directors. She appreciated his dedication in serving others and his institutional memory. He brought a good read on historical events that happened before many of us served on the Board. It was a delight to sit next to Rudy on the Board. She is happy to see him be able to spend more time with his family, but is also pleased that he will continue his public service to Manchester.

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)

There were no public comments.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.

- A. Minutes, December 5, 2017 – Special Meeting
- B. Actions, December 12, 2017 – Regular Meeting
- C. Minutes, December 12, 2017 – Regular Meeting
- D. Minutes, December 19, 2017 – Policy Briefing Meeting

Gates/Galligan

6 Voted in Favor
Directors Eckbreth and Castillo abstained

5. COMMUNICATIONS.

Director Jones received a communication from Tamara Womack-Speaks regarding the adult education program in Manchester and why it's important. She thanked her publicly for sharing her sentiments. It is important to support adult education and the ways in which it contributes to our community.

6. REPORTS.

- A. Manager's Report

General Manager Shanley indicated there will be 3 reports presented this evening and he'd like to start with the HOPE initiative because of a tight schedule for one of the guests. The Board requested an update on the HOPE initiative from the medical perspective, which will be presented by Dr. Robert Carroll, Head of Emergency Medicine at ECHN and Jay Osborne from CT Community for Addiction Recovery (CCAR).

3. HOPE Initiative/Medical Perspective

Chief Montminy stated they are here this evening to provide some insight into the opioid epidemic. The Manchester HOPE program is a police/community partnership involving ECHN, CCAR, UCONN and many others. HOPE's goal is to use police officers as the entry point into the recovery system rather than into the criminal justice system. HOPE has been in existence for 1 year with just over 2 dozen people having come through the program. 30% of those served through the HOPE program are Manchester residents, with a breakdown of 77% male and 23% female. HOPE has reached out to every high school student in public schools and is looking into bringing the program into the parochial schools as well. They have used the opiate prevention video "Chasing the Dragon" produced by the DEA and FBI, which tells the story of opiate abuse from the user's perspective. HOPE has done guest speaking regarding this initiative at the CT Hospital Association Conference, Rotary regional conference, Litchfield County Opiate Task Force, North Central Opioid Addiction Task Force, Housatonic Valley Coalition Against Substance Abuse and other programs. They have also shared information about this initiative with many other state police departments. It is too early to tell if Manchester is turning the tide on this addiction. Dr. Carroll and Mr. Osborne are here to tell you more from their medical perspective.

Dr. Carroll stated many patients that were brought in through the HOPE program did not come for their first visit through HOPE, but had had multiple visits over the course of several months or years related to substance abuse. He meets with Chief Montminy on a monthly basis to talk about the patients that have come through HOPE. Not all of these patients get into the recovery program on their first attempt. Several of them decide they don't want to stay and are reluctant to get help on the first or sometimes even the second visit. ECHN has had a very good relationship with CCAR and has been able to make a very warm handoff to

their next journey with CCAR. CCAR delivers a large number of these patients to the detox facility. In the past, we gave these patients a list of phone numbers that they could call to try to coordinate their own care but now we can refer them directly to CCAR, and through CCAR into a detox program. The problem we have is that we don't have good outcome data after that. The Chief delivers the patients to us, we deliver the patients to CCAR, CCAR brings them to the detox facility and that's where the data trail ends. One of the things that he and Chief Montminy talk about is enhancing the program in the future to be able to see what the result of each case is from the recovery standpoint. That's really where the essence of the recovery happens.

Mr. Osborne is an Emergency Department Recovery Coach Manager (EDRCM) for CCAR. The EDRCM is an initiative that started in March at Manchester Hospital. CCAR now partners with 9 hospitals in the state. As the patient is brought into the emergency department presenting with a substance issue, they are offered the opportunity to work with a recovery coach if they are interested in doing so. At that point, an EDRCM would be dispatched to the hospital to talk to the patient about how to jumpstart their recovery, which often times is through a detox facility. Some patients are more interested in intensive outpatient services or rehab as Dr. Carroll mentioned. We are able to engage people on a different level than has been done in the past, with the ability to transport individuals directly to the detox facility in our own vehicles. We continue to work with patients after their treatment is over, helping them access recovery support services, and stay in touch as long as the patient allows us to.

Mayor Moran said that if this program saves even one person, we have done a great job. There has been great cooperation and teamwork from both the hospital and police department from the start and now with the addition of CCAR. It sounds like we're making a difference in people's lives and that is great.

Chief Montminy said that one of the Board members asked what we see in the future of the HOPE program. The next step in the program would be to get the resultant information from detox programs, if people succeeded or failed and at what point. The police department may not have a role in that because of the HIPAA regulations but UCONN has voiced an interest in wanting to do that kind of research, and would like to do it on a larger scale. We are trying to get other communities involved in this concept, and have 2 or 3 other police departments that are committed to doing a similar recovery program in partnership with local medical facilities. We recently submitted a proposal to do a presentation at the Law Enforcement Conference on Opioids to be held later this year. The goal for the conference is for law enforcement to take a different look at how they might address the opioid epidemic.

Mayor Moran remembered that one of the goals of the HOPE program was not to arrest but to get them help. He asked how many of the individuals in this program went through the police department.

Chief Montminy stated that some of the individuals walked into the police department and asked for help. Others were given business cards by the police department which introduced them to the HOPE initiative and some avoided the police department entirely and went straight to the hospital asking to be a part of the HOPE program. Still others were not necessarily taken to ECHN but to other medical facilities. St. Francis has offered to provide these clinical gatekeeper services to us, and have a CCAR representative in their ER. They also have clinical resources on nights and weekends. There are reasons why you might want to take an individual to one place or another.

Vice Chair Hackett thanked Dr. Carroll, Mr. Osborne and Chief Montminy for their collaboration on this presentation to the Board of Directors. She thanked them for answering all the questions that she asked about this initiative. From a public policy perspective, she and other Board members want to do all they can to help support this work. As Mayor Moran said, if you can save one life then it is a worthwhile program. She understands that nationally this epidemic is taking about 150 lives per day. Senator Blumenthal said it well when he said we can't arrest our way out of this. We must treat it as a complex disease and not as a moral failure. She wondered what we could do to help get more people to understand that this is a complex addiction, to take some of the judgement out of it and move it in a better direction. She asked what the Town government can do, financially or otherwise, to collaborate with them going forward. She would be interested to see the end result statistics of successes and failures if possible. She thanked the speakers for their innovation and diligence in working on this issue.

Mr. Osborne stated the first step is having conversations about this epidemic with your children, grandchildren and neighbors. People will not willingly seek help when they feel judged or belittled for their issues. Conversation is vital.

Chief Montminy said everything that HOPE has done so far has been at no cost. They have raised some money to take care of incidentals and no one is paid a salary for this but it is a labor of love. Financially, he is concerned with what Manchester Hospital ends up losing. There is no scenario that this is going to be a moneymaker for the hospital. It has to be a willingness to work for the public that brings them into this initiative. Typically the population we are dealing with in this crisis are people who have no family support, have no financial support and are usually on state aid.

Dr. Carroll responded that in regard to what the Town can do to help in this initiative, the key to success is to break down the stigma. In addition to the patients that the police department brings to them the hospital also sees doctors, lawyers, parents and college students that have gotten addicted to opiates after an orthopedic injury. The patients are very afraid to come out into the open to talk about it but they personally open up to healthcare givers. Anything that can be done in the community is very helpful. The Town of Vernon last month did a program through their Recreation Department which included a speaker who was in recovery for 2 years after heavy opioid abuse. The Town could sponsor events like this. The people involved in opioid abuse are people just like you and I, but they went down an unfortunate path.

Mayor Moran suggested that perhaps the Board of Directors could reach out to elected officials in other towns. It is important that every community get involved.

Director Galligan appreciates the great work they are doing. In too many cases, people look at drug addicts as less worthy of concern than others who might not suffer from the same addiction. This goes a long way toward further emphasizing that these are our families and friends. Getting these folks help and giving them options is important. His oral surgeon now said they no longer prescribe certain medications because of this opioid crisis. He wondered if this is often seen within the physician community.

Dr. Carroll responded there are many physicians who try to avoid prescribing opioids to patients because of this epidemic. Our government has helped speed that process along, when they started the prescription monitoring program in the State of Connecticut, with a database of all controlled substance prescriptions. All physicians sign up for an account where they can view, by the patient's name and DOB, all the controlled substance prescriptions given to

the patient in the specified timeframe. This is now a mandated program that any physician who prescribes a controlled substance has to look at their patient's profile before prescribing anything greater than a 3-day supply. As of January 1st, it is now mandated that all controlled substance prescriptions have to be electronically prescribed in the State of Connecticut. Physicians are now required to log into the system and get an authentication code that has to be put into the database to allow that prescription to go through. This helps to ease some of the abuse of fraudulent written prescriptions.

Director Galligan commented that the drug take-back box at the Police station to allow for disposal of unused prescriptions takes away the potential for those to be abused. This is a great program that he is fully supportive of.

Director Floyd-Cranford would like to see the program expanded to include the same avenues and support for other addictions. Others in the community would benefit from expansion to include other drug addictions.

Chief Montminy stated the HOPE program specifically addresses opioid abuse, as 96% of overdoses involve opioids. What is killing people is Fentanyl being introduced into the heroine supply. Very rarely do you see anyone who has overdosed from crack cocaine. There is no reason we couldn't use the same philosophy with other drugs at some point.

Dr. Carroll added that the difference to treating patients with opioid addiction vs. patients with cocaine or marijuana addiction is that the opioid withdrawal is very physical. When an opioid addict stops using opiates, they go through physical withdrawal symptoms that are quite severe, including suppression to the respiratory system. Those symptoms are what propagate them to get their hands on more of the drug. People don't die from cocaine at the rate that they do from opiates because cocaine doesn't suppress the respiratory system like opiates do.

Mr. Osborne stated the EDRCM program works with individuals with all abuse problems, including marijuana and alcohol, not just opiates. CCAR help is available for individuals with any substance abuse disorder.

Director Eckbreth thanked Dr. Carroll and Mr. Osborne for working with the Manchester Police Department. It is interesting to see emergency responders transitioning to a prevention model as well as treatment. The key is to humanize the struggle. East Catholic High School has a program where parents talk about their children and the struggles they have had, including the very early signs of drug use. In the past, the Town has done public safety forums. It would be great to have a forum that addresses education on addiction. The more we can partner and connect all the resources we have, the greater we can deal with the issue. It is important to recognize our budgetary constraints but this program has done an amazing job of looking past that. She encouraged them to reach out to the Board if there are ways they can help. She is encouraged by what's going on in our community but she would like to look for ways to break down the stigmatism attached to drug use in general which prevents people from seeking help. This affects the whole community. She would like to look into putting together a forum to address this. She thanked the speakers and looks forward to working with them in the future.

Chief Montminy pointed out that there was a Narcan training last year with the product donated by the manufacturer. They will request another allotment from the manufacturer but are not sure if they can get it. They do not have funding to purchase Narcan in bulk. It needs to be in the hands of the people who are most likely to use it.

Mayor Moran thanked Chief Montminy, Dr. Carroll and Mr. Osborne for their presentation and their dedication to dealing with this epidemic.

6 A.1. Puerto Rico relief update

General Manager Shanley stated at the last meeting the Board was presented with some information about the relief that our school system and Human Services are providing to families displaced by Hurricane Maria in Puerto Rico and the U.S. Virgin Islands. Tonight Mary Roche-Cronin, Human Services Director, and Ed Paquette, Senior Adult and Family Services, are here to provide additional information and answer any questions the Board has.

Ms. Roche-Cronin indicated they are working with 8 households which represent 29 individuals ranging in age from preschool to over 60 years of age. There have been no additional new cases in the last few weeks. They participate in weekly conference calls with the Connecticut Department of Emergency Management and Homeland Security.

Mr. Paquette said in the initial meeting with a household that has relocated from Puerto Rico, they review the 211 Resource Directory, designed specifically for residents of Puerto Rico who have relocated to Connecticut as a result of Hurricane Maria. They screen the households to ensure they have applied online to FEMA for any possible assistance and will assist those who have not done this yet. They are then screened for Husky insurance and SNAP food stamps, and assist them in applying for these benefits if they have not already done so. They provide them with housing resources. Of the 8 households, only 1 of them is staying at a hotel. The other 7 families are staying with family or friends. They work directly with the school system.

Director Eckbreth asked how the individuals get sent to Human Services and Senior Adult and Family Services. She wondered if anyone at the State level is referring them to Town resources.

Mr. Paquette stated almost all of them have been referred through the school system or through family and friends they are staying with. CREC has taken the lead in introducing these residents to resources in the area.

Director Eckbreth indicated when FEMA approved two Manchester hotels for these residents to stay at, she called one of them and found out there were only 2 families utilizing the hotel. She stated the hotel is very willing to work with the Town to help additional families as needed. She will share this information with Mr. Paquette and Ms. Roche-Cronin. She wondered if these families had the ability to go online to find out what resources are available to them.

Mr. Paquette responded that almost all of these individuals have cell phones and there are computers available to them in his office.

Ms. Roche-Cronin indicated there has been a decrease in the number of these students in the Manchester school system, from 27 to 18. She is unsure if they have returned to the islands or if they have moved to other communities.

Director Castillo asked how many of the 29 individuals are from Puerto Rico and how many from the U.S. Virgin Islands. She appreciates how these families are being received into Manchester.

Mr. Paquette responded that all are from Puerto Rico except for one individual.

Mayor Moran thanked everyone for their help with these individuals.

6. A2. Online Vehicle Sales

General Manager Shanley indicated the Town has embarked on a different way of trying to dispose of some of its public assets. He introduced Adam Tulin, Director of General Services, who is here to present a brief overview of how we have been using online sales to generate better revenue for the Town on equipment that we no longer use.

Mr. Tulin has been working with online surplus auctions. In the fall of 2011, the Town of Manchester joined GovDeals, which is used by towns and boards of education to sell surplus equipment via an online auction. Manchester has moved from live bid/sealed auctions to online auctions. Over the past 5 fiscal years, we have had 105 auctions for heavy machinery and vehicles, generating \$494K for the Town. We have noted a number of local businesses winning the auctions. Through this, we are building some strong interoffice relationships between General Services, Fleet Maintenance and the Fire Departments. The number of auctions per year has gone up dramatically over the past two years. All auction items are past their useful life for the Town. There is consideration for expanding this to sell office equipment that we are no longer using. If we start to expand this, there is an important aspect of needing to let other departments know this is going on and also the community. General Services gets a number of calls every year asking when the next auction is. If we are going to continue to expand this, we want to ensure we are doing it the right way.

Vice Chair Hackett thanked Mr. Tulin for his presentation. She likes the idea of looking into expanding this program to include other supplies that are no longer used by the Town. She asked if the private sector can bid on public safety equipment, wanting to ensure public safety equipment doesn't end up in the wrong hands.

Mr. Tulin indicated you can control through the site who can bid on your items. Some local landscape companies have won bids on trucks. He indicated the Crown Victoria's sold were all stripped down before being put up for auction.

B. Other Reports.

General Manager Shanley stated there are no other reports but there is a suggested addition to the agenda for the Board to appoint the three alternate members of the Board of Assessment Appeals as regular members for the assessment year, so they can sit on the committee to review appeals.

ADOPTED – Addition to agenda Item 12I. Acceptance of resignation of Aaron Ansaldi (R) from the Redevelopment Agency with a term expiring November 2022.

Jones/Eckbreth

8 Voted in Favor

ADOPTED – Addition to agenda of Item 12J. Appointment of a member to the Redevelopment Agency with a term expiring November 2022 to fill the vacancy left by Aaron Ansaldi (R).

Galligan/Jones

8 Voted in Favor

7. PRESENTATION OF BID WAIVER REQUESTS. None.

8. PUBLIC HEARINGS (formally advertised).

A. Appropriations to Special Projects as follows:

1. Youth Service Bureau \$7,142
to support substance abuse prevention activities to be financed by a grant from East of the River Action for Substance Abuse Elimination Inc. (ERASE).
2. Cruisin' on Main Street Subcommittee \$19,930
for distribution to 2017 mini-grant applicants.

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.

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

B. Appropriations to Education Special Projects as follows:

1. Title III, Part A, English Language Acquisition and Language Enhancement Grant (FY 2017- 2019)..... \$51,365
to provide support to limited English proficient students.
2. Immigrant & Youth Education Program Grant (FY 17-19) \$23,009
to be funded by the Connecticut State Department of Education to enhance instructional opportunities for immigrant children and youth.

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.

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

- C. Approval of an amendment to the Code of Ordinances, Chapter 214, Massage Establishments, to provide for a revision of the existing Ordinance. A copy of the amendment may be seen in the Town Clerk's office during regular business hours.

General Manager Shanley stated the Board of Directors discussed this item at the last Policy Briefing meeting. This is to replace the Ordinance that was in place in the late 1970's. It was recently found to be very antiquated and ill-suited for today's world. In order to better protect our massage therapist community, we have rewritten the Ordinance. Jeff Catlett, Director of Health, is here to answer any questions, as is a representative from the massage therapy community, Nicole Arel. Most changes have been incorporated into the Ordinance given to the Board members. There is one additional request that has not been included but will be discussed. He asked Mr. Catlett and Ms. Arel to talk about what the changes are and the one additional change they have requested that has not yet been incorporated into the new Ordinance.

Ms. Arel has been a licensed massage therapist in Manchester since 2006. The new Ordinance mentions areas of the body not to be worked on and includes the buttocks. In the medical community, this area is referred to as the gluteal area. Anyone who has low back

pain, hamstring tightness or adductor tightness would probably like their glutes worked. The gluteal area is the connection point of the low back muscles and the leg muscles. The gluteus muscles all work to get the body moving and to get us into an upright seated position. Anyone who is a runner or cyclist comes in to have their glutes worked, as they are very sore. We ask to have the exclusion of the gluteal area removed from the new Ordinance. The other area excluded in the new ordinance is the breast area. Most massage therapists do not massage the breast area of a female, but for those who are going through breast cancer treatments, mastectomy or reconstructive surgery after a mastectomy, there is a whole area of massage that specifically deals with the breast area to make things more comfortable. We ask that the Ordinance be restructured to say that if a massage therapist has specific training and certification in breast massage that they would be allowed to address the breast area.

Manchester has a lot of massage therapists, most of whom are licensed and following all the laws. We do take a National exam and through the State of Connecticut we have to have a minimum of 500 hours of massage training. The American Massage Therapy Association (AMTA) is pushing to have that raised to 750 hours, so that we are more in line with the national average. We are required to renew our licenses with the State of Connecticut every two years and most of us have an annual renewal with our professional organizations and insurances. We do not question the \$75.00 initial permit fee but the annual renewal fee of \$75.00 is excessive. Most massage therapists don't make a great income, barely clearing \$30K. An annual renewal should be closer to \$25.00. This new ordinance is very similar to West Hartford's which has a \$75.00 permit fee every 5 years. Thank you for addressing this.

General Manager Shanley indicated the one change that has not been made in the Ordinance is the fee, which is something the Board could easily amend in this Ordinance before adopting it. We did discuss going to a multi-year renewal, but given the concerns some have had we thought that the annual inspection does make sense.

Mr. Catlett stated that when compared to other districts, Manchester's annual renewal fee is reasonable. The \$75.00 fee would cover the cost of the Inspectors. He spoke with the West Hartford Health Director who stated they have had issues with the 5-year renewal in terms of keeping track of individuals. We feel the annual renewal is appropriate. We wanted to get the support of the massage therapist community in this process. He thanked Ms. Arel for her assistance; she has been very helpful in developing this Ordinance with us.

Mayor Moran indicated the goal of this was to ensure that everyone is licensed properly. He thanked Ms. Arel and Mr. Catlett for their help with this.

C. Capital project reassignment/elimination.

General Manager Shanley stated this item is for consideration by the Board of Directors. During the budget process, we went through the Capital projects and eliminated some of them to reduce the amount of money that the General Fund would have to contribute in order to keep the tax rate down. The Board was presented with a list of projects identified that can be redirected or eliminated including sediment removal at Bridges and traffic signal software. The traffic signal software has been purchased and has a remaining balance and the sediment removal at bridges can be delayed. Three other projects are pending and may be delayed, reconsidered or rescinded by the Board in order to allow the balances to be made available for the General Fund. These include MHS parking/entrance lighting which is being paid for through the Alliance Capital Funding. Kennedy Road parking could be removed and the Hilliard Street bridge replacement funds are simply inadequate. Other funds potentially available include Case Mountain rock walls and Athletic Field House Analysis. The money

that was for the Case Mountain cabin could be removed or could be set aside for the rock walls. Typically we would consider these during the budget process but we wanted to assure you that we are looking very carefully at the expense side of the budget and looking to eliminate possible Capital expenses such as these.

Secretary Gates applauds the Town’s effort to identify opportunities to transfer funds from Capital Reserve Accounts into the General Fund to address the gap. We all expect this will not be the last gap we have to fill given what is going on at the State level. We should not try to tax our way into closing those gaps. We have to be very serious about trying to find other opportunities. He is concerned with using the Field House monies for other “new and higher priorities”. He is not in support of moving those funds at this point. He would love to have the conversation around what the priorities are. We will have to do a lot of this work going into the budget season.

Director Eckbreth asked for clarification about the MHS parking and entrance lighting under delayed, reconsidered or possibly rescinding. She also asked for clarification on the funds for the Case Mountain rock walls.

General Manager Shanley explained that the MHS parking and entrance lighting project is being paid for from Alliance Capital Funds that the school department received this year. The project is getting done but these funds that were set aside may not be necessary for the project. In regard to the funds for Case Mountain, we are working on a plan to get a grant to match us for fixing the Case Mountain rock walls. He is suggesting that the money can be used for other projects if the Board chooses to.

Director Eckbreth is also not inclined to touch the money for the Athletic Field House as she is afraid it will be harder to set aside money in the future for this important project. She does want to ensure the lighting at MHS is being taken care of.

9. CONSENT CALENDAR. (Item 12I added)

8A.Appropriations to Special Projects as follows:

1. Youth Service Bureau \$7,142
to support substance abuse prevention activities to be financed by a grant from East of the River Action for Substance Abuse Elimination Inc. (ERASE).
2. Cruisin’ on Main Street Subcommittee \$19,930
for distribution to 2017 mini-grant applicants.

8B.Appropriations to Education Special Projects as follows:

1. Title III, Part A, English Language Acquisition and Language Enhancement Grant (FY 2017- 2019)..... \$51,365
to provide support to limited English proficient students.
2. Immigrant & Youth Education Program Grant (FY 17-19) \$23,009
to be funded by the Connecticut State Department of Education to enhance instructional opportunities for immigrant children and youth.

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

1. Police Donations Revenue Account - Manchester Police Explorer Post..... \$453
to be funded by fundraising through CT Maher (\$303) and donations (\$150) which are gratefully acknowledged and accepted.
2. Hockanum River Linear Park Special Grant Account..... \$100
to be financed by a donation from Timothea & Mark Kimball in memory of

- Doug Smith which is gratefully acknowledged and accepted.
3. Manchester Animal Control..... \$55
to be financed by donations from Lynnore Feinberg (\$50) and Heather Marie Harris (\$5) which are gratefully acknowledged and accepted.
- 12B. Appointment of a regular member (Julian Stoppelman) and an alternate member (Timothy Bergin) to the Capitol Region Council of Governments (CRCOG) Regional Planning Commission.
- 12C. Approval of Resolution authorizing the General Manager to sign the Memorandum of Agreement for regional Homeland Security Grant Funds.
- 12 D. Acceptance of resignation of Susan Barlow (D) from the Cheney Brothers National Historic District Commission with a term expiring November 2019.
- 12E. Acceptance of resignation of Steve Shanbaum (D) from the Building Committee with a term expiring November 2018.
- 12H. Staff recommendation for tax exemption for disabled veteran, consistent with CGS Section 12-81h and CGS Section 12-81(21)(C).
- 12I. Acceptance of resignation of Aaron Ansaldi (R) from the Redevelopment Agency with a term expiring November 2022.

Castillo/Galligan

8 Voted in Favor

10. ACTION ON ITEMS OF PUBLIC HEARING.

8C. Approval of an amendment to the Code of Ordinances, Chapter 214, Massage Establishments, to provide for a revision of the existing ordinance. A copy of the amendment may be seen in the Town Clerk's office during regular business hours.

Director Eckbreth would like to consider raising the initial permit fee and lowering the annual fee. She suggested an initial permit fee of \$100.00 and an annual renewal fee of \$35.00.

Vice Chair Hackett asked how Director Eckbreth arrived at the new suggested fees. She wondered what the impact on Town staff is for the inspections.

Director Eckbreth responded she took into account the fees of surrounding communities. She also considered that the amount of time for the initial inspection would be greater than for subsequent annual inspections.

Mr. Catlett commented that there are approximately 15-20 massage establishments in Manchester. The inspections will be treated the same as our restaurants, which are performed annually. There could be more than one inspection per year, depending on what we find. We weren't treating it as per inspection. The initial inspection will be the longest. Some businesses will be very well kept every time we go and others we will have to spend more time on. There could be between 30-40 inspections per year for the massage ordinance.

Secretary Gates asked if the permit fees would cover our costs to do the inspections. He is trying to strike a balance between covering our costs while remaining small-business friendly. He wants to ensure our fees do not become prohibitive for new businesses.

Mr. Catlett replied that if the inspectors had to do 2 inspections per year at an establishment, the \$75 fee would just about cover the cost of the Inspectors' salary. A fee study is done every few years and Manchester always comes in very fair with their fees, generally on the lower side when compared with neighboring towns. We are very sensitive to the businesses.

ADOPTED – Amend the Code of Ordinances, Chapter 214, Massage Establishments, to change the initial permit fee to \$100.00 and the annual renewal fee to \$35.00.

Eckbreth/Galligan

8 Voted in Favor

APPROVED - Amendment to the Code of Ordinances, Chapter 214, Massage Establishments, to provide for a revision of the existing ordinance. A copy of the amendment may be seen in the Town Clerk's office during regular business hours.

Gates/Hackett

8 Voted in Favor

REMOVED - 8D.Capital project reassignment/elimination.

Jones/Galligan

8 Voted in Favor

11. UNFINISHED BUSINESS.

A. Minutes, November 20, 2017 – Swearing in Ceremony

Galligan/Hackett

6 Voted in Favor

Directors Eckbreth and Castillo abstained

B. Actions, November 21, 2017 – Regular Meeting

Galligan/Gates

6 Voted in Favor

Directors Eckbreth and Castillo abstained

C. Minutes, November 21, 2017 – Regular Meeting

AMENDED – Minutes, November 21, 2017 Regular Meeting will be edited to have Melissa Tweedie's full remarks made during the public comment section included verbatim in the minutes.

Jones/Hackett

6 Voted in Favor

Directors Eckbreth and Castillo abstained

C. Minutes, November 21, 2017 – Regular Meeting, as amended

Galligan/Gates

6 Voted in Favor

Directors Eckbreth and Castillo abstained

TABLED - 11D. Appointment of a member to the Ethics Commission with a term expiring November 2018 to fill the vacancy left by Yolanda Castillo (D).

Jones/Galligan

8 Voted in Favor

TABLED - 11E. Appointment of an alternate member to the Ethics Commission with a term expiring November 2018 to fill the vacancy left by Pamela Floyd-Cranford (D).

Jones/Castillo

8 Voted in Favor

F. Appointments to Boards and Commissions which have members with terms expiring in November 2017:

<u>Board/Commission</u>	<u>Name</u>	<u>Term Expiring</u>
<u>Advisory Rec. and Park Comm.</u>	T -William Gochee, 66 Thayer Rd (R)	November 2020
Jones/Floyd-Cranford		8 Voted in Favor
	R - Thomas Tierney, 150 Tonica Spring Tr (D)	November 2020
Jones/Gates		8 Voted in Favor
<u>Arts Commission</u>	R - Jana Pond-Tierney, 225 Kennedy Rd (D)	November 2020
Jones/Galligan		8 Voted in Favor
	T - Jon Carlo Cortese, 520 Dennison Ridge (D)	November 2020
Jones/Gates		8 Voted in Favor
<u>Bennet Housing Corporation</u>	R - Janice Johnson, 201 Shallow Brook La (R)	November 2022
Eckbreth/Hackett		8 Voted in Favor
<u>Board of Assessment Appeals</u>	R - Stephanie Knybel, 138 Bobby La (D)	November 2020
Jones/Galligan		8 Voted in Favor
Board of Assessment Appeals Alternate Members -	T - David Wichman, 205 Homestead St, Apt. B7 (D)	November 2018
	T - Timothy Bergin, 29 Doane St (D)	November 2018
Jones/Gates		8 Voted in Favor
	R - Aprill Shines, 81 Marjorie La (R)	November 2018
Eckbreth/Jones		7 Voted in Favor Director Castillo stepped out
ADOPTED – Motion to appoint 3 alternate members of the Board of Assessment Appeals as regular members for the assessment year of October 1, 2017.		
Jones/Eckbreth		7 Voted in Favor Director Castillo stepped out
<u>Building Committee</u>	A - Germaine Lee, 30 Bank Street (D)	November 2020
Jones/Floyd-Cranford		8 Voted in Favor
<u>Cheney Brothers National Historic District Commission</u>	T - Alex Pazda, 49 Holyoke Dr (R)	November 2020
	T - Lynne Ferrigno, 18 Brendan Rd (R)	November 2020
Eckbreth/Jones		8 Voted in Favor

<u>Cheney Hall Foundation, Inc.</u>	T - Vacant	November 2018
Jones/Hackett		8 Voted in Favor
<u>Commission on Human Relations, Elderly Services and People with Disabilities</u>	A - Kristine Moulard, 30 Eva Dr (R)	November 2020
Eckbreth/Galligan		8 Voted in Favor
<u>Housing Authority</u>	T - Mary Ann Creamer, 53 Masters Way (R)	November 2022
Eckbreth/Gates		8 Voted in Favor
<u>Pension Board</u>	T -Craig Lappen, 296 Timrod Rd (D)	November 2021
	T -Joseph V. Camposeo, 68 Tonica Spring Tr (D)	November 2021
Jones/Eckbreth		8 Voted in Favor
	T - Robert Huestis, 31 Birch Tr, Glastonbury (Retiree Representative)	November 2018
	T -Sandy DeCampos (Union Representative)	November 2018
Jones/Eckbreth		8 Voted in Favor
<u>Property Maintenance Code Board of Appeals</u>	R - Aprill Shines, 81 Marjorie La (R)	November 2020
Eckbreth/Galligan		8 Voted in Favor
<u>Redevelopment Agency</u> Members appointed by General Manager and approved by Board of Directors	A -Rudy Kissmann, 60 Carpenter Lane (D)	November 2020
Jones/Hackett		8 Voted in Favor
<u>Town Historian</u>	A- Susan Barlow, 627 Spring Street (D)	November 2019
Jones/Eckbreth		8 Voted in Favor
<u>Zoning Board of Appeals</u> Alternate	A – Linda Harris, 60 Brookfield Street (U)	November 2022
Jones/Gates		5 Voted in Favor 3 Directors voted opposed

12. NEW BUSINESS.

TABLED – F. Appointment of a member to the Cheney Brothers National Historic District Commission with a term expiring November 2019 to fill the vacancy left by Susan Barlow (D).

Jones/Eckbreth

8 Voted in Favor

REMOVED – Item 12G. from the agenda. Appointment of a member to the Building Committee with a term expiring November 2018 to fill the vacancy left by Steve Shanbaum (D).

Hackett/Castillo

8 Voted in Favor

APPOINTED – Item 12J. Appointment of Matthew Peak, 20 Chillstone Lane, (R) to the Redevelopment Agency with a term expiring November 2022 to fill the vacancy left by Aaron Ansaldi (R).

Galligan/Eckbreth

7 Voted in Favor

Director Floyd-Cranford stepped out

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

General Manager Shanley stated the suspected shooter from the restaurant shooting has been apprehended.

Secretary Gates noted that the Board of Education workshops begin on January 10th. Every year there are requests from the Board of Directors for additional information from the Board of Education. He asked if those requests should go through the General Manager.

General Manager Shanley stated all requests should continue to go through him.

14. ADJOURNMENT.

The meeting was adjourned until the February 6th, 2018 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

Galligan/Castillo

8 Voted in Favor

Adjournment: 9:30 p.m.

II

APPROVED:

ATTEST:

Secretary, Manchester Board of Directors