

**MINUTES**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**FEBRUARY 6, 2018 – 7:00 P.M.**  
**LINCOLN CENTER HEARING ROOM**  
**ONE MEETING AGENDA**

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

**ALSO:** General Manager Shanley and Town Attorney Ryan Barry (arrived at 8:00 p.m.).

**EXECUTIVE SESSION** – The Board went into Executive Session at 6:30 p.m. to discuss Real Estate, and adjourned at 7:00 p.m. Present were Mayor Moran, Deputy Mayor Hackett, Secretary Gates, Directors Castillo, Devanney, Eckbreth, Floyd-Cranford, Galligan and Jones. General Manager Scott Shanley and Director of Planning Gary Anderson were also present. No votes were taken.

**1. MEETING CALLED TO ORDER.**

The meeting was called to order at 7:15 p.m. All in attendance participated in The Pledge of Allegiance to The Flag, led by Mayor Moran.

**2. AWARDS AND PRESENTATIONS.**

**3. OPENING OF 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.*)

**Michal Kuczynski, 1445 Tolland Tpke**, purchased a building in 2011 that was in very bad condition where he planned to open a car business. His real estate agent called Planning and Zoning and was told a car business could not be opened at this address. He then hired an attorney who called Planning and was told there could be a car business at this location. Mr. Kuczynski was asked to complete an application. When he asked Town employees for help, he was told they could not help him complete the application and suggested he ask his attorney. He also purchased a property in Vernon to be used for the same purpose and he had no problem, as the Vernon town staff was very helpful with the application. In Manchester each time he was told to fix a certain problem with the building and he did it, he was then told of another problem that had to be fixed. He is unsure why the problems were not all given to him at one time. Because the business could not be opened, he had no income from the property and did not have the money to pay his taxes all at once. In 2016, he received a letter from the Town indicating he needed to pay his taxes. He met with the Town Attorney and asked for an extension. In 2017, he received a second letter indicating if he did not pay his taxes, the property would be sold. His case was then forwarded to outside counsel which cost him substantial additional fees. Because of the problems he had with the Town, he has had to spend thousands of dollars for an attorney's help in opening this business.

**Mayor Moran** asked Mr. Kuczynski to wrap up his comments as he had gone over the allotted 5 minutes. He suggested that Mr. Kuczynski continue this discussion outside of the Board of Directors meeting.

**Laura Edwards, 99 Tanner Street**, commented that on tonight's agenda is the Comprehensive Annual Financial Report. There are a few items within the report that she would like the Board of Directors to listen for during the CAFR presentation. She thanked the Board and Town staff for the great job done last year in managing Town resources. In so doing, the Town added over \$700K to its fund balance. It is her understanding that the Town's policy is to have that fund balance at 5-7% of revenue, but it is now at 12%. She also pointed out that the Town keeps increasing its bond obligations. From 2016-2017, the Town increased bond obligations by over \$6.5M. In the upcoming budget process she hopes to see the Town slow down, stop or reduce the debt obligation by looking at what is accumulated in the fund balance.

**4. ADOPTION OF MINUTES OF PREVIOUS MEETING.**

- A. Actions, January 2, 2018 – Regular Meeting
- B. Minutes, January 2, 2018 – Regular Meeting

**Gates/Galligan**

**8 Voted in Favor**  
**(Director Devanney abstained)**

- C. Minutes, January 23, 2018 – Policy Briefing Meeting

**Gates/Eckbreth**

**6 Voted in Favor**  
**(Directors Jones, Floyd-Cranford and Galligan abstained)**

**5. COMMUNICATIONS.**

**Mayor Moran** commented that Manchester was recently ranked the number one community in Connecticut by *Money* magazine. It is rated #1 because of the people that live, work and go to school in this community. It is nice to be recognized for how much Manchester has to offer.

**6. REPORTS**

- A. Manager's Report

**General Manager Shanley** asked to add another report to tonight's agenda, which is a briefing on the school construction project.

- 2. *Courant Community* distribution.

**General Manager Shanley** indicated we have representatives here to discuss distribution of the *Courant Community*, at the request of the Board members, as there has been some concern about the way this publication is distributed. He introduced Brian McEnery, Distribution Director, from *The Hartford Courant* and Bert Fonseca an independent contractor who manages the distribution of this publication.

**Mayor Moran** stated Board of Directors' members have received complaints from several citizens who said the paper is being thrown on their lawns or at the foot of their driveways. There was also a complaint during the past major snowstorm from a citizen who said their snow blower was damaged because this paper was drawn into the snow blower. Though the content of this paper is good, there is frustration with the delivery of it.

**Vice Chair Hackett** thanked Mr. McEnery and Mr. Fonseca for coming to the Board meeting to address the issue. She feels the *Courant Community* provides relevant news to the Town of Manchester but indicated there have been some issues with the distribution. Some residents have commented that the paper sits on their property for extended periods of time and is a cue that perhaps no one is home. She asked how people get on the distribution list for the *Courant Community*, and some have said they have had a hard time opting out of the delivery. The purpose of the conversation is how to keep everyone happy, those who want it delivered and those who don't.

**Director Devanney** said he also has received complaints about the paper and would like clarification on how residents can opt out of distribution.

**Director Eckbreth** commented that this is not a new issue. She asked how distribution is done in other communities and what the options are for where the papers are put. We address blight issues in Manchester and some residents consider this littering. These are legitimate complaints by Town residents. Getting it caught in the snow blower is bad enough but she is concerned someone will then reach into their snow blower to pull it out and get injured. She wondered if there is a paper box that could be used. She would also like to know what options residents have to opt out of delivery and how best to notify people of the process to opt out.

**Mr. McEnery** stated the method of delivery is the same in all towns. They do not have mailboxes that can be put up for delivery of these papers. If there is a hook on the mailbox, the paper is hung there. If there is a slot under the mailbox, the paper is put there. If those options are not available, the paper is "tossed up the driveway", not on the apron, sidewalk or lawn. They have used this delivery method for about 1 ½ years. Papers are delivered to the same distribution of those who were receiving the package of inserts in the mail. They use independent contractors (IC's) to deliver the paper. Prior to distribution of this paper, postcard notices were sent out to those who were on distribution indicating that within 2 weeks they would receive the *Courant Community* on their property, with instructions on how to opt out of delivery. To opt out of delivery, a customer can call the Customer Service number on the bag that the paper is delivered, and it also appears on Page 2 in the upper left hand corner of the paper specifically for "starts and stops" of the paper.

All complaints are tracked. At this point, it takes 2 weeks to get the paper delivery stopped. They have two lists – a delivery list and a do not deliver list. Anyone who calls to opt out is then put on the do not deliver list. Mr. Fonseca's employees are informed that if there is an old paper at an address, the old paper is to be removed and replaced with the new paper. If the same thing happens the following week, delivery to that address will be stopped. Deliveries are tracked by satellite to see where the IC's are delivering and the speed in which they are delivered. This is used to track when someone says they didn't get delivery. The same standards of delivery are used for the *Courant Community* as with *The Hartford Courant*. If a resident calls about a problem, their information is forwarded to the IC's for resolution. In addition, "independent verifiers" are hired to check on complaint addresses. *The Hartford Courant* delivery carriers also check on delivery of the *Courant Community*. The following contact information can be used for problems that arise:

Brian McEnery, Distribution Director  
[bmccenery@courant.com](mailto:bmccenery@courant.com) (860) 241-6219

John Wentworth, Field Operations Manager  
[jwentworth@courant.com](mailto:jwentworth@courant.com) (860) 241-3929

Customer Service for *The Hartford Courant*:  
(860) 525-5555

Bert Fonseca, Owner, After Hours Distribution, LLC  
[bert@afterhoursdistribution.com](mailto:bert@afterhoursdistribution.com) (860) 805-1927

**Vice Chair Hackett** has not witnessed the delivery in play but she has never had the paper put into the paper tube under her mailbox. It is usually found on the ground underneath her mailbox.

**General Manager Shanley** indicated he has a paper box for *The Hartford Courant* and stated the *Courant Community* is not placed in that box.

**Mr. McEnery** indicated that subscribers who receive *The Hartford Courant* in paper form should not receive the *Courant Community*, as it is duplicative. Residents who receive the e-edition of *The Hartford Courant* should receive this publication.

**Mr. Fonseca** stated he responds very quickly to complaints that come in, especially when there is a request to stop delivery. They are very aware if a resident wants delivery to stop.

**Director Eckbreth** asked if they considered putting an adhesive label on the supplement that could be used to opt out of delivery. This would put the matter directly into the hands of the delivery drivers.

**Mayor Moran** thanked Mr. McEnery and Mr. Fonseca for their time and attention to this matter.

#### 6B. Other Reports

**General Manager Shanley** introduced Mr. Randall Luther who represents TSKP Studio, the architectural firm that has been working on Phase I of the school projects. He is here to give the Board of Directors a brief update.

**Mr. Luther** stated that Cheney Bennet is now complete and Waddell School is under full construction. Renovations to Waddell will include a new cafeteria, STEM rooms, music rooms and classrooms. Circulation on the site has been reworked to include a separate bus loop to be used only by buses, and two parent drop-off/pick-up loops. There are two separate play areas, one for kindergarten students and the other for grades 1-4. The material used for the new addition is brick, which matches the existing structure, and perforated metal for the classrooms used to help filter daylight due to the east/west sun exposure. There is a large window in the art room overlooking the park.

Renovations to Verplanck include reorganization of pick-up and drop-off of students which currently occurs mainly with parents parking on the street due to insufficient parking on campus. The parking has been expanded significantly to allow all parents to park on-site, rather than on the street. To alleviate some of the congestion from the parking lot, an exit-only drive has been added out the back of the site. The neighbors surrounding this proposed exit-only drive were invited to a meeting where the plans were explained. Although there was some initial concern, once we explained what we were doing, all attendees felt it was an improvement to what is currently happening and there were no complaints, and no one spoke against it at the subsequent Planning and Zoning meeting. Both the bus loop and the service entrance will be completely independent after renovations. The addition in the front will include a library/media center, new administrative area and a main entrance facing the street. There will also be a secondary entrance off the additional parking lot. Both entrances filter into the main lobby. The school was designed so the

library/media center, gymnasium, administrative offices and cafeteria, all rooms that might hold an evening function, can be used with doors closing off the academic classrooms. There is a large academic courtyard in the center. There is a large canopy that covers the bus drop-off. The main entrance is now more apparent. The play areas are now more secure, in the back of the building and are fenced in.

**Director Eckbreth** asked if the community will have access to the playground. She commented that the play area is currently used quite heavily and she would like to ensure there will continue to be a public play area available.

**Mr. Luther** indicated the Board of Education will determine if the playground will be available to the community. Some of the current playground equipment will be salvaged and they are looking to house it on the property for use by the community. Bids have been received for Verplanck which are currently being reviewed. Waddell is under contract. Phase I of the projected total construction costs for Cheney, Waddell and Verplanck are estimated to be approximately \$5M below the \$80M allocated for these 3 schools.

**Director Galligan** asked what the main driver is in the overall construction cost difference between Waddell and Verplanck. He also asked what would be done with the remaining funds after the reconstruction, if there are unused funds.

**Mr. Luther** responded the two main contributing factors are escalation and the roofing. While Waddell had a much newer roof on it, Verplanck had to have the entire roof redone at a cost of over \$1M.

**General Manager Shanley** commented that once Verplanck and Waddell are completed, we are hopeful there will be remaining funds. If there are extra funds, he suggests that when voters are asked for Phase II funds that we redirect the money that was saved in Phase I to offset some of the costs of Phase II.

**Director Galligan** feels it is important that the voters take an active role in the decision to redirect the funds.

**Secretary Gates** asked about the schedule of when the schools would be reopened. He also asked where the Verplanck students will be going during the year of construction. Not only do we have the potential to be under budget, but to be a year ahead of schedule is really good news.

**Mr. Luther** stated Waddell will be completed this summer and will reopen in September of 2018. Verplanck is slated to open in September of 2019.

**Director Eckbreth** commented it was very important to the SMARTR Committee that the Town maximize State reimbursements to make these schools viable. The one project on here that has been completed is the Cheney building. Having known what issues were faced in that historic building, it is really an amazing testament to the work that has been done. Overall, the project came out even better than envisioned, and we had lofty goals for that building. That project showed that we are maximizing the reimbursements we are getting and taking advantage of the Town's good bond rating. The fact that we may see millions saved is truly a testament to work done by a lot of different departments in the Town, TSKP staff and the Board of Education. She looks forward to SMARTR 2. We have set the bar very high but are off to a great start.

**Mr. Luther** stated the best projects come from the best clients. When someone is always pushing you to do it faster, cheaper and better, you rise up to the challenge. TSKP is just as excited about the way the Cheney project came out. It is a big success for TSKP as well.

**Mayor Moran** added that we take great pride in the construction we have done on our schools over the last several years, going back to the MHS renovation, and it is important to keep moving forward. We appreciate the good work by TSKP in partnership with the Town.

6A1. Presentation of Comprehensive Annual Financial Report (CAFR).

**General Manager Shanley** asked Kim Lord, Director of Finance, to introduce the auditors.

**Ms. Lord** introduced Vanessa Rossitto and Matt Coit from Blum Shapiro who will present the CAFR.

**Ms. Rossitto** reviewed the CAFR results. She explained that Town management is responsible for the CAFR and Blum Shapiro is responsible for the audit opinion of the CAFR. In addition, management is responsible for the design, implementation and maintenance of internal control to ensure they are free of material misstatement whether due to error or fraud. Blum Shapiro's responsibilities are to express opinions on the financial statements. Blum Shapiro has issued clean opinions of the financial statements.

She indicated there were two new GASB (Government Accounting Standards Board) pronouncements issued this year, GASB 74 with respect to OPEB and GASB 77 with respect to tax abatements. The GASB 77, Tax Abatement Disclosures, now requires municipalities to disclose any tax abatement programs. Manchester's programs include 619 Hartford Road Tax Abatement Agreement, 515 Middle Turnpike West Abatement Agreement, 48 Spencer Street Abatement Agreement and 71 Utopia Road Abatement Agreement. The GASB 74, Financial Reporting for Postemployment Benefit Plans Other than Pension Plans, requires a new way to calculate the liability. The parameters around how to calculate it are a little more prescriptive as to the discount rate used and the actuarial method used. The liability is more of a long-term liability, whereas before was based upon funding history. The new liability is the entire liability less the amount in the OPEB trust fund. There is new disclosure this year around the OPEB liability. Next year, the new liability will be recorded in the financial statements.

**Mr. Coit** went over the Federal Single Audit and the State Single Audit results. An unmodified clean opinion was issued on the Federal Single Audit. We tested major programs for compliance in accordance with the criteria laid out by the Federal Office of Management and Budget, and there were no findings noted. We also consider controls over both the financial statements as a whole and the individual programs tested. Blum Shapiro does not form an opinion on these, but we would report any material weaknesses or significant deficiencies to the Town. There were no material weaknesses or significant deficiencies noted. The State Single Audit similarly was issued an unmodified clean opinion of compliance on the programs tested. Overall, the Federal and State reports were clean reports with no concerns.

**Director Jones** asked how Blum Shapiro selects which programs are reviewed each year.

**Mr. Coit** indicated those are requirements that are laid out by both at the State and Federal level. They provide guidance based on the dollar amount and by risk requirements considered each year. It is generally based on a dollar amount which dictates which ones start to be a higher risk, but there are also other risk factors that they identify. The risk-based approach is set for Blum Shapiro at the State and Federal levels.

**General Manager Shanley** also pointed out Blum Shapiro interviews Town management asking if there are any concerns about a particular program. If there are concerns, the programs will be reviewed by Blum Shapiro.

**Director Eckbreth** noted the audit went over the instability of the State budget and how that can have a large impact on the Town. She asked if the audit addressed where the Town should be with regard to our “rainy day fund”. She asked how we compare to other communities against industry standards.

**Ms. Rossitto** stated that it is not in the scope of the audit to provide an opinion on the fund balance or what the debt level should be. That is a management decision together with the rating agencies. The audit is looked at holistically. She did state that many municipalities follow the GFOA (Government Finance Officers Association) which recommends a 5-15% fund balance. The auditors ensure the Town has what they say they have in each of their accounts. She further commented there were no material weaknesses or significant deficiencies with the audit.

**General Manager Shanley** indicated other outside professional organizations who specialize in self-insurance management and funds are used for the purpose of self-insurance. With respect to what our fund balance should be, the Fitch and S&P reports expect the fund balance to be at 10% or better. Our current policy has not been formalized at 10% but we are going to recommend that it is formalized at 10% at an upcoming meeting.

**Director Eckbreth** noted the report was written a little different than in the past. In the past, we were given better direction within the audit on what key areas that the Town of Manchester should focus on. She would like to see more guidance in future audit reports.

### 6A3. Summer Camp Report

**Mr. Silver**, Director of Leisure, Families and Recreation, is here tonight to discuss the Town of Manchester’s summer camp programs. Also here is Mr. Calvin Harris, on-site supervisor for the summer camp programs.

**Mr. Harris** stated that each year the Board of Directors is asked to approve the summer camp budget. This year, they are looking to make 3 notable changes in the program. They would like to change the Recreation Leader in Training (RLT) program for those who wish to become a camp counselor or lifeguard. This is currently offered to 14-15 year olds but they would like to change this to include only 15 year olds, as the requirement for lifeguard certification is age 15. The second change is to the 11-13 year old camp, usually held at Illing Middle School. Because Illing will be under construction, they would like to hold this camp at Bennet Academy this summer. The third change is the location of the 13-15 year old camp which had been at the Community Y, but they would like to move this to the Manchester Regional Academy (MRA) building. The Community Y is heavily trafficked and they’d like this group to have a sense of their own space.

**Mr. Silver** indicated the 2018/19 camp budget request is for \$290K which is \$27K less than the FY 2017/18 budget. In last year’s budget, social security was double calculated in error and there was an overestimate of five days of camp this year prior to July 1<sup>st</sup>. There is one week of staff-training built into the budget. Last year there was a fee increase of \$10/camp, which decreased the Town subsidy for the program by 10% and increased the estimated revenue by \$40K. Last year’s increased fees did not affect the registration. Once we have Board approval, we will move forward with publicity for this year’s camps. We work closely with Human Services managing our scholarship/waiver program for families who are experiencing economic hardship. We do not cap

the scholarship program because it is the policy of the Board of Directors to not deny any child camp access due to economic hardship. Last season, we gave out just over \$39K in scholarships/waivers, which is a significant increase from the previous year of \$23K. If there was a fee increase of \$5/each camp, it would bring in an increase of approximately \$20K in revenue but there would likely be an increase in waiver distribution as well. Mr. Silver's recommendation is not to increase fees again.

**General Manager Shanley** pointed out that while summer camp fees are looked at every year by the Board of Directors, there are other areas looked at during the budget process in which fees have not been increased in some time.

**Mayor Moran** asked for a fee comparison to summer camps in other towns.

**Mr. Silver** indicated Manchester is still the lowest priced summer camp in comparison to other similar communities.

**Director Eckbreth** is comfortable with our summer camp fees. The summer camp program is vital and necessary to have a child-care basis in the summer for kids to keep them active. It is time to start looking at prioritizing programs. She would like to see what the utilization rates are for other programs during the budget process to help prioritize what programs are the most beneficial to the Town. She asked why the proposal was made to move the 13-15 year old camp to the MRA and asked if Charter Oak or other locations were considered.

**Mr. Silver** stated the summer camp and aquatics programs are the only subsidized programs that the Board of Directors provide tax dollars to. There is not a lot of room to make a significant impact with what we are subsidizing now. The 13-15 year old camp location has to have a cafeteria and a large enough space. It needs to be in the school system to be able to access a food program for breakfast and lunch.

**Director Jones** asked if consideration was given to the fact that MRA is more remote than the Community Y is and wondered if it will impact those students who walk to the program. She also asked about the use of Bennet for the 13-15 year old camp.

**Mr. Harris** indicated that the majority of campers are dropped off by their parents/guardians. There are very few walkers/bikers to this program. Also of consideration are that the ropes course and the bike path are near MRA. The campers would still get bused to swimming. Bennet Academy will be used by Manchester Early Learning Center (MELC) this year.

**Mr. Silver** emphasized the move of the camp to MRA would be a temporary relocation because Illing is unavailable. It's possible that this program will be moved back to Illing once it's available.

#### 6A4. 2017 End of Year Economic Development Report

**General Manager Shanley** introduced Gary Anderson, Director of Planning and Economic Development, who will provide an end-of-year Economic Development Report.

**Mr. Anderson** stated Economic Development affects everything that we do here in Town; it affects our bottom line in terms of taxes and economic vitality, our business climate and the quality of life for our residents. In fiscal year 2017, there was \$82 M in construction value in Manchester, which was a little below fiscal year 2016, but there continues to be good progression from the end of the recession. There are some projects in the works which will hopefully give us a

boost next year. Some of the bigger projects this year include Bob's Corporate Headquarters, Hydrofera, Homewood Suites and several other smaller businesses. Reuse of some existing buildings include US Taekwondo's rehabilitation of the VFW facility, HomeGoods Distribution Center and WORK\_SPACE at 901/903 Main. Projects currently in progress include Farmington Bank and Labyrinth Brewing. Projects beginning soon include CVS, Calamar Elderly Housing, Trader Joe's, Joey Garlic's and many other businesses. Other trends include Buckland Hills reinvestment, Aerospace interest, alternative energy projects, interest in the Downtown District and local financial assistance sought for many larger projects. The Board of Directors may want to consider economic development incentives and downtown code improvement incentives. We continue to work on the Broad Street development on a weekly basis.

A large part of economic development is to get our message across to businesses. We have a series of videos and have a Twitter feed which includes a list of things that are happening in Town. Manchester is a prime location in a welcoming diverse, young community with knowledgeable and responsive Town staff who are willing to work with business owners. We were named the #1 place to live in Connecticut by *Money* magazine; we need to celebrate this and communicate it. There is a lot happening in Manchester.

**Vice Chair Hackett** said it is great to make this information public. She thanked Mr. Anderson and his predecessor Mark Pellegrini for their help with Manchester's economic growth. There are a lot of good things that have happened in Manchester in a short amount of time, which speaks to the value that our community offers. She wanted to point out the formation of the Women's Group that just kicked off in Manchester made up of women who want to help the development of the Town. She also mentioned "Ted Talks" happening at WORK\_SPACE. This is the kind of sharing that we want to happen among citizens.

**Secretary Gates** echoed Vice Chair Hackett's comments. There are a lot of good things going on in Town and the outlook for 2018 is strong. He wanted to hear Mr. Anderson's thoughts on the downtown area. We still have some challenges on retention as well as new business owners, and have some fairly large buildings that are vacant or are struggling to keep tenants. We have invested in the infrastructure of downtown. The historic features in some of the downtown buildings, while an asset at times, can also work against us. He wondered what role technology can play in the economic development plan downtown. He continues to get feedback about whether or not we can slow traffic down on Main Street.

**Mr. Anderson** said the speed of traffic on Main Street has been discussed for years. There is balance between making the environment pedestrian-friendly with the realization that it is a State road. We will continue to look at this. There are several significant buildings that are for sale in downtown. If those turn over or if there is an anchor use for any of them, it would have a big impact. We are trying to encourage uses in the bigger buildings. One thing that makes WORK\_SPACE unique is that it is a driver for downtown. Every meeting that we have there brings people into the downtown area. Downtown business owners are encouraging others to open businesses.

**Director Eckbreth** said the presentation clearly demonstrates the Town of Manchester doesn't have an issue getting big businesses to come. She would, however, like to ensure we are welcoming to the small business owners, like the gentleman who spoke out tonight. This is an issue that we have been struggling with. Small business owners are having trouble navigating the system to open a business. She thinks many people who start off a small business don't have the full picture of what the process is, how long it can take or how expensive the process can be. She'd like the Town staff and Board of Directors to come up with a fast-track zoning process in Manchester for those who are starting a small business. She would also like to see some

information on how the process works, to try to be more small-business friendly. She thinks we can do a better job at fast-tracking our zoning, like other towns are doing. We want the small businesses to succeed and we have the tools to set this up. The small businesses are the key to our Town and we need to turn our attention to them. We have to be more creative in how we get our existing staff and their talents to work together to make that a more knowledgeable and informed process for small businesses from the beginning, and with more realistic deadlines of how long that takes.

**Mr. Anderson** indicated there are some things that we do already, but we can look at ways to improve the process. Generally we do have an efficient process but we can always do better. The small businesses are at the heart of the community.

**Mayor Moran** echoes some of Director Eckbreth's comments. He did point out that the negative and frustrated comments are always the loudest. When he attends grand openings, he often hears very positive comments about Town staff. He was speaking with a gentleman yesterday who has several businesses in Manchester and throughout the Hartford area who said that Manchester is one of the best communities to deal with when starting a new business. He believes there are more positives than negatives.

**ADOPTED** – Motion to suspend the rules to move Item 12I to the Agenda at this time.

**12I.** Approval of a Second Amendment to Lease Agreement re-structuring the rental payments between the Town of Manchester and the Manchester Country Club for the golf course.

**Gates/Eckbreth**

**9 Voted in Favor**

**General Manager Shanley** stated the MCC Oversight Committee meets regularly with the leadership of the country club to review their operations and financials. One item included as part of the lease was the cell tower. We were notified today that American Towers will not be putting a cell tower on MCC, which now frees us up to talk to other companies that might be able to. Because that lease has not been fulfilled, we need to restructure how the repayment for the irrigation system is made, assuming that the cell tower lease will not be in place. Kim Lord, Director of Finance, is our primary liaison on the committee and she will go through a brief presentation.

**Mayor Moran** asked the presenters from MCC to introduce themselves. Members introducing themselves included Matt Gomes, Director of Operations; Jay Smith, Former President; and Cindy Muldoon, President of Manchester Country Club.

**Ms. Lord** stated when she first got on the committee a year ago that one of the first things discussed was that the cell tower revenue had never come to fruition, which was a big part of the amendment to the lease to pay back for the new irrigation system. The lease requires MCC to budget \$100K in capital improvements to the course each year. In the past 6 years, the \$100K mandate has been exceeded by \$453, 153. The Golf Course Oversight Committee has approved an "Excess Capital Expenditure Account" with a beginning balance of \$453,153. The Committee met and came up with a tiered system to rate their improvements; Tier I improvements include permanent improvements such as a storage shed or building. Other capital improvements that would mainly benefit golf club members, such as improving bunkers, would be considered Tier II. They are proposing in the second amendment to the lease that a \$30K credit from this Capital Expenditure Account go toward the rent to offset the lost cell tower revenue. As General Manager Shanley stated, notice was just received today that American Towers is getting out of their lease.

This opens up the opportunity to go out and seek another company interested in putting a cell tower up in that area. If that happens, we do have in the amendment that the rent would immediately come to the Town to replace that capital credit. In this amendment, the club will take over the administration of town-sponsored leagues from Town staff. The club will also offer scholarships for junior memberships, based upon recommendations from the Department of Leisure, Families and Recreation.

**Director Eckbreth** stated the value of Manchester Country Club is measured in many ways. It is truly an asset to the community. Volunteer time from the members of the club is not calculated and is immeasurable. She asked how much revenue the club loses on the days that we designate “free days”. Figures show lost revenue close to \$10K. This has been a very successful partnership. The amount of money that has been put into the country club is well beyond what the Town asked. MCC is improving a facility owned by the Town. This is like a tenant doing improvements for the landlord. It is a very unique arrangement that benefits everyone. We all have the same goal in mind, for the club to succeed and to introduce more people to the club, restaurant and banquet hall. She hopes to see a cell tower put in. She fully supports the Amendment to this lease agreement.

**Secretary Gates** very much supports the proposal. In addition to the free golf days, there are scholarships, MHS golf team and many other givebacks from MCC.

**Vice Chair Hackett** applauds the work done by MCC for the benefit of the community. She talked about MCC’s 100 year anniversary book. She likes the idea of an open house to engage more stakeholders in what the country club has to offer.

**Mayor Moran** commented that he spends a lot of time at MCC for events. This is a great public golf course. He commended the committee for not only the country club and golf course but the spirit of the staff there. It has become a true partnership between the country club and Town staff.

**Mr. Smith** stated John Cook, Director of Golf, adds a lot to the customer service standpoint of the golf course and the banquet facility. We try very hard to be a community asset and have held up our part of the bargain. With the help of the Oversight Committee, we are making a lot of progress.

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

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

A. Appropriations to Special Projects as follows:

1. Police Donations Revenue Account – Youth Services Program ..... \$500  
to be funded by a donation from First Korean Presbyterian Church which is gratefully acknowledged and accepted.
2. State Asset Forfeiture Account ..... \$1,060  
for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
3. Manchester Police Department Training Account..... \$3,750  
to be funded by reimbursement from Community Health Resources, Inc. for multiple health training classes to provide mental health services to various groups which is gratefully acknowledged and accepted.
4. School Readiness–Hartford Region Early Childhood Collaborative Network (01/01/18 – 12/31/19)..... \$30,000

- to be financed by a grant from the Hartford Foundation for Public Giving.
5. Youth Service Bureau – Enhancement Grant ..... \$7,005  
to be financed by a grant from the State of Department of Education.

**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 I, Part A - Improving Basic Programs Grant (2017-2019) ..... \$1,621,938  
to be financed by the Connecticut State Department of Education.
  2. Title II - Part A – Supporting Effective Instruction Grant (2017-2019)..... \$249,895  
to be financed by a grant from the Connecticut State Department of Education to ensure that all students are performing at or above grade level.
  3. Title IV, Part A – Student Support and Academics Enrichment Grant ..... \$29,270  
(FY2017-2018) to improve student’s academic achievement to be funded by the Connecticut State Department of Education.
  4. Bilingual Education Grant (FY2017-2018) ..... \$5,139  
to be financed by a grant from the Connecticut State Department of Education.
  5. Nellie Mae Education Foundation, Inc. Grant (FY 17-19)..... \$295,000  
to support activities that will boost the achievement of all students while having the potential to dramatically reduce gaps in achievement.
  6. Hartford Foundation for Public Giving  
Grant Number 20171757 (FY 17-19) ..... \$576,000  
to support the Family and Community Partnership Plan.

**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 Jones** stated the documentation that accompanies the Board of Education items is inconsistent. Some include backup budget documentation and others do not. She requests that all Board of Education items have backup budget documentation attached.

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

- C. Appropriation to Whiton Library Improvements – Capital Outlay ..... \$120,000  
to replace the failing air conditioning equipment (chiller) to be funded by the Whiton Library Fund.

**General Manager Shanley** explained this is the air conditioning for the entire building, which will be funded by the Whiton Trust, dedicated specifically to make improvements to the Whiton Library. There is no General Fund impact.

**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.**

- D. Appropriation to Fire Fund ..... \$60,000  
to be funded by General Fund contingency for military leave.

**General Manager Shanley** explained that National Guard members can be called to active duty several times to fight our wars for us. When that occurs in either of our Fire Departments, it is a great hardship on those small funds because it is our obligation to provide a job for that person when they return. In the meantime, you can't hire someone to fill that position so you have to pay other employees to work overtime. This is a suggestion that when this occurs in either Fire Department, that we spread the financial responsibility for our military across the entire Town.

**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.**

**9. CONSENT CALENDAR. (Item 8B5 removed. Items 12I and 12N added.)**

8A. Appropriations to Special Projects as follows:

- 1. Police Donations Revenue Account – Youth Services Program ..... \$500  
to be funded by a donation from First Korean Presbyterian Church which is gratefully acknowledged and accepted.
- 2. State Asset Forfeiture Account ..... \$1,060  
for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
- 3. Manchester Police Department Training Account..... \$3,750  
to be funded by reimbursement from Community Health Resources, Inc. for multiple health training classes to provide mental health services to various groups which is gratefully acknowledged and accepted.
- 4. School Readiness–Hartford Region Early Childhood Collaborative Network (01/01/18 – 12/31/19)..... \$30,000  
to be financed by a grant from the Hartford Foundation for Public Giving.
- 5. Youth Service Bureau – Enhancement Grant ..... \$7,005  
to be financed by a grant from the State of Department of Education.

B. Appropriations to Education Special Projects as follows:

- 1. Title I, Part A - Improving Basic Programs Grant (2017-2019) ..... \$1,621,938  
to be financed by the Connecticut State Department of Education.
- 2. Title II - Part A – Supporting Effective Instruction Grant (2017-2019)..... \$249,895  
to be financed by a grant from the Connecticut State Department of Education to ensure that all students are performing at or above grade level.
- 3. Title IV, Part A – Student Support and Academics Enrichment Grant ..... \$29,270  
(FY2017-2018) to improve student's academic achievement to be funded by the Connecticut State Department of Education.
- 4. Bilingual Education Grant (FY2017-2018) ..... \$5,139  
to be financed by a grant from the Connecticut State Department of Education.

- 6. Hartford Foundation for Public Giving  
Grant Number 20171757 (FY 17-19) ..... \$576,000  
to support the Family and Community Partnership Plan.
- C. Appropriation to Whiton Library Improvements – Capital Outlay ..... \$120,000  
to replace the failing air conditioning equipment (chiller) to be funded by the  
Whiton Library Fund.
- D. Appropriation to Fire Fund ..... \$60,000  
to be funded by General Fund contingency for military leave.
- 12. A. Appropriation to Special Projects (under \$500) as follows:
  - 1. Manchester Animal Control..... \$100  
to be financed by a donation from Stanley Sowa which is gratefully  
acknowledged and accepted.
  - 2. Police Donations Revenue Account - Manchester Police Explorer Post..... \$50  
to be funded by a donation from Carol King which is gratefully acknowledged  
and accepted.
  - 3. Youth Service Bureau ..... \$309  
to be financed by a grant from the Youth Commission to support a nature  
exploratory book in the Journey program.
- B. Acceptance of resignation of Robert Schneider (R) from the Redevelopment Agency  
with a term expiring November 2021.
- C. Acceptance of resignation of Jodi Kissmann-Huyler (D) from the Advisory Recreation  
and Parks Commission with a term expiring November 2019.
- D. Acceptance of resignation of Roberta Irish (R) from the Arts Commission (Area Arts  
Member) with a term expiring November 2019.
- E. Adoption of a resolution authorizing Scott Shanley to enter into and amend any and all  
contracts with the State of Connecticut Department of Transportation with regard to the  
5310 grant application.
- F. Approval of a resolution accepting a grant from the State of Connecticut, Department  
of Economic and Community Development, and authorizing Scott Shanley, General  
Manager, to execute any and all documents necessary to effectuate said grant.
- G. Acceptance of resignation of Peter LaBelle (D) from the Building Committee with a  
term expiring November 2020.
- H. Acceptance of resignation of Jessica Scorso from the Arts Commission as Library  
Advisory Rep. with a term expiring November 2019.
- I. Approval of a Second Amendment to Lease Agreement re-structuring the rental  
payments between the Town of Manchester and the Manchester Country Club for the  
golf course.
- N. Appointment of Melissa Pattacini, 49 Timber Trail, as Library Advisory Rep. to the  
Arts Commission with a term expiring November 2019.

**Galligan/Jones**

**9 Voted in Favor**

**10. ACTION ON ITEMS OF PUBLIC HEARING.**

- 8B5.Nellie Mae Education Foundation, Inc. Grant (FY 17-19) ..... \$295,000  
to support activities that will boost the achievement of all students while  
having the potential to dramatically reduce gaps in achievement.

**Gates/Galligan**

**8 Voted in Favor**  
**(Director Jones abstained)**

**11. UNFINISHED BUSINESS.**

A. **APPOINTED** - Jerald Lentini (D), 349 Dennison Ridge Drive, to the Ethics Commission with a term expiring November 2018 to fill the vacancy left by Yolanda Castillo (D).

**Jones/Castillo**

**9 Voted in Favor**

B. **APPOINTED** - Maureen O'Reilly (D), 98 Oakland Street, Apt. E, as an alternate member to the Ethics Commission with a term expiring November 2018 to fill the vacancy left by Pamela Floyd-Cranford (D).

**Jones/Hackett**

**9 Voted in Favor**

C. **APPOINTED** - William Farley (D), 21 Farmington Street, as 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/Hackett**

**9 Voted in Favor**

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

**Board/Commission**

**Name**

**Term Expiring**

Advisory Rec. and Park Comm.

A - Kathy O'Neill-Reilly, 94 South Farms Dr (R) November 2020

**Eckbreth/Jones**

**9 Voted in Favor**

Arts Commission

A - Catherine Thrall, 182 Tonica Spring Trail (D) November 2020

**Jones/Devanney**

**9 Voted in Favor**

Board of Assessment Appeals

Board of Assessment Appeals  
Alternate Members

R - David Wichman, 205 Homestead St, #B7 (D) November 2018

R - Timothy Bergin, 29 Doane St (D) November 2018

**Jones/Floyd-Cranford**

**9 Voted in Favor**

Cheney Brothers National Historic District Commission

A - Thomas Ferguson, 62 Somerset Dr (R) November 2020

R - Lynne Ferrigno, 18 Brendan Rd (R) November 2020

**Eckbreth/Galligan**

**9 Voted in Favor**

Cheney Hall Foundation, Inc.

T - Vacant

November 2018

**Jones/Gates**

**9 Voted in Favor**

Housing Authority

A - Timothy Becker, 72 Scarborough Rd (R) November 2022

**Eckbreth/Galligan**

**9 Voted in Favor**

Pension Board

A -Tracy Patterson, 30 Livingston Way (D) November 2021

R -Joseph V. Camposeo, 68 Tonica Spring Tr (D) November 2021

**Jones/Floyd-Cranford**

**9 Voted in Favor**

R - Robert Huestis, 31 Birch Tr, Glastonbury November 2018  
(Retiree Representative)

**Jones/Hackett**

**9 Voted in Favor**

R - Sandy DeCampos (Union Representative) November 2018

**Jones/Devanney**

**9 Voted in Favor**

**12. NEW BUSINESS.**

- J. **TABLED** - Appointment of a member to the Redevelopment Agency with a term expiring November 2021 to fill the vacancy left by Robert Schneider (R).

**Galligan/Gates**

**9 Voted in Favor**

- K. **TABLED** - Appointment of a member to the Advisory Recreation and Parks Commission with a term expiring November 2019 to fill the vacancy left by Jodi Kissmann-Huyler (D).

**Jones/Galligan**

**9 Voted in Favor**

- L. **APPOINTED** - Marilyn Neumayer (R), 134 Timrod Road, as a member to the Arts Commission (Area Arts Member) with a term expiring November 2019 to fill the vacancy left by Roberta Irish (R).

**Eckbreth/Galligan**

**9 Voted in Favor**

- M. **APPOINTED** - Jessica Muirhead (D), 21 Farmington Street, as a member to the Building Committee with a term expiring November 2020 to fill the vacancy left by Peter LaBelle (D).

**Jones/Floyd-Cranford**

**9 Voted in Favor**

**12. O. Discussion: Multicultural Affairs Commission.**

**Mayor Moran** explained that the Town hired an outside consultant who did a survey, which was completed by over 1,000 people. In follow up to the survey, a community forum was held in January which was attended by over 100 people. Moving forward, we would like to establish a commission run by those who live and work in Manchester to explore diversity and inclusion within our community. He asked Director Eckbreth who authored most of Article XIV: Multicultural Affairs Commission to explain how it relates to the community survey as we move forward.

**Director Eckbreth** stated she drafted an ordinance with input from Director Castillo to look at a Multicultural Affairs Commission being started in Manchester. The Board of Directors members

realize there is a certain group of individuals in our community that are trying to get more engaged and involved in our community. This commission is a way for citizens to contribute and gain a sense of belonging to our community and our organizations. This is a way to ignite some powerful dialogue and engage those residents into Manchester's rich diversity and a way to help form some social cohesion. One of her concerns with the community engagement process so far is that we are not reaching the individuals and population that we are trying to reach, which is the goal of community engagement. We need to figure out how to get people more engaged and more comfortable in the process. Unfortunately, the Board does not collectively make up the group we are trying to reach. She feels the survey results fell short of the goals we had. We were looking for some guidance on how people can access services and promote the benefits of cultural diversity in our community. Our community will continue to change and this could be a commission where people feel safe going to discuss their community concerns. One complaint we heard at the January community forum was someone who had approached both the BOD and BOE members with concerns about a bullying incident in school, who were both working with the superintendent to resolve this issue, but this individual felt that their voice wasn't truly heard.

This ordinance is a draft to be worked on with Town staff and Board members. There are communities that have multicultural affairs offices run by town government. When drafting this, she followed the model used for the Youth Commission where the members are initially selected but then the Youth Commission picks and screens its own members. She also envisioned this commission would have some budget responsibilities, and could approach the Board of Directors for funding to enable them to go to conferences on how to better handle and deal with these difficult issues. She'd like to see commission members who have a history of advocacy for these issues and some type of skillset to bring to the table. These commissions don't tend to last a very long time if they're not started with a professional skillset in mind. You need to have people who are going to do the work and are going to plan cultural community events. She looks forward to continuing to work with Director Castillo and any other Board members who are interested. She asked for input from other Board members.

**Director Jones** feels this is premature. There were a lot of conversations that Board members participated in during the initial engagement of the consultants that she doesn't believe were as widely articulated. We have some work to do as a group to determine what our goals for this commission are. We had the survey and the public forum. We need to take the feedback from that forum to determine next steps. She feels the end goal is to have a well-articulated idea of what community engagement looks like. A multicultural affairs commission certainly could be a part of that, but she doesn't believe we have established that yet. She is concerned about the adjudication of this. We do have State agencies that are charged with dealing with these issues and she is unsure if we need to recreate that on the local level. She would love to see this go to the subcommittee who are already reviewing our boards and commissions. She'd like to see the process with the consultants evolve a little more and then discuss this as a Board.

**Mayor Moran** added there is a lot to this document, which he has been reviewing. We do have a subcommittee led by Vice Chair Hackett and Director Devanney that he would like to see this document go through. He would also like to see some time spent reviewing the Human Relations Commission and wondered what information we could pull from that commission that would be helpful in this process. He would like to see a follow up meeting with the consultants and the Board members to discuss where we want to go with community engagement. He wants to ensure all nine Board members come together on this initiative. There is a lot more work to be done.

**Director Devanney** thanked Director Eckbreth for all the work done on this article and also thanked Director Castillo for her input. It would be a great practice to go through the Boards and Commissions Subcommittee to start all new subcommittees. He reviewed the draft and likes the

way it reads. We need to have the commission be able to continue the work that sprouted off this study that was done. As the world is different now than it was 5-10 years ago, this committee would evolve with the changes in society. New problems will arise and this committee will be able to help address those in our community. It's important that we do get this committee formed.

**Mayor Moran** stated that the consultants can recommend this but it has to come from the Board and community together. That's why we need to reach out to more constituents in our community to move this forward. This is two-fold, we need a formal commission but we also need to identify what we are trying to accomplish with the commission. He thanked Directors Eckbreth and Castillo for their work on this.

**Director Floyd-Cranford** added she was on the Human Relations Commission years ago and she agrees that this should be driven from the standpoint of the community. That committee did a lot of good work and she would like to see the same work in this document. She is happy to see that this issue has come to the forefront. She appreciates all the work that was done on this document.

**Director Eckbreth** said there had been some discussion in the past with merging the Human Relations Commission with the Commission on Human Relations, Elderly Services and People with Disabilities, but they are really different functions. Advocating for the disabled, persons with disabilities and elderly is very different from human relations. There is a component of human relations in this and maybe we should look at removing human relations from that commission. The multicultural affairs commission went a step beyond human relations in the sense that it is also a commission that can celebrate culture. You don't get that with just a human relations commission. There is some language in there about what to do if a discrimination complaint is received. It follows the Charter and the standards that we already have in place if something like that comes up, even for the Board. The intent of the commission is not to take over the functions of the State agencies. There is language within this document about working with those agencies. We need members who are motivated on the commission. The members of this commission need to lead community engagement, not the Board of Directors.

**Mayor Moran** appreciates the input so far, and indicated this is a step in the right direction. We need to do whatever we can to remain the #1 community in Connecticut.

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

**Mayor Moran** stated that in reviewing the draft by Director Eckbreth, he noted the piece about behavior of Commissioners. We previously discussed guidelines and training sessions for Commissioners and Board members. We need to continue to work on this.

**Director Castillo** emailed a copy of the Municipal option of property tax exemption for Veteran's in Manchester to Mayor Moran. She'd like to consider this for our Veterans. It would be another opportunity to thank those who serve and their families.

**General Manager Shanley** will put this on our next agenda.

### **14. ADJOURNMENT.**

The meeting was adjourned until the March 6, 2018 Regular Meeting of the Board of

Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

**Hackett/Gates**

**9 Voted in Favor**

**Adjournment: 10:45 p.m.**

**II**

**APPROVED:**

**ATTEST:**

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**Secretary, Manchester Board of Directors**