MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
JANUARY 7, 2020 – 7:00 P.M.
LINCOLN CENTER HEARING ROOM
ONE MEETING AGENDA

PRESENT: Mayor Moran, Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Marois and Schain.

ABSENT: Director Floyd-Cranford.

ALSO: General Manager Shanley and Town Attorney Barry.

EXECUTIVE SESSION - The Board went into Executive Session at 6:15 p.m. to discuss Pending Litigation and Real Estate. Present were Mayor Moran, Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Marois and Schain. General Manager Shanley, Deputy General Manager Stephanou and Gary Anderson, Director of Planning and Economic Development, were also present. The Executive Session adjourned at 7:10 p.m. 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. None.

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)

Mandi Dang, 7-9 Walnut Street, has been a resident for 31 years and is looking for financial assistance to bring her building up to code. She believes the Town has helped other property owners, including businesses on Main Street, Hartford Road and Broad Street. She stated that Gary Anderson, Director of Planning, recently spoke at the Connecticut Green Bank meeting about providing $200K in financial help to a property on Hartford Road. She has worked in the restaurant business all her life and can cook Chinese, Vietnamese, Japanese and some Italian dishes. She would like the Town’s assistance so that she can open a restaurant and create jobs.

Genaro Gonzalez, 2-4 Pearl Street, has attended the last several Board of Directors’ meetings to ask for assistance regarding issues with bed bugs and roaches in the building he lives in. He stated that pest control has treated the building monthly, but he doesn’t believe this is enough to eradicate the problem. His daughter woke up last night with a bug on her back, which was traumatic for her. He asked that the Town ensure the landlord bring the building up to health code. He then asked about hotel vouchers for some of the homeless population on extremely cold nights. He said the General Manager spoke about the availability of vouchers but he has called several Town departments and said no one is able to help. He also brought up issues with parking in the Downtown District. He plans to attend their next meeting. Lastly, he spoke about the Manchester Police Department stopping individuals while driving in unmarked vehicles, which he said is against State law.
General Manager Shanley explained that the Health Department has done everything the courts have asked of us with regard to 2-4 Pearl Street. The case will go before a judge at the end of the month to determine whether or not the bed bugs have been eradicated from the building. If they have not, the building will be shut down and the Town will assist current tenants with relocation. We have previously offered relocation assistance to any tenants who want to relocate from the building.

Gregory Farnsworth, stated he has lived in a tent in Manchester for years. He is concerned about the cold over the next couple of nights. He was told about a possible hotel voucher to get out of the weather, but has been unable to obtain one. He has a traumatic brain injury and PTSD, but tries to do what he can on his own. He has worked with Ed Paquette in Senior, Adult & Family Services. He stated that the Manchester Police Department knows where he lives. He showed the Board of Directors photos of thick ice that collapsed the tent he lives in.

Paul Michaud, 38 Glenwood Street, said there are issues in his neighborhood with safety and quiet. He asked if he could meet one-on-one with Mayor Moran.

Mayor Moran asked Mr. Michaud to send him an email so a meeting can be set up.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.

   A. Actions, December 3, 2019 – Regular Meeting
   B. Minutes, December 3, 2019 – Regular Meeting

Castillo/Jones 8 Voted in Favor

5. COMMUNICATIONS.

Mayor Moran received a call from a resident who stated they are having an issue with their pink bags not being picked up.

Mr. Bockus, Public Works Director, stated residents can call #1-866-835-5068 toll free if their bags are not picked up. Pink bags are collected on recycling day. We have found that when they are not picked up it is typically due to them being put out late or on a day other than their recycling day.

6. REPORTS.

   A. Manager’s Report

      A. Police Department - State racial profile results

General Manager Shanley explained that Item 6 A. will be moved to the February Agenda since one of the Directors is not at this month’s meeting.

   C. Performance Measures Report

Farhana Azmat, Management Analyst, provided an overview of the Town of Manchester Annual Operations & Performance Report for fiscal year 2019. Town-wide performance measures were instituted in 2008 to measure and report on the performance of Town departments. Since then, each department has been reporting to the General Manager on a biannual basis, overseen by the Office of Budget and Research. The report is organized around nine focus areas including effective governance, safe community, healthy community & environment, dependable infrastructure, vibrant economy, supportive human services,
quality parks & leisure services, diversity, equity and inclusion and financial stability, which are aligned with the Town’s strategic goals and were previously approved by the Board of Directors. Each focus area has two sections: “How are we doing?” which highlights key performance measures, trends and insights, and “What are we doing?” which highlights major accomplishments and other significant efforts by Town departments to better serve the community. This report also includes an annual report from Manchester Public Schools.

Effective Governance covers performance measures of Customer Service & Information Center, General Services, Human Resources, Information Systems and Town Clerk. The turnover rate for Town of Manchester employees is 7%, much lower than the national average of 18%. Over the past four fiscal years, Information Systems has met their target response time to work orders around 81% of the time. The Town Clerk’s office has an online customer satisfaction survey, which shows the majority of customers are satisfied with the timeliness of services and knowledge of staff.

Safe Community covers performance measures of the Manchester Police Department, Manchester Fire Department, Building Inspection and Health Department. Manchester Police Department part 1 crimes decreased by 7% in 2019, with 77% of crimes due to larceny/theft. Manchester Fire Department’s total incidents decreased by 2% for fiscal year 2019, with 79% of responses for medical/rescue incidents.

Healthy Community and Environment covers performance measures on Manchester’s Health Department, Water & Sewer Department and Sanitation. During 2019, the Manchester Health Department opened 43 new lead cases, compared to 33 in the last fiscal year. Approximately 25% of refuse collected at the curb is being recycled. One of the goals of the Sewer Department is to create environmentally safe waste water. In fiscal year 2019, 99% Carbonaceous Biochemical Oxygen Demand and Total Suspended Solids were removed by the Sewer Department.

Dependable Infrastructure covers Field Services, Engineering, Facilities Management and Water & Sewer. Field Services actively maintains 217 miles of streets each year. In FY 2019, 16 miles of roads were resurfaced and 2,800 linear feet of sidewalk was repaired or replaced. Mark-It is an online program used to identify and map service requests in Town. In FY 2019, Public Works addressed 767 service requests through Mark-It. Water & Sewer cleaned approximately 46% of the sewer pipes throughout Manchester in FY2019.

Vibrant Economy covers Planning & Economic Development and Building Inspection departments. WORK_SPACE membership increased from 39 members/month in FY 2018 to 47 members/month in FY 2019. WORK_SPACE recovered 121% of its operating costs for FY 2019. Building Inspection estimated construction values rose from $74M in FY 2018 to $86M in FY 2019, with $80M from private construction.

Supportive Human Services includes performance measures on the Senior Center, Senior, Adult and Family Services and Youth Services Bureau. The Senior Center’s meal program serves an average of 9,823 meals each year to Manchester Seniors. It also offers a variety of classes including educational, fitness, social and leisure. Senior, Adult and Family Services provides financial assistance to eligible Town residents. In FY 2019, 2,830 households received assistance valued at $1,005/household, with the average annual income of $17,350/household. Youth Services’ diversion program provides an alternative to the involvement of the Juvenile Court. In FY 2019, 23% of participants were rearrested by the Manchester Police Department within the first 12 months of completion of this program, compared to the national average of 56.7%.

Quality Parks & Leisure Services cover Manchester’s Parks and Recreation and Library. FY 2019, Parks and Recreation increased program offerings by 25%, participation increased by 8%, and overall
recreational facility usage increased by 40%. Library services include physical items (books, magazines, etc.) and electronic materials (E-books, downloadable magazines, etc.), both of which increased by 3% during FY 2019. Total physical material borrowing in FY 2019 was 675,439, and total E-material borrowing was 53,833.

Diversity, Equity & Inclusion covers the Town’s initiative to embrace diversity, equity and inclusion within Manchester. The Town has 479 full-time employees and 385 part-time employees. 90% of Town employees are white/Caucasian. Female employees account for 28% of the full-time Town staff and 56% of the part-time employees. Among FY 2019 hires, 24% were female and 21% were people of color. As part of the “Manchester Means” campaign, 12 educational Diversity, Equity and Inclusion workshops were held, with 125 Town employees and community members in attendance.

Financial Stability covers Finance, Assessment and Collection, Accounting and Budget & Research. General Fund Unassigned Fund Balance represents the portion of funds available for appropriation to meet the Town’s financial emergencies. The stability of this fund is a key factor in maintaining strong bond ratings and securing competitive interest rates when bonds are used. In FY 2019, the unassigned fund balance was 12.9%. Three national credit rating agencies, Fitch, S&P and Moody’s, have assigned the Town of Manchester a strong credit rating and strong budgetary performance and very strong financial policies and practices. Approximately $570M in assessment value was excluded from the grand list of FY 2020 due to various tax exemptions, most of which are state-mandated. These tax exemptions total approximately 12.4% of the Grand List for FY 2020. When developing the annual budget, the Town of Manchester assumes a collection rate of 97.8%, which has proven to be a good predictor since FY 2016.

Vice Chair Jones asked for a further breakdown of the 23,000 inquiries that came in to Customer Service. She would like to get an unduplicated number of people as opposed to contacts. In regard to curbside collection, she asked what the Town can do to encourage increased participation in our recycling program.

Ms. Azmat stated the Town’s Sanitation Department is actively working on education and outreach to residents, to try to meet a recycling target for residents of 34% (the national average).

General Manager Shanley explained that over the next few years, our Sustainability taskforce will need to take a hard look at this because there is no market for recycled goods. We can increase our recycling but there is currently no place for it to go.

Vice Chair Jones utilizes Mark-It, but she would like to see it more prominently displayed on the Town’s webpage and would like to see an effort made to encourage residents to utilize this system. Though she understands there would be budget implications, she would like to see possible expansion of meals for seniors, to possibly include weekend take-out meals. Under Human Services, we track the re-arrest rate by Manchester Police but she would be interested in the overall student recidivism rate.

Mayor Moran asked if information is requested from the Eighth Utilities District on the number of medical/rescue incidents per year.

General Manager Shanley stated we have not included the Eighth Utilities District numbers in this report in the past, but we can ask them for data.

Director Bergin asked if the Board of Education employees are included in the employee demographics in this report. He would also like to see some cost/unit or cost/output information in this report (example: cost to pave road miles) and would also like to see more benchmark data by years in all aspects of the report.
General Manager Shanley said that although BOE demographics are not included in this report, he is told the demographics are similar to Town employee demographics.

Ms. Azmat stated the report does cover a variety of performance measures including per unit cost but this presentation was shortened for time. The detailed reports will be shared with the Board.

Director Schain appreciates the scope of Town services and programs outlined in this report. He would like to ensure that the report gets the widest circulation possible, as it does show the real value of services Manchester provides to its residents.

Ms. Azmat stated the report is available electronically to residents on the Town of Manchester’s webpage and a paper copy is available in our Customer Service department. During FY 2019, the Town of Manchester conducted its first ever employee engagement survey. There was a 60% response rate. The survey included questions on career development, work engagement, relationship management, benefits & compensation and work environment. 54% of employees are satisfied with their career opportunities for professional growth. 82% of employees agree they are able to make decisions affecting their work. 77% of employees agreed they work in a safe environment. 76% agreed that the Town of Manchester is dedicated to diversity and inclusiveness. Results of this survey will be utilized to improve the work environment for Town employees, to ensure they feel valued and motivated, and are ready to give their best to Town residents.

The Town received several awards and accolades from community and professional organizations over the past year. The Connecticut Chapter of the American Planning Association honored the Town of Manchester Center Springs Park Master Plan with “2018 Physical Planning Award.” Budget & Research was awarded the “Distinguished Presentation Budget Award” by the Government Finance Officers Association (GFOA). Our Finance Department received a “Certificate of Achievement for Excellence” in financial reporting by GFOA for the 24th consecutive year, just to name a few.

Deputy General Manager Stephanou stepped in for General Manager Shanley at this point in the meeting.

B. Senior Needs Assessment

Deputy General Manager Stephanou stated Joel Cox, Director of Human Services, is here to present the results of the Senior Needs Assessment.

Mr. Cox explained the assessment was completed in 2019. He thanked everyone who helped with this report and especially Mary Roche Cronin, former Director of Human Services, who spearheaded the effort. Research has shown that there will be a rapid rise of the population aged 65 or older. In Connecticut, the population over age 65 is expected to increase 57% by 2040. Currently, 14% of Manchester residents are over the age of 65. The current needs of older residents are important to understand because data indicates those needs will continue to grow. With that basic foundation, the needs assessment was born. Key focus areas included basic needs, health prevention and wellness, mental health and financial security for seniors.

Top five basic needs identified include housing, homecare services, medical care and coverage, financial needs and social isolation. Under health prevention and wellness, group members identified many areas of concern including shortages of senior housing, communication issues, funding needs and cultural diversity considerations. Mental health issues include system challenges, stigmas, insurance limitations, inadequate community education and lack of appropriate housing. Financial security concerns include insufficient medical insurance and the need for better education and communication about options.
The team conducted 123 in-person surveys with residents aged 60+, at various senior sites in Manchester, including Manchester Senior Center, Housing Authority, Bennett Housing, Krause Gardens, Army & Navy Club and Squire Village. Questions related to health, mental health, financial security and basic needs were asked. Through the survey process, residents identified their three top priorities: 1) affordable housing, 2) group activities for fun, engagement and exercise and 3) care for emotional health. Seniors who answered the survey expressed a desire to stay in Manchester but there is a need for appropriate supports and infrastructure to support them staying here. There is an overall sense that the seniors want to remain active and remain a part of the community but there is a need for opportunities to do so.

Research, findings and feedback demonstrate the importance of housing, activities/learning, mental health and communication. These issues are seen as a priority for our community by the residents and providers that serve them. In terms of housing, recommendations are to create and support programs that allow older adults to remain in their homes as long as possible, work with Planning and Economic Development, Housing Commission and others to encourage/incentivize developers to include a percentage of senior housing as part of any new or redeveloped housing sites in Manchester.

Possible action steps for Activities/Learning include studying existing spaces for expansion or potential new locations for activities to occur. We need to look at rebranding the Senior Center and other services to better represent, attract and engage vibrant individuals 60+ and reduce the stigmas associated with aging. We should look to expand offerings and workshops at various locations throughout Town, with target audiences to include people approaching their 60’s, as well as children, caregivers and family of older adults.

Possible action steps for Mental Health include additional staffing and programs focused on geriatric mental health issues, supporting pilot programs to assist seniors with mental health issues transitioning from hospital to home and supporting community programs that connect seniors with appropriate supports, their community and each other.

In summary, our collective efforts should be focused on promoting and facilitating housing that is appropriate, affordable, accessible, easy to maintain and convenient to transportation, stores and services. We should create and promote activities and learning opportunities that benefit older adults, their families and their caretakers. We should focus on creating services that address mental health issues affecting older adults, such as stress, anxiety, depression and loneliness. Older adults want to remain active, healthy and engaged in their communities for as long as possible. The time to act and plan is now. This should be a launching ground for continued conversations with the Board of Directors, community partners and stakeholders.

Mayor Moran stated that by 2030 we are projected to be the largest suburb in Hartford County, and with that comes an aging population. This report touches upon the seniors dealing with housing difficulties and their desire to stay active. Every age group is dealing with mental health issues more than ever and the first thing we need to do is remove the stigma. One of the needs assessments for the repurposing committee should be to consider a bigger facility for our aging population.

Vice Chair Jones would like to see intergenerational programming and partnership between our schools and seniors. She would like to see some of these recommendations come through in the budget process.

Mr. Cox hopes to go down the path of programs like AARP Roadmap to Livability which addresses the understanding that creating a thriving senior community involves creating thriving connections between seniors and younger generations.

Director Dougan asked if any surveys were conducted with seniors who live in their own homes.
Eileen Faust, Senior Center Director, explained that when they were putting the data together, they also got feedback from the VNA, homecare services and Town social workers about some of the things their clients were experiencing.

Director Conyers asked if there are currently programs that address keeping residents in their homes as they age.

Ed Paquette, Sr. Adult & Family Supervisor, stated that the primary programs are State funded through the Connecticut Homecare Program for Elders which provides in-home services and supports for individuals over the age of 65 who meet certain medical or physical criteria. The Town has a very modest homecare program that provides primarily homecare services and some physical therapy and home health aide services. Programs also covers disabled residents.

B. Other Reports

7. PRESENTATION OF BID WAIVER REQUESTS. None.

8. PUBLIC HEARINGS (formally advertised).

A. Appropriations to Special Projects as follows:
   1. Energy Efficiency Initiative (GR096) .......................................................... $28,000
      to be funded by an energy rebate from CL&P on April 11, 2013.
   2. Police Donations Revenue Account - Manchester Police Explorer Post ............ $694
      to be funded by dues ($25) and donations ($669) which are gratefully acknowledged and accepted.
   3. Vacant Properties Maintenance ................................................................. $26,331
      to be funded by revenue posted to a reserve account (GR134) in prior years but not appropriated.
   4. Public Safety - Police Department (SG327) ................................................. $10,179
      to be funded through the JAG Local Violent Crime Prevention (VCP) Grant Program for the purchase of four cruiser Watchguard systems (total amount of the grant is $23,466).
   5. Manchester Police Department – Center for Digital Investigations............... $1,869
      for continuing digital investigations to be financed by proceeds from three CT Judicial District cases.
   6. State Asset Forfeiture Account ................................................................. $2,335
      (East Central Narcotics Task Force) for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
   7. Recreation Department - Carl and Sophie Silver Donation Fund ................. $1,610
      to be financed by donations in memory of Carl and Sophie Silver to be used for the continued support of Manchester’s youth, which donations are gratefully acknowledged and accepted.
   8. Relocation Assistance (GR133) ................................................................. $3,668
      to bring the account into balance by appropriating revenues received but not appropriated.

Mayor Moran opened the floor for public comment at this time. There being no public comments, Mayor Moran opened the floor for Board Members’ comments. There being no comments, Mayor Moran closed the public hearing on the above items.
B. Appropriations to Education Special Projects as follows:
   1. AT&T Aspire Grant (FY 19/20) .................................................................$6,000
to empower students to reach their highest potential.
   2. Garrett Lee Smith Suicide Prevention Grant (FY 19/20) .........................$15,000
to be funded by Community Health Resources to support the goals of the
   Connecticut Strategic Plan for Suicide Prevention.

Mayor Moran opened the floor for public comment at this time. There being no public comments,
Mayor Moran opened the floor for Board Members’ comments. There being no comments, Mayor
Moran closed the public hearing on the above items.

C. Appropriation to Newton Taggart Library Trust Fund .........................43,530
   for the purchase of children’s books to be financed by Newton Taggart
   Trust Fund Balance.

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

Director Dougan asked if this Trust Fund is set up solely for the purchase of books. She asked if the fund
has an end-date.

Deputy General Manager Stephanou stated this was set up as a trust fund for the purchase of books. The
amount expended annually is 4% of the total that was initially given. There is no specific end date for the
trust fund.

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

D. Appropriation to Capital Improvement Reserve as follows:
   1. Increase to Buckland Street at Buckland Hills Drive Improvements ............$299,280
      for traffic signal replacement and safety improvements to be funded
      by a state grant under the Local Accident Reduction Program.

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

Director Bergin asked how this specific location was identified as needing a signal replacement.

Mr. LaMalva, Town Engineer, stated this intersection was chosen based on the high number of
accidents that occur at this location. This is a statewide program that Towns submit applications for.

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

E. Transfer in cash reserves from GR000 Unallocated Reserves ...................$30,401
to close out various capital reserve accounts as listed.

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

Director Dougan asked for clarification on Item 8E.
Ms. Lord, Director of Finance, explained that through the annual audit process, each year a fund is chosen to take a closer look at. This year, the Capital Reserve Fund was looked at more deeply and identified some accounts that had revenues received but with no appropriations. There were some fairly old projects that had grant revenues appropriated but not the full grant was received or the expenditures slightly exceeded the grant revenue. When projects have money left over, the funds are transferred to an unallocated reserve account so we can reallocate that funding to future projects.

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

F. Appropriation to Alexander and Alice C. Jarvis Book Fund $109,524
   for the purchase of books to be financed by Jarvis Fund Balance.

Mayor Moran opened the floor for public comment at this time. There being no public comments, Mayor Moran opened the floor for Board Members’ comments. There being no comments, Mayor Moran closed the public hearing on the above items.

G. Appropriation from Land Acquisition and Historic Property Investment Fund $15,000
   for the purpose of establishing a Pre-Acquisition account.

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

Director Conyers asked for some clarification on Item 8G.

Deputy General Manager Stephanou stated if the Board of Directors approves this $15M, it would give the Land Acquisition and Historic Property Investment Fund the flexibility to procure professional services without coming before the Board of Directors each time they have a specific project.

Director Bergin asked how the $15K amount was arrived at.

Mr. Anderson, Director of Planning and Economic Development, explained this amount would likely get the committee through 2-3 projects (appraisals, consultant work, architectural studies). It would allow them to use the funds for appraisals or assessments if they are interested in a piece of property or an investment in a historic property before presenting it to the Board of Directors. It would allow the committee, which is appointed by the Board of Directors, some flexibility in terms of doing some due diligence before they bring a concept to the Board. It helps to move the process along more quickly.

Mayor Moran stated we had a similar arrangement with the RDA in the past and would not be setting a precedent approving this item. This is a small amount of money that would give them the autonomy to not have to come to the Board of Directors right away.

Director Conyers asked for an example of a property that has gone through this process. He also asked what the composition of the committee is.

Mr. Anderson stated Cheney Hall and the Army & Navy Club required some of this work before coming to the Board for approval to fund projects. They were able to get an architectural assessment of a building before the money was approved. Members include two Board members, one member of the Planning and Zoning Commission, one member of the Land Trust, one member of the Conservation Commission, one member of the Parks & Rec Advisory Board and one or two members of the public. This is an allocation of $15K out of the $3M left in this fund. There may be cases when there is more than one party interested
in an acquisition and there may be cases where it is important to move things quickly, and this would allow the committee to be able to do that.

Deputy General Manager Stephanou emphasized that any decision about a purchase would still need to be approved by the Board of Directors. This would just give them the ability to obtain more information prior to presenting to this body.

Vice Chair Jones asked if the requested amount of $15K is significant in any way. She asked if this would give them a revolving access to $15K and whether or not it would cross fiscal years.

Mr. Anderson stated the request was a specific dollar amount. There was not talk about setting a policy.

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

9. CONSENT CALENDAR.

8A. Appropriations to Special Projects as follows:
   1. Energy Efficiency Initiative (GR096) .............................................................. $28,000 to be funded by an energy rebate from CL&P on April 11, 2013.
   2. Police Donations Revenue Account - Manchester Police Explorer Post .............. $694 to be funded by dues ($25) and donations ($669) which are gratefully acknowledged and accepted.
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   1. Increase to Buckland Street at Buckland Hills Drive Improvements .......... $299,280
      for traffic signal replacement and safety improvements to be funded
      by a state grant under the Local Accident Reduction Program.
E. Transfer in cash reserves from GR000 Unallocated Reserves ...................... $30,401
   to close out various capital reserve accounts as listed.
F. Appropriation to Alexander and Alice C. Jarvis Book Fund ................. $109,524
   for the purchase of books to be financed by Jarvis Fund Balance.

12A. Appropriation to Special Projects (under $500) as follows:
   1. State Asset Forfeiture Account ................................................................. $210
      for continuing narcotics investigations, equipment, and/or training to be
      financed by proceeds from narcotics investigations.
   2. WORK_SPACE grant fund (object 4300) ............................................... $300
      to be funded by a donation from Cruisin’ on Main Street for 2020’s
      auto-themed art show in the Main Gallery which is gratefully acknowledged
      and accepted.
12B. Approval of Resolution authorizing the General Manager to sign the Local Bridge Program
   Supplemental Application and any associated agreements with the State of Connecticut
   regarding Bridge No. 04147 (Hartford Road over Hop Brook).
12C. Reappointment of Tim Devanney (R) to the Golf Course Lease Oversight Committee with a
   term expiring January 2022.

10. ACTION ON ITEMS OF PUBLIC HEARING.

     8G. Appropriation from Land Acquisition and Historic Property
        Investment Fund ................................................................. $15,000
        for the purpose of establishing a Pre-Acquisition account.

11. UNFINISHED BUSINESS.

     A. Expansion of Repurposed Schools Committee (established April 2, 2019).

        APPROVED - Motion to amend the Repurposed Schools Committee to consist of twenty-one (21)
        people appointed by the Board:

        - Three (3) residents from each neighborhood (12)
        - Four (4) members of the Board of Directors (2D and 2R)
        - Two (2) at-large community members
        - One (1) designee from the Building Committee
        - One (1) designee from the Sustainability Task Force
        - One (1) designee from the Board of Education

     Jones/Bergin 8 Voted in Favor
Approved as amended - 11A. Expansion of Repurposed Schools Committee (established April 2, 2019).

Bergin/Castillo 8 Voted in Favor

B. Appointments to Boards and Commissions which have members with terms expiring in November 2019 (*except as otherwise noted).

<table>
<thead>
<tr>
<th>Board/Commission</th>
<th>Name</th>
<th>Term Expiring</th>
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<tbody>
<tr>
<td>Arts Commission</td>
<td>T- Robert Laughlin, 310 Hackmatack St (D)</td>
<td>November 2022</td>
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Jones/Bergin 8 Voted in Favor

Commission on Human Relations, Elderly Services and People with Disabilities

| T-Joe Young, 103 Autumn St (D)          | November 2022                             |
| T-Nichole Easley, 2 Alpine St (D)       | November 2022                             |

Jones/Bergin 8 Voted in Favor

12. NEW BUSINESS.

C. Discussion of manufacturing education and job growth opportunities in Manchester.

Director Dougan stated Connecticut passed a bill in May 2019 to expand advanced manufacturing certificate programs in the state. A committee was then formed at Manchester High School to look into starting a manufacturing program in the high school. Members include MHS Assistant Principal Josh Steffenson, Beth Hayes District Coordinator of Business & School Partnerships, State Representative Jason Doucette and many others. The committee visited Derby High School to see the manufacturing program that is currently in their school.

Through this program, MHS students will have an opportunity to work on manufacturing machinery within the high school, with classes taught by MHS staff after training with professors at Manchester Community College. The program will be run in partnership with manufacturing companies. Students who complete the program will be given a certificate and will have the opportunity to work with local manufacturing companies. Eventually, this program may be expanded into a night program available to Town residents.

The climate in Connecticut is not that favorable for manufacturing businesses, because although we currently have a very educated workforce, that workforce is retiring. As a community, we need to understand that to keep manufacturing companies viable in Manchester, we need a trained workforce that can step into manufacturing positions.

Representative Doucette is very passionate about this program and it’s exciting that we can work with him when we find out what the needs are and how we can help to facilitate this program. There is an opportunity to learn more about this program at an upcoming breakfast meeting on January 28th.

Director Conyers toured MHS in the area where they plan to have the manufacturing program. The educators were very excited about it, as they saw a real world need, not only in Manchester but in eastern Connecticut. From 2015 to 2019, there was an 11.3% increase in the number of manufacturing jobs in the
eastern part of the State, four times the State average and two times the national average. There is also a
skills gap. Students who want to work in this field will have this training available to them at Manchester
High School. Students of the manufacturing program would not only get a certificate, but would graduate
with 72 hours of experience and get to work with a local company. I would like to see the Board of
Directors support this in any way we can.

**Director Bergin** stated Manchester is pretty rich in programming around manufacturing, as we have
programs at Manchester Community College and Howell Cheney Technical High School. It would be
great to see this expanded to Manchester High School.

**Director Marois** stated there is a need to fill an obvious manufacturing skills gap. Colin Cooper,
Connecticut’s first Chief Manufacturing Officer, said that his highest priority is workforce development.
Companies are growing within Connecticut and we need people that can fill the gap with the right skills.
We have a perfect opportunity to use our schools to start filling in that skills gap and promoting quality
jobs. Manufacturing is known to have high benefits and pay, for those who choose not to go to a 4-year
college. It is not only a good opportunity to work with Manchester schools, but also an opportunity to
attract more manufacturing businesses within the Town.

**Mayor Moran** attended an event recently where a young man was working at Pratt & Whitney during the
day and attending classes at MCC in the evenings. It was a great story. There is no doubt there is room for
growth in workforce development. Collaboration with the Board of Education is important.

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

**Director Bergin** asked, since we have heard from Town residents at repeated meetings, if Town staff
can provide information on the cost of extermination and the process necessary to fully eradicate bug
infestations in buildings. He would like to better understand what needs to be done at 2-4 Pearl.

**Deputy General Manager Stephanou** stated our Human Services Department has been actively involved
in finding a remedy for 2-4 Pearl Street. We are doing everything we can to respond to the concerns that
have been brought up by residents.

**Director Marois** was recently contacted by a resident who requested a crosswalk at the corner of Fairfield
Street and Hartford Road, where someone was killed. The resident was told there would be a study after
the police investigation concluded. He asked if Town staff was looking into this request.

**Mayor Moran** stated we have had several incidents since November with pedestrian accidents and there
was also a recent letter from a Manchester High School student concerned about a crosswalk area that
seemed unsafe. He would like to have a discussion about what we can do to make Manchester streets safer.

**Director Dougan** recently read in a report from the State of Connecticut that pedestrian fatalities have
doubled in the past ten years. This issue needs to be addressed.

**Secretary Castillo** asked that we have an expert come to a future Board of Directors meeting to speak
about the necessary steps for eradication of bed bugs in a building.

**Director Schain** asked that Town staff reach out to the resident who spoke at this evening’s meeting about
opening a new small business in Town, to see what assistance we may be able to offer.
Mayor Moran stated the Board of Directors is hearing more and more from residents requesting help with human needs. We have to be prepared going into the budget season to address some of these issues, as our community continues to grow. As elected officials, our job is to support residents who request our assistance.

Deputy General Manager Stephanou stated through our Complete Streets policy Town staff tries to incorporate vision zero into all Town projects. There are some vision zero associations geared toward minimizing and preventing pedestrian fatalities.

14. **ADJOURNMENT.**

The meeting was adjourned until the February 4, 2020 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

Jones/Castillo 8 Voted in Favor

Adjournment: 9:30 p.m.

APPROVED:  ATTEST:

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Secretary, Manchester Board of Directors