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

ALSO: General Manager Shanley and Town Attorney Barry.

1. **MEETING CALLED TO ORDER.**

The meeting was called to order at 7:10 p.m. All in attendance participated in The Pledge of Allegiance to The Flag, led by Mayor Moran.

2. **AWARDS AND PRESENTATIONS.**

   A. **National Wear Red Day (February 7, 2020)**

   **Mayor Moran** read a proclamation declaring February 7, 2020 as National Wear Red Day in recognition of Women’s heart health. Heart disease is the number one killer of women. Women need to take action to make heart health a priority for themselves and their families by becoming aware of their risk for heart disease, and take action to protect their heart health. He encouraged all citizens to work together to promote and improve the health of women and increase awareness and understanding of women and heart disease. He presented the proclamation to Jeff Catlett, Director of Health.

   B. **Town of Manchester Census 2020 Proclamation**

   **Mayor Moran** read Manchester’s 2020 Census Proclamation. He explained that 2020 census results are used to determine the amount of federal and state funding Manchester receives for healthcare, education, communication, transportation, infrastructure, senior services, public safety and social services. He presented the proclamation to Secretary Castillo, with whom he co-chairs Manchester’s Complete Count Committee (CCC). The mission of Manchester’s CCC is to ensure the importance of the 2020 census is effectively communicated to as many residents as possible, and to promote census participation by all Manchester residents. He stressed how important participation in the census is to our community.

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)

   **Miriam Byroade**, 207 Parker Street, spoke about Mary Cheney Library, which had the highest circulation of children’s materials in the State over the last fiscal year. We should be proud of the fact that our library is well-used and loved by Manchester residents. Staff does an amazing job of being responsive to the needs of the community and manages the inventory to always be relevant and interesting for patrons. Jennifer Bartlett was recently featured in American Libraries Magazine for her work with developing the Manchester public library’s collection of board games. Our library is in tune with our residents’ needs, however parking continues to be a barrier for those who wish to use it. The library is the fourth busiest library in the State for overall circulation. Our building and parking need to match our performance as a library. Think of all it could do for the businesses in downtown Manchester. A new library building would be an investment in our Town, our children and our future. It’s time to make that investment.
Genaro Gonzalez, III, 2-4 Pearl Street, asked why it took so long to get someone to come to a Board meeting to address the issue of bed bugs. The mice in the building eat bed bugs. They do more for me than the Town does. The landlord got away with doing nothing about the issue and now the building has been sold. Something should have been done long before now. He stated he has to find a new place to live within the next 45 days. He stated he trusted the Town to help him but they let him down.

Deborah MacGlaflin, 175 Deer Run Trail, lives in Lydall Woods which is a 168 unit development. 102 of the 168 units have had their taxes lowered due to defective concrete issues. Approximately 54 residents are reaching out for help from Connecticut Foundation Solutions Indemnity Company, LLC (CFSIC). There is a lot of hesitation to admit the problem exists in our homes because of the out-of-pocket expenses homeowners incur and the cost of living away from their homes for 3 months while the foundation is being replaced. There are a lot of older people living in these homes. She would like to see the Town offer temporary reduced cost housing while our homes are being fixed. This is a plague with our whole world crumbling beneath us.

Scott MacGlaflin, 175 Deer Run Trail, stated the sunset date for CFSIC is 2022. He would like the Town to do what they can to get that date extended. It takes so long to motivate people to accept the help and there are several elderly residents that need someone to advocate for them. There are 33 units at Lydall Woods that are on slab foundations, which are excluded from CFSIC funding. This is an injustice. He asked if the Town could help in any way to broaden those guidelines. There must be an inherent interest in the banking industry and real estate companies to help homeowners with this problem.

Colin McNamara, 47 Grandview Street, talked about ads he has seen promoting the new 5G cellular technology. What they don’t tell you is that there is a complete lack of safety studies regarding this technology. Currently wireless technology operates in 2.4-5 GHz bandwidth and the 5G technology being promoted is 30-300 GHz bandwidth, an increase of over 100%. For point of reference, the airport scanners operate at 30 GHz and take a full picture of your body. It would mean 5G users are exposed to airport scanner frequencies daily. The technology would be ubiquitous across the entire community. We are currently operating under the telecommunications act of 1996. Senator Blumenthal is the biggest critic to 5G and spoke with telecomm industries CEOs who admitted they haven’t spent a single dollar on human safety testing for this technology. Governor Lamont has said Connecticut will be the first state in New England with full 5G coverage. He would like the Town to look into health and safety issues of this new technology.

Tom Stringfellow, 183 Hillstown Road, stated February is black history month. He is pleased to see book stores and other places honoring black history in different ways through literature and documentaries. The first state to abolish slavery was Vermont in 1777. He spoke about a book on James Reese Europe, a black band leader who served with the 369th black regiment. He spoke about the importance of completing the 2020 census, which can impact Town funding for education and social services. He also talked about racism. He has always been treated in a professional manner by the Manchester Police Department but he has heard from other black residents who feel they have been profiled. If there is a problem, we need to address it.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.

   A. Actions, January 7, 2020 – Regular Meeting
   B. Minutes, January 7, 2020 – Regular Meeting

Director Bergin asked that a minor revision be made in the Minutes from January 7, 2020. He would like his comment to reflect that he was encouraging collaboration between vo-tech schools and manufacturing efforts in our school system.

Castillo/Jones 8 Voted in Favor
(Director Floyd-Cranford abstained)
5. COMMUNICATIONS.

**Director Dougan** received communication from a resident about chalking tires as part of the ticketing process in downtown Manchester. The resident asked if this is legal, in light of the lawsuit regarding this in Michigan.

**General Manager Shanley** stated he is familiar with the lawsuit, but Manchester has no plan to change our practices at this point, pending the result of the lawsuit in Michigan.

**Vice Chair Jones** stated she approached Attorney O’Neil in the spring about this issue and was advised that it is the fourth circuit court that decided that and we are not subject to laws of the fourth circuit court.

6. REPORTS.

A. Manager’s Report

**General Manager Shanley** explained that at the last meeting, a number of Board members requested a bed bug expert to come to a Board meeting. We are very fortunate to have Dr. Gail Ridge from the Department of Entomology here this evening.

3. Entomology (Dr. Gail Ridge, Department of Entomology, Connecticut Agricultural Experiment Station)

**Mr. Catlett**, Director of Health, stated Dr. Ridge is an international expert in bed bugs. She is the Chairperson for the Coalition Against Bed Bugs and in 2016 she was instrumental in passing the Public Act Concerning The Rights And Responsibilities Of Landlords And Tenants Regarding The Treatment Of Bed Bug Infestations. She has taken a leadership role in educating, organizing and empowering housing interests, health departments, pest management professionals and citizens in the management of bed bugs. She is the author of several articles and speaks regularly at international, national, regional and local conferences. She holds a PhD from the University of Connecticut in Ecology and Evolution and a M.S. from Southern Connecticut State University in Biology.

**Dr. Ridge** explained that bed bugs are medically harmless. They can cause issues of dermatitis but they do not transmit disease. The biggest issue with bed bugs is the social stigma they present. There are three species of bed bugs in Connecticut. Human feeding bed bugs are part of a family of blood-feeding insects that generally feed on birds, bats and humans. Bed bugs are some of the oldest insects on the planet and predate dinosaurs; they are survivors. Newly hatched nymphs are about ¼ the size of a pin head. It takes 6 weeks for a nymph to develop into an adult. Their coloration allows them to camouflage very well. Bed bugs are systematic and learn host behavior. They cluster together to maintain moisture levels. Bed bugs are very well protected, by an exoskeleton, from pesticides. Many insects eat bed bugs, including spiders, ants and cockroaches. Years ago, cockroaches were released into areas and could wipe out bed bug populations in 2-3 weeks. International trade and commerce brought bed bugs back into the U.S. in the late 1990’s.

Bed bugs do not transmit disease causing pathogens. There is a human dermal response to bed bug feedings ranging from nothing to severe welts. Be very skeptical of hasty medical diagnoses of bed bug bites. Identification of bed bugs is critical. A tenant cannot be evicted if they have bed bugs in their apartment; they are protected by law.

Strategies to eradicate bed bugs include identification. Canine inspection is an excellent way to identify bed bugs. She stated there are two good canine teams in Connecticut. Treatment of bed bugs is to target cracks and crevices within a building by vacuuming with a crevice tool and then repeat every 10 days. Bed bugs are transported on clothing, but they do not live in clothing. Clothing can be put into a dryer on high for 20 minutes to kill bed bugs. Over the counter pesticides do not work. Work with a Connecticut family-owned
pest management professional with experience. Connecticut Agricultural Experiment Station (CAES) website has a list of companies that are trained in bed bug eradication. Heat treatment is expensive and is used as a last resort. Silica gel, bed bug resistant furniture with no fabric and caulking cracks and crevices can be very useful. Communication and cooperation is vital.

Director Bergin asked what actions need to be taken to fully eradicate bed bugs in a building. He also asked what needs to be done with the tenant’s furnishings and what the landlord can do if the pest company wasn’t able to access one of the apartments in a building.

Dr. Ridge explained if there have been regular monthly treatments that haven’t worked, it indicates you are working with a pesticide-resistant population. The pesticide management professional needs to become more creative and try different pesticides. Early reporting by tenants is important. Tenants should vacuum with a crevice tool in conjunction with the pest management professional. Treatments should initially be done every two weeks. Passages between rooms need to be caulked to prevent bed bugs from travelling. Ideally, step one is to get a good dog team in to survey the premises and identify the hot spots. The second step is 2-3 treatments and step three is to have the dog team back to resurvey the premises. Treated furniture does not need to be thrown out. Connecticut House Bill No. 5335 Public Act No. 16-51 states that a landlord (with oral or written notice to a tenant) can enter a dwelling unit to conduct an inspection for or treatment of an infestation of bed bugs. If the tenant withholds access, the landlord can get a court order to obtain entry into the unit.

Secretary Castillo agrees there is a stigma associated with bed bugs, which prevents tenants from asking a landlord to address the problem.

Director Dougan asked what needs to be done with the vacuumed bed bugs.

Dr. Ridge stated bed bugs are delicate insects. It’s their behaviors that allow them to survive. The dust in the vacuum bag will kill them. Bed bugs drown in high humidity so they can be put in water to kill them.

Director Schain stated this is just one subject area that the CAES deals with. The website is a great resource for our residents. He asked if there is anything the Town should do or put in place to supplement the State law that addresses bed bugs.

Dr. Ridge recommended reading the law and contacting Judith Dicine in the Chief State Attorney’s office with any questions.

Director Floyd-Cranford stated part of the stigma of bed bugs is the marks they make on someone’s skin. She wondered if there is anything that can be done to camouflage the spots.

Dr. Ridge stated a reaction to a bed bug bite, for those who have a reaction, is usually a small red spot, which usually goes away within 24-48 hours. You can never identify bed bug activity by spots on the skin. You need to have the actual insect for identification.

Mayor Moran thanked Dr. Ridge for her passionate and informative presentation. The first step is to help remove the stigma associated with bed bugs.

1. Sustainability Task Force Report

Deputy General Manager Stephanou thanked former Deputy Mayor Peg Hackett who spearheaded the initiative for Manchester to have a Sustainability Task Force. The task force is a tremendously impressive group of Manchester residents who are here tonight to provide a report of the work they have done.
Ms. Hackett thanked the 2017-2019 Board of Directors who voted to implement the sustainability task force. Members of the task force will present our recommendations to build a sustainability roadmap for Manchester, ensuring our Town remains a thriving, efficient, healthy and vibrant community today and in the future. She is extremely proud of the commitment of the 25 task force members for their dedication, compassion and diligence. Task force members are subject matter experts consisting of engineers, environmentalists, sustainability leaders and contributors from higher education. Collectively, they are Manchester enthusiasts who volunteered significant hours to design a path of sustainability for Manchester. The task force project was managed and advised by Deputy GM Steve Stephanou and Public Works Director Tim Bockus, who helped shape direction, find scope, prepared us for the certification initiative and finalized the report drafted by task force members. We are very appreciative of their service and leadership to this initiative.

Mr. Bockus explained sustainability is broad in scope and covers many different fields. We initially spent time defining sustainability. We worked around three pillars of sustainability, which include economic, environmental and social. The task force defined sustainability as practices that meet the needs of the present without compromising the ability of future generations to meet their own needs. We polled our task force members to find out what sustainability means to them and most commonly used words were renewable, environment, resiliency, responsible, community and diversity. The task force then formed four subcommittees: arts & culture, economic strength, environmental stewardship and resiliency that we felt aligned perfectly with Sustainable CT.

Deputy General Manager Stephanou stated Lynn Stoddard, Executive Director of Sustainable CT, met with the task force in May. We registered for sustainable CT certification in June. Thanks to the work that task force members did with Town staff, Manchester was able to achieve bronze level certification. In its certification report, Sustainable CT stated Manchester demonstrated significant achievements in actions in nine sustainable impact areas ranging from inclusive community building, thriving local economies and vibrant arts and culture to clean transportation and diverse housing. Examples of what Manchester has done to achieve certification include providing resources and supports to local businesses through the Downtown 2020 Program, supporting arts and creative culture, implementing complete streets policy, growing sustainable and affordable housing options and initiating our town wide Diversity, Equity and Inclusion Program.

In addition to obtaining Sustainable CT certification, the task force considered potential actions affecting Manchester in three areas: Actions within the Town’s jurisdiction, actions at the State and Federal level and actions for individuals and private sector. Members researched best practices and analyzed the Town’s current operations and each subcommittee then developed a comprehensive list of priority recommendations.

Stephen Ristau was proud of working with this group of enthusiasts. What the Board of Directors saw as the vision for this initiative, the task force quickly adopted. We want to see Manchester continue to be a thriving, vibrant and healthy environment for today’s residents and for future generations. The task was large and the span was wide, but Tim Bockus and Steve Stephanou did a great job of helping to facilitate this process. They connected us with key people within the Town who helped define the process and led to these recommendations. A task force is temporary and is focused on a particular activity and we believe we have fulfilled the charge that was set for us.

The task force put together four recommendations that are complimentary and synergistic and should be considered a package. An ala carte approach may weaken the impact of what we envision this could accomplish. To ensure that the Town maintains focus and increases public engagement and tangible progress on issues of sustainability, we strongly recommend that the Board of Directors establish a permanent sustainability commissioner. The commissioner would provide a policy and organizational structure that drives a sustainability culture in our Town and engages community partners to participate in the sustainability goals that we have outlined. Manchester has the opportunity to take the lead around
sustainability commissioners, as there are only a few in Connecticut. Our first recommendation is to establish a permanent sustainability commissioner in order to be able to advise the Board and to Town administrative policies and programs that will advance sustainability in Manchester and to ensure accountability to whatever plans are put in place.

Oksan Bayulgen said it was an honor to work on this task force. The second recommendation is to create a strategic sustainability plan to help track progress and accountability. Most organizations have strategic sustainability plans that outline the values, goals and metrics they use to establish sustainability. We would like the same for our town. A sustainability plan would demonstrate the Town’s commitment and values in terms of providing local sustainable solutions to climate change, environmental degradation, economic and social development issues and community building, to name a few. It would also list objectives and guidelines for achieving sustainability. A strategic plan would help departments incorporate the principals of sustainability into their everyday operations. It would map out the ways in which the government could interact with the community and help find ways to collaborate to achieve sustainability goals. A plan like this would provide a course of action for future administrations and future generations to ensure the continuation of sustainability measures. It would also increase the ability to track and assess performance and progress over time.

Patrick McKee moved to Connecticut to take the position of Sustainability Manager at UConn in 2018. He has been working as a sustainability professional in higher education for the past 5 years. The third recommendation is to dedicate personnel resources toward sustainability, either by creating a full time staff position or incorporating sustainability responsibilities into an existing position. This is necessary to ensure that the goals of the sustainability strategic plan are being met. We recognize the budget challenges with creating a new position, and would encourage creativity in developing a position given the many elements that may overlap with other roles in the Town. Research has shown that sustainability investments can yield long term cost savings and often times end up paying for themselves, which is why 78% of Fortune 500 companies have sustainability programs. By creating this position, Manchester would be in a leadership position by taking on this initiative in Connecticut.

Elizabeth Doll stated the fourth recommendation is to pursue Sustainable CT silver certification and continue to participate in future certification opportunities for Manchester. Sustainable CT provided an important path that we could follow to become more sustainable. There are currently 33 Connecticut towns that are bronze certified and 14 towns that are silver certified. There are ten sustainability categories which include well-stewarded land and natural resources, clean and diverse transportation systems and choices, healthy, efficient and diverse housing and inclusive and equitable community impacts to name just a few. For bronze certification, we achieved 210 points across the ten categories. For silver certification, we need to achieve 400 or more points. Each of the Sustainable CT actions can benefit the community in a variety of ways that help residents and help the planet. She would love to see Manchester have a food-composting program. The actions can help to provide stability and growth for local businesses and can help us create new improved and valued relationships between different members of our community, which ties in with the values of Manchester and what we say is important to us.

Jeff Schlegelmilch again stated the four recommendations should be considered a package, as they will not work if you do just one or two of them. Sustainability is distributed across all different aspects of the community and needs to be embedded in Town operations. Having someone to oversee this is critical. Sustainable CT certification provides the milestones and the opportunities to celebrate success and measure progress along the way. An advisory board of diverse individuals from the community is also critical to make certain the progress is unbiased. It is important to recognize that over the past year Manchester hasn’t become more sustainable but we are more aware of what’s being done to make it sustainable. It will take considerable efforts from Town government and the community at large to become a fully sustainable community, but we have taken the beginning steps to get there.
Mayor Moran is proud of the work, beginning with former Deputy Mayor Hackett, done so far and the effort that has gone into this initiative. As this community grows, we continue to lead the charge in many areas. The holistic approach of making Manchester better not only for today but for future generations is apparent in many areas.

Director Schain was honored to be a member of the task force and is now privileged to be on the Board of Directors, to help move this initiative forward. He thanked the task force for the efforts and dedication, and thanked Deputy General Manager Stephanou and Public Works Director Tim Bockus for their guidance. He also thanked former Deputy Mayor Hackett for her vision in forming this task force and contributing to it. He would like to see the Board move on these recommendations and have a real blueprint for moving Manchester forward with a focus and priority on sustainability not just for our Town operations but to get our residents involved in making sustainability a part of everyone’s life. Though we all believe in the importance of sustainability, there are going to be skeptics going forward. Sustainable practices serve to protect environmental resources, reduce carbon emissions linked to climate change and protect public health. Sustainable practices also save money, which benefits all Manchester taxpayers. It is our moral imperative to act on climate issues. It is no secret that our planet is in peril, as evidenced by wildfires in Australia and California, polar ice caps melting and record breaking heat across the country. Climate is a real issue and addressing it starts right here in our community.

Vice Chair Jones thanked everyone involved in this initiative. She asked about sustainability career paths. Sustainability is a much broader field than some believe. It is not just about saving trees; it’s about money saving opportunities and so much more.

Patrick McKee stated many universities now offer degrees in sustainability. Many programs exist that deal with the complexity and comprehensiveness of sustainability as a career path, with many different areas of focus or specialty.

Director Marois asked for examples of what the Town of Manchester can do where we would see a return on our investment. Hiring someone full time is a big upfront expense and he wondered how long it would take to see a return on our investment for adding such a position.

Gene DeJoannis stated the Town of Manchester has a large vehicle fleet, including sedans and small SUVs which are all gasoline powered. The State of Connecticut has put electric vehicles on our bid list to start acquiring vehicles. In order to do that, we need to have some charge points in parking lots where Town vehicles are stored. Electric vehicles require very little maintenance. They are a lot less expensive to run and a lot cleaner for the environment than gasoline powered vehicles.

Jeffrey Schlegelmilch stated there are a lot of strategic moves by bond rating agencies to take into consideration climate change projections. Insurance carriers are getting more involved in this as well. There are a lot of ways that sustainability pays off as an investment in the long run.

General Manager Shanley explained there will be a recommendation in the budget which will address sustainability with a position that has enough influence to be able to make other Town staff look at issues with a new eye. That is the key.

Director Bergin asked for an explanation of the bullet under environmental stewardship to lobby the State to legalize community choice aggregation for renewables.

Gene DeJoannis explained that Community Choice Aggregation is a mechanism for a municipality to be able to buy electric power on behalf of businesses and residents who then purchase power through the Town. By aggregating all of the electric users in Town, power can be purchased at a lower cost than utilities’ standard offer. The purpose of it is to buy renewable power. It saves residents money and also helps bring
community members into the process of conservation efforts at home. It is available in some parts of New York and Massachusetts but it is not available in Connecticut.

**Secretary Castillo** worked with the task force briefly when it first began and was so impressed with the members’ knowledge. She congratulated task force members on receiving bronze certification and also recognized Town staff for some of the work they had previously done that contributed to obtaining certification.

**Mayor Moran** explained that a sustainability position will be considered during the budget process. When we add positions, we need to be fair to all departments. He thanked members of the task force for their great work and thanked all residents of our community who are passionate about sustainability and moving Manchester forward.

2. Presentation of Comprehensive Annual Financial Report (CAFR)
   (Vanessa Rossitto and Matt Coit, Blum Shapiro)

**Kim Lord,** Director of Finance, introduced Vanessa Rossitto and Matt Coit from Blum Shapiro, our auditors.

**Ms. Rossitto** explained that Town management is responsible for preparation and fair presentation of the financial statements in accordance with US GAAP (Generally Accepted Accounting Principles). The Town is also responsible for the design, implementation and maintenance of internal controls to ensure that financial statements are free of material misstatements whether due to error or fraud. Auditor responsibilities are to express opinions on the financial statements based on our audit and to plan and perform the audit to provide reasonable assurance about whether the financial statements are free of material misstatement. We do not audit every transaction. We utilize an element of materiality and perform a risk based audit.

Our goal is to issue an opinion on the governmental activities, business activities, each major fund and aggregate remaining fund information using auditing standards generally accepted in the U.S. and also government auditing standards. The Federal Single Audit is performed under Federal uniform guidance and the State Single Audit is performed under State statutes.

We have issued unmodified (clean) opinions, which is the highest form of opinion that you can receive. This means everything is correctly stated in the Town’s financial statements. We did not identify any significant deficiencies or material weaknesses in internal control over financial reporting.

Governmental activities include government funds including the general fund. Business type activities include enterprise activities (sewer, water, etc.). Comparison of 2019 to 2018 shows a net decrease from negative $164M to negative $169M. There was an increase in capital assets because the Town is undertaking some capital projects. There was also an increase in pension liability and OPEB (other post-employment benefits) liability. Business-type activities are pretty status quo from 2018 to 2019. Net position increased slightly from $95.3M to $96.3M.

General fund balance increased from $25.6M to $27.7M, Fire District increased by $429K and Capital Projects decreased $151K because of the projects being undertaken. Non-Major Governmental Fund balance increased $829K. Total Governmental Funds increased approximately $3.2M from last year to this year. General Fund revenues came in $3.1M greater than budget with the major contributor intergovernmental revenue.

**General Manager Shanley** explained the budget was initially based on the Governor’s proposal that was passed during the budget process. Subsequently, the Legislature increased by $1M, which went to reserve.
Ms. Rossitto explained expenditures came in $1.8M less than budget with the major contributor to that the Public Works Department which was $954K under budget. In total, $2.2M was added to the Fund Balance. The original budget called for a decrease of $2.7M and with $2.2M added, there was a favorable variance of almost $5M. Pension Trust Fund had total contributions of $8.1M last year with good market conditions, so there was investment income of about $8.5M. Benefits paid were $14.5M. In total there was almost $2M added to the net position for the Pension Trust Fund. OPEB had contributions of $12.3M and a small amount of investment income. Benefits were less than the contributions, which added $2.1M to the net position.

General Manager Shanley stated that they made a very intentional act to increase the Trust Fund in order to leverage a higher interest calculation, which reduced the overall liability credit.

Ms. Rossitto stated property tax collections in the current year were 98.41% compared to 97.88% in the prior year. The Town has two pension plans. The net amount in the Town Plan is $63.5M, which is 72.96% funded. In the State of Connecticut’s Municipal Employee Retiree System (MERS), net liability is $13.7M, which is 73.50% funded. Net OPEB liability is $278M, which is currently 1.14% funded.

Mr. Coit explained the Single Audit includes both State and Federal grant funding that Manchester receives. Federal awards expended in the current year are $11M, up slightly from 2018. Programs tested include Child Nutrition Cluster and Preschool Development Grants. We issued a modified clean opinion on compliance of these two programs, with no material weaknesses identified. State awards expended during the current year were $61.7, up from $54M in 2018.

General Manager Shanley explained this includes the Board of Education budget.

Mr. Coit stated a large part of the increase was due to school construction loans from the State. Programs tested were Alliance District, PILOT State Owned Property, LOTCIP, Medicaid and Municipal Improvement Incinerators/Landfill. We look at these from a compliance and control perspective, and have issued a clean unmodified opinion on compliance. This year we did note one item that was deficient in that the Board of Education did not maintain monthly reports, which are required by Medicaid, but due to turnover in staff there were a couple months that were missed. The BOE now have an action plan in place to address this.

One of the more important roles as auditors is the communications we have with Town staff. In addition to communicating audit results with you, there are several items we are required to communicate with Town staff on, including any changes in accounting policies, new standards adopted and if there are any significant estimates. Management has been extremely helpful and cooperative throughout this process, with no difficulties encountered.

There are a few changes to the GASB standards in the next few years. New standards implemented in 2020 will include Statement 90 (Majority Equity Interests) which shouldn’t be applicable to the Town and Statement 84. Statement 84 (Fiduciary Activities) looks at all fiduciary activities that the Town has, which revisits reporting requirements to ensure they are as transparent as possible. In 2021, two additional Standards will be implemented including Statement 89 which is a simplification of accounting and Standard 87 which brings all operating leases onto the books. In 2022, Statement 91 will be implemented which establishes reporting requirements for debt issued through the Town for a third party.

Director Marois asked what the standard funding amount for pensions is and how Manchester compares to other municipalities.

Ms. Rossitto stated the standard is 80% and Manchester is well on their way to this. There is a historical look at the funding of the pensions over the last several years.
Ms. Lord stated the funding level has gone down because we are constantly looking at the assumptions that we use. One of them is the interest rate return assumption which has been steadily being decreased to match reality for the past few years. We are currently at 7% assumption which our actuary feels, based on our asset allocation and financial management, is a good number to stick with. Mortality tables and other assumptions affect that on a year to year basis. While the Town’s funding level is down a little bit, the fund is actually very strong.

General Manager Shanley explained the Pension Board tries to be very conservative.

5. Crumbling Foundations

General Manager Shanley introduced John Rainaldi, Director of Assessment and Collection, and Vincentia Midodzi, Assistant Assessor, who are here to talk about crumbling foundations. They visit every single property that has crumbling foundation issues. Both he and Mr. Rainaldi serve on CRCOG’s (Capitol Region Council of Governments) subcommittee for crumbling foundations.

Mr. Rainaldi explained that pursuant to Public Act 16-45, Connecticut municipalities reduce assessments for homes impacted by defective concrete if they meet three conditions. First, they have to have a licensed professional engineer issue a written report that the house has defective concrete. Second, they have to provide a copy of the report to the Assessor’s office and third, the Assessor’s staff must inspect the property.

General Manager Shanley explained that homeowner’s can get reimbursed for the cost of the inspection through CRCOG.

Mr. Rainaldi stated homeowner’s can also get reimbursed for core testing. A core test is performed when there is no visible evidence of defective concrete. In 2016, Manchester’s Grand List had 48 home assessments that were reduced for a total of $3.8M. In 2017, there were 8 additional home assessments reduced and in 2018, there were 27 additional home assessments reduced. In 2019, Manchester’s Grand List has a total of 156 home assessments reduced by a cumulative amount of $11.7M. Of the 156 homes affected, 102 are in Lydall Woods. There are approximately 40 towns affected by crumbling foundations.

Though the mill rate for the 2019 Grand List will not be set until April 2020, based on the current mill rate, the assessment reduction amount on these homes is approximately $490K in revenue loss. We have had 7 houses that had their assessments reduced that have now had that reduction removed, 4 because the foundations were replaced. Three of these houses had the tax reduction removed because the owners got a second report that indicated they didn’t have a problem. We honored their request to remove the tax reduction but told them that the reports are public documents, so any future homebuyers would see both reports. There will likely be more home owners in Manchester who will come forward for assessment reductions for the 2020 Grand List.

Mayor Moran stated that when this problem was first discovered, we were informed that we wouldn’t see the height of this for years. This may still be the beginning of this problem.

General Manager Shanley sits on the insurance board and the general view is that this problem is expected to come in waves. We are seeing the first wave now which is an approximately $300M challenge. For the homes that were built in 2012-2013, we may not see the foundation problems for quite some time.

Director Schain asked if there is any hope that the State or Federal government will reimburse municipalities for the property tax revenues lost as a result of this issue, given that we are so dependent on property tax revenues.
Mr. Rainaldi said that there are rumors that there might be some Federal funding for repairs. This problem has now extended into Massachusetts and Rhode Island and in some ways because it has crossed other state lines there is more of a chance the federal government will get involved.

General Manager Shanley indicated several State officials have tried to get the Federal government engaged. Congressman Courtney’s office has been very aggressive on this. There have been some Federal tax code changes about how to write off the loss and some money invested in research and development to try to come up with a quicker and easier test. Connecticut has invested through UConn and Trinity to try to find out what percentage of pyrrhotite is enough to cause a problem.

Director Schain asked if it is possible to repair foundation slabs.

Mr. Rainaldi stated it is possible to repair the slabs but it is more difficult to get under the slabs to lift the home up first. Replacement of a slab is more expensive because the flooring, plumbing and cabinets must be removed before the repair can be done.

Mayor Moran said that part of the problem is getting the rest of the State to understand the problem that is happening here. That problem is magnified at the federal level, in trying to get the rest of the country to understand the problem. If it’s not happening in their own backyard, they don’t understand the magnitude of the problem.

Director Dougan asked how many years the company was working with the concrete that was found to have pyrrhotite.

Mr. Rainaldi stated best estimates are that the concrete was used from 1982 and later. The quarry where the impacted aggregate came from is still in operation but it cannot be used for residential homes in Connecticut. The company was asked for their records but said the records were destroyed in a fire.

4. Police Department – State racial profile results

General Manager Shanley stated Chief Darby and Captain Grant are here to discuss the State’s racial profiling results.

Chief Darby explained Captain Grant is in charge of Manchester Police Department’s Field Services division which covers all uniformed officers (patrol officers, traffic officers and school resource officers). Going back to 1999, the Alvin Penn Racial Profiling Prohibition Act was first enacted in the State of Connecticut. The law prohibits any law enforcement agency in the state from stopping, detaining, or searching motorists when the stop is motivated solely on the race, color, ethnicity, age, gender, or sexual orientation of that individual.

In October of 2013, police agencies began collecting data pertaining to all traffic stops. Data was then reported to the State of Connecticut for analysis. The latest report, issued in June 2019, is analysis of 2017 traffic stop data. A research group out of CCSU analyzes traffic stop information of approximately 500K traffic stops conducted annually in Connecticut. This group issues a report for all police departments and the State Police. Seven distinct analytical tools are used to evaluate whether racial and ethnic disparities are present in Connecticut policing data. Researchers highlighted areas where disparities between races and ethnicities are greatest in traffic enforcement throughout the state. Researchers note that there are many reasons that disparities may exist. A total of four municipal police departments and two state police troops were identified as having a statistically significant disparity in the conditional probability of a minority motorist being stopped in each respective jurisdiction. Manchester Police were not identified as having any statistically significant disparity.
Data gathered at a traffic stop includes date, time and location of stop, operator town of residence, name and badge number of officer, race, color, ethnicity, age and gender of operator (based on the observation and perception of the officer). Officers do not ask what the driver’s race or ethnicity is. Other data collected includes nature of traffic violation and statutory citation, disposition of the stop and duration, whether the vehicle was towed and whether a search was conducted and if so whether contraband was found. Officers are required to enter information into the computer at the completion of their stop. If an officer doesn’t enter the traffic stop information into the computer, they are prompted each time they log onto the computer. If they do not enter data from a traffic stop within 72 hours, their supervisor gets an alert.

In 2017, Manchester Police conducted 10,589 total traffic stops, with speed being the number one reason for stops, followed by seat belt use, cell phones, defective lights and traffic control. 53% of the stops resulted in an infraction given, 37% were verbal warnings, 4% were misdemeanor summonses which require a court appearance, 3.3% were written warnings, 1.5% were where no enforcement action was taken and .7% resulted in an in-custody arrest.

There is a complaint process to be followed if someone believes they have been stopped based on their race, ethnicity, gender, sexual orientation, etc. A notice must be given to the person stopped that if the person believes they have been stopped, detained or subject to a search based on a protected class, they can file a complaint with the appropriate law enforcement. For those given infractions and written warnings issued through an e-Ticket, the complaint process information is printed on the ticket/warning. For traffic stops where a verbal warning or a misdemeanor summons is issued, officers are required to hand an operator a preprinted complaint process form. Over the past five years, we have received two complaints through the complaint process that a driver believed they were stopped based on their race, ethnicity, sexual orientation, etc. One complaint was from a driver who was stopped for speeding where the officer measured their speed using a laser device and the officer detected their speed at a distance of over 400 feet, which would make it difficult to say that the officer knew the race of the operator. The second complaint was at a checkpoint where the person was upset that it was the second time in a week that they had been stopped and they were unhappy with the way the officer spoke to them. This incident happened to be a South Windsor officer. He explained that checkpoints are done in conjunction with officers from other towns.

Director Floyd-Cranford asked how this data could be accurate for the past 5 years because she knows there was at one point a gap in issuing the complaint cards. She also asked if all officers were handing out e-tickets.

Chief Darby explained there was a time when the State had run out of the cards and we didn’t have an inventory of the cards to hand out. We now have them in stock and remind the officers on a regular basis that they need to hand them out at each stop. Since he is not at every stop, he can’t be sure they are handed out 100% of the time. He explained that 24 police cruisers have e-tickets, where information can be populated and sent to the court automatically.

Director Floyd-Cranford is concerned that the driver’s race is determined based on the officer’s perception. An officer may stop someone who in their opinion is white but the individual could actually be a light-skinned black or Latino person, because their perception is based on the skin tone.

Chief Darby explained that the State of Connecticut doesn’t allow officers to ask someone their race. Race can only be based on the officer’s perception/observation. DMV does not record a driver’s race on their driver’s license. Our information is as accurate as the law allows it to be.

Director Floyd-Cranford is concerned that when we are looking at data in racial profiling, the data can be skewed if we are going more on perception of what a person looks like than what a person’s race may actually be. She also asked what language is on the cards that are handed out. She asked if the complaint process is explained to every person that is stopped, even if they are not perceived to be part of a targeted
population. She has been stopped near her home and has not been given any card or explanation about the complaint process, and she has heard from other people of color who were not given the information. She is concerned with the accuracy of the data. She would also like to see the demographics of the data collected by the Manchester Police Department so we can get a better view of what the data actually looks like.

**Chief Darby** explained all the data gets reported directly to CCSU. All data is available through CCSU’s online database.

**Director Floyd-Cranford** asked how complaints are handled.

**Chief Darby** explained the complaint form directs you to either call or visit a website for CHRO (Connecticut Commission on Human Rights and Opportunities). The complaint is forwarded to the police department. Manchester has a Lieutenant who is assigned to our internal affairs division that handles all the complaints that come in. Each complaint is logged in, assigned an IA number and investigated. Findings are reported to the person who made the complaint.

**Director Floyd-Cranford** asked if there are other measures the Manchester Police Department uses to collect data. She also asked about displaying of license plates in cars. She recalled a time when plates were being stolen off vehicles so people began putting their plates inside their back windows to prevent theft. Lastly, she asked if there have been recent issues with dealer plates being stolen.

**Chief Darby** stated they do in-depth statistical analysis, using seven analytical tools. They look at things like estimated driving population, traffic patterns, accident locations (to determine if more enforcement action is needed), etc. Using this information, they can identify if there are any significant statistical disparities. The law states license plates should be displayed on the outside of the vehicle, front and back. Manchester Police Department does not heavily enforce license plate placement.

**Captain Grant** stated license plate thefts have been less of an issue in the community, as far as enforcement goes. Two plates are required by the State of Connecticut, which should be placed on the front and back of your vehicle. If a plate cannot be seen because of its location, you will likely be stopped.

**Director Floyd-Cranford** stated there is an African American owner of a car dealership, established in the community for many years, who said that he and his family members have been stopped several times. He was told the stops were because they have dealership plates, and that there has been a high incidence of dealership plates being stolen.

**Chief Darby** stated there have been issues with people who set up fictitious businesses and obtain dealer plates. They then sell or rent the dealer plates out to people who are trying to avoid paying taxes or getting insurance on their cars.

**Captain Grant** explained they have seized a few cars and have made arrests because of this scam.

**Director Marois** asked when the cards with how to file a complaint started being handed out. He understands racial profiling is a sensitive topic. We should continue to stress to staff the importance of being ethical.

**Chief Darby** stated data collection began in 2013 and began handing out the cards shortly after that.

**Director Bergin** asked if the same complaint card is given to everyone at traffic stops and if there is a location to mark the basis on which they believe there has been a violation. He also asked if the two complaints in five years are only for motor vehicle stops.
Chief Darby stated everyone is given the same card with a phone number and website to report a complaint. A complaint can be made with the State or to the Manchester Police Department. He confirmed the two complaints were specifically made for traffic stops.

**APPROVED - Motion to suspend the rules to continue the meeting past 11:00 p.m.**

**Jones/Castillo**

**Director Floyd-Cranford** commented we do have to take a stand on injustices and racial profiling, and need to hold ourselves accountable. She appreciates that Chief Darby has met with the African American and Black Affairs Council (AABAC) about their concerns directly, which shows the Manchester Police Department is listening to and working with the community. She would like to see a report with more detail about the specific location of traffic stops. It’s an issue of what blue is doing to black and brown disproportionately.

Chief Darby stated minority candidates are not getting hired at any less of a rate than a non-minORITY. There are just fewer minorities applying but we are working hard to try to improve that. We continue to try to diversify, not just by race but by gender diversity and educational diversity. He encouraged anyone to reach out to the Manchester Police Department if they have an issue. We are not afraid to have an honest conversation. We have another meeting with the AABAC next week for a conversation about police and community relations. A new program was started at Manchester High School last month, working to recruit some future police officers from the school. 20 students were selected for this program, including more than 50% students of color and approximately 50% female students. We are hoping to grow some interest from Manchester residents who want to become part of serving the Manchester community.

Captain Grant said he and Lt. Laughlin teach bias based policing. Officers that go through recertification every few years go through this program. We have included this program to our explorers annually. We are very cognoscente that issues do exist in other places, but we strive to not have them exist on our force. His door is always open to anyone who has a concern.

Vice Chair Jones asked if tracking is done to see how often officers do not input traffic stop information into the computer at the time of a stop.

Chief Darby is not sure if the data is tracked but with the new system they are using, it probably can be tracked. When a traffic stop is generated, we compare that to the information that is reported to the State.

Captain Grant stated supervisors are required to give him a compliance report each month. In most cases, the information is input by the end of the traffic stop.

Vice Chair Jones appreciates the open door policy of the Manchester Police Department but some people don’t necessarily trust that they are going to have a fair hearing. If someone is pulled over and gets a verbal warning, they may not file a complaint even if they feel they were pulled over because of the color of their skin. She wants everyone in our community to feel safe and not threatened and wants to ensure the Manchester Police Department has the resources they need in order to be able to better improve relationships with members of the community. The Board of Directors will help in any way they can.

Chief Darby stated one of the things they try to do is work with the community as much as they can. We have a citizen’s police academy which was last done in the fall. Captain Grant and Lieutenant Laughlin did their talk on fair and impartial policing. There was a good community discussion but there were no black or brown people in attendance. We are doing what we can to generate some interest from the community and to get more community discussions going. We hold the sessions to try to give residents a better understanding of what our job is and for us to get to know the community and hear what the community’s concerns are.
Lt. Laughlin leads Internal Affairs and has had difficult discussions with community members who are upset about the way a case has been handled and they walk away with a mutual respect for each other. That’s what we try to impart on all of our police officers.

Captain Grant said there are PAR (police area representatives) officers within the community. Our PAR officer in Squire Village is an officer who used to live there and is very familiar with that community. We also have PAR officers in the Spruce Street and Main Street areas. We do functions throughout the Town which provide opportunities for connections to the police officers. We have also been working within Manchester High School.

Captain Darby said Manchester Police Department’s goal is to make every resident comfortable with them, and that is what they are working toward.

Mayor Moran has heard from residents of color in our community who said they feel they have been racially profiled. If someone feels they were racially profiled, we can’t expect them to feel comfortable going to the police station to file a complaint. It goes back to trust. The system is set up so that the complaint process may not be getting us accurate information. The process needs to be improved so it is more accurate, not specifically in Manchester but in our country. He is proud of the work the Manchester Police Department does in our community to try to change this.

B. Other Reports. None.

7. PRESENTATION OF BID WAIVER REQUESTS. None.

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. Manchester Animal Control .................................................................$2,050 to be financed by donations from the Estate of Richard F. Rose ($2,000) and Stanley Sowa ($50) which are gratefully acknowledged and accepted.
      3. State Asset Forfeiture Account ..............................................................$19,494 (East Central Narcotics Task Force) for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
      4. Preschool Development Grant Hybrid Funding (01/01/20 to 6/30/20) .......... $144,812 to be financed by a grant through the State Office of Early Childhood to provide free preschool to children that are 4 years old before January 1, 2020 and are part of families at or below 200% the federal poverty level.
      5. Library Donation Trust Fund Account .................................................$4,660 to be financed by donations to purchase books, along with promoting and conducting public programs.

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

Tom Stringfellow, 183 Hillstown Road, approves of the above items. It is so important to get funding for preschool programs. Literacy is so important for every child, no matter where they live.

There being no further 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. Title I, Part A - Improving Basic Programs Grant (2019-2021) $1,859,022 to be financed by the Connecticut State Department of Education.

2. Title II - Part A – Supporting Effective Instruction Grant (FY19-21) $266,286 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. Bilingual Education Grant (FY19-20) $7,888 to be financed by a grant from the Connecticut State Department of Education.

4. Title III, Part A, English Language Acquisition and Language Enhancement Grant (FY 2019-2021) $53,358 to provide support to limited English proficient students.

5. Priority School District Grant (FY 19/20) $829,017 to be funded by the Connecticut State Department of Education to assist designated school districts in improving student achievement and enhancing opportunities.

6. Priority School District – Summer School Grant (FY 19/20) $151,506 to be funded by the Connecticut State Department of Education for summer school reading programs in Priority School Districts.

7. Alliance District Grant (FY 19/20) $5,609,443 to be financed by the Connecticut State Department of Education for increased Education Cost Sharing funding to support district strategies to increase student outcomes and close achievement gaps.

8. Nellie Mae Education Foundation, Inc. Grant (FY 19-21) $50,000 (Understanding Root Causes of Inequities Continuation Grant).

9. Extended School Hours Grant (FY 19-20) $128,948 to be financed by a state grant for MELC’s after school care/extended school hour component to include an hour of academics delivered by district elementary teachers.

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

Tom Stringfellow, 183 Hillstown Road, is supportive of the above items. Dr. Miguel Cardona, Commissioner for the State Department of Education is looking into the achievement gap. We need to continue to invest in public education.

There being no further public comments, Mayor Moran opened the floor for Board Members’ comments.

Director Bergin finds the wording on alliance districts in item 8B7 to be misleading; an increase in ECS funding implies that it is a competitive grant or that the State is providing additional funds. It is withholding from an entitlement grant.

General Manager said we have worked hard to get the State of Connecticut to bifurcate the funding so that there is an ECS portion and there is an alliance portion but not to our success.

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

C. Appropriation to Whiton Library Improvements – Capital Outlay $143,500 to repave the parking lot, install a drop-off book drop and purchase interior technology equipment to be funded by Whiton Library Fund balance.
General Manager Shaney explained that the Whiton Library was built around the time of the depression and that there was some money left over after construction. We invested those funds and use them to make Capital improvements at the library. There is currently approximately $1M left in the fund.

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.

D. Appropriation to Fire Fund Reserves .................................................................$650,000 for the purpose of purchasing a replacement Class A pumper for the South Manchester Fire District, to be financed by a loan from Capital Reserves, to be repaid by the fire fund in annual increments.

General Manager Shanley stated the last Board approved a vehicle replacement plan, as other Boards have done in the past. The replacement plan is what drives our timing on purchasing equipment. Chief Dave Billings and Assistant Chief Dan French are here to explain what the plan calls for and Brian Wolverton, Budget and Research Officer, will explain the financial aspect.

Chief Billings explained that purchasing this pumper is critical to fire department operations. Assistant Chief French will talk about the replacement plan itself and we will then talk about the financing, and answer questions from Board members.

Assistant Chief French explained that in 2016/2017, the Fire Department’s apparatus replacement program was updated. While we are still several purchases away from realizing our goal of a solvent fleet, this purchase keeps us moving forward. Frontline apparatus should be replaced with sufficient remaining life to function as reliable fill-in pieces. Fill-in apparatus should be subject to the same assessment requirements as front line pieces. The true driver of apparatus replacement must be the reliability of our fill-in apparatus. Anticipated service life of apparatus at our current call volume is 12 years (8 years front line and 4 years as a fill-in). Our replacement analytics are based on the American Public Works Association Vehicle Replacement Guide. The plan anticipates a purchase every two years moving forward. He reviewed the current apparatus fleet, with the five front line trucks dating between 2012-2017 and three fill-ins dating between 1999-2006.

The APWA assesses vehicles based on apparatus age, hours of operation, type of service, reliability, maintenance/repair costs and condition of vehicle. Calculations render a score that is applied to a range set by APWA. The range correlates to a condition level and status, with 28 and above needing immediate consideration for replacement. Currently, two of our front-line pumpers are above or on the cusp of replacement status and each of the three fill-in apparatus are at least 14.5 points over that threshold. Two of our fill-in pumpers have had significant maintenance issues, both purchased in 2006 from American Lafrance that has been out of business for six years, which makes parts expensive and hard to come by. APWA scores recommend immediate replacement. Pumper 7 is currently out of service and we are utilizing a borrowed pumper from the 8th District as a spare. Our fill-in pumpers have been used in front-line service nearly 70% of the time over the past 2 years, as our front line pieces go down for service, maintenance and repair.

Advantages to supporting this purchase include ensuring safe, reliable emergency response vehicles are in place and avoid compounding of fleet issues. Delaying purchases push back future replacements creating a compounding effect on fleet problems. There is some urgency to move on this purchase as the manufacturer has agreed to hold 2019 pricing through February 2020, which would save us between $40-50K.

Mayor Moran asked for clarification on the “loaner” from the 8th District.
Assistant Chief French explained the Memorandum of Understanding was signed today and the pumper will be brought to our station tomorrow to store it and it will become our second spare.

Mr. Wolverton stated apparatus have historically been approved for short-term note financing. The Finance Department issues cash only based on actual cash needs and because these are relatively low-cost loans the General Fund has been able cover these costs. They are really purchased as a loan from the General Fund. The current practice is to pay pumpers off at $100K per year per truck, which is an approximately 6-7 year pay down. He reviewed the long-term apparatus financing plan. As far as debt service, we are in the last two years of a 20-year bonded debt that goes back to station improvements in 2001. Next year will be the last fiscal year that we are paying on those. If approved, next year would be the first $100K payment on this pumper. The plan for financing of the fire apparatus is relatively stable. Total debt to the general fun projected out through FY32 actually decreases over time, assuming they are doing 6-7 year pay downs on the pumpers. In terms of budgetary impact, we are talking about an additional $100K transferred to reserves in the FY21 fire budget. This would be a mill rate impact of 0.04 mills (0.77%) on the current mill rate.

For the upcoming budget, although we don’t have the figures finalized, we know there are a few factors that will make this a particularly challenging year for the Fire Fund. There are 3 new firefighter positions that are covered by a SAFR grant. The grant currently covers 75% of the cost of those positions but starting next year, that 75% reimbursement steps down to 35%. We also have the Municipal Employee Retirement System (MERS) that the firefighters are a part of and our contribution goes up by 10% next year. This is something the State requires based on their amortization schedule. The Fire Fund’s contribution to the Town’s liability insurance is also in the current multiyear step up, so next year that will go up about 25% (approximately $100K). We will also have to adjust our assumed revenues for paramedic service fees based on actual collections, which additionally will have some budgetary impact. At this point, we are looking at a fairly challenging year. That is not to detract from the points the Chief and Deputy Chief have made regarding the importance of replacing apparatus, but we wanted you to be aware of what will be forthcoming in the budget process.

General Manager Shanley explained there will be a significant increase in the Fire Fund and this will add $100K. We want the Board of Directors to have all the information before making a decision tonight. Because of the discounted pricing we are being offered, the Board is making a decision on whether to purchase a new pumper ahead of the budget.

Mayor Moran stated that during the budget process, we will see the expected overtime savings from adding the three new positions.

Chief Billings explained that because of the three new positions, we are on track for savings of $350K. We do need a safe and functional fleet of apparatus, so the question becomes when we make that purchase. We have an opportunity at this time to purchase the pumper at 2019 pricing, which would save us $40-50K. If we wait a year and purchase a 2021 vehicle, there would be about an $80-100K jump in price. In addition to that, we would need to add in the additional high maintenance cost of keeping an old pumper on the road as opposed to a new pumper that is covered under warranty. In view of all of that, we respectfully request that you approve this purchase.

Director Conyers asked what the length of the loan for the truck from the 8th Utilities is.

Assistant Chief French stated it is a 60-day MOU which we would renegotiate if needed. The engine that it is replacing is out to have a pump replaced which we should be able to have done within 60 days.

Director Bergin asked if we did this as part of the budget process, is that higher cost one time or is it paid out over the 7 years. He also asked if the numbers are adjusted for inflation.
Mr. Wolverton explained that because it is essentially a debt to ourselves, we have a lot of flexibility in how we schedule the payments. He would recommend keeping it at $100K and tacking this amount onto the end of the loan. It would really affect year 7. We would treat this as zero interest loan to ourselves.

Assistant Chief French stated there have been two engines purchased from this company and they are very reputable and very reliable.

Director Marois asked about the offer of the manufacturer to hold the pricing.

Chief Billings stated he made the agreement to hold to 2019 pricing based on tonight’s meeting. We may be able to get them to push the date out a few more days.

General Manager Shanley is recommending the Board approve the purchase because it is something that we are going to purchase at some point and we can recognize a financial discount if we do it now.

Director Marois is 100% supportive of purchasing the pumper but would like more time to consider the options.

Mayor Moran stated that we need to purchase the pumper and will see a substantial cost savings if we act on it now. There is also the factor of a pumper that could go and we don’t know what the cost would be to repair that. When considering all the factors, the actual savings could be much more than $50K.

9. CONSENT CALENDAR. (Items 8C and 8D 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. Manchester Animal Control ........................................................................ $2,050
to be financed by donations from the Estate of Richard F. Rose ($2,000) and Stanley Sowa ($50) which are gratefully acknowledged and accepted.
   3. State Asset Forfeiture Account ..................................................................... $19,494
      (East Central Narcotics Task Force) for continuing narcotics investigations, equipment, and/or training to be financed by proceeds from narcotics investigations.
   4. Preschool Development Grant Hybrid Funding (01/01/20 to 6/30/20) .......... $144,812
to be financed by a grant through the State Office of Early Childhood to provide free preschool to children that are 4 years old before January 1, 2020 and are part of families at or below 200% the federal poverty level.
   5. Library Donation Trust Fund Account ....................................................... $4,660
to be financed by donations to purchase books, along with promoting and conducting public programs.

8B. Appropriations to Education Special Projects as follows:
   1. Title I, Part A - Improving Basic Programs Grant (2019-2021) ............... $1,859,022
to be financed by the Connecticut State Department of Education.
   2. Title II - Part A – Supporting Effective Instruction Grant (FY19-21) ........... $266,286
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. Bilingual Education Grant (FY19-20) ........................................................... $7,888
to be financed by a grant from the Connecticut State Department of Education.
4. Title III, Part A, English Language Acquisition and Language Enhancement Grant (FY 2019-2021) ......................................................... $53,358
to provide support to limited English proficient students.

5. Priority School District Grant (FY 19/20) .......................................................... $829,017
to be funded by the Connecticut State Department of Education to assist designated school districts in improving student achievement and enhancing opportunities.

6. Priority School District – Summer School Grant (FY 19/20) ........................................ $151,506
to be funded by the Connecticut State Department of Education for summer school reading programs in Priority School Districts.

7. Alliance District Grant (FY 19/20) ....................................................................... $5,609,443
to be financed by the Connecticut State Department of Education for increased Education Cost Sharing funding to support district strategies to increase student outcomes and close achievement gaps.

8. Nellie Mae Education Foundation, Inc. Grant (FY 19-21) ........................................ $50,000
(Understanding Root Causes of Inequities Continuation Grant).

9. Extended School Hours Grant (FY 19-20) ............................................................... $128,948
to be financed by a state grant for MELC’s after school care/extended school hour component to include an hour of academics delivered by district elementary teachers.

8C. Appropriation to Whiton Library Improvements – Capital Outlay ....................... $143,500
to repave the parking lot, install a drop-off bookdrop and purchase interior technology equipment to be funded by Whiton Library Fund balance.

8D. Appropriation to Fire Fund Reserves ................................................................. $650,000
for the purpose of purchasing a replacement Class A pumper for the South Manchester Fire District, to be financed by a loan from Capital Reserves, to be repaid by the fire fund in annual increments.

12A. Appointment of a regular member (Julian Stoppelman) and an alternate member (Michael Stebe) to the Capitol Region Council of Governments (CRCOG) Regional Planning Commission.

12B. Acceptance of resignation of Aprill Shines (R) from the Property Maintenance Code Board of Appeals with a term expiring November 2020.

12C. Approval of the settlement of a Workers Compensation claim by Aaron Lajoie in the amount of $75,000.

Jones/Bergin 9 Voted in Favor

10. ACTION ON ITEMS OF PUBLIC HEARING.

11. UNFINISHED BUSINESS.

A. 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>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Commission</td>
<td>Patricia Johnson, 102 West Street (D)</td>
<td>November 2022</td>
</tr>
</tbody>
</table>

Floyd-Cranford/Jones 9 Voted in Favor
12. NEW BUSINESS.

TABLED - D. Appointment of a member to the Property Maintenance Code Board of Appeals with a term expiring November 2020 to fill the vacancy left by Aprill Shines (R).

Dougan/Conyers

9 Voted in Favor

E. Appointment of members to the Repurposed Schools Committee.

APPROVED - Motion to suspend the rules to add an agenda Item.

Jones/Floyd-Cranford

9 Voted in Favor

APPROVED – Item 12E. Add an amendment to the Resolution of the Repurposed Schools Committee established April 2, 2019.

Jones/Dougan

9 Voted in Favor

APPROVED – Motion to reorder agenda items (change 12E to 12F).

Jones/Bergin

9 Voted in Favor

APPROVED – Motion to expand the Repurposed Schools Committee by one (1) member, a designee from the SMARTR/SMARTR 2 committee, and to require a two-thirds (2/3) vote of the Committee to adopt any motion or to elect officers.

Jones/Floyd-Cranford

9 Voted in Favor

APPROVED - 12F. Appointment of the following members to the Repurposed Schools Committee:

BOD R: Brian Marois
BOD R: Peter Conyers
BOD D: Pamela Floyd-Cranford
BOD D: Timothy Bergin
At-Large: Karl Reichelt
At-Large: Bob Rosenberg

Designee from Building Committee: Brian Murphy
Designee from Sustainability Task Force: William Chudzik
Designee from SMARTR/SMARTR2: Alan Strong
Designee from the BOE: Darryl Thames
13. COMMENT AND DISCUSSION BY BOARD MEMBERS ON ITEMS FOR FUTURE AGENDA OR OF GENERAL CONCERN.

Director Dougan thanked the four current Board members who are going to be serving on the Repurposed Schools Committee. It is such an important committee. She then talked about the recent article on Mary Cheney Library. ADA compliance is an issue that must be addressed. She has been researching libraries recently and the needs have changed significantly over the last eight years. We need to look into how our libraries can better serve our community.

Mayor Moran stated we need to start looking into some of our boards and commissions again because one of them hasn’t met since 2016. Moving forward, we need to limit the number of reports we have in a Board meeting. When we have this many reports, we are making important decisions late into the night and we need to be more alert when making these decisions.

14. ADJOURNMENT.

The meeting was adjourned until the March 3, 2020 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

Castillo/Bergin

Adjournment: 12:25 a.m.