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

ONE MEETING AGENDA

1. MEETING CALLED TO ORDER.
2. AWARDS AND PRESENTATIONS.
3. OPENING OF MEETING TO ELECTORS OR TAXPAYERS WHO WISH TO BE HEARD ON ANY SUBJECT WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS. (Sign-up sheet available 15 minutes prior to the start of the meeting)
4. ADOPTION OF MINUTES OF PREVIOUS MEETING.
   A. Actions, December 3, 2019 – Regular Meeting
   B. Minutes, December 3, 2019 – Regular Meeting
5. COMMUNICATIONS.
6. REPORTS.
   A. Manager’s Report
      A. Police Department - State racial profile results
      B. Senior Needs Assessment
      C. Performance Measures Report
   B. Other Reports
7. PRESENTATION OF BID WAIVER REQUESTS.
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.

* 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.

* 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.

* 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.

* 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.

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

9. CONSENT CALENDAR.

10. ACTION ON ITEMS OF PUBLIC HEARING.

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

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

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<tr>
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<tr>
<td>Arts Commission</td>
<td>Robert Laughlin, 310 Hackmatack St (D)</td>
<td>November 2022</td>
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<tr>
<td>Commission on Human Relations,</td>
<td>Joe Young, 103 Autumn St (D) (D)</td>
<td>November 2022</td>
</tr>
<tr>
<td>Elderly Services and People</td>
<td>Nichole Easley, 2 Alpine St (D) (D)</td>
<td>November 2022</td>
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<td>with Disabilities</td>
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12. NEW BUSINESS.
   * A. 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.

   * B. 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).

   * C. Reappointment of Tim Devanney (R) to the Golf Course Lease Oversight Committee
      with a term expiring January 2022.

   D. Discussion of manufacturing education and job growth opportunities in Manchester.
13. COMMENT AND DISCUSSION BY BOARD MEMBERS ON ITEMS FOR FUTURE AGENDA OR OF GENERAL CONCERN.
14. ADJOURNMENT.

CONSENT CALENDAR: Items marked by an * which are not subsequently removed from the consent calendar by a Director are approved under item #9 of this 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.

1.  MEETING CALLED TO ORDER.

The meeting was called to order at 7:05 p.m.  All in attendance participated in The Pledge of Allegiance to The Flag, led by Mayor Moran.

4.  ADOPTION OF MINUTES OF PREVIOUS MEETING.

#357-19  A. Minutes, November 18, 2019 – Swearing in Ceremony
#358-19  B. Actions, November 19, 2019 – Regular Meeting
#359-19  C. Minutes, November 19, 2019 – Regular Meeting


9.  CONSENT CALENDAR.  (Item 12 E added)

8A. Appropriations to Special Projects as follows:

1. School Readiness Grant (7/1/19 to 6/30/20) ......................................................... $374,808 to be financed by a grant from the State Office of Early Childhood to support school readiness slots at Manchester Early Learning Center.

2. Youth Service Bureau – SibShop Grant ................................................................. $3,000 to be financed by a grant from the CT Department of Children and Families, through Advanced Behavioral Health, Inc., for outreach to surrounding East of the River communities to facilitate the SibShop program to benefit youth and families with behavioral health needs.

3. Youth Service Bureau – Diversion and Prevention Grant............................. $50,000 to support Youth Services prevention activities to be financed by a grant from the State Judicial Branch.

4. School Readiness Quality Enhancement Grant FY (7/1/19 to 6/30/20) ......... $3,881 to be financed by a grant from the State Office of Early Childhood to provide programs and support to home day care providers and stay at home parents and the children in their care.

5. Youth Service Bureau ...................................................................................... $32,533 to be financed by the Department of Children and Families to support staffing for prevention programs.

6. Youth Service Bureau .................................................................................... $115,082 to be financed by a contract with The Village for Families and Children to reduce alcohol use in youth ages 12-20 thru the objectives set in the Strategic Prevention Framework-Partnerships for Success grant.
7. Youth Service Bureau – Sparkler Grant .......................................................... $40,000
to be financed by the State of Connecticut Office of Early Childhood to help
improve early child development outcomes.
8. Youth Service Bureau – Enhancement Grant .................................................. $12,967
to be financed by a grant from the Department of Children and Families to
support positive youth development programs.
9. Preschool Development Grant (07/01/19 to 12/31/19) .................................. $125,055
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.
10. Cruisin’ on Main Street Subcommittee ........................................................ $22,012
for distribution to 2019 mini-grant applicants.

#361-19  12A. Approval of a full and final settlement in the amount of $15,335.70 in the case of
Golam Rahman vs. Town of Manchester.
#362-19  12B. Acceptance of the resignation of Rosemarie Papa (R) from the Arts Commission
with a term expiring November 2020.
#363-19  12D. Approval of Resolution authorizing the General Manager to sign the Memorandum
of Agreement for regional Homeland Security Grant Funds.
#364-19  12E. Modification to Landfill Permit.

Castillo/Jones          8 Voted in Favor

11. UNFINISHED BUSINESS.

A. Discussion: Advisory Recreation and Parks Commission recommendation to rename
Northwest Park as “Stephen T. Cassano Park”.

#365-19  APPROVED - Motion to remove item 11A. from the Agenda.

Jones/Schain     8 Voted in Favor

#366-19  TABLED - B. Expansion of Repurposed Schools Committee (established April 2, 2019).

Jones/Castillo 8 Voted in Favor

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

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<td>#367-19 Jones/Castillo</td>
<td></td>
<td>8 Voted in Favor</td>
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<tr>
<td>Board of Assessment Appeals</td>
<td>A - Jeff Sullivan, 54 Tracy Dr. (R)</td>
<td>November 2022</td>
</tr>
<tr>
<td>#368-19 Dougan/Marois</td>
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Commission on Human Relations, Elderly Services and People

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

#369-19 Jones/Schain
8 Voted in Favor

Ethics Commission - Alternate

A-Stephanie Vacek, 231 Porter St (R) November 2020

#370-19 Dougan/Jones
7 Voted in Favor
(Director Marois abstained)

Golf Course Lease Oversight Committee

A-Lois Wooldridge, 226 Briarwood Dr (U) January 2022

#371-19 Jones/Castillo
8 Voted in Favor

Library Advisory Board

A-Heather Doucette 85 Stephanie’s Way (D) November 2022

#372-19 Jones/Bergin
8 Voted in Favor

12. NEW BUSINESS.

C. APPROVED - Appointed Jennifer Fiereck, 600 South Main Street (R), as a member to the Arts Commission with a term expiring November 2020 to fill the vacancy left by Rosemarie Papa (R).

#373-19 Dougan/Conyers
8 Voted in Favor

F. APPROVED - Appointment of Directors Dougan and Schain to the Land Acquisition and Historic Property Investment Committee to replace retired Board members Devanney and Gates.

#374-19 Jones/Bergin
8 Voted in Favor

G. APPROVED - Reappointment of James Stevenson, 35 Chatham Drive, (D) to the Zoning Board of Appeals with a term expiring November 2024.

#375-19 Jones/Castillo
8 Voted in Favor

H. Correction of clerical error on appointment to the Housing and Fair Rent Commission.

APPROVED - Rescission of reappointment of Stephanie Knybel, 185 E. Center Street (D), to the Housing and Fair Rent Commission with a term expiring November 2022.

#376-19 Jones/Bergin
8 Voted in Favor

APPROVED - Rescission of appointment of Brenda Earle, 28 Princeton St (D), to the Housing and Fair Rent Commission with a term expiring November 2020.

#377-19 Jones/Bergin
8 Voted in Favor
APPROVED - Appointment of Brenda Earle, 28 Princeton Street (D), to the Housing and Fair Rent Commission with a term expiring November 2022.

#378-19  Jones/Castillo                  8 Voted in Favor

14.  ADJOURNMENT.

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

#379-19  Schain/Marois                  8 Voted in Favor

Adjournment: 9:10 p.m.

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APPROVED:                                          ATTEST:

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Secretary, Manchester Board of Directors
MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
DECEMBER 3, 2019 – 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 6:30 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 and Gary Anderson, Director of Planning and Economic Development, were also present. The Executive Session adjourned at 6:50 p.m. No votes were taken.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 7:05 p.m. All in attendance participated in The Pledge of Allegiance to The Flag, led by Mayor Moran.

Mayor Moran thanked Public Works Director Tim Bockus and his crew for a great job clearing the snow and ice from Manchester roads.

2. AWARDS AND PRESENTATIONS.

A. Presentations to Michael Connolly, Cheri Eckbreth, Matt Galligan and Peg Hackett

Mayor Moran presented Mr. Connolly with an engraved clock. He thanked him for stepping into the role of Director mid-term, as replacing someone is always difficult. Your time and commitment to the Town of Manchester were appreciated.

Mayor Moran then presented Mr. Galligan with a rocking chair. It was an honor and pleasure to serve with you over the last several years. Your contributions to the Board of Directors and service on many committees helped move this community forward. You will be, and already are, missed.

Mr. Galligan thanked Mayor Moran and said it was truly an honor and privilege to serve the residents of the Town of Manchester on the Board of Directors. He wished the new Board members the best of luck and reminded them that their success is the success of Manchester.

Mayor Moran presented Ms. Eckbreth with a rocking chair and thanked her for her 14 years of service to the community. Your work on the Board of Directors, SMARTR and SMARTR2 were invaluable. You were an outstanding Director. Thank you for all your time and efforts.

Ms. Eckbreth stated since she began on the Board of Directors there have been four Mayors, six town chairmen and countless members on the Board. It has been a pleasure to serve this community. I always tell Board members it’s not where you sit in the horseshoe; it’s what you do with that seat. She asked that
the new Board members keep that in mind. Manchester is a great place to live, work and play, but it’s an even greater place to serve. She thanked Town staff for working tirelessly behind the scenes to support the Board of Directors.

**Mayor Moran** then presented former Deputy Mayor Peg Hackett with a lamp, explaining that she had previously been Chair for the Board of Education where she received a rocking chair. She has been an outstanding Board of Director member and a great public servant. She has been my right hand person over the last several years, and has become a great friend.

**Ms. Hackett** was delighted to be able to serve on the Board of Directors. She appreciated the wisdom and knowledge of fellow Board members and although they didn’t always agree on how to get there, they agreed on what the end result should be. It’s a testament to the leadership of Mayor Moran for his bipartisanship. The Board of Directors and Town administration have worked well together to score some big wins for Manchester. She thanked the current Board members for serving and is confident they will do what is best for the Town. She also recognized the energy and input of Manchester citizens. She then thanked her family for their never ending support.

**Mayor Moran** then introduced Connecticut State Representative Jason Doucette.

**Mr. Doucette** presented Citations from the Connecticut General Assembly to the outgoing Board members in recognition of their outstanding public service to Manchester. He thanked Michael Connolly for stepping up to fill an unexpired term, Matt Galligan for serving with class and always in the spirit of bipartisanship, Steve Gates for his contributions to Imagine Main Street, Cheri Eckbreth for the many hours she has put in for the benefit of Manchester and Peg Hackett for serving on the Board of Education and Board of Directors with grace and poise. The Citation recognized their years of service in the position of Director in the Town of Manchester and the selfless dedication to their community. He wished them well in their future endeavors.

**Mayor Moran** stated that Steve Gates could not be here this evening but we are appreciative of his many contributions to the Downtown District and Manchester parks and trails, and for his many years of service. He will be asked to come to a future meeting for acceptance of a gift. He then opened the floor for Board of Directors’ comments.

**Director Dougan** thanked the outgoing Board members for their dedication to Manchester. She appreciates the encouragement she received to run for the Board of Directors. She told the outgoing members that the good work they did for this town will be remembered for a long time.

**Secretary Castillo** thanked Ms. Eckbreth, Ms. Hackett, Mr. Galligan and Mr. Connolly for their years of service to the Board of Directors. It is a serious time commitment and time away from family. We greatly appreciate everything you have done for Manchester.

**Director Schain** stated that as a new member of the board, he is beginning to see what a serious and significant commitment it is to serve. He thanked the outgoing directors for all their hard work and hopes this new board can build on the many initiatives and accomplishments you started.

**Director Bergin** expressed appreciation for the service on this board and the various other ways you have contributed to the Town. He regrets not having the opportunity to serve with each of them.
Vice Chair Jones echoed her colleagues’ appreciation for all they have done. Michael, I hope you will find something you are as passionate about as you were about the vaping conversation. Matt, I know that your talents will find a new home somewhere in our community. Cheri, I appreciate your passion and dedication to the community. Even though we didn’t always see it in the same way, I know that you always had the best interest of the community at heart. Peg, we have had a long history of working together and I am very appreciative of you both as a person and as a public servant. I wish you all the best in the future.

Director Marois thanked the former directors for their time, effort and service. Based on the number of emails he has received in the past week, he can see that this is a very time-consuming role and appreciates all the efforts they had put forth to improve Manchester.

Director Conyers has had the privilege of working with several of the outgoing Directors and knew them all to be hard-working public servants. Congratulations on a job well done.

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)

Sindo Cuevas, 46 St. James Street, has lived at the Common Thread Cooperative for more than 20 years. A State Grant was received to remodel the complex and although the grant was received several months ago and the project was supposed to be completed within 120 days, it is still unfinished. Currently, the parking lot is unfinished and some residents have had to park on the street. He stated some of the residents are handicapped and currently do not have access to their units. They have asked for help from the contractor but have been unsuccessful, so they are turning to the Board of Directors and the Town for assistance. In addition, they are concerned about the parking ban that went into effect on December 1st which will mean they would be ticketed for parking on the street.

Genaro Gonzalez, 2-4 Pearl Street, stated he paid rent today which he was reluctant to do because of the ongoing issues with bed bugs and roaches infesting the building. He took a bed bug off his daughter’s face this morning. He sleeps only 3 hours a night because he is up watching for bugs, and nothing is being done to eradicate them. He also spoke about the parking tickets he continues to receive from the Downtown District. He feels the tickets are being distributed unfairly and that some people are being unfairly targeted. While some are allowed to park, others are ticketed. He will challenge the Downtown District parking authority. He plans to get a petition going and bring this issue to court.

General Manager Shanley stated the Building Inspector went to 46 St. James Street today, but stated it is private property so there is a limit to what the Town can do. He inspected the property and spoke with the contractor who said they expect to put down the parking lot pavement on Friday. The inspector will check on their progress Friday.

Mayor Moran apologized for the frustration the residents are experiencing. Hopefully the contractor will complete the project on Friday. He then asked General Manager Shanley the status of 2-4 Pearl Street.

General Manager Shanley stated the Health Department is working through the courts. We were told that we needed to issue another order, which we did. It is our understanding based on the report we received that a pesticide was applied in every apartment that they had access to by an exterminator. There will be a follow up inspection by the Health Department. Currently about half of the units are vacant and the landlord is not filling them as they become vacant, which is helpful. The Town’s authority is not as
sweeping as you may think. We are working to ensure the courts have everything they need so that if we do take action we will be successful in court.

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

   A. Minutes, November 18, 2019 – Swearing in Ceremony
   B. Actions, November 19, 2019 – Regular Meeting
   C. Minutes, November 19, 2019 – Regular Meeting

   Castillo/Jones 8 Voted in Favor

5. **COMMUNICATIONS.**

Vice Chair Jones addressed a communication that was sent to the Board of Directors about an issue with getting to Manchester Memorial Hospital during the road race on Thanksgiving. She stated General Manager Shanley communicated with the concerned party earlier this week. As a member of the planning committee for the Manchester Road Race, she communicated the concerns to the committee members and will be addressing them at their follow up meeting next week.

Mayor Moran thanked the Manchester Road Race Committee, Town staff, volunteers, citizens and runners for another outstanding race. It was a great success and it is always a proud day in Manchester on Thanksgiving morning, knowing that we have the greatest race in the country.

6. **REPORTS.**

   A. Manager’s Report

General Manager Shanley explained that at the board’s request, we will have a briefing this evening by Catherine Marx from the U.S. Census Bureau to talk about the upcoming 2020 census.

Mayor Moran explained that he and Secretary Castillo are co-chairs for Manchester’s Complete Count Committee. They have met with Ms. Marx to discuss the mission of the committee and are currently working to emphasize the importance of the 2020 Census to Manchester residents. He welcomed Ms. Marx.

   1. U.S. Census Bureau (Catherine Marx)

Ms. Marx hopes this presentation will motivate and educate not only the Board of Directors but also Town residents on just how important the 2020 Census is for Manchester, and for the State of Connecticut. She explained she is a Partnership Specialist for the U.S. Census Bureau working in Connecticut to ensure an accurate count is achieved. The U.S. Census Bureau is the largest statistical agency in the U.S. In addition to the Decennial Census, we are also responsible for the American Community Survey which is done on a yearly basis. The census is mandated by Article 1, Section 2 of the U.S. Constitution to be conducted every 10 years since 1790. Thomas Jefferson was the first director of the census and he counted 3.3 Million people. This year, we estimate counting $330 Million people in over 140 million household units. We want to make sure that people feel comfortable with census bureau employees coming into their home. An official phone number and email for the census will be provided to ensure the person coming to your home is in fact a Census Bureau employee. Our goal is to “Count everyone once, only once and in the right place.”
The Decennial census numbers are very important because they determine the number of seats each state has in the U.S. House of Representatives and will dictate the allocation and apportionment of $675 billion dollars annually that move from the Federal Government to the states for programs such as Medicaid, SNAP, Highway Planning, Section 8 Housing, Special Education Grants, National School Lunch Program, WIC and Foster Care. All the money the State of Connecticut gets for these programs is based on the Decennial Census Data. We have once in a decade to get accurate numbers. The U.S. Census Bureau uses the data to get the most accurate information possible by using a tool called Response Outreach Area Mapper (ROAM). ROAM helps us understand where we could possibly have low response rates. We would then make a more concentrated effort to reach residents in those areas.

The information provided by the respondents cannot be used in any way against that respondent by any state, local or federal agency (FBI, CIA, ICE or Manchester Housing Authority). Each Census Bureau employee takes a lifetime oath of office to keep any information seen confidential. Violation of this oath of office would violate Title 13 of the Federal Code and result in 5 years imprisonment and a fine of $250K. The 2020 census is safe and secure.

You can respond to the census online, by phone or by paper copy. Her objective is to get all Manchester residents to self-respond. If you fail to respond, you will be visited by a Census employee. The Decennial Census asks very few questions and will take less than 15 minutes to complete. We will NEVER ask for social security number, money or donations, political party affiliation or bank/credit card account numbers. For the first time, people will be able to respond online or by phone in 12 languages in addition to English. In addition, there will be online guides in 59 non-English languages.

The 2020 Census will begin on March 12, 2020 when every household will get an invitation to respond. If you have not responded by the end of April 2020, you will be sent a reminder letter and paper questionnaire. There are two ways you can help today: 1) Share the message that the Census is safe, easy and important and 2) Promote the 2020 Census jobs. We had a fantastic job fair in Manchester this fall and are looking to have another one. Part-time employees will enjoy flexible hours, be paid $21-25/hour, will be paid weekly and will be paid for training and travel. Apply now at https://2020census.gov/jobs.

April 1, 2020 is Census Day, a delineation in time to help people who might not know where they should reply to the census. Example: If a child lives 50% of the time with each parent, where that child lays his/her head to rest on April 1st is where the child should be reported. On December 31, 2020, Census data results are given to the President of the United States.

Manchester has already formed a Complete Count Committee (CCC) whose charge is to develop and implement a plan to promote census participation by all Manchester residents, to ensure an accurate count. Ms. Marx encouraged anyone who has an interest in joining the CCC to contact the Board of Directors’ office.

Mayor Moran thanked Ms. Marx for her presentation. Data shows Manchester will be the largest suburb in Hartford County by 2030, which emphasizes the importance of counting every resident in every household in Manchester. If our Census counts are off, we will lose funding that we need to support a growing community. That’s the message that needs to get communicated throughout Manchester.
2. Modification to Landfill Permit

**General Manager Shanley** stated Mr. Bockus, Public Works Director, is here to provide an overview of the modification to the landfill. This modification was approved by the Board of Directors several years ago when we first sought to get a permit to modify the capacity of the landfill. We have received the permit and are asking the current Board to affirm the decision made by the previous Board to proceed with expansion which will provide a few additional years of life of the landfill.

**Mr. Bockus** explained Manchester’s sanitation campus includes the landfill proper, composting area, scale house, transfer station, highway garage and household hazardous waste (HHW) drop off area, highway garage (now used for Fleet) and water pollution control facility. The landfill does not collect municipal solid waste, hazardous or liquid waste or radioactive/biomedical waste. We do collect solid waste (furniture, rugs), bulky waste, land-clearing debris, construction and demolition debris (tip fees are charged) and special waste (industrial waste, Town of Manchester sewage sludge). For the past four years, we have averaged about $9.5M in revenue which covers operation of the landfill, curbside collection, leaf collection, household hazardous waste collection, and personnel/administrative costs. We avoid costs for disposal of the waste water treatment plant sludge, wastes collected at transfer station, curbside bulky waste, cleanouts/evictions, street sweeping and catch basin cleanings.

**General Manager Shanley** stated that over the years our demolition debris from the Town schools has gone to the landfill without fee, which has been a very significant cost avoidance for the community.

**Mr. Bockus** explained that the landfill is highly regulated by DEEP, with many permits required. Along with those permits come a lot of operation compliance testing and monitoring, done by outside consultants. The landfill is constantly settling. We perform an annual topographic survey which allows us to get capacity calculations. The landfill is 66 acres and we need to stay within the current footprint. The landfill is currently at 180 feet, with our maximum permitted height of 250 feet. Our remaining capacity is at approximately 1.2M cubic yards as of 12/08 and our annual filling rate is 180-200K cubic yards, which leaves us about 5-5.5 years remaining at the landfill.

We are looking to extend the capacity at the landfill. We can build a Mechanically Stabilized Earth berm wall (BERM), which is essentially a retaining wall, to lift up the perimeter and fill in the extra space to gain additional capacity. The wastes will be piggy-backed over the existing slopes a maximum of 30 additional feet. This would increase our permitted capacity and extend the useful life of the landfill. A mechanically stabilized earth berm uses a geogrid (polymer plastic material) often used in retaining walls stabilized and held in place by the weight of the soil itself. The soil stabilizes the earthen wall and essentially becomes a retaining wall that we can then fill behind. When we close the landfill, we are required to have vegetation as our final cover on the landfill for erosion purposes.

We have received our permit from DEEP to do this work. The proposed wall will be approximately 4,000 feet long, along the southerly and easterly sides of the landfill. This project should increase the landfill capacity by 700,000 cubic yards and approximately 15-20% by settlement. This should increase the life of the landfill by an additional 3.5-4 years. We are hoping to be able to utilize reclaimed concrete, asphalt and gas to help reduce the cost. The project will be done in two phases. In phase one, we expect to build 1,700 feet of wall which will gain us approximately 350,000 cubic yards at a cost of $5.4M. In phase two, we expect to build 2,300 feet of wall which will gain us an additional 350,000 cubic yards at a cost of $7.3M.
**General Manager Shanley** explained these funds were anticipated being needed several years ago when the Board of Directors authorized pursuing the permit, so the funds have been reserved in the Sanitation Fund and are available for phase one. No tax dollars are associated with this project.

**Mr. Bockus** stated it is important to remember with this berm wall project that there is no change to the landfill footprint and no change to the height of the landfill. There are also no changes to acceptable waste, traffic patterns, daily operations or operational compliance controls. The only change is the added capacity of the landfill. Gross revenue expected from the extended 3.5-4 years life of the landfill is $34-39M. We are currently permitted to operate the landfill to 2025. This project would only require a modification and extension to that permit.

**Director Marois** asked if the landfill will generate any revenue after it is closed and asked if there are any additional costs of maintaining the area once it is closed.

**Mr. Bockus** stated there will be no revenue generated from the landfill once it is closed. There are associated costs to close the landfill.

**General Manager Shanley** stated the funding needed for closure costs of the landfill has already been set aside, from landfill revenue. This funding will also cover monitoring the landfill for 30 years.

**Mr. Bockus** explained there are specific monitoring requirements over the 30-year period. The gas collection system will have to operate for approximately 20-years post-closure.

**Director Schain** commented that it is apparent extending the life of the landfill is a real benefit to Manchester. He asked what checks are currently in place to monitor what comes in to the landfill.

**Mr. Bockus** stated there is a very robust permitting and manifest process in place to track the source of everything that comes into the landfill. Every bit of material that comes in has to be tested by laboratories. The testing results have to be submitted to us prior to coming to the landfill. Our engineers review it to ensure compliance with our regulations and once we deem it acceptable they will receive a letter approving a specific product at a particular volume to be brought to the landfill.

**Director Dougan** asked if the outgassing from the landfill is being used as a product to sell.

**Mr. Bockus** explained right now our methane is around 37%, so it is not pure enough to sell. It would be too costly to separate out the methane. The methane is burned off.

**Director Bergin** asked whether or not there is a fund set up to finance phase two. He also asked what the timeline is for this project.

**Mr. Bockus** stated there is funding in place for phase two. We are hoping to get phase one started by the end of 2020 and phase two would begin approximately two years after that.

A. Other Reports. **None.**

**Mayor Moran** asked what the status of leaf collection is in Manchester.

**Mr. Bockus** stated that unfortunately leaf collection was incomplete before the snow came in. We met this morning to plan next steps. The hardest thing for us is the transition from leaf collection to snow removal.
It is a big production to get the boxes off the trucks and the plows back on the trucks. We will transition back to leaf boxes as soon as we have a window of opportunity to do so. Because the leaves are so packed down now, we will be unable to vacuum them. Instead we will have to scoop them and use bobcats to remove them, which is much more labor intensive. For residents who still had leaves at the curb, you may notice we did not push the snow back to the curb lines, which was done intentionally. The less the leaves are plowed, the easier it will be to pick them up. We instructed the plow drivers not to plow the snow back to the curb line.

Mayor Moran asked General Manager Shanley for an update on the Town’s cold weather protocol for those who need shelter in Manchester.

General Manager Shanley stated a meeting was held last week to discuss Manchester’s homeless population. Town staff including social services and Manchester Police Department met with MACC and CHR and feel we have a pretty good handle on our permanent homeless population. MACC is out there almost daily visiting the various campsites and know people by name and by their various challenges. We gather a lot of information from the soup kitchen. At any given time, we may see some additional people who are transient. During particularly cold weather, we have a process between our social services staff, MACC and police department where we provide vouchers for a hotel room to get in out of the cold. Before that happens, our outreach program works with people to find alternative locations for them. We have found that it is more effective, both in terms of cost and comfort, to provide vouchers than to try to staff a warming center. We do work with Center Congregational Church who has volunteered to be a warming location if necessary.

7. PRESENTATION OF BID WAIVER REQUESTS. None.

8. PUBLIC HEARINGS (formally advertised).
   A. Appropriations to Special Projects as follows:
      1. School Readiness Grant (7/1/19 to 6/30/20) ................................................. $374,808 to be financed by a grant from the State Office of Early Childhood to support school readiness slots at Manchester Early Learning Center.
      2. Youth Service Bureau – SibShop Grant ............................................................ $3,000 to be financed by a grant from the CT Department of Children and Families, through Advanced Behavioral Health, Inc., for outreach to surrounding East of the River communities to facilitate the SibShop program to benefit youth and families with behavioral health needs.
      3. Youth Service Bureau – Diversion and Prevention Grant ............................... $50,000 to support Youth Services prevention activities to be financed by a grant from the State Judicial Branch.
      4. School Readiness Quality Enhancement Grant FY (7/1/19 to 6/30/20) .......... $3,881 to be financed by a grant from the State Office of Early Childhood to provide programs and support to home day care providers and stay at home parents and the children in their care.
      5. Youth Service Bureau...................................................................................... $32,533 to be financed by the Department of Children and Families to support staffing for prevention programs.
      6. Youth Service Bureau.................................................................................... $115,082 to be financed by a contract with The Village for Families and Children to reduce alcohol use in youth ages 12-20 thru the objectives set in the Strategic Prevention Framework-Partnerships for Success grant.
7. Youth Service Bureau – Sparkler Grant ...................................................... $40,000
to be financed by the State of Connecticut Office of Early Childhood to help
improve early child development outcomes.
8. Youth Service Bureau – Enhancement Grant .............................................. $12,967
to be financed by a grant from the Department of Children and Families to
support positive youth development programs.
9. Preschool Development Grant (07/01/19 to 12/31/19) ................................... $125,055
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.
10. Cruisin’ on Main Street Subcommittee ..................................................... $22,012
    for distribution to 2019 mini-grant applicants.

General Manager Shanley explained Items 8A 1-9 are all associated with the Youth Services Bureau.
He also explained that the subcommittee in Item 8A 10 is not a Town subcommittee, but the Town is the
fiduciary for the money.

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 for clarification on Item 8A4.

Sharon Kozey, Director of Youth Services Bureau, explained this is a grant we receive from the State that
we use to provide programming for home daycare providers and stay at home moms. The Town is the
fiduciary for the School Readiness Counsel and we receive funding from the Office of Early Childhood.
We put out a mini RFP that residents can apply for. We are holding two eight-week programs. It is a two-
genерational approach which means the parents get education about parenting supports while the children
get socialization skills.

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

9. CONSENT CALENDAR. (Item 12 E added)

8A. Appropriations to Special Projects as follows:
   1. School Readiness Grant (7/1/19 to 6/30/20) .............................................. $374,808
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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.
10. Cruisin’ on Main Street Subcommittee ........................................................... $22,012
for distribution to 2019 mini-grant applicants.
12A. Approval of a full and final settlement in the amount of $15,335.70 in the case of
Golam Rahman vs. Town of Manchester.
12B. Acceptance of the resignation of Rosemarie Papa (R) from the Arts Commission
with a term expiring November 2020.
12D. Approval of Resolution authorizing the General Manager to sign the Memorandum
of Agreement for regional Homeland Security Grant Funds.
12E. Modification to Landfill Permit

Castillo/Jones 8 Voted in Favor

10. ACTION ON ITEMS OF PUBLIC HEARING.

11. UNFINISHED BUSINESS.

A. Discussion: Advisory Recreation and Parks Commission recommendation to rename
Northwest Park as “Stephen T. Cassano Park”.

APPROVED - Motion to remove item 11A. from the Agenda.

Jones/Schain 8 Voted in Favor

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

Mayor Moran explained there are two draft proposals, one from the subcommittee and another from the
Democratic caucus.

Director Marois commented on the draft from the Democratic caucus which indicates there will be three
members of the Board of Directors (2D and 1R). He feels this is too impactful of an issue not to have
equal representation by both parties.
**Director Conyers** suggested a wording change from “two D and one R” to “two majority and one minority” representation.

**Director Dougan** commented if we change it to two from each party, the total number of committee members will be an equal number. She suggested if this change is made to also change to three at-large community member, to keep the committee total at an odd number.

**Mayor Moran** is hoping that when we get to the point of a vote that there will have been enough conversation that any decision by the committee would be unanimous.

**Director Bergin** believes the date of September 30, 2020 is too soon to have a comprehensive plan in place for all four schools. He proposed extending this date to June 30, 2021. He also feels the specificity of the mission is still too vague.

**TABLED** - B. Expansion of Repurposed Schools Committee (established April 2, 2019).

**C. 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>T-Robert Laughlin, 310 Hackmatack St (D)</td>
<td>November 2022</td>
</tr>
<tr>
<td>Jones/Castillo</td>
<td>8 Voted in Favor</td>
<td></td>
</tr>
<tr>
<td>Board of Assessment Appeals</td>
<td>A - Jeff Sullivan, 54 Tracy Dr. (R)</td>
<td>November 2022</td>
</tr>
<tr>
<td>Dougan/Marois</td>
<td>8 Voted in Favor</td>
<td></td>
</tr>
<tr>
<td>Commission on Human Relations, Elderly Services and People with Disabilities</td>
<td>T-Joe Young, 103 Autumn St (D)</td>
<td>November 2022</td>
</tr>
<tr>
<td></td>
<td>T-Nichole Easley, 2 Alpine St (D)</td>
<td>November 2022</td>
</tr>
<tr>
<td>Jones/Schain</td>
<td>8 Voted in Favor</td>
<td></td>
</tr>
<tr>
<td>Ethics Commission - Alternate</td>
<td>A-Stephanie Vacek, 231 Porter St (R)</td>
<td>November 2020</td>
</tr>
<tr>
<td>Dougan/Jones</td>
<td>7 Voted in Favor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Director Marois abstained)</td>
<td></td>
</tr>
<tr>
<td>Golf Course Lease Oversight Committee</td>
<td>A-Lois Wooldridge, 226 Briarwood Dr (U)</td>
<td>January 2022</td>
</tr>
<tr>
<td>Jones/Castillo</td>
<td>8 Voted in Favor</td>
<td></td>
</tr>
</tbody>
</table>
12. NEW BUSINESS.

C. **APPROVED** - Appointed Jennifer Furek, 600 South Main Street, as a member to the Arts Commission with a term expiring November 2020 to fill the vacancy left by Rosemarie Papa (R).

D. **APPROVED** - Appointment of Directors Dougan and Schain to the Land Acquisition and Historic Property Investment Committee to replace retired Board members Devanney and Gates.

E. **APPROVED** - Reappointment of James Stevenson, 35 Chatham Drive, (D) to the Zoning Board of Appeals with a term expiring November 2024.

F. **APPROVED** - Correction of clerical error on appointment to the Housing and Fair Rent Commission.

**APPROVED** - Rescission of reappointment of Stephanie Knybel 185 E. Center Street (D), to the Housing and Fair Rent Commission with a term expiring November 2022.

**APPROVED** - Rescission of appointment of Brenda Earle, 28 Princeton St (D), to the Housing and Fair Rent Commission with a term expiring November 2020.

**APPROVED** - Appointment of Brenda Earle, 28 Princeton Street (D), to the Housing and Fair Rent Commission with a term expiring November 2022.

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

Mayor Moran asked that we address the issues of 2-4 Pearl Street as quickly as possible. As government, we have been trying to do the best we can to help the residents.

General Manager Shanley stated it is very helpful that the landlord is leaving units vacant as the residents leave. We are working with the courts to try to do everything they recommend so that we can be successful.

Mayor Moran wished everyone a safe and happy holiday season, no matter what you celebrate. He encouraged everyone to join him on Thursday evening for the tree-lighting event.
14. **ADJOURNMENT.**

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

Schain/Marois

Adjournment: 9:10 p.m.

Igl

8 Voted in Favor

PROPOSED: ATTEST:

__________________________
Secretary, Manchester Board of Directors
Agenda Item 6.C
Performance Measures Report

To view entire report, please go to

http://generalmanager1.townofmanchester.org/NewManager/assets/File/FY19AnnualReport.pdf
TO: SCOTT SHANLEY, GENERAL MANAGER
FROM: KIMBERLY LORD, DIRECTOR OF FINANCE
SUBJECT: GR096 CL&P ENERGY REBATE
DATE: 10/3/19
CC: BOARD OF DIRECTORS

Background:

On April 11, 2013, the Town received an energy rebate for three boilers from CL&P in amount of $28,000. At the time, the revenue was not appropriated by the Board of Directors, but the funds were deposited to the GR096 Energy Efficiency Initiatives Capital Reserve Account.

Discussion/Analysis:

An appropriation is needed to balance the account, as it is currently showing a budget deficit.

Financial Impact:

The account has received and expended the funds. The appropriation will eliminate the budget deficit in this account.

Recommendation:

The Board of Directors appropriate $28,000 to GR096 Energy Efficiency Initiative funded by an energy rebate from CL&P on April 11, 2013.

Kimberly Lord
Director of Finance
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager

DATE: November 22, 2019

SUBJECT: Appropriation: Police Explorers

Background:

The Manchester Police Department Police Explorer Post #77 has received ten (10) checks totaling $307.50 and cash in the amount of $149.00 totaling $456.50. These funds are proceeds from the fundraiser held at the Red Robin of Manchester LLC. These donations are gratefully acknowledged and accepted.

Financial Impact:

$456.50 should be appropriated to the Police Donations Revenue Account.

Other Board/Commission Action:

None

Recommendations:

That the entire $456.50 be placed on the next Board of Directors’ agenda for acceptance and appropriation.

Attachments:

Check(s) and cash sent to Accounting to be deposited into the Manchester Municipal Federal Credit Union account.

Chief William Darby

Cc: Accounting Department
Captain Anthony Palombizio
Ofc. Patrick Walsh
Admin. – Explorer File
TO: Scott Shanley, General Manager

DATE: November 22, 2019

SUBJECT: Appropriation: $25.00 – Police Explorer Dues

Background:

The Manchester Police Department Police Explorer Post #77 has received two (2) checks totaling $25.00 for dues.

Financial Impact:

$25.00 should be appropriated to the Police Donations Revenue Account.

Other Board/Commission Action:

None

Recommendations:

That the entire $25.00 be placed on the next Board of Directors’ agenda for acceptance and appropriation.

Attachments:

Check(s) sent to Accounting to be deposited into the Manchester Municipal Federal Credit Union account.

Chief William Darby

Cc: Accounting Department
   Capt. Anthony Palombizio, Administrative Services Division Commander
   Ofc. Patrick Walsh
   Admin. – Explorer File
To: Scott Shanley, General Manager

Date: December 10, 2019

Subject: Board Agenda Item – Animal Control Donation

Manchester Animal Control has received funds totaling $212.00. The cash amount of $112.00 is a donation from MEU Union 991. A donation check of $100.00 is a donation from Anne Withey. These donations are gratefully acknowledged and accepted.

I request that the amount of $212.00 be placed on the next Board of Directors’ agenda for acceptance and appropriation.

William Darby
Chief of Police

Cc: Accounting
Captain Palombizio
Elease Polek-McConnell, Animal Control Officer
File
Background:

The Town maintains a reserve account, GR134, to cover cost of maintaining vacant buildings that affect public health and safety. When the town performs maintenance on the properties, such as snow removal and mowing, a notice of violation is filed, and liens are placed on the property. When the fines are paid, the revenue is returned to the reserve account. Revenues in the amount of $26,330.57 have been posted to the account for funds collected in prior years, but the funds were never appropriated by the Board of Directors.

Discussion/Analysis:

An appropriation of $26,330.57 is needed to reflect actual revenues received in prior years.

Financial Impact:

The funds have been received and posted in the account. An appropriation is required to bring the account into balance.

Recommendation:

The Board of Directors appropriate $26,330.57 to GR134 Vacant Building Maintenance.

Kimberly Lord
Director of Finance
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager

DATE: November 22, 2019

SUBJECT: JAG Grant: Local Violent Crime Prevention (VCP) Grant Program

Background:

The Manchester Police Department applied for a grant through the JAG Local Violent Crime Prevention (VCP) Grant Program for the amount of $23,466.00. This appropriation is final payment of the grant that has been awarded in the amount of $10,179.00.

Discussion/Analysis:

The funds are for the purchase of four (4) cruiser Watchguard systems.

Financial Impact:

$10,179.00 should be appropriated to account SG327.

Other Board/Commission Action:

None

Recommendations:

That the entire $10,179.00 be placed on the next Board of Directors’ agenda for acceptance and appropriation and deposited into account SG327.

Attachments:

Grant Application and Watchguard quote.

[Signature]
Chief William Darby

Cc: Captain Sean Grant, Field Services Division
    Captain Antony Palombizio, Administration Accounting Department
    File
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager

DATE: December 9, 2019

SUBJECT: Board Agenda Item – CT Center for Digital Investigations (CDI)

Background:

The Police Department has received a check for the amount of $981.00 from the Town of Vernon. Awarded from Case #19-4420.

Discussion/Analysis:

The funds will be used for continuing Digital Investigations.

Financial Impact:

The funds are to be divided equally to the following accounts:

$327.00 be deposited into Account SG330 #41094317 68800
$327.00 be deposited into Account SG330 #41094317 68855
$327.00 be deposited into Account SG330 #41094317 68860

Other Board/Commission Action: None

Recommendations:

Request that the funds be accepted by the Board of Directors and deposited into the appropriate account.

Attachments:

Payment Disbursement Notification.

William Darby
Chief of Police

Cc: Accounting
Captain Anthony Palombizio
File
TO: Scott Shanley, General Manager

DATE: December 9, 2019

SUBJECT: Board Agenda Item – CT Center for Digital Investigations (CDI)

Background:

The Police Department has received a check for the amount of $552.00 from the Town of Vernon. Awarded from Case #18-7356.

Discussion/Analysis:

The funds will be used for continuing Digital Investigations.

Financial Impact:

The funds are to be divided equally to the following accounts:

$184.00 be deposited into Account SG330 #41094317 68800
$184.00 be deposited into Account SG330 #41094317 68855
$184.00 be deposited into Account SG330 #41094317 68860

Other Board/Commission Action: None

Recommendations:

Request that the funds be accepted by the Board of Directors and deposited into the appropriate account.

Attachments:

Payment Disbursement Notification.

William Darby
Chief of Police

Cc: Accounting
    Captain Anthony Palombizio
    File
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager

DATE: December 11, 2019

SUBJECT: Board Agenda Item – CT Center for Digital Investigations (CDI)

Background:

The Police Department has received cash funds for the amount of $335.76 from the Town of Coventry. Awarded from Case #18-2128.

Discussion/Analysis:

The funds will be used for continuing Digital Investigations.

Financial Impact:

The funds are to be divided equally to the following accounts:

$111.92 be deposited into Account SG330 #41094317 68800
$111.92 be deposited into Account SG330 #41094317 68855
$111.92 be deposited into Account SG330 #41094317 68860

Other Board/Commission Action: None

Recommendations:

Request that the funds be accepted by the Board of Directors and deposited into the appropriate account.

Attachments:

Payment Disbursement Notification.

[Signature]
William Darby
Chief of Police

Cc: Accounting
Captain Anthony Palombizio
File
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager
FROM: William Darby, Chief of Police
DATE: December 10, 2019
SUBJECT: State Asset Forfeiture Fund $459.90

Background:

One (1) electronic payment in the amount of $459.90 has been received from the Department of Emergency Services and Public Protection. The funds are proceeds from narcotics investigations (M2018-09500 and M2017-13944) conducted by the East Central Narcotics Task Force. The ECNTF is comprised of officers from Manchester, Vernon, South Windsor and Glastonbury. The funds will be dispersed according to the equitable sharing agreement among the member towns.

Manchester’s share of funds is $114.98

Discussion/Analysis:

The funds will be used for continuing narcotics investigations, equipment or training.

Financial Impact:

$114.98 to be deposited into the Manchester’s State Asset Forfeiture Account.

Other Board/Commission Action:

None

Recommendations:

Request that the funds be accepted by the board and deposited in the appropriate account.

Chief William Darby

Cc: Captain Sean Grant, Field Services Division
    Lieutenant John Rossetti
    Lisa Larose, Detective Division
    Accounting Department
    File
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager
FROM: William Darby, Chief of Police
DATE: December 10, 2019
SUBJECT: State Asset Forfeiture Fund $1,874.95

Background:

One (1) electronic payment in the amount of $1,874.95 has been received from the Department of Emergency Services and Public Protection. The funds are proceeds from narcotics investigations (M2017-04025 and M2017-03400) conducted by the East Central Narcotics Task Force. The ECNTF is comprised of officers from Manchester, Vernon, South Windsor and Glastonbury. The funds will be dispersed according to the equitable sharing agreement among the member towns.

Manchester’s share of funds is $468.74

Discussion/Analysis:

The funds will be used for continuing narcotics investigations, equipment or training.

Financial Impact:

$468.74 to be deposited into the Manchester’s State Asset Forfeiture Account.

Other Board/Commission Action:

None

Recommendations:

Request that the funds be accepted by the board and deposited in the appropriate account.

Chief William Darby

Cc: Captain Sean Grant, Field Services Division
Lieutenant John Rossetti
Lisa Larose, Detective Division
Accounting Department
File
TOWN OF MANCHESTER
DEPARTMENT OF LEISURE, FAMILY AND RECREATION
AGENDA ITEM SUBMISSION

To: Scott Shanley, General Manager
From: Chris Silver, Director of Leisure, Family and Recreation
Subject: January Agenda Item
Date: December 18, 2019

Background.

The Recreation Division’s Main Office recently received various donations from the public in memory of Carl and Sophie Silver that amount to $1,610.00. It is the Silver Family’s wish that donations made in Carl and Sophie’s name be used for the continued support of Manchester’s youth.

Discussion/Analysis.

Financial Impact.

Other Board/Commission Action.

Recommendations.

I am recommending that an item be placed on the Board’s January agenda accepting the donations and appropriating $1,610.00 to the Carl and Sophie Silver Donation Fund.

Attachments.
Donor Listing

Cc: Kimberly Lord, Director of Finance
    Donna Huot, Executive Assistant
## Donations for Carl and Sophie Silver

<table>
<thead>
<tr>
<th>Donor</th>
<th>Address</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marjorie Adamy</td>
<td>31 E Maple Street Manchester, CT 06040</td>
<td>$25.00</td>
</tr>
<tr>
<td>Ken &amp; Cherie Baker</td>
<td>78 Maple Valley Road Bolton, CT 06043</td>
<td>$50.00</td>
</tr>
<tr>
<td>John &amp; Paula Barry</td>
<td>20 Whitney Ferguson Unit 5 Vernon, CT 06066</td>
<td>$50.00</td>
</tr>
<tr>
<td>Bill Bayer</td>
<td>125 Waranoke Road Manchester, CT 06040</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gary &amp; Bette Bogli</td>
<td>125 South Street Apt 321 Vernon, CT 06066</td>
<td>$25.00</td>
</tr>
<tr>
<td>Carol Delaney</td>
<td>1111 Gleneagle Ct Danville, KY 40422</td>
<td>$100.00</td>
</tr>
<tr>
<td>Bruce Dinne</td>
<td>92 Brent Drive Vernon, CT 06066-6239</td>
<td>$25.00</td>
</tr>
<tr>
<td>Richard &amp; Susan Farr</td>
<td>352 Woodland St Manchester, CT 06042-2867</td>
<td>$200.00</td>
</tr>
<tr>
<td>Felicia Farr-Schaller</td>
<td>352 Woodland Street Manchester, CT 06042</td>
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</tr>
<tr>
<td>Regina Ginotti</td>
<td>30 Regency Drive West Hartford, CT 06110</td>
<td>$100.00</td>
</tr>
<tr>
<td>Geraldine P. Greene</td>
<td>165 Taylor Street Vernon, CT 06066</td>
<td>$20.00</td>
</tr>
<tr>
<td>Paul &amp; Mary Beth Litrico</td>
<td>45 Brookview Circle Manchester, CT 06040</td>
<td>$25.00</td>
</tr>
<tr>
<td>Manchester Women's Club of CT, Suzanne</td>
<td>PO Box 1082 Manchester, CT 06045</td>
<td>$100.00</td>
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<tr>
<td>Brazeal - VP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Association of Letter Carriers</td>
<td>Merged Capitol City Branch #86 National Association of Letter Carriers</td>
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<tr>
<td></td>
<td>303 Burnside Ave Suite #4 East Hartford, CT 06108</td>
<td></td>
</tr>
<tr>
<td>Charles Pike &amp; Nancy Pedersen</td>
<td>12 Winged Foot Blvd Bloomfield, CT 06002</td>
<td>$500.00</td>
</tr>
<tr>
<td>Dr. Robert Rodner</td>
<td>11 Rosemary Lane South Windsor, CT 06074</td>
<td>$50.00</td>
</tr>
<tr>
<td>Bettylou Sandy</td>
<td>38 Somerset Drive Manchester, CT 06040</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**TOTAL DONATION** $1,610.00

*Received by:*

*Melanie Vassilopoulos*

*Senior Administrative Secretary*

*Department of Leisure, Family & Recreation*
TO: SCOTT SHANLEY, GENERAL MANAGER
FROM: KIMBERLY LORD, DIRECTOR OF FINANCE
SUBJECT: GR133 RELOCATION ACCOUNT
DATE: 12/12/19
CC: BOARD OF DIRECTORS

Background:

The Town maintains a reserve account, GR133, to cover cost of relocation expenses as required by state statute §8-268 and §8-270. Liens are placed on the property when these expenses occur. When the lien is paid, the revenue is returned to the reserve account. Revenues in the amount of $3,667.17 have been posted to the account on 8/1/17 for a lien placed on 49 Buckland Street, but the funds were never appropriated by the Board of Directors.

Discussion/Analysis:

An appropriation of $3,667.17 is necessary to reflect actual revenues received in FY2018.

Financial Impact:

The funds have been received and posted in the account. An appropriation is required to bring the account into balance.

Recommendation:

The Board of Directors appropriate $3,667.17 to GR133 Relocation.

Kimberly Lord
Director of Finance
Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation AT&T Aspire Grant for FY 19-20
Date: November 20, 2019

Background:
This grant is awarded to Manchester Public Schools from AT & T Aspire. The grant is to empower students to reach their highest potential. Investing in students today, to prepare them for success tomorrow.

Discussion/Analysis:
The purpose of the grant is to support a credit recovery program that will help underserved freshmen student progress to the 10th grade and remain on track for high school graduation.

Financial Impact: None

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Manchester Board of Education request the Board of Directors establish an appropriation for the FY 19/20 for the AT&T Aspire Grant in the amount of $6,000.

Attachments: None

Matthew Geary
Superintendent of Schools
Manchester, CT
December 9, 2019
To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 19/20 Garrett Lee Smith Suicide Prevention Grant

Date: November 25, 2019

**Background:** Garrett Lee Smith Suicide Prevention Grant from Community Health Resources is provided to support the goals of the Connecticut Strategic Plan for Suicide Prevention, by addressing needs and gaps using strategies, though the development of formal agreements, thereby reducing suicide attempts and deaths of youth ages 10-24 in Connecticut. The agreement is entered into for the purpose of establishing a collaborative relationship between Community Health Care as the Intensive Community-Based Effort as a primary mental health and substance abuse treatment provider organization, and Manchester Public Schools.

**Discussion/Analysis:** Funding to create and support a streamlined system within the school and across the community for improved crisis assessment, intervention, mental/behavioral treatment and follow-up services.

**Financial Impact:** None.

**Other Board/Commission Action:** None.

**Recommendation:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the Garrett Lee Smith Prevention Grant appropriation for FY19/20 in the amount of $15,000.

**Attachments:** None.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
December 9, 2019
Date: December 2, 2019 for the Board of Directors January meeting

To: Scott Shanley, General Manager

Prepared by: Douglas McDonough, Library Director

Subject: Board approval to appropriate $43,530 for book purchases from the Newton Taggart Children’s Book Fund.

Background The Newton Taggart Fund was begun in 1969 and grew with two substantial deposits from the estate of Newt’s widow, Julia, in 2000 and again in 2002. Only books for 'elementary school age' children may be purchased with this fund. Appropriations for expenditure from this Trust Fund need to be approved by both the Library Board and the Board of Directors.

Discussion/Analysis The Board of Directors last appropriated funds for expenditure from this Taggart Book Fund in November 2018.

Financial Impact None. Expenditure from Trust Funds.

Other Board Action As stated in the Library Board Minutes from the meeting of November 18, 2019: "The Library Board, following its previously approved Expenditure Policy, voted to spend $109,524 from the Alexander Jarvis and Alice C. Jarvis Book Fund and $43,530 from the Newton Taggart Fund for library materials over the next year. This amount is 4% of the funds’ values based on an average of the 4 prior end-of-the-year balances. All were in favor."

Recommendations Kindly approve the appropriation of $43,530 from the Newton Taggart Fund, Account 65094503 6800, Fund 751, to be financed by Newton Taggart Trust Fund balance.

Attachments None.
TO: Scott Shanley, General Manager
FROM: Jeff LaMalva, Town Engineer
DATE: December 11, 2019
RE: Appropriation for Traffic Signal Replacement and Safety Improvements
    Buckland Street at Buckland Hills Drive and Pleasant Valley Road

Background:

In June 2017, the Board of Directors appropriated $836,250.00 to the Capital Improvement Reserve – Buckland St. at Buckland Hills Drive Improvements account for the project to replace the traffic signal and eliminate the channelizing islands at the Buckland St./Buckland Hills Drive/Pleasant Valley Rd. intersection. The appropriation was funded by a grant from the State Department of Transportation (DOT) through the Local Road Accident Reduction Program.

Design was completed last summer and the project was bid on September 17, 2019. Only one bid was received at $1,037,922.50, which was higher than the initial appropriation. The State has approved an increase in the reimbursement amount to cover the project cost using the actual bid amount.

Construction is anticipated to begin in early 2020 and is take approximately five months to complete.

Action:

The Board of Directors is being asked to appropriate an additional $299,280.00 to the Capital Improvements Reserve – Buckland St. at Buckland Hills Drive Improvements, to be funded by a state grant under the Local Accident Reduction Program.

cc: Kimberly Lord, Director of Finance
    Tim Bockus, Director of Public Works
    John Dibiasi, Assistant Town Engineer
    Jim Mayer, Traffic Engineer
TO:       BOARD OF DIRECTORS
FROM:    KIMBERLY LORD, DIRECTOR OF FINANCE
SUBJECT: TRANSFER FROM GR000 UNALLOCATED TO VARIOUS CAPITAL RESERVE ACCOUNTS
DATE:  10/3/19
CC: SCOTT SHANLEY; TIM BOCKUS; BRIAN WOLVERTON

Background:

During a review of the Capital Reserves Fund (Fund 301), eight capital project accounts with deficit cash positions were noted. The project authorizations date from 2008-2015. I would like to transfer funds from Unallocated Capital Reserves (GR000) to balance the project accounts and close them out.

Discussion/Analysis:

These accounts were primarily grant funded projects. The grant revenue received was either lower than the initial appropriated amount, or, in the case of LOCIP grants, expenditures took place after the reimbursement was received the State, and the grant had been closed. The Unallocated Capital Reserve account currently has an unallocated balance of $133,745. A transfer of $30,400 is necessary to balance and close the accounts listed below:

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>GR000</td>
<td>UNALLOCATED</td>
<td>30,400.65</td>
<td></td>
</tr>
<tr>
<td>GR001</td>
<td>TOWN AID ROAD</td>
<td>670.26</td>
<td></td>
</tr>
<tr>
<td>GR057</td>
<td>FIRE MUSEUM WINDOW REPLACEMENT</td>
<td>12,014.00</td>
<td></td>
</tr>
<tr>
<td>GR062</td>
<td>BROAD STREET STREETSCAPES</td>
<td>6,760.00</td>
<td></td>
</tr>
<tr>
<td>GR065</td>
<td>PARK STREET BRIDGE</td>
<td>739.33</td>
<td></td>
</tr>
<tr>
<td>GR073</td>
<td>SR2S SIDEWALK PROJECT</td>
<td>7,200.02</td>
<td></td>
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<tr>
<td>GR099</td>
<td>WOODLAND/CHAPEL HILL/HILLIARD</td>
<td>144.39</td>
<td></td>
</tr>
<tr>
<td>GR103</td>
<td>HILLIARD POND DAM REMOVAL</td>
<td>1,697.85</td>
<td></td>
</tr>
<tr>
<td>GR117</td>
<td>HTFD RD AT MCKEE SIDEWALK EXTENS</td>
<td>1,174.80</td>
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</tr>
</tbody>
</table>

30,400.65  30,400.65
**Financial Impact:**

The Unallocated Reserve account will be reduced by $30,400.65, and the eight listed accounts will have a zero balance, so they can be closed out in our ledger. The transfer will take place within the Capital Reserve Fund and has no impact on the General Fund.

**Recommendation:**

Approve a transfer of $30,400.65 in cash reserves from GR000 Unallocated Reserves to close out various capital reserve accounts as listed.

Kimberly Lord  
Director of Finance
Date: December 2, 2019 for the Board of Directors January meeting

To: Scott Shanley, General Manager

Prepared by: Douglas McDonough, Library Director

Subject: Board approval to appropriate $109,524 for book purchases from the Alexander and Alice C. Jarvis Fund.

Background The Alexander and Alice C. Jarvis Book Fund was initially established in August 2006. Appropriations for expenditure from this Trust Fund need to be approved by both the Library Board and the Board of Directors.

Discussion/Analysis The Board of Directors last appropriated funds for expenditure from this Jarvis Book Fund in November 2018.

Financial Impact None. Expenditures from Trust Funds.

Other Board Action As stated in the Library Board Minutes from the meeting of November 18, 2019: "The Library Board, following its previously approved Expenditure Policy, voted to spend $109,524 from the Alexander Jarvis and Alice C. Jarvis Book Fund and $43,530 from the Newton Taggart Fund for library materials over the next year. This amount is 4% of the funds’ values based on an average of the 4 prior end-of-the-year balances. All were in favor."

Recommendations Kindly approve the appropriation of $109,524 from the Alexander and Alice C. Jarvis Book Fund, Account 65094507 6640, Fund 756, to be financed by the Jarvis Fund balance.

Attachments None
TO: Scott Shanley, General Manager
FROM: Kyle Shiel, Senior Planner
DATE: April 30, 2019
RE: Pre-Acquisition Account

Introduction

At its March 28, 2019 meeting, the Land Acquisition and Historic Property Investment Committee (“Committee”) unanimously recommended the Board of Directors appropriate $15,000 from land acquisition and historic property investment bond funds for the purpose of establishing a Pre-Acquisition account. The account would primarily be used to obtain professional services such as appraisals to provide the Committee and Board up-to-date market information prior to beginning potential real estate negotiations.

The Committee believes this account will allow them to efficiently collect sufficient information on potential target properties before recommendations are forwarded to the Board. Staff will be available at the Board’s June 4th meeting to answer questions. In the meantime, I am available at (860) 647-3042.
REVISED RESOLUTION
ESTABLISHMENT OF A REPURPOSED SCHOOLS COMMITTEE

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Town of Manchester establishes a committee to develop a coordinated plan for the four (4) decommissioned schools (Nathan Hale, Washington, Martin and Robertson), with a priority for Nathan Hale and Washington.

The committee will explore options for reuse, with the assistance of contracted engineers, architects and business planning consultants, detailed conceptual plans in concert with each other, and, in context of other existing public facilities and Town responsibilities. The committee shall consider the economic and social needs of each neighborhood as well as the needs of the Town as a whole. The committee may consider multiple uses for each site including a mix of municipal, commercial and residential uses as well as the consolidation of existing public services or uses. The committee, with the responsibility to recommend the effective use of the $10 to $12 Million dollars allotted for repurposing, shall engage the community with public input opportunities, as appropriate, to ensure participation and inclusion in the decision-making process.

BE IT FURTHER RESOLVED, that the committee will consist of twenty-three (23) 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 Building Committee
- One (1) designee from Sustainability Task Force
- Ex-Officio
  - Board of Education Chair
  - Board of Directors Chair
  - Board of Directors Minority Leader

The committee will initially serve until June 30, 2021, and will report to the Board bimonthly on progress, or, more frequently as appropriations are necessary to execute the task, or, recommendations are ready for Board discussion.
Manchester Police Department
Inter-Office Memo

TO: Scott Shanley, General Manager

DATE: November 26, 2019

SUBJECT: State Asset Forfeiture Fund $209.48

Background:

One (1) electronic fund transfer has been received from the State Department of Emergency Services and Public Protection Services in the amount of $209.48. The fund represents forfeiture proceeds from a split payment from Vernon Police Department. (Case # 17-14026)

The total amount of $209.48 should be distributed to Manchester Police only.

The funds will be used for continuing narcotics investigations, equipment or training.

Financial Impact:

$209.48 to be deposited into the Manchester’s State Asset Forfeiture Account.

Other Board/Commission Action: None

Recommendations:

Request that the funds be accepted by the Board and deposited in the appropriate account.

Attachments:

None.

William Darby
Chief of Police

Cc: Captain Sean Grant, Field Services Division
Lieutenant John Rossetti
Lisa Larose, Detective Division
Accounting Department
File
To: Schott Shanley, General Manager

From: Stacey Zackin, WORK_SPACE Manager

Subject: January 2020 Agenda Item

Date: December 10, 2019

Background
WORK_SPACE has been notified by the Cruisin’ on Main grant committee that we’ve been awarded $300 to aid in engagement/outreach for 2020’s auto-themed art show in the Main Gallery.

Discussion/Analysis

Financial Impact

Other Board/Commission Action

Recommendations
I am recommending that an item be placed on the Board’s January agenda accepting the donation and appropriating $300 to WORK_SPACE’S grant fund (object 4300).

Attachments

Cc: Kimberly Lord, Director of Finance
    Donna Huot, Executive Assistant
    Gary Anderson, Director of Economic Planning and Development
RESOLUTION

Project Description:

Local Bridge Program
State Project No. 9076-4147
Bridge Number: 04147
Bridge Location: Hartford Road over Hop Brook
Town/City/Borough of Manchester

Be it RESOLVED, that, Scott Shanley, General Manager
of the Town/City/Borough of Manchester is authorized to sign the LOCAL
BRIDGE PROGRAM SUPPLEMENTAL APPLICATION and any associated agreements
between the State of Connecticut and the Town/City/Borough of Manchester
for Hartford Road over Hop Brook, Bridge No. 04147.

Adopted by the Board of Directors of the Town/City/Borough of
Manchester, Connecticut


(Municipal Seal)

_________________________   __________________
Signature of Clerk            Date