

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
May 7, 2024
6:00 P.M. Executive Session/7:00 p.m. Regular Meeting
LINCOLN CENTER HEARING ROOM

ONE MEETING AGENDA

- 1. MEETING CALLED TO ORDER.**
- 2. EXECUTIVE SESSION.**
 - A. Real Estate
 - B. Personnel
- 3. AWARDS AND PRESENTATIONS.**
- 4. 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)*
- 5. ADOPTION OF MINUTES OF PREVIOUS MEETING.**
 - A. Actions, April 2, 2024 - Regular Meeting
 - B. Minutes, April 2, 2024 - Regular Meeting
- 6. COMMUNICATIONS.**
- 7. REPORTS.**
 - A. Manager's Report.
 1. TLC Foundation, Inc.
(Liama B. Holmes, Executive Director)
 2. Update on Downtown Improvement Project
(Town Staff)
 3. Pollinator Pathway.
(Tim Bockus, Director of Public Works)
 - B. Other Reports.
- 8. PRESENTATION OF BID WAIVER REQUESTS.**
- 9. PUBLIC HEARINGS** (formally advertised).
 - * A. Appropriations to Special Projects as follows:
 1. Health Department/ARPA Funded Lead Grant\$8,320
to be funded by the State of Connecticut Department of Public Health, to be used to assist with completion of epidemiological investigation for children with elevated blood levels.
 2. Manchester Police Department/Federal Asset Forfeiture Account (SG001).....\$17,533
to be funded by the U.S. Marshal Service, to be used to continue narcotics investigations, equipment and/or training.
 3. Relocation Account (GR133)\$2,091
to be funded by Relocation Costs Lien Certificate Proceeds for property located at 14 St. Lawrence Street.
 4. Leisure, Family & Recreation/Recipient Grant Account (SG311).....\$4,000
funded by the Cruisin on Main Committee, awarded to Cruisin' Cares Philanthropy Mini-Grant applicants.
 5. Fire Reserve/CERT Donation (FR453)\$500
to be funded by the Dutch Fogarty 4th of July Committee, for the purpose of purchasing supplies for the CERT team.
 6. Youth Service Bureau/LECC Grant (YSG19).....\$14,961
to be funded by the Connecticut Network for Children and Youth, for the early childhood collaborative for operational and project support.

- 7. Youth Service Bureau/MVPP (YSG18)\$500
to be funded by BPOE Manchester Lodge #1893 to provide supplies for youth in the Change Collaborative’s Annual Prevention Walk.
- 8. Manchester Police Department/Animal Control.....\$1,025
to be funded by public donations, for the purpose of continuing animal control services.
- 9. Public Works Cemetery Maintenance (CM004)\$25,000
for the re-paving of access roads in Town-owned cemeteries, to be funded by use of Cemetery Perpetual Care funds.
- * B. Appropriations to Education Special Projects as follows
 - 1. Alliance District Increasing Educator Diversity Grant (FY 23/24)\$202,292
to be funded by the State of Connecticut Department of Education, to be used to assist Manchester Public Schools in recruiting, hiring and retaining a diverse professional educator workforce.
- C. Appropriation of \$138,781 of previously allocated Community Development Block Grant funds for the purpose of constructing a new parking lot and related improvements in conjunction with the Nathan Hale School project.

10. CONSENT CALENDAR.

11. ACTION ON ITEMS OF PUBLIC HEARING.

12. UNFINISHED BUSINESS. (NONE)

13. NEW BUSINESS.

- * A. Appropriation to Special Projects (under \$500) as follows.
 - 1. Vacant Building Account (GR134)\$117
to be funded by grass and weed removal lien payment of 219 School Street.
 - 2. Customer Service and Information Center/Memorial Tree Program (SG043)\$200
funded by a donation from the Manchester Garden Club, for the purpose of planting memorial trees.
- * B. Acceptance of the resignation from Mary Dunne (D) from the Cheney Brothers National Historic District Commission, with a term expiring November 2024.
- C. Appointment of a member to the Cheney Brothers National Historic District Commission, to fill the vacancy left by Mary Dunne (D) with a term expiring November 2024.
- * D. Approval of the 2023-2024 Suspense List.
- E. Approval of an application to the CT Department of Aging and Disability Services for Senior Center ARPA funding.
- F. Approve to fly the Juneteenth and Pride flags.
- G. Approval of a three (3) year tax assessment agreement for DWRE East Center, LLC, for the proposed rehabilitation of 25 East Center Street.
- H. Approval of a lease agreement for the maintenance of Case Cabin and authorization for the Town Manager to sign the lease.
- I. Authorization for the Town Manager to sign a development agreement with Anthony Properties for the redevelopment of the Broad Street Parkade.
- J. Discussion of TLC Emergency Funding Request.
- K. Authorization for the Town to submit an application for the Safe Streets for All Grant.
- L. Discussion of Charter Revision.
- M. Approval of the MEU Contract.

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

15. ADJOURNMENT.

CONSENT CALENDAR: Items marked by an * which are not subsequently removed from the consent calendar by a Director are approved under item #10 of this Agenda.

ACTIONS
REGULAR MEETING OF THE BOARD OF DIRECTORS
April 2, 2024
6:00 p.m. Executive Session/7:00 p.m. Regular Meeting
LINCOLN CENTER HEARING ROOM

ONE MEETING AGENDA

PRESENT: Mayor Moran, Deputy Mayor Jones, Secretary Pamela Floyd-Cranford, Directors Boland, Conyers, Lentini, Muñiz Poland, Reichelt and Schain. Also, Town Manager Stephanou and Assistant Town Attorney John Sullivan.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 6:10 p.m. All in attendance participated in The Pledge of Allegiance to the Flag, led by Mayor Moran.

#57-24 APPROVED- Motion to commence the executive session.

Lentini/Jones

9 Voted in Favor

2. EXECUTIVE SESSION.

- A. Real Estate
- B. Personnel

Present in the executive session were Mayor Moran, Deputy Mayor Jones, Secretary Pamela Floyd-Cranford, Directors Boland, Conyers, Lentini, Muñiz Poland, Reichelt and Schain. Also, Town Manager Stephanou, Assistant Town Manager Purciello, Assistant Town Attorney John Sullivan, Director of Economic Planning and Development Gary Anderson, Town Clerk Maria Cruz, Mark Ostrowski, Partner of Shipman & Goodwin and Mark Jeffko, Project Executive of O&G Industries.

Executive session adjourned at 7:17 p.m.

Mayor Moran Reconvened the meeting at 7:22 p.m.

#58-24 APPROVED- Motion to suspend the rules to move item 13.E. Discussion of Proposed Solar Facility Carter Street, to the agenda at this time, and to add the following items:
13.F. Discussion of Charter Revision
13.G. Emergency funding for TLC

Jones/Lentini

9 Voted in Favor

#59-24 APPROVED- Motion to suspend rules to add item 13.H. Resolution Concerning Proposed Carter Street Solar Farm Project, to the agenda following item 13.E.

Jones/Muñiz Poland

9 Voted in Favor

#60-24 **APPROVED-** 13.H. Resolution Concerning the Proposed Carter Street Solar Farm Project.

Schain/Reichelt

9 Voted in Favor

5. ADOPTION OF MINUTES OF PREVIOUS MEETING.

- A. Actions, March 5, 2024 - Regular Meeting
- B. Minutes, March 5, 2024 - Regular Meeting
- D. Minutes, March 6, 2024 - Budget Workshop #1
- E. Minutes, March 12, 2024 - Budget Workshop #2
- F. Minutes, March 12, 2024 - Public Hearing on the Budget
- G. Minutes, March 14, 2024 - Budget Workshop #3
- H. Minutes, March 19, 2024 - Budget Workshop #4
- I. Minutes, March 20, 2024 - Budget Workshop #5
- J. Minutes, March 21, 2024 - Budget Workshop #6

#61-24 **Floyd-Cranford/Lentini**

9 Voted in Favor

- C. Minutes, March 5, 2024 - Budget Presentation to the Board of Directors

#62-24 **Lentini/Muñiz Poland**

**8 Voted in Favor
Deputy Mayor Jones Abstained**

9. PUBLIC HEARINGS (formally advertised).

#63-24 **APPROVED-** Motion to amend item 9.D., as follows:

Moved that the ordinance amended by changing “prior town” to a “prior law enforcement agency” in section D.; changing “town” to “prior law enforcement agency” and changing “immediately prior” to “most recently” in the first sentence of section (2); and changing “town to “law enforcement agency” in three places in the second sentence of section (2).”

Conyers/Lentini

9 voted in Favor

10. CONSENT CALENDAR. (Item 9.B.1 removed and items 9.C, 9.D, 13.C added)

#64-24 9.A. Appropriations to Special Projects as follows:

- 1. Manchester Police Department/DDHVE (SG018)\$68,506
to be funded by the State of Connecticut Department of Transportation,
to be used for Distracted Driving High Visibility Enforcement.
- 2. Manchester Police Department/Federal Asset Forfeiture Account (SG001).....\$11,163
to be funded by the US Marshalls Service, for the purpose of continuing
narcotics investigations, equipment and/or training.
- 3. Human Services/Opioid Settlement Funds (SG352)\$63,123
to be funded by National Opioid Settlement funding, for the purposes of
mitigating the effects of the opioid epidemic in Manchester.
- 4. Department of Leisure, Family and Recreation/Spruce Street Market (SG312).....\$2,406
to be funded by End Hunger, CT, for Spruce Street market double SNAP
reimbursements.
- 5. Youth Service Bureau/CT Grown for CT Kids Grant (YSG25)\$22,195
to be funded by the CT Department of Agriculture, to continue to implement a

- comprehensive, integrated farm-to-school curriculum, impacting 180 preschoolers.
- 6. Youth Services Bureau/Campership Fund (YSG10)\$20,000
to be funded by SBM Charitable Foundation and the Mayor’s Program for Manchester Children, to be used for camp scholarships.
 - #65-24 9.B. Appropriations to Education Special Projects as follows:
 - 2. Manchester Head Start Program Operations Grant (FY24/25).....\$725,637
to be funded by the Federal Government, to be used to prepare three and four year old students for kindergarten.
 - 3. Manchester Head Start Training Grant (FY24/25)\$7,604
to be funded by the Federal Government, to be used to pay for various training activities for all certified and non-certified staff.
 - 4. Enfield Head Start Program Operations Grant (FY24/25)\$536,338
to be funded by the Federal Government, to be used to prepare three and four year old students for kindergarten.
 - 5. Enfield Head Start Training Grant (FY24/25).....\$5,620
to be funded by the Federal Government, to be used to pay for various training activities for all certified and non-certified staff.
 - #66-24 9.C. Approval of an ordinance re-establishing the Advisory Recreation and Park Commission as the Advisory Parks, Recreation and Leisure Services Commission. A copy of the proposed ordinance may be seen in the Town Clerk's office during regular business hours.
 - #67-24 9.D. Approval of an ordinance amending the Town of Manchester Supplemental Pension Ordinances, Section 70-31, to provide for certain police members to purchase up to five (5) additional years of contributory service to be considered in calculating the police member's benefit as well as his or her Normal Retirement Date. A copy of the proposed ordinance may be seen in the Town Clerk's office during regular business hours as amended above.
 - #68-24 13.A. Appropriation to Special Projects (under \$500) as follows:
 - 1. Manchester Police Department/Animal Control\$53
to be funded by public donations, which are gratefully acknowledged and accepted, for the purpose of continuing animal control services.
 - 2. Customer Service and Information Center/Memorial Tree Program (SG043)\$330
funded by public donations, for the purpose of planting memorial trees.
 - #69-24 13.C. Approval of amended job descriptions for the positions of Town Clerk, Deputy Town Clerk, Assistant Town Clerk and Records Clerk.

Lentini/Jones

9 Voted in Favor

11. ACTION ON ITEMS OF PUBLIC HEARING.

- #70-24 9.B.1. Appropriations to Education Special Projects as follows:
 - 1. Perkins Secondary Grant (FY23/24).....\$149,798
to be funded by the State of Connecticut Department of Education, to be used to improve and expand education and career guidance systems for Manchester’s youth.

Schain/Conyers

**8 Voted in Favor
Deputy Mayor Jones Abstained**

12. UNFINISHED BUSINESS.

- A. Tabled - Appointment of a member to the Veterans Advisory Committee to fill the vacancy left by Gerald Acevedo (D), with a term expiring November 2024.

#71-24 **APPROVED-** Motion to remove 12.A. from the table.

Jones/Conyers

9 Voted in Favor

#72-24 **APPROVED-** Motion to appoint Hubert Randolph Watson Jr., 85 Falkner Drive (U) to the Veterans Advisory Committee to fill the vacancy left by Gerald Acevedo (D), with a term expiring November 2024.

Schain/Lentini

9 Voted in Favor

13. NEW BUSINESS.

- B. Approval of the naming of the two new softball fields at the L. Carl Silver Recreation Complex on New State Road after Chickey Barerra and Laura Dunfield, at the recommendation of the Advisory Recreation and Park Commission.

#73-24 **Jones/Muñiz Poland**

9 Voted in Favor

- D. Discussion of project labor agreement for construction of new library.

#74-24 **APPROVED-** Motion to move into a project labor agreement for construction of new library.

Lentini/Jones

6 Voted in Favor

Directors Conyers, Boland, Reichelt Voted in Opposition

- F. Discussion of Charter Revision.

#75-24 **APPROVED-** Motion to take a brief recess at 10:45 p.m.

Schain/Conyers

9 Voted in Favor

#76-24 **FAILED-** Motion to table discussion of charter revision.

Boland/Reichelt

**Directors Conyers, Reichelt, and Boland Voted in Favor
6 Voted in Opposition**

- G. Emergency Funding for TLC.

#77-24 **APPROVED-** Motion to direct the Town Manager to secure \$20,000 in contingency funds to be provided to TLC as a bridge to a further decision, pending the examination of all relevant fiscal documents requested by Town personnel, for the Board of Directors to determine future allocations.

Jones/Reichelt

9 Voted in Favor

15. ADJOURNMENT.

The meeting was adjourned until May 7 of 2024 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

#78-24 Lentini/Muñiz Poland

9 Voted in Favor

Adjournment: 11:51 p.m.

jb

APPROVED:

ATTEST:

Secretary, Manchester Board of Directors

XP

MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
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ONE MEETING AGENDA

PRESENT: Mayor Moran, Deputy Mayor Jones, Secretary Pamela Floyd-Cranford Directors Boland, Conyers, Lentini, Muñiz Poland, Reichelt and Schain. Also, Town Manager Stephanou and Assistant Town Attorney John Sullivan.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 6:10 p.m. All in attendance participated in The Pledge of Allegiance to the Flag, led by Mayor Moran.

APPROVED- Motion to commence the executive session.

Lentini/Jones

8 Voted in Favor

2. EXECUTIVE SESSION.

- A. Real Estate
- B. Personnel

Present in the executive session were Mayor Moran, Deputy Mayor Jones, Secretary Pamela Floyd-Cranford, Directors Boland, Conyers, Lentini, Muñiz Poland, Reichelt and Schain. Also, Town Manager Stephanou, Assistant Town Manager Purciello, Assistant Town Attorney John Sullivan, Director of Economic Planning and Development Gary Anderson, Town Clerk Maria Cruz, Mark Ostrowski, Partner of Shipman & Goodwin and Mark Jeffko, Project Executive of O&G Industries.

Executive session adjourned at 7:17p.m.

Mayor Moran Reconvened the meeting at 7:22 pm.

APPROVED- Motion to come out of executive session.

Lentini/Muñiz Poland

9 Voted in Favor

3. AWARDS AND PRESENTATIONS. (NONE)

Mayor Moran takes a moment to acknowledge the passing of former State Senator and Board of Education member Carl Zinsser, and former State Comptroller and Mayor of Manchester, Nathan Agostinelli. All in attendance pause for a moment of silence.

APPROVED- Motion to suspend the rules to move item 13.E. Discussion of Proposed Solar Facility on Carter Street, to the agenda at this time, and to add the following items:

- 13.F. Discussion of Charter Revision
- 13.G. Emergency funding for TLC

Jones/Lentini

9 Voted in Favor

13.E. Discussion of Proposed Solar Facility on Carter Street

APPROVED- Motion to suspend rules to add item 13.H. Resolution Concerning Proposed Carter Street Solar Farm Project, to the agenda following item 13.E.

Jones/Muñiz Poland

9 Voted in Favor

Attorney Sullivan provides information regarding the Town's role and involvement with Siting Council proceedings, and reviews the three potential courses of action, according to state statute; participate as an intervener, file a written statement, or take no action at all.

Directors ask clarifying questions on whether council would need to be outsourced to take on intervener status, inquire about timelines, and collaboratively establish a resolution.

APPROVED- 13.H.

RESOLUTION OF THE BOARD OF DIRECTORS CONCERNING THE PROPOSED CARTER STREET SOLAR FARM PROJECT

WHEREAS, given the potential for the solar farm proposed at 250 Carter Street by Tritec Americas, LLC to cause unacceptable damage to the environment and natural resources, impacts to wildlife, disturbing noise, water run-off issues, and harm to the quality of life of nearby neighbors, the Board of Directors instructs the Town Manager to have the Town Attorney represent the Town in proceedings before the Connecticut Siting Council on Petition No. 1609; and

WHEREAS, the Town Manger shall direct this legal counsel to file for intervenor status in this matter for our town, to fully participate in the proceedings, and to take necessary and effective steps to encourage the Siting Council to deny the request for the Carter Street project; and

WHEREAS, the Board of Directors authorizes the Town Manger to expend up to \$20,000 on appropriate legal and related expenses to address this matter before the Siting Council.

NOW, THEREFORE, BE IT RESOLVED that the Town of Manchester Board of Directors hereby directs the Town Manager to instruct the Planning and Economic Development Department to assess and recommend the most suitable sites for commercial solar farm installations within our borders in order to suggest an alternative site for the proposed Tritec Americas, LLC project on Carter Street, and to have an inventory of appropriate and acceptable sites available for other potential future projects.

Schain/Reichelt

9 Voted in Favor

4. 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)*

Colin McNamara, 47 Grandview St.- Addresses the budget report and shares concerns.

Miriam Byroade, 207 Parker St.- Commends the Board of Directors and Town leadership for their continued support of the Library Building Committee.

Marcella Macdonald, 483 West Middle Tpke.- Supports the approval to name the two softball fields at the L. Carl Silver Recreational Complex on New State Road after Chickey Barrera and Laura Dunfield, and provides a brief background of honorees.

Deb Court, 25 Country Club Dr.- Expresses opposition to proposed Downtown improvement changes. Inquires if decisions have been made without a public vote.

The following residents expressed concerns about the Proposed Solar Farm on Carter Street. They were in favor of the Resolution and expressed appreciation to the Board of Directors for their support:

Marie Urbanetti, 213 Blue Ridge Dr.

Eric Fuerst, 120 Amanda Dr.

Rachel Schnabel, 263 Blue Ridge Dr.

James Nemery, 31 Bette Dr.

Ray Welnicki, 121 Amanda Dr

Mayor Moran closes the floor to public comment and offers clarification regarding concerns about downtown improvement changes. Mayor Moran assures residents that there will be a formal process when final decisions are made.

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Floyd-Cranford/Lentini

9 Voted in Favor

- C. Minutes, March 5, 2024 - Budget Presentation to the Board of Directors

Lentini/Muñiz Poland

**8 Voted in Favor
Deputy Mayor Jones Abstains**

6. COMMUNICATIONS.

Mayor Moran acknowledges recent communications that have since been addressed, including the Proposed Solar Farm Project on Carter Street, Downtown improvements, and the services at the senior center.

7. REPORTS.

A. Manager's Report.

1. Open Gov/Purchasing Process

(Director of Finance Kim Lord and Purchasing Agent Cora Narracci)

Town Manager Stephanou introduces Director of Finance Kim Lord, who will be giving an update on recent adjustments and improvements to the Town's purchasing system.

Director Lord provides context on the reorganization of the Purchasing Division, and the implementation of procurement software, OpenGov, which converted paper-based purchasing processes to an electronic system. Director Lord introduces Purchasing Agent Cora Narracci.

Purchasing Agent Cora Narracci reviews the workflow of the procurement process, including solicitation development, supplier engagement, evaluation and award, and contract management.

Director Lord announces the Procurement Summit Event on April 23rd and provides closing statements.

The Board of Directors are given an opportunity to ask questions or provide comments at this time.

Deputy Mayor Jones, Secretary Floyd-Cranford, and Directors Lentini and Reichelt ask clarifying questions.

2. Update on 2023-2024 Winter Warming program (Director of Human Services Joel Cox)

Town Manager Stephanou introduces Director of Human Services Joel Cox and Chief Executive Officer of MACC Shannon Baldassario to present an update on the Winter Warming program.

Director Joel Cox provides background information on warming center operations over the last four winters. With partners of Cornerstone and MACC, the Human Services Department used a combination of local and state COVID funding to serve several residents with a variety of referrals and resources. Director Cox emphasizes the importance of advocacy from leadership at the state level to create greater resources, support and buy-in, and incentives for all municipalities to do their fair share of work in responding to homelessness in their respective communities. Beyond this winter, thanks to the Board of Directors, funding is secured for winters of 24/25 and 25/26; with discussions for planning to commence in the next few months. Thanks are also given to MACC charities and other partners, providers, and town departments for their ongoing support of this program.

Shannon Baldassario shares that these efforts are made possible because of the dedication and passion MACC staff has for Manchester.

Mayor Moran opens the floor to any comments or questions from the Board of Directors at this time.

The Board of Directors and Town Manager Stephanou discuss the impact of the national housing crisis, and how the benefits of this program can be sustained. The Directors commend MACC on their work and reiterate the need for advocacy from leadership and neighboring municipalities to continue this support.

- 3. Overview of CDBG-CV Senior Center Technology Program proposal
(Director of Human Services Joel Cox)

The Human Service Department seeks to utilize the remaining CDBG-CV funding to create a program that provides eligible Manchester households with technology access and education. All components of this project will be designed, implemented, and administered through the lens of equity, ensuring that a broad range of eligible residents can participate. The IT department will be consulted in all aspects of this program design. Director Cox notes that Human Services has a history of successfully managing CDBG-funded programs, and an understanding of data reporting and record-keeping requirements. The total project cost is shared to be \$96,844. Director Cox reviews the changes that must be submitted to HUD, and provides closing statements.

The Board of Directors are given an opportunity to ask questions and provide comments at this time.

The Board of Directors asked clarifying questions about the location and support of these services.

B. Other Reports (NONE)

8. PRESENTATION OF BID WAIVER REQUESTS. (None)

9. PUBLIC HEARINGS (formally advertised).

* A. Appropriations to Special Projects as follows:

- 1. Manchester Police Department/DDHVE (SG018)\$68,506
to be funded by the State of Connecticut Department of Transportation,
to be used for Distracted Driving High Visibility Enforcement.
- 2. Manchester Police Department/Federal Asset Forfeiture Account (SG001).....\$11,163
to be funded by the US Marshalls Service, for the purpose of continuing
narcotics investigations, equipment and/or training.
- 3. Human Services/Opioid Settlement Funds (SG352)\$63,123
to be funded by National Opioid Settlement funding, for the purposes of
mitigating the effects of the opioid epidemic in Manchester.
- 4. Department of Leisure, Family and Recreation/Spruce Street Market (SG312).....\$2,406
to be funded by End Hunger, CT, for Spruce Street market double SNAP
reimbursements.
- 5. Youth Service Bureau/CT Grown for CT Kids Grant (YSG25)\$22,195
to be funded by the CT Department of Agriculture, to continue to implement a
comprehensive, integrated farm-to-school curriculum, impacting 180 preschoolers.
- 6. Youth Services Bureau/Campership Fund (YSG10).....\$20,000
to be funded by SBM Charitable Foundation and the Mayor's Program for
Manchester Children, to be used for camp scholarships.

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 Lentini notes that he has requested an opinion from the Town Attorney regarding restrictions and spending options of expenditure funds that are received through Asset Forfeiture programs.

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

- * B. Appropriations to Education Special Projects as follows
 - 1. Perkins Secondary Grant (FY23/24).....\$149,798
to be funded by the State of Connecticut Department of Education, to be used to improve and expand education and career guidance systems for Manchester’s youth.
 - 2. Manchester Head Start Program Operations Grant (FY24/25).....\$725,637
to be funded by the Federal Government, to be used to prepare three and four year old students for kindergarten.
 - 3. Manchester Head Start Training Grant (FY24/25)\$7,604
to be funded by the Federal Government, to be used to pay for various training activities for all certified and non-certified staff.
 - 4. Enfield Head Start Program Operations Grant (FY24/25)\$536,338
to be funded by the Federal Government, to be used to prepare three and four year old students for kindergarten.
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to be funded by the Federal Government, to be used to pay for various training activities for all certified and non-certified staff.

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 hearing on the above items.

- C. Approval of an ordinance re-establishing the Advisory Recreation and Park Commission as the Advisory Parks, Recreation and Leisure Services Commission. A copy of the proposed ordinance may be seen in the Town Clerk's office during regular business hours.

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 hearing on the above items.

- D. Approval of an ordinance amending the Town of Manchester Supplemental Pension Ordinances, Section 70-31, to provide for certain police members to purchase up to five (5) additional years of contributory service to be considered in calculating the police member's benefit as well as his or her Normal Retirement Date. A copy of the proposed ordinance may be seen in the Town Clerk's office during regular business hours.

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.

Town Manager Stephanou provides context for a proposed amendment to item 9.D. and the original language adjustment.

Director Conyers moves a motion forward to amend item 9.D. with this language adjustment.

APPROVED- Motion to amend item 9.D., as follows:

Moved that the ordinance amended by changing “prior town” to a “prior law enforcement agency” in section D.; changing “town” to “prior law enforcement agency” and changing “immediately prior” to “most recently” in the first sentence of section (2); and changing “town to “law enforcement agency” in three places in the second sentence of section (2).”

Conyers/Lentini

9 voted in Favor

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

10. CONSENT CALENDAR. (Item 9.B.1 removed and items 9.C, 9.D, 13.C added)

* 9.A. Appropriations to Special Projects as follows:

1. Manchester Police Department/DDHVE (SG018)\$68,506
to be funded by the State of Connecticut Department of Transportation,
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Manchester Children, to be used for camp scholarships.

9.B. Appropriations to Education Special Projects as follows:

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to be funded by the Federal Government, to be used to prepare three and four year old
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to be funded by the Federal Government, to be used to pay for various training
activities for all certified and non-certified staff

9.C. Approval of an ordinance re-establishing the Advisory Recreation and Park Commission as the Advisory Parks, Recreation and Leisure Services Commission. A copy of the proposed ordinance may be seen in the Town Clerk's office during regular business hours.

9.D. Approval of an ordinance amending the Town of Manchester Supplemental Pension Ordinances, Section 70-31, to provide for certain police members to purchase up to five

(5) additional years of contributory service to be considered in calculating the police member's benefit as well as his or her Normal Retirement Date. A copy of the proposed ordinance may be seen in the Town Clerk's office during regular business hours as amended above.

- * 13.A. Appropriation to Special Projects (under \$500) as follows:
 - 1. Manchester Police Department/Animal Control \$53
to be funded by public donations, which are gratefully acknowledged and accepted, for the purpose of continuing animal control services.
 - 2. Customer Service and Information Center/Memorial Tree Program (SG043) \$330
funded by public donations, for the purpose of planting memorial trees.
- 13.C. Approval of amended job descriptions for the positions of Town Clerk, Deputy Town Clerk, Assistant Town Clerk and Records Clerk.

Lentini/Jones

9 Voted in Favor

11. ACTION ON ITEMS OF PUBLIC HEARING.

9.B.1. Appropriations to Education Special Projects as follows:

- 1. Perkins Secondary Grant (FY23/24).....\$149,798
to be funded by the State of Connecticut Department of Education, to be used to improve and expand education and career guidance systems for Manchester's youth.

Schain/Conyers

**8 Voted in Favor
Deputy Mayor Jones Abstained**

12. UNFINISHED BUSINESS.

A. Tabled - Appointment of a member to the Veterans Advisory Committee to fill the vacancy left by Gerald Acevedo (D), with a term expiring November 2024.

APPROVED- Motion to remove 12.A. from the table.

Jones/Conyers

9 Voted in Favor

APPROVED- Motion to appoint Hubert Randolph Watson Jr., 85 Falkner Drive (U) to the Veterans Advisory Committee to fill the vacancy left by Gerald Acevedo (D), with a term expiring November 2024.

Schain/Lentini

9 Voted in Favor

13. NEW BUSINESS.

B. Approval of the naming of the two new softball fields at the L. Carl Silver Recreation Complex on New State Road after, at the recommendation of the Advisory Recreation and Park Commission.

Mayor Moran invites Director of Family Leisure Services Chris Silver to provide a history of honorees.

Director Silver gives context on the nomination process and emphasizes the impact that Chickey Barerra and Laura Dunfield's accomplishments had on the Manchester Community.

Deputy Mayor Jones expresses support but also considers the precedent this nomination process would set. Suggests opening subject to public discussion in the future.

The Board of Directors share their overall support for this item.

Jones/Muñiz Poland

9 Voted in Favor

D. Discussion of project labor agreement for construction of new library.

Director Lentini shares context on project labor agreements and expresses his support by moving forward a motion to enter into a project labor agreement for the construction of the new library.

Deputy Mayor Jones seconds this motion.

Directors Conyers and Reichelt express opposition to a project labor agreement, and share concerns regarding cost, performance measures, and standard practices.

Town Manager Stephanou invites Mark Jeffko of O&G Industries to further elaborate on Project Labor Agreements.

APPROVED- Motion to move into a project labor agreement for construction of new library.

Lentini/Jones

6 Voted in Favor

Directors Conyers, Boland, Reichelt Voted in Opposition

F. Discussion of Charter Revision.

Director Lentini lists items within the Charter for the Board to consider for revision and proposes a motion to impanel a Charter Revision Commission to deliver a draft report to the Board of Directors no later than the August meeting for consideration of items to place on the November ballot.

Secretary Floyd-Cranford seconds this motion.

Director Conyers expresses opposition to Charter revisions, requesting additional time for due process and further discussion.

The Directors discuss reservations and ask Assistant Town Attorney John Sullivan clarifying questions.

APPROVED- Motion to take a brief recess at 10:45 p.m.

Schain/Conyers

9 Voted in Favor

Mayor Moran reconvenes the meeting at 11:00 p.m.

Director Boland motions to table this discussion, stating he'd like to look into this subject further with the Town Attorney.

FAILED- Motion to table discussion of charter revision.

Boland/Reichelt

**Directors Conyers, Reichelt, and Boland Voted in Favor
6 Voted in Opposition**

Deputy Mayor Jones explains opposition to this motion and notes that an item cannot be discussed once it is tabled.

Mayor Moran and Deputy Mayor Jones ask Assistant Attorney John Sullivan clarifying questions about commission statutes and timeframes.

Directors Boland and Reichelt reiterate the request for additional time for the Directors and Assistant Town Attorney John Sullivan to review the statutes with this discussion in mind.

Mayor Moran clarifies that the vote that's on the table is to appoint a charter revision commission, the charge comes later on.

Further discussion follows.

Director Lentini considers the information provided by Attorney John Sullivan and withdraws his initial motion.

Directors discuss adding this item to the May meeting agenda.

G. Emergency Funding for TLC.

Town Manger Stephanou offers context of this request and expresses limited reservations considering the precedent funding an organization would set.

Deputy Mayor Jones suggests that further investment by the town requires some sort of accountability to the community and its residents, in respect to their business model.

The Directors discuss the potential and limitations of reviewing financial reports to better determine whether full funds should be granted and inquire what the timeline for this request is.

Town Manager Stephanou suggests being directed to grant a portion of the requested amount, to allow the Directors more time to consider this request while providing aid simultaneously.

The Directors discuss an amount that would substantiate this request.

Town Manager Stephanou states that town staff will ensure public funds are used in accordance with the request as presented by TLC.

APPROVED- Motion to direct the Town Manager to secure \$20,000 in contingency funds to be provided to TLC as a bridge to a further decision, pending the examination of all relevant fiscal documents requested by Town personnel, for the Board of Directors to determine future allocations.

Jones/Reichelt

9 Voted in Favor

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

Director Reichelt proposes special joint meetings of the Board of Education and Board of Directors to help bridge communications.

Deputy Mayor Jones confirms that TLC should be on the next agenda.

15. ADJOURNMENT.

The meeting was adjourned until May 7 of 2024 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

Lentini/Muñiz Poland

9 Voted in Favor

Adjournment: 11:51 p.m.

jb

APPROVED:

ATTEST:

Secretary, Manchester Board of Directors



TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL REQUEST MEMO

TO: Steve Stephanou, Town Manager
FROM: Jeffrey Catlett, Director of Health
SUBJ: May 2024 BOD Appropriation Request
DATE: 03/21/2024
CC: Joel Cox, Director of Human Services
Kim Lord, Director of Finance

Background:

ARPA grant for the reimbursement of funds associated with the completion of epidemiological investigation for those children with an elevated blood lead level of 5 micrograms per deciliter or higher, between July 1, 2023, through December 31, 2026.

Discussion:

As indicated in the grant announcement, the intended use of funding is to assist with the completion of epidemiological investigation for those children with an elevated blood lead level of 5 micrograms per deciliter or higher. Additional funding may be available as we identify more cases that meet the prescribed criteria.

Financial Impact:

Funds will be used for the purposes stated. There are no additional financial impacts to the town.

Agenda Information

Health Department/ARPA Funded Lead Grant \$8,320 to be funded by the Connecticut Department of Public Health.

Account Information: (Attach additional budget sheet and background documentation, if needed)

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
PROF & TECH SERVICES		6310		\$4,160
MIS. SUPPLIES		6690		\$4,160
			TOTAL	\$8,320

Sincerely,

Jeffrey Catlett, MPH, RD
Director of Health



**TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL MEMO**

TO: STEVE STEPHANOU, GENERAL MANAGER
FROM: PATRICIA FILES, MANCHESTER POLICE DEPARTMENT
SUBJECT: APPROPRIATION REQUEST-FEDERAL ASSET FORFEITURE
DATE: APRIL 1, 2024
CC: BOARD OF DIRECTORS

OK [Signature]

Background:

The Police Department has received three (3) Electronic Fund Transfers for \$17,532.96 from the Department of Justice, U.S. Marshals Service, Asset Forfeiture Division.

Discussion:

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

Financial Impact:

That the entire \$17,532.96 be deposited into Manchester’s Federal Asset Forfeiture Account.

Agenda Information

Manchester Police Department/Federal Asset Forfeiture Account..... \$17,532.96 to be funded by US Marshalls Service, for the purpose of continuing narcotics investigations, equipment, and/or training.

Account Information: (Attach additional budget sheet, if needed)

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Fed Asset Forfeiture	41094304	68800	SG001	\$11,371.23
	41094304	68800	SG001	\$2,220.31
	41094304	68800	SG001	\$3,941.42
			TOTAL	\$17,532.96



TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL REQUEST MEMO

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: KIM LORD, DIRECTOR OF FINANCE
SUBJECT: APPROPRIATION REQUEST
DATE: APRIL 4, 2024
CC: BOARD OF DIRECTORS

Background:

The Town of Manchester placed a Relocation Costs Lien Certificate on property located at 14 St. Lawrence Street in the amount of \$2,090.08.

Discussion:

The Town of Manchester Building Department declared the property located at 14 St. Lawrence Street uninhabitable due to lack of heat. As such, the residents of the property needed to be relocated immediately. The Senior, Adult and Family Services Department aided the residents of 14 St. Lawrence Street.

A Relocation Costs Lien Certificate in the amount of \$2,090.08 was recorded in Volume 4705, Page 528 of the Manchester Land Records.

Payment of \$2,090.08 was received by the Town of Manchester on April 4, 2024.

Financial Impact:

There is no financial impact to the General Fund.

Agenda Information Relocation Account GR133..... \$2,090.08
to be funded by Relocation Costs Lien Certificate Proceeds.

Account Information: (Attach additional budget sheet, if needed)

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Relocation Account	3013801	4600	GR133	\$2,090.08
			TOTAL	\$2,090.08

Sincerely,

Kimberly Lord, Director of Finance



TOWN OF MANCHESTER, CONNECTICUT
 APPROPRIATION APPROVAL REQUEST MEMO

TO: STEVE STEPHANOU, TOWN MANAGER
 FROM: CHRISTOPHER SILVER, DIRECTOR OF LEISURE, FAMILY &
 RECREATION
 SUBJECT: APPROPRIATION REQUEST
 DATE: APRIL 12, 2024

Background:

As part of the agreement between the Town of Manchester and the Cruisin' on Main Street Committee, a mini-grant program was established to aid in distributing funds garnered after expenses were paid. The fund balance will be used to bring the account into balance, as well as fund the mini-grant program. The Cruisin' on Main Street Mini-Grant subcommittee received 11 applications. The subcommittee scored each submission to recommend a selection to the full committee. The Cruisin' on Main Street Committee is seeking consensus from the Town of Manchester Board of Directors to distribute the below mini-grants to this year's applicants.

Discussion:

Financial Impact:

The use of fund balance at the end of the 2022-23 event season is \$14,143.97 (figure includes \$5,000.00 budget reserve set aside in 2021-22 and an additional \$5000.00 reserve set aside from 2022-23). The remaining funds (\$4,143.97) to be distributed through the Cruisin' Cares Philanthropy Mini-Grant Program.

Agenda Information

The Department of Leisure, Family and Recreation is recommending that an item be placed on the Board of Directors' May agenda to award the Crusin' Cares Philanthropy Mini-Grant applicants \$4,000 from the Recipient Grants Account. Recipients are as follows:

Organization (Program/Project)	Award Amount
Manchester Scholarship Foundation (Large Scale Collaborative Performances)	\$ 500
Rebuilding Together Manchester, Inc (Rebuilding Together Day)	\$ 2,000
Manchester Lions Club (Manchester Youth Fishing Derby)	\$ 500
CAST Inc. (Summer Musical)	\$ 1,000
Total Mini-Grant Amount to be Awarded	\$ 4,000

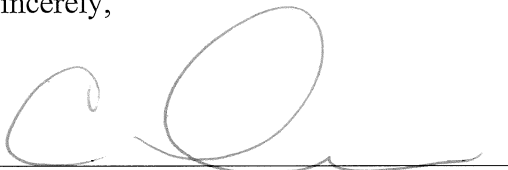
Page 2

April 12, 2024

Account Information:

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Recipient Grants	61094374	68430	SG311	\$4,000.00
			TOTAL	\$4,000.00

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a large 'O' and a horizontal line extending to the right.

Director, Leisure, Family and Recreation



**TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL REQUEST MEMO**

TO: STEVE STEPHANOU, GENERAL MANAGER
FROM: DANIEL FRENCH, FIRE CHIEF
SUBJECT: APPROPRIATION REQUEST
DATE: APRIL 9, 2024
CC: BOARD OF DIRECTORS

Background:

The Manchester CERT Team has received a donation from the Dutch Fogarty 4th of July Committee in appreciation for the teams work at the July 4th celebration.

Discussion:

The donation in the amount of \$500. Upon appropriation, these funds will be used to purchase miscellaneous supplies, as needed, for the CERT Team. All donations are gratefully acknowledged.

Financial Impact:

There is no impact to the Town.

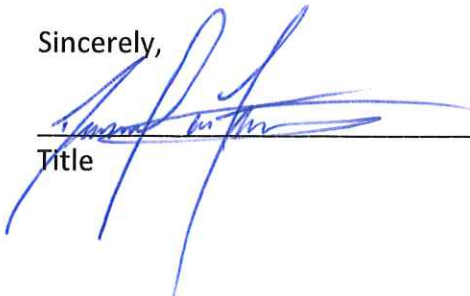
Agenda Information

Fire Reserve/CERT Donations..... \$500.00
to be funded by Dutch Fogarty, for the purpose of CERT Team supplies.

Account Information:

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Fire Reserve/CERT Donation	3213801	4615	FR453	500.00
			TOTAL	

Sincerely,



Title



**TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL REQUEST MEMO**

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: HEATHER WLOCHOWSKI, DIRECTOR
SUBJECT: APPROPRIATION REQUEST
DATE: 04/15/2024
CC: KIMBERLY LORD, CHRIS SILVER, LOREN LABEL

Background:

Manchester Youth Service Bureau’s Early Childhood Community Engagement Specialist (ECCES) has coordinated the Manchester Early Childhood Collaborative (MECC) since 2020. This grant provides funding to strengthen the Council’s cohesive structure, raise awareness of the Council’s important work, and provide equity and parenting trainings to the residents of Manchester. This is the 5th project we have been awarded this grant.

Discussion:

The CT Network for Children and Youth an additional \$14,961.00 to the Manchester Youth Service Bureau for their local early childhood collaborative (LECC) known as MECC, for operational and project support to strengthen organizational capacity and implement birth to age 5 system projects. The duration of this grant is 01/01/24-06/30/2024.

Financial Impact:

There is no financial impact to the General Fund.

Other Board/Commission Action:

I request the funding be appropriated.

Account Information: (Attach additional budget sheet, if needed)

Youth Service Bureau-LECC Grant.....\$ 14,961.00
to be funded by the Connecticut Network for Children and Youth, for the early childhood collaborative (LECC) for operational and project support to strengthen organizational capacity and implement birth to age 5 system projects.

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Personnel (Donna Farr)	45094000	6110	YSG19	7,917.00
FICA	45094000	6220	YSG19	605.65
	45094000	68800	YSG19	6438.35
			TOTAL	14,961.00



Manchester Youth Service Bureau
63 Linden St.
Manchester, CT 06040
ATTN: Steve Stephanou

April 4, 2024

Dear Mr. Stephanou and Donna,

On behalf of the Connecticut Office of Early Childhood as administered by the Connecticut Children's Collective (CTCC), a project of the Connecticut Network for Children and Youth, **we are pleased to award you the following funds: \$14,961.00** to be spent from January 1, 2024 through June 30, 2024. These funds should be used for operational and project support to strengthen organizational capacity and implement birth to age 5 systems of support and family and parent-to-parent outreach, solely for the **Manchester Early Childhood Council, located at 63 Linden St. Manchester, CT 06040.**

Once again, congratulations on your award, we have every confidence that the funds will be used to better the lives of the families and children in your community.

If you wish to have the funds directly deposited into your account, please fill out the attached form, otherwise the check will be mailed to the address shown above in the letter heading.

If you have any questions, please reach out to Barbara Vita at bvita@ctncy.org

Again, Congratulation!

Sincerely,

Barbara Vita



**TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL REQUEST MEMO**

TO: STEVE STEPANOU, TOWN MANAGER
FROM: HEATHER WLOCHOWSKI, DIRECTOR
SUBJECT: APPROPRIATION REQUEST
DATE: 04/15/2024
CC: BOARD OF DIRECTORS & CHRIS SILVER, DIRECTOR DEPT. LEISURE, FAMILIES & RECREATION

Background:

The Prevention Coordinator organizes a prevention walk every spring. The Change Collaborative of Manchester has a coalition member from the Elks and is knowledgeable about the event that youth are coordinating and offered a \$500.00 donation.

Discussion:

BPOE Manchester Lodge #1893 generously contributed \$500.00 to the 2024 Change Collaborative of Manchester to provide money to go towards food and supplies for the youth participating in the event.

Financial Impact:

This funding goes into a special grants account. There is no financial impact to the General Fund.

Other Board/Commission Action: N/A

Account Information:

Youth Service Bureau/MVPP..... \$500.00 donation to be funded BPOE Manchester Lodge # 1893 to provide money for food and supplies for the youth participating in the Change Collaborative of Manchester’s Annual Prevention Walk on 05/15/2024.

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
PROGRAM EXPENSES	45094000	68800	YSG18	500.00
			TOTAL	500.00



**TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL MEMO**

TO: STEVE STEPHANOU, GENERAL MANAGER
FROM: PATRICIA FILES, MANCHESTER POLICE DEPARTMENT
SUBJECT: APPROPRIATION REQUEST - ANIMAL CONTROL
DATE: APRIL 16, 2024
CC: BOARD OF DIRECTORS

Background:

Manchester Animal Control has received donations totaling \$1,025.00. The donations are from Elisabeth Moore, (\$1,000.00-Check #1415), Ava Reyes (\$5.00-Cash), and Rachel Russo (\$20.00-Cash). These funds are gratefully acknowledged and accepted.

Discussion:

The funds will be used for continuing animal control services.

Financial Impact:

That the entire \$1,025.00 be deposited into Manchester’s Animal Control Account.

Agenda Information (Attach background documentation)

Example:

*Manchester Police Department/Animal Control\$1,025.00
to be funded by public donations, for the purpose of continuing animal control services.*

Account Information: (Attach additional budget sheet, if needed)

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Animal Control Program	41094314	68800	SG014	\$1,025.00
			TOTAL	\$1,025.00



**TOWN OF MANCHESTER, CONNECTICUT
OFFICE OF BUDGET & RESEARCH**

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: BRIAN WOLVERTON, BUDGET DIRECTOR
SUBJECT: APPROPRIATION REQUEST
DATE: APRIL 29, 2024
CC: BOARD OF DIRECTORS

Background:

Several sections of internal cemetery roads have been identified in need of improvement at Buckland and East Cemeteries to improve access and safety for visitors. Additionally, Public Works is proposing a small parking area adjacent to the veteran's section near Wellington Road to accommodate visitors and help to avoid the congestion occurring that results from on-street parking in this area. The work will be performed by staff and material costs are estimated to be \$57,000. This will require an additional \$25,000 above what is currently available, which can be funded using the cemetery perpetual care fund.

Discussion:

The perpetual care funds, currently at \$1.3M, receive a portion of plot sale revenue and are intended for the purpose of maintaining the grounds. The proposed use is in line with the intended function of the perpetual care funds.

Financial Impact:

No financial impact to the operation- funds will be drawn from a reserve which will still maintain a robust balance.

Agenda Information

Cemetery Maintenance.....\$25,000
 for the re-paving of access roads in Town-owned cemeteries, to be funded by use of Cemetery Perpetual Care funds

Account Information:

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Cemetery Capital	31016353	7000	CM004	\$25,000

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply and Item for Appropriation for Alliance District Increasing Educator Diversity Grant FY 2023-2024

Date: March 11, 2024

Background:

The Regional Educational Service Centers (RESCs) Increasing Educator Diversity (IED) Alliance, in partnership with the Connecticut State Department of Education (CSDE) will be supporting districts and schools in their efforts to recruit and retain a racially, ethnically, and culturally diverse professional educator workforce.

Discussion/Analysis:

These funds will assist Manchester Public Schools in recruiting, developing, hiring, supporting, and retaining a racially, ethnically, and linguistic diversity of teaching and administrative workforce.

Financial Impact:

None to the Board of Education.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education grants permission to apply for and requests Board of Directors to establish an appropriation for the FY 2023-2024 Alliance District Increasing Educator Diversity Grant in the amount of \$202,292.

Attachments:

Award letter.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 25, 2024

STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District
DUNS Number: 789457756

4 Award Information

Grant Type: STATE
Statute:
CFDA #:
SDE Project Code: SDE000000000002
Grant Number: 000000077-00 11000-17041-2024-84144-170002

2 Grant Title

Alliance District Increasing Educator Diversity

5 Award Period

7/1/2023 - 6/30/2024

3 Education Staff

Program Manager:
Mary Glassman (860) 713-6755

Payment & Expenditure Inquiries:
Susan Shea

6 Authorized Funding

Grant Amount: \$202,292.00

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2023 and June 30, 2024 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2024. For grants awarded for two-year periods beginning July 1, 2023, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2025. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

3/5/2024

Shuana Tucker - CSDE Management Approver

**TOWN OF MANCHESTER
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

TO: Steve Stephanou, Town Manager

FROM: Heather Guerette, Community Development Program Manager *hg*

DATE: April 15, 2024

RE: Substantial Amendment to CDBG Program Years
124-130 Spruce St. Parking Lot project

The Planning & Economic Development Department is recommending the Board of Directors to consider reprogramming \$138,780.47 of prior year CDBG funds to construct a new parking lot on the northwest corner of Spruce St. and Birch St.

Project Background

Construction of this parking lot will support public improvements associated with the Nathan Hale School redevelopment. This project is part of planned enhancements to the surrounding neighborhood that will include beautification efforts, park improvements and safety enhancements through the provision of new public amenities, in conjunction with the conversion of the Nathan Hale building to housing. Planned neighborhood enhancements include replacing the parking lot on the southwest corner of Spruce St. and Birch St. with a pocket park. The proposed lot on the northwest corner, now vacant town-owned land, would provide 26 public parking spaces (see attached site plan and map of project location). The goal is for construction of the new lot to start in June to provide parking for upcoming events held by the Neighborhood & Families Division at Nathan Hale and the East Side Community Center.

This project is in a CDBG-eligible neighborhood and will benefit area residents by providing improved public parking for community resources and events, such as the neighborhood farmer's market and community gardens.

Proposed changes to CDBG-funded projects

Funding for the proposed parking lot would be reprogrammed from prior year CDBG projects:

HUD Program Year	Action Plan Year	Amount subject to Reallocation	Amendment
44	2018-2019	\$18,298.00	MELC Classroom Improvements & PAL Academic Success Club projects cancelled.
45	2019-2020	\$4,067.47	Various projects completed under budget.
46	2020-2021	\$66,415.00	East Side After School Program & MHA Efficiency Upgrades projects cancelled.
47	2021-2022	\$50,000.00	MACC Boiler Replacement project cancelled.

To reprogram these funds, the Town must take the following steps:

1. Offer a public comment period on the proposed project and reprogramming of funds.

The public comment period will run April 1st – May 2nd and any comments received will be forwarded to the Board of Directors for consideration.

2. Hold a public hearing and receive approval from the Board of Directors.

A public hearing will be held as part of the Board of Directors' May 7th meeting. At this meeting the Board will be asked to consider reprogramming \$138,780.47 from prior program years to support construction of the newly proposed parking lot at 124-130 Spruce St.

If the Board approves the proposed reprogramming, staff will move forward with additional requirements in anticipation of the project commencing this summer.

Director of Planning and Economic Development Gary Anderson and additional Town staff familiar with the project will be present at the May 7th Board meeting to answer any questions. In the meantime, you can contact me at hguerrete@manchesterct.gov or 860-647-3106 with questions related to the project.

Encls.

**PROPOSED 26-STALL PARKING LOT
124-130 SPRUCE STREET**



SPRUCE STREET

BIRCH STREET



Location of proposed 124-130 Spruce St. parking lot is bordered in red.



**TOWN OF MANCHESTER, CONNECTICUT
 APPROPRIATION APPROVAL REQUEST MEMO**

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: KIM LORD, DIRECTOR OF FINANCE
SUBJECT: APPROPRIATION REQUEST
DATE: MARCH 18, 2024
CC: BOARD OF DIRECTORS

Background:

The Town of Manchester placed a Tall Grass Lien in the amount of \$117.00 on property located at 219 School Street.

Discussion:

The Town monitors residential properties that receive complaints of tall grass/weeds, debris, and accumulation of snow/ice on residential properties. Notice is given to the property owners that they are in violation of Chapter 279, Article III, Section 297-21 of the Manchester Code of Ordinances and, after said notice is given and the property owners do not respond, the Town hires a contractor to do the mowing and removal of grass/weeds, debris, snow/ice.

Mowing and weed removal was performed at 219 School Street on August 2, 2021, and a lien in the amount of \$117.00 was recorded in Volume 4667, Page 815 of the Manchester Land Records

Payment in the amount of \$117.00 was received by the Town of Manchester on March 14, 2024.

Financial Impact:

There is no financial impact to the General Fund.

Agenda Information Vacant Building Account

GR134..... to be funded by grass and weed removal lien payment.

Account Information: (Attach additional budget sheet, if needed)

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Vacant Building Account	3013801	4600	GR134	\$117.00
			TOTAL	\$117.00

Sincerely,

Kim Lord



**TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL MEMO**

TO: STEVE STEPHANOU, GENERAL MANAGER
FROM: DOREEN PETROZZA, CUSTOMER SERVICE & INFORMATION CENTER MANAGER
SUBJECT: APPROPRIATION REQUEST - MEMORIAL TREE PROGRAM
DATE: 4-2-24
CC: BOARD OF DIRECTORS

Background:

The Customer Service & Information Center administers funds donated by the general public to the Memorial Tree Program on a year-round basis.

Discussion:

Appropriation of \$200.00 received from the Manchester Garden Club for a tree planting in recognition of Arbor Day.

Financial Impact:

Appropriation to Memorial Tree Program Fund: \$200.00.

This should be placed on the May 7, 2024 Board of Director's agenda for acceptance and appropriation.

Agenda Information

Department/Account Customer Service and Information Center/Memorial Tree Program Fund \$200.00, *funded by* Public Donations, *for the purpose of* planting Memorial Trees.

Account Information: (Attach additional budget sheet, if needed)

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Memorial Tree	31094351	6632	SG043	\$200.00
			TOTAL	\$200.00

Mary Dunne

117 Adelaide Road, Manchester, CT 06040

SENT VIA EMAIL

March 22, 2024

Tom Ferguson and Robert Shanbaum
Co-Chairs, Cheney Brothers National Historic District Commission
Town of Manchester, CT

Dear Chairs Ferguson and Shanbaum:

Regretfully, I am writing to tender my resignation from the Cheney Brothers National Historic District Commission, effective immediately. My evening work obligations, both planned and unforeseen, have made it impossible to commit to a consistent attendance at commission meetings.

I have thoroughly enjoyed my seven years on the commission, working with such dedicated volunteers who care deeply about the stewardship of the district under their purview. I am especially disappointed to be leaving now, when the commission is beginning to increase outreach to the property owners--for example, with the recently formed Hospitality Subcommittee. I know this effort will make your work more satisfying and help to foster collaborative relationships.

I wish everyone continued success in their work and I hope you will not hesitate to reach out to me if you need extra hands for a public activity or event.

Best regards,

Mary Bellor Dunne

13.D.

April 15, 2024

To: Steve Stephanou, Town Manager
From: Kelly Fleitas, Collector of Revenue
Subject: Suspense List for Fiscal Year 2023-2024

Section 12-165 of the Connecticut General Statutes requires that at least once in each year the Collector of Revenue shall deliver to the Board of Directors (1) a list of taxes the Collector believes is uncollectible, (2) the name of the person or business against whom each tax was levied, and (3) the reason why the Collector believes each tax is uncollectible. In fulfillment of the requirement, the Suspense list for Fiscal Year 2023-2024 is submitted. For the reviewer's convenience, the first few pages list the real estate bills and personal property bills by name; following these are the pages which list the motor vehicle bills, also by name. Both lists indicate the reason for the request to transfer to suspense.

On October 13, 2022, a Tax Sale was conducted wherein the Town was making an attempt to sell at Tax Sale the abandoned strip of land at 68 Turnbull Road. Prior to the Tax Sale the Town Manager, Steve Stephanou, the Finance Director, Kimberly Lord, and the Collector of Revenue, Kelly Fleitas agreed that it would be satisfactory to acquire the land and add it to the Town's open space. The similar situation occurred with the Tax Sale conducted on September 12, 2023, wherein the abandoned strip of land at 123R Amherst Drive lacked any bidders. Therefore, the Town agreed it would be satisfactory to acquire the land and add it to the Town's open space.

44 Oliver Road is a parcel of land which was added by the surveyors to the 2015 grand list when it was identified as a separate parcel. The owner of record on the tax bill was the most recently known owner, which dissolved its company in 2006. We have consulted with our outside counsel, Adam Cohen of Pullman & Comley, LLC which conducts our tax sales, as far as a plan to either acquire the land or utilize it. However, following their legal advice the Town will not acquire the land since it is currently being utilized by the abutting neighbors and does not contain a throughway configuration for the Town to maintain.

84A Hamlin Street was carried over from our 2022 Tax Sale due to lack of viable bidders. It pertains exclusively to 84A Hamlin Street, which is under a 99-year land lease recorded in 1999. It is unimproved vacant land, which is landlocked and contains a two-family dwelling on the land, which is separate. This parcel went to tax sale last year, and the winning bidder withdrew their bid after the completion of the auction. It was offered to the second place and third place bidders, however they both declined. Per the counsel of Adam Cohen, we are permanently placing this parcel on suspense.

It is requested that real estate taxes totaling \$11,829.65 be transferred to suspense. Section 12-165 now states that "the amount of uncollectible balance of each real estate tax which remains after crediting such tax with the proceeds obtained from a tax sale or lien sale of the real estate represented by such tax and which balance cannot be collected by any other means" may be transferred to Suspense. This is to notify that these taxes have been transferred to suspense and shall remain on the Suspense List until each list year has expired by law.

It is requested that personal property taxes totaling \$127,867.99 be transferred to suspense. Unlike the Motor Vehicle Suspense list, which is generally prepared "en masse" for a particular year, the personal property accounts have been investigated on an individual basis and a determination made to suspend for a particular reason.

It is requested that motor vehicle taxes, regular and supplemental, totaling \$1,036,752.06 be transferred to suspense. The majority of the motor vehicle taxes are from the October 01, 2020 & October 01, 2021 grand lists, and the former Eighth Utilities District. The increased amount of requested motor vehicle taxes is a result of the former Eighth Utilities District not suspending taxes annually.

Any tax so transferred to suspense is not to be construed as abatement, and effort is still made to collect most of these bills. In addition, all suspended accounts remain on the computerized records of the Town within statutory limits. We continue to use the TaxServ Capital Services collection agency for suspense taxes with much success. We anticipate turning over this list once it is approved, and appropriate to do so under the current circumstances to the collection agency. As of April 15, 2024, we have collected \$485,581.31 in suspense taxes, interest, and fees.

The effect of transferring such accounts to suspense is that the tax is no longer included as an asset of the municipality for financial statement purposes.

Kelly Fleitas, Collector of Revenue



TOWN OF MANCHESTER, CONNECTICUT
MEMO

TO: Steve Stephanou, Town Manager
FROM: Joel Cox, Director of Human Services
SUBJ: BOD May Agenda Item
DATE: 04/17/2024
CC: Board of Directors

Background:

The CT Department of Aging and Disability Services (ADS) was awarded \$10 million dollars in American Rescue Plan Act (ARPA) funds for senior centers in Connecticut. Based on the allocation formula, the Manchester Senior Center was awarded \$128,397.

Discussion:

The Town has to apply to ADS for the use of funds. The eligible uses for this funding fall under two categories of ARPA expenditures within the category of "Provision of Government Services":

- Facility improvements (HVAC systems, vehicle acquisition, accessibility, etc.)
- Programming (software, extended hours, specialized programming, etc.)

Based on current priorities, the following projects have been identified to be submitted to ADS in our application for funding:

- Construction of 20 raised garden beds at the Manchester Senior Center for the purposes of providing enhanced outdoor gardening opportunities for Senior Center participants (\$13,440).
- Entering into a multi-year lease agreement for additional accessible vehicles that includes: all maintenance, vehicle replacement, insurance and gas expenses for the purposes of enhancing transportation options and programming for Senior Center participants, and for the purposes of temporarily lessening the burden on our aging fleet that is traditionally secured using 5310 grant funds (\$106,656).

Recommendation:

That the Board of Directors supports the proposed use of ARPA funds from the Connecticut Department of Aging and Disability Services and approves an application to ADS for the use of funds as outlined.

Financial Impact:

There is no additional financial impact to the town.

Agenda Information: (Attach background documentation)

Resolution approving the application to the CT Department of Aging and Disability Services for Senior Center ARPA funding as outlined.

**TOWN OF MANCHESTER
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**

TO: Steve Stephanou, Town Manager

FROM: Gary Anderson, Director of Planning and Economic Development *SAA*

DATE: April 26, 2024

RE: Proposed Tax Assessment Agreement for Rehabilitation of 25 East Center Street

A new owner recently purchased the former Masonic Temple at 25 East Center Street and plans to fully renovate the building into market rate housing and commercial space. The owner is requesting a three-year tax agreement to assist with the rehabilitation and conversion of the historic structure.

Background and Agreement Details

The property at 25 East Center Street is a former Masonic temple of unique historic character and value, constructed in 1926. The current owner purchased the property in July 2023 and intends to preserve the historic exterior and convert the interior of the building to multifamily residential units and commercial space. The owners have requested a three- year tax assessment agreement to help make the project financially viable.

The age, location and condition of this particular building present a unique set of development challenges and the owners have requested Town support in order to make the project financially and practically viable. The proposed tax assessment agreement would fix the real estate taxes on the property at the current land value for Year 1 (current land value assessment is \$80,400), 10% of the assessed full value in Year 2 and 50% of full value in Year 3. In Year 4 and beyond the owner would pay full real estate taxes on 100% of the assessed value. It should be noted that prior to the sale, its exempt status meant the Town had not previously collected real estate taxes on the property. The current assessment is \$546,200. The Tax assessor estimates proposed improvements would net an additional \$60,000 in real estate taxes, beyond what would be collected today (See Exhibit A).

On-site parking is another notable challenge in rehabilitating this particular building. The owner has been proactive in that regard and has an agreement in place to purchase the used auto dealer at 461 Main Street and repurpose the lot to provide parking for 25 East Center.

Discussion

The Board of Directors is being asked to consider approving a three-year tax assessment agreement. The proposed rehabilitation project offers multiple benefits to the community including preservation and rehabilitation of an historic structure, modern and unique multifamily housing units adjacent to Downtown, associated parking and commercial space, and significant future tax revenue. Whereas the Town did not collect real estate taxes on this property when it was owned by a not-for-profit entity, any real estate tax revenue will be a net positive. The introduction of new residents with disposable income in this area is also likely to benefit surrounding businesses in the greater-downtown area. The owner of the property will be present at the Board’s May 7, 2024 regular meeting to answer any questions about this request. As always, I am also available at 860-647-3044 or at ganderson@manchesterct.gov prior to the meeting.



GA

TAX ABATEMENT ANALYSIS WITH PROPOSED ABATEMENT SCHEDULE
3 YEAR ABATEMENT- 25 EAST CENTER STREET

GL YR	BILLED YR	WHAT IS VALUED	TOTAL (100%) VALUE	LAND ASSESSMT	BLDG ASSESSMT	MILL RATE	GROSS TAX	WHAT IS TAXED	ABATEMENT	NET TAX
1	2024	LAND(BEFORE APPRVLS/CHANGE IN USE)	\$ 780,286	\$ 80,400	\$ 465,800	0.039	\$ 21,302	LAND ONLY	\$ (18,166)	\$ 3,136
2	2025	LAND (AFTER C/U) + UC/IMPRV ESTIMATE	\$ 1,594,571	\$ 466,200	\$ 650,000	0.039	\$ 43,532	10% OF ASSESSED VALUE	\$ (39,179)	\$ 4,353
3	2026	LAND & IMPROV ESTIMATE	\$ 3,023,143	\$ 466,200	\$ 1,650,000	0.039	\$ 82,532	50% OF ASSESSED VALUE	\$ (41,266)	\$ 41,266
4	2027	LAND & IMPROV ESTIMATE	\$ 3,023,143	\$ 466,200	\$ 1,650,000	0.039	\$ 82,532	100% OF ASSESSED VALUE	\$ -	\$ 82,532
									\$ (98,611)	\$ 131,286

REAL PROPERTY TAX ABATEMENT AGREEMENT

This Agreement is entered into this ____ day of May, 2024 by and between the TOWN OF MANCHESTER, a municipal corporation and body politic having its corporate limits located within the County of Hartford and State of Connecticut (hereinafter referred to as “Town”), and DWRE EAST CENTER, LLC, a Connecticut limited liability company organized under the laws of the State of Connecticut with a principal place of business at 25 East Center Street, Manchester, Connecticut 06040 (hereinafter referred to as “Developer”).

WITNESSETH:

WHEREAS, the Developer is the owner of 25 East Center Street located in the Town of Manchester, Connecticut (hereinafter referred to as “Property”); and

WHEREAS, the Property was previously exempt from taxation as it was owned by a non-profit corporation; and

WHEREAS, the Developer intends to rehabilitate and renovate the building on the Property and create approximately eighteen (18) residential units and between 2,000 and 3,000 square feet of commercial space (hereinafter referred to as “Project”); and

WHEREAS, the Town is willing to provide tax relief in the form of a tax abatement on the Property in consideration of the capital expenditures and improvements to be undertaken by the Developer in furtherance of the Project; and

WHEREAS, Connecticut General Statutes Section 12-65b, as amended, provides the authority for the Town to establish the tax abatement of real property with the affirmative vote of its legislative body, the Board of Directors.

NOW THEREFORE, in consideration of the foregoing, the parties hereby covenant and agree that:

1. Term: The term of this Agreement shall be for a period of three (3) years commencing on October 1, 2024 and ending on September 30, 2027. The Agreement shall specifically establish the assessment of the Property for real property tax purposes for the following Grand Lists: October 1, 2024 through and including October 1, 2026.

2. Fixed Assessment: The parties agree that during the term of this Agreement the assessment of the Property for real estate tax calculations shall be fixed in accordance with the schedule shown in Exhibit A, which is attached hereto and made a part hereof. The parties further agree that upon the expiration of this Agreement on September 30, 2027 and commencing with the Grand List of October 1, 2027, the assessment of the Property shall be determined in accordance with the applicable Connecticut general statutes regarding the assessment of real property, subject to all rights of statutory appeals.

3. Capital Improvements/Expenditures: Developer agrees, in consideration of establishing a fixed assessment of the Property for a period of three (3) years, specifically the Grand Lists of October 1, 2024 through and including October 1, 2026, to undertake the capital improvements to the Property that will create the residential units and commercial space as proposed by the Developer.

4. Tax Payments: Developer and/or its successors and assigns shall maintain all tax obligations owed by it to the Town current and in good standing during the term of this Agreement.

5. Living Wage Ordinance: Developer represents that it is in compliance with the Town's living wage ordinance as an exempt entity employing fewer than 25 eligible employees and will remain in full compliance with the Town's living wage ordinance during the term of this Agreement.

6. Default: In the event that Developer does not perform any obligation set forth in this Agreement, for a period of at least thirty (30) days (or such longer period if the failure to perform is not reasonably corrected within 30 days) following the postmark date of written notice of such nonperformance from the Town to Developer or if Developer otherwise breaches the terms of this Agreement, then Developer shall be deemed to be in default of this Agreement. In the event of such default, this Agreement shall be null and void and Developer shall reimburse the Town for all tax relief provided to it pursuant to this Agreement and the Town shall be under no obligation to grant further tax relief hereunder.

7. Legal Action to Enforce Terms: In the event that the Town must resort to legal action to enforce the terms of this Agreement, any amount determined by the Court of competent jurisdiction to be due from Developer to the Town shall be subject to interest in the sole discretion of the Judge. Such interest shall accrue from the date determined by the Judge. In addition, the Town shall be entitled to recover from Developer reasonable costs of collection, including reasonable attorney's fees, as awarded by the court in enforcing this Agreement.

8. No Further Tax Relief: Developer acknowledges and agrees that the tax relief offered pursuant to this Agreement is not binding upon the Town beyond the three year term agreed to herein.

9. No Admission as to Values: Developer and the Town acknowledge and agree that the values placed upon the Property as a result of this Agreement shall not now nor at any

other time be construed as an admission by any party as evidence of the fair market value of the Property.

10. Notices: All notices and demands of any kind which either party may be required or may desire to serve upon the other party in connection with this Agreement shall be in writing, addressed to the party for which it is intended, and shall be sent by registered or certified mail, overnight courier service or facsimile transmission, at the addresses set forth below:

As to the Town:	Town of Manchester 41 Center Street Manchester, CT 06040 Attention: Town Manager
As to Orford:	DWRE East Center, LLC 25 East Center Street Manchester, CT 06040 Attention: Scott Hollister

11. Assignment: Developer may not assign or otherwise transfer its rights or obligations under this Agreement without the prior written authorization of the Town, which authorization shall not be unreasonably withheld.

12. Release of Liability: Developer and/or its successors or assigns releases the Town and its agents, servants and employees from any and all liability, of whatever nature, legal or equitable, which may have arisen or which may arise in connection with this Agreement, including the implementation hereof.

13. Indemnification: Developer and/or its successors or assigns shall defend and indemnify the Town and any of its agents, servants and employees against any action, claim or suit of any nature whatsoever, arising from the Town's being a party to this Agreement and/or any undertaking of its obligation hereunder.

14. Execution: This Agreement had been executed by the parties' respective officers and/or agents, duly authorized and acting in his or her official capacity.

15. Amendment: This Agreement may be amended only by mutual consent of the parties, and any amendments to this Agreement shall be in writing and shall be duly executed and dated by the respective parties.

16. Complete Agreement: This Agreement represents the entire and complete understanding and agreement of the parties, and any and all prior written or oral agreements not otherwise contained in this Agreement shall be and are hereby null and void and of no force or effect.

17. Choice of Law and Venue: In the event that litigation or other dispute resolution process arises, all litigation and dispute resolution shall take place in the State of Connecticut, Judicial District of Hartford, and the Agreement shall be construed in accordance with Connecticut law, without regard to its conflict of law provisions.

DWRE EAST CENTER, LLC

TOWN OF MANCHESTER

BY: _____

Scott Hollister
Its Managing Member

BY: _____

Steve Stephanou
Its Town Manager

MEMO

TO: Steve Stephanou, Town Manager
Members, Board of Directors

FROM: Timothy P. O'Neil, Administrative Staff Attorney *Tim*

RE: Item No. 13.H. – May 7, 2024 Board of Directors agenda

DATE: April 30, 2024

The Board of Directors appointed Director Schain and Director Conyers to a subcommittee together with Director of Public Works, Tim Bockus, to meet with Town staff, stakeholders and subject matter experts to identify options for the future of the Case Cabin. A consultant's report was commissioned by the sub-committee and the recommendation of the subcommittee was to pursue preservation of the Case Cabin. Towards that end, the Board of Directors authorized the Town Manager to negotiate an agreement with an independent citizens group which had formed a 501c(3), non-profit corporation, Case Mountain Cabin, Inc., to manage the work on the cabin.

At the request of the Town Manager, I met with the attorney for the Case Mountain Cabin, Inc., Malcolm Barlow, its President, Matthew Panecki, Directors Schain and Conyers, and Director of Public Works, Tim Bockus, to discuss and determine how to memorialize terms of the preservation of the cabin.

As a result, attached is a lease agreement between the Town and Case Mountain Cabin, Inc. which sets forth the agreements for the preservation of the cabin to be undertaken by the non-profit corporation.

Please note the salient terms of the lease:

1. The term of the lease is for five (5) years with an understanding that additional five (5) years terms could be negotiated going forward.
2. The non-profit corporation will be given access by the Town to the cabin and the immediately surrounding grounds.
3. The non-profit corporation will be responsible for raising funds and conducting projects to perform restoration and preservation of the cabin.

Page two
Memo
April 30, 2024

4. Prior to making any renovations to the cabin and improvements to the premises, the non-profit corporation must receive written consent from the Town.
5. All restoration and preservation work shall be performed with any and all required permits and consistent with the recommendations and conclusions of the report commissioned by the Board of Directors subcommittee.
6. The non-profit corporation must pay for any utilities provided to the premises, including electricity, heat, water and sewer service.
7. The non-profit corporation must provide insurance coverages as required by the Town's risk manager, Director of Finance, Kim Lord.
8. The non-profit corporation must not allow any public access or events at the cabin without the approval of the Town. Also, there must not be anyone residing in the cabin or any overnight occupancy of the cabin.
9. In the event of cancellation, termination or expiration of the lease agreement, any renovations or improvements of the cabin constructed by the non-profit corporation shall become the Town's property.

Town staff recommends approval of the lease agreement by the Board of Directors and authorization for the Town Manager to sign the agreement.

NON-PROFIT CORPORATION LEASE AGREEMENT

THIS LEASE is hereby made and entered into this _____ day of May, 2024, by and between the **TOWN OF MANCHESTER**, a municipal corporation organized and existing under the laws of the State of Connecticut, acting herein by its Town Manager, Steve Stephanou, hereinafter referred to as "Landlord," and the **CASE MOUNTAIN CABIN, INC.**, a Connecticut non-profit 501(c)(3) corporation, having a place of business at 172 East Center Street, Manchester, Connecticut, acting herein by its President, Matthew Panecki, hereinafter referred to as "Tenant."

WITNESSETH:

1. **Premises.** The Landlord does hereby lease unto the Tenant a certain log cabin built in the year 1917 and known as the Case Cabin. The cabin sits on property known as 728 Spring Street. Tenant may also have reasonable use of the immediate grounds surrounding the cabin with the understanding that any work to be done on the immediately surrounding grounds must be accompanied by a written plan submitted to and approved by the Landlord's Director of Public Works. Tenant may have access to the Case Cabin over the unpaved roadway from Spring Street with reasonable use of the Landlord's locked gateway off Spring Street. Landlord shall provide Tenant with a key to the locked gateway.

2. **Term.** The term of this Lease shall be for a period of five (5) years commencing on May 1, 2024 and ending on April 1, 2029. Extensions for additional periods of five (5) years each may be considered by the parties, with terms to be determined.

3. **Rental.** The Tenant shall pay the Landlord the rental of One (\$1.00) Dollar which amount shall be for the rental for the entire term of this Lease and which amount shall be paid in one lump sum within one (1) month from the commencement of this Lease. The check in payment of said sum shall be made payable to the order of the Town of Manchester and shall be sent to the Director of Finance, Town of Manchester, 41 Center Street, Manchester, Connecticut 06040.

4. **Purpose and Use.** The Tenant's purpose is for saving and restoring the Case Cabin, and immediately surrounding grounds, and preserving its beauty and historic significance as a key part of the Town of Manchester's Case Mountain Park, and of the Case Brothers Historic District listed on the National Register of Historic Places. Tenant will raise funds and conduct projects to perform the restoration and preservation. All restoration and preservation work shall be performed with any and all required permits and consistent with the recommendations and conclusions of the report commissioned by the Board of Directors subcommittee, which report is attached hereto and made a part hereof as Exhibit A. The Landlord shall have a right of access to the Cabin with reasonable notice to Tenant. Tenant shall

not allow any public access or events at the Cabin without the written approval of Landlord. Tenant shall not allow anyone to reside in the Cabin or any overnight occupancy of the Cabin.

5. **Repair and Maintenance.** The parties expect that the Tenant shall make reasonable efforts to improve, repair, and restore the demised premises in order to carry out the purposes as outlined above. Subject to the terms and conditions of paragraphs 8 and 9 herein, the Tenant will perform the necessary work. The Tenant, in connection with work the Tenant is performing, is responsible for the maintenance of the grounds immediately surrounding the Cabin and the access right of way to the Cabin, ensuring that the right of way is free and clear of debris and materials in order to maintain a safe environment for the public. The Tenant shall maintain the grounds immediately surrounding the Cabin and the access right of way to the Cabin free and clear of debris and materials in order to maintain a safe environment for the public. The Tenant shall be responsible for the mechanical, electrical, and structural systems within the Cabin, as well as the repair of the exterior of the Cabin.

6. **Indemnity and Insurance.** The Tenant hereby agrees to indemnify the Landlord against, and to hold the Landlord harmless from any and all claims or demands for loss or damage to property or for injury or death to any person from any cause whatsoever while in, upon or about the demised premises during the term of this Lease or any extension or renewal thereof. The Tenant agrees to take out and maintain with a reputable insurance company at its sole cost and expense, general liability coverage to include third-party bodily, property damage and reputational harm, in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate; property coverage to protect physical assets owned by the non-profit; and Directors and Officers liability coverage. The insurance policy(ies) shall name the Landlord as an additional insured on all such policies, and the Landlord shall be entitled to a certificate of the insurer showing said coverage to be in effect.

7. **Utilities.** The Tenant shall pay, at its own expense, all utilities for the premise including, but not limited to, electricity, heat, water, and sewer.

8. **Improvements During Term.** The Tenant may make renovations and improvements to any buildings or improvements on the demised premises by first obtaining written consent from the Landlord, provided that consent will not be unreasonably withheld or delayed, that the Tenant provide the Landlord with plans and specifications for any such construction and provided further that the Tenant make arrangements, satisfactory to the Landlord, for protection by insurance and indemnification of the Land during the period of construction of any such improvements.

9. **Removal of Improvements.** Upon the cancellation, termination, or expiration of this Lease, any renovations or improvements on the demised premises, constructed by the Tenant, shall become the property of the Landlord. The Landlord reserves the right, however, at the cancellation, termination, or expiration of this Lease, to demand, upon reasonable notice to the Tenant, that the Tenant remove such renovations and improvements, at the Tenant's expense, leaving the demised premises in substantially the same condition as it was at the beginning of the Lease term. The Tenant shall not at any time during the term of this Lease remove or demolish any of the improvements without the written consent of the Landlord first had and obtained, which consent shall not be unreasonably delayed or withheld. In the event that such

improvements are of a nature that they would benefit the Landlord as meeting the Landlord's purposes in the premises, the Landlord agrees to reimburse the Tenant for the reasonable value thereof, calculated at the undepreciated portion, if any, at the time of such cancellation, termination, and/or expiration, of the Tenant's cost of said improvements.

10. **Laws and Regulations.** The Tenant agrees that it will use the demised premises so as to conform with and not violate any laws, regulations, and/or requirements of the United States and/or the State of Connecticut and/or any ordinance, rule or regulation of the Town of Manchester, now or hereafter made, relating to the use of the premises, and the Tenant shall save the Landlord harmless from any fines, penalties, or costs of violations or noncompliance with the same.

11. **Assignment and Subletting.** The Tenant shall not assign this Lease or any interest therein, nor let or underlet the said premises or any part thereof, or any right or privilege appurtenant thereto, nor permit the occupancy or use of any part thereof by any person without the written consent of the Landlord.

12. **All Obligations of Tenant Considered Additional Rent.** All taxes, if any, charges, costs and expenses which the Tenant is required to pay hereunder, together with all interest and penalties that may accrue thereon in the event of the Tenant's failure to pay such amounts, and all damages, costs, and expenses which the Landlord may incur or elect to pay by reason of default of the Tenant or failure on the Tenant's part to comply with the terms of this Lease, shall be deemed to be additional rent and, in the event of nonpayment by the Tenant, the Landlord shall have all the rights and remedies with respect thereto as the Landlord has for the nonpayment of the base rent.

13. **Liens.** The Tenant shall keep the demised premises free from any and all liens arising out of any work performed, materials furnished, or obligations incurred by the Tenant during the term of this Lease or any extension or renewal thereof.

14. **Abandonment.** The Tenant agrees not to vacate or abandon the premises at any time during the demised term. Should the Tenant vacate or abandon said premises or be dispossessed by process of law or otherwise, such abandonment, vacating, or dispossession shall be a breach of this Lease and, in addition to any other rights which the Landlord may have, the Landlord may remove any personal property belonging to the Tenant which remains on the demised premises and store the same, such removal and storage to be for the account of the Tenant.

15. **Default.** This Lease is made upon the express condition that if the Tenant fails to pay any rental reserved hereunder or any part thereof after the sum becomes due, and such failure shall continue for a period of thirty (30) days after written notice thereof from the Landlord to the Tenant, or if the Tenant fails or neglects to perform, meet or observe any of the Tenant's other obligations hereunder and such failure or neglect shall continue for a period of sixty (60) days after written notice thereof from the Landlord to the Tenant, then the Landlord at any time thereafter, by written notice to the Tenant, may lawfully declare the termination hereof and re-enter said premises or any part thereof, and by due process of law, expel, remove and put out the Tenant or any person or persons occupying said premises and may remove all personal

property therefrom without prejudice to any remedies which might otherwise be used for the collection of arrears or for any preceding breach of covenant or conditions. The Tenant shall pay and indemnify the Landlord against all legal costs and charges, including counsel fees lawfully and reasonably incurred, in obtaining possession of the leased premises after a default of the Tenant or after Tenant's default in surrendering possession upon the expiration or earlier termination of the term of the Lease or enforcing any covenant of the Tenant herein contained. It is contemplated by the parties that the operation of the Cabin by the Tenant will be a success in all regards, including the raising of funds with which to meet all obligations of the Tenant. However, Tenant is a non-profit corporation operating completely on donations and fund-raising activities which are subject to change. If said donations and activities are not sufficient to meet the obligations of Tenant herein, it is agreed Tenant shall have the right to cancel this Lease upon sixty (60) days written notice to Landlord as provided herein at which time all mutual obligations shall cease.

16. **Additional Waivers By Tenant.** The Tenant does covenant to and does hereby waive, demand, and notice of every kind and description whatsoever, which, were it not for said waiver, might be necessary in order to obtain possession of said premises. The Tenant also waives any rights that it has pursuant to the provisions of Chapter 903a of the Connecticut General Statutes, which provides for a notice and hearing in the event that Landlord seeks any prejudgment remedy, as defined in said Chapter 903a in order to enforce any of the terms and conditions of this Lease, and the Tenant further waives any other rights which it might have under said Chapter or otherwise to require Landlord to resort to judicial process.

17. **Notices.** Any notice by either party to the other shall be in writing and shall be deemed to be given only if delivered personally or mailed by registered or certified mail as follows:

Landlord: Town Manager, Town of Manchester, 41 Center Street, Manchester, Connecticut 06040.

Tenant: President, the Case Mountain Cabin, Incorporated, 172 East Center Street, Manchester, Connecticut 06040

18. **Waiver and Election.** Failure of either party to complain of any act or omission on the part of the other party, no matter how long the same may continue, shall not be deemed to be a waiver by said party of any of said party's rights hereunder. If any action by either party shall require the consent and approval of the other party, the other party's consent to or approval of such action on any one occasion shall not be deemed to be a consent to or approval of said action on any subsequent occasion or a consent to or approval of any action on the same or any subsequent occasion.

19. **Severability.** It is agreed that if any provision of this Lease shall be determined to be void or unenforceable, then such determination shall not affect any other provisions of this Lease, all of which other provisions shall remain in full force and effect.

20. **Successors.** All the terms, covenants, and conditions hereof shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto, provided that nothing in this paragraph shall be deemed to permit any assignment, subletting, occupancy, or use inconsistent with the provisions of paragraphs 4 and 11 herein.

21. **Amendments.** The Lease shall be approved initially by the Landlord's Board of Directors and the Town Manager shall be authorized to sign the Lease. Any subsequent modifications to the Lease shall be in writing in the form of an amendment signed by both parties. Non-substantive modifications, such as the procedure for approving the Tenant's plans for the Cabin, can be made in the form of an amendment and signed by the Town Manager and the Tenant. Any substantive modifications must be approved by the Board of Directors prior to such an amendment being signed by the Town Manager and the Tenant.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, and to a duplicate of the same tenure and date, on the date first written above.

TOWN OF MANCHESTER, LANDLORD

By _____
Steve Stephanou
Its Town Manager

CASE MOUNTAIN CABIN, INC., TENANT

By _____
Matthew Panecki
Its President

**TOWN OF MANCHESTER
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

TO: Steve Stephanou, Town Manager

FROM: Gary Anderson, Director of Planning
and Economic Development



DATE: April 23, 2024

RE: Broad Street Parkade Development Agreement with Anthony Properties

At its May 7, 2024 regular meeting, the Board of Directors will be asked to approve a development agreement with Anthony Properties, the firm recommended by the Redevelopment Agency to develop the former Broad Street Parkade property. The Agency and Town staff believe that Anthony has the motivation, capitalization and experience to achieve the long-desired goal of private development on the Town-owned Broad Street Parkade site. The details of the proposed development are outlined below:

Background

Private development of the Broad Street Parkade is central to the Town's Broad Street Redevelopment Plan, adopted in 2009, and supported by the Manchester taxpayers through bond referendums in 2009 and 2011. The Plan called for mixed-use development on the Parkade property to improve economic vitality in the center of town, support surrounding existing businesses, and enhance the general condition of the area to benefit the surrounding neighborhoods, Manchester residents, and the town as a whole. The majority of the Plan's recommendations have been implemented over the last 15 years. Those include: Purchasing and removing the blighted Broad Street Parkade buildings; reconstructing Broad Street itself; connecting Center Springs Park to Broad Street; purchasing, demolishing and assessing the Nichols properties across the street from the Parkade; and adopting new zoning regulations to set the stage for attractive mixed-use development. Private development on the Parkade site itself would finally accomplish one of the Plan's core goals and result in long-lasting economic stability for the Broad Street corridor and beyond.

Since the Town obtained ownership of the Parkade, Manchester has overcome several substantial legal hurdles that have hindered development plans for the property, including pre-existing deed restrictions and most recently a legal settlement with the previous developer.

Anthony, a real estate development firm out of Dallas, Texas, has broad experience developing real estate of this type throughout the United States, and currently has several other projects active in New England. The firm was one of six respondents to the Town's request for proposals and the Redevelopment Agency recommended Anthony to the Board of Directors after vetting all proposals and conducting interviews. Since that time, staff has been working with Anthony on the terms of the agreement.

Development Details

Anthony Properties' proposal, as outlined in the Development Agreement, is a primarily residential development, with commercial and public elements. The core of the plan includes +/- 300 units of market rate, multifamily housing. Housing will include private amenities including a fitness center, pool, and off-street parking. Additionally, two commercial sites are set aside on the Broad Street frontage for commercial and/or mixed-use development. The plan includes construction of the Bigelow Brook Greenway along the southern end of the property, along with other infrastructure improvements. The development is expected to require approximately \$100 million in private investment.

Community and Economic Benefit

Connecticut and the region continue to undergo a housing crisis and quality, modern housing of all types is needed in both Manchester and greater Hartford. This need has been identified by the community in various plans and documents including the Town's Affordable Housing Plan and ManchesterNEXT, the Town's Plan of Conservation and Development. Beyond the addition of new housing units, new residents with expendable income will support local businesses on Broad Street and other parts of Manchester, as envisioned in the original Broad Street Redevelopment Plan.

While the type of commercial development is still to be determined, zoning regulations on Broad Street will ensure the development is of high quality and attractive. Uses allowed in the Broad Street Form Based Zone include office, restaurant, retail, recreation, service businesses and many others.

The Parkade development is expected to yield both near- and long-term benefits in terms of the Town grand list and associated tax revenue. In the near term, once under private ownership, the developer would pay real estate taxes on the land, on buildings under construction and on any commercial development on the commercial pad sites. After a tax assessment agreement period outlined below, the Town will tax the entire development at 100% of market value estimates real estate tax revenue after the project is complete in the \$3 million range.

Agreement Summary

1. Structure and Phasing

The project will be constructed in either one or two phases, ultimately depending on how the project is financed. Each phase will include a minimum of 150 housing units. The infrastructure improvements, including the greenway and associated park, will be included in the first phase of development.

2. Purchase Price

The purchase price for the entire property (which includes 296, 324, 330, 334, 340 Broad Street, 418 Middle Turnpike West and a portion of Green Manor Boulevard) is \$4.15 million. Up to \$850,000 of that purchase price would be invested directly into the reconstruction of Green Manor Blvd.

3. Infrastructure

The owner/developer has agreed to construct all private infrastructure on the site at its own cost, as well as the public greenway along Bigelow Brook, which will be given back to the Town. The developer will reconstruct Green Manor Blvd. and, at its own cost, will provide a new water line to connect adjacent private properties to the Town's water system.

4. Tax Assessment Agreement and Town Participation

The developer has requested a tax assessment agreement in order to make the project financially viable. The agreement only impacts the residential portion of the development and the commercial pads will not be subject to tax assistance. The terms of the agreement include the following:

- Owner/developer will pay real estate taxes on all land immediately upon ownership.
- Owner/developer will pay real estate taxes on the land and buildings while under construction.
- Once the final occupancy permit of a given development phase is complete, the owner/developer will have all real estate taxes on the development frozen at the land value only for a period of eight (8) years.

While the value of the proposed tax benefit is substantial, this agreement is in line with others in the greater Hartford region in recent years. Private development of this type, with significant public benefit, is generally seen as financially infeasible without some level of public assistance. In recent years, other nearby communities have signed agreements as long as 27 years to secure similar development.

5. Financing

The developer is currently pursuing multiple financing options, including both private and public options. The developer is prepared to contribute significant equity into the project, in the range of 30% and the development agreement requires a minimum of 20%.

Next Steps

Authorization by the Board would allow the Town Manager to enter into the development agreement. The developer would then proceed to complete the necessary engineering and other required permitting documents. The developer anticipates securing these permits will take approximately 12 months, meaning construction would likely commence in 2025.

Summary

Redevelopment of the Broad Street Parkade has been an economic development priority for over a decade. The agreement before the Board offers the opportunity to partner with a reputable developer on an achievable project that both heeds market conditions and will benefit the Broad Street area and the Manchester Community. The development lead from Anthony will be present at the Board's May 7, 2024 meeting to provide additional detail and answer any questions. As always, I am available at 860-647-3044 or ganderson@manchesterct.gov prior to the meeting.

GA

Cc: Redevelopment Agency

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TOWN OF MANCHESTER, CONNECTICUT
NEW BUSINESS MEMO

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: EMMA PETERSEN, PRINCIPAL COMPREHENSIVE PLANNER
SUBJECT: APPLICATION FOR SAFE STREETS AND ROADS FOR ALL FUNDING
DATE: APRIL 25, 2024



Background:

The Bipartisan Infrastructure Law (BIL) established the Safe Streets and Roads for All (SS4A) discretionary program in 2022 to provide \$5-6 billion in grants over a five-year period to improve roadway safety. The Town of Manchester intends to apply for funding from the U.S. Department of Transportation under this program to fulfill the funding requirements for the streetscape component of the Downtown for All project.

Discussion:

The Town of Manchester seeks to secure federal financial assistance from the U.S. Department of Transportation to support the streetscape component of the Downtown for All project. This funding will complement the \$7,500,000 obtained from previous rounds of the State of Connecticut grants, demonstrating our commitment to the project's realization.

Town staff is aware of the conditions and prerequisites for federal assistance, as outlined in Public Law No. 117-58.

Financial Impact:

The application for SS4A funding will have no impact on the General Fund. The funds requested will cover the remaining amount required for the streetscape component of the Downtown for All project.

Agenda Information

Board of Directors authorization for the Town Manager to sign the application for SS4A funding to support the streetscape component of the Downtown for All project.