

EXECUTIVE SESSION – 6:15 P.M.

- A. Personnel
- B. Real estate

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

ONE MEETING AGENDA

1. **MEETING CALLED TO ORDER.**
2. **AWARDS AND PRESENTATIONS.**
3. **OPENING OF MEETING TO ELECTORS OR TAXPAYERS WHO WISH TO BE HEARD ON ANY SUBJECT WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS.** *(Sign-up sheet available 15 minutes prior to the start of the meeting)*
4. **ADOPTION OF MINUTES OF PREVIOUS MEETING.**
 - A. Actions, June 2, 2020 – Regular Meeting
 - B. Minutes, June 2, 2020 – Regular Meeting
5. **COMMUNICATIONS.**
6. **REPORTS.**
 - A. Manager’s Report
 - 1. Absentee ballot process (Town Clerk and Registrars)
 - 2. Discussion: 5G Technology
 - 3. Briefing: 8 Can’t Wait (MPD)
 - 4. Discussion: Fireworks in neighborhoods
 - B. Other Reports
7. **PRESENTATION OF BID WAIVER REQUESTS.**
8. **PUBLIC HEARINGS** (formally advertised).
 - * A. Appropriations to Special Projects as follows:
 - 1. School Readiness Local Early Childhood Council Grant..... \$18,100
(3/1/20 to 6/30/20) to be financed by a grant from the Connecticut Council for Philanthropy to further develop the collaborative and create solid strategic goals to strengthen our local birth to 5 efforts.
 - 2. Senior, Adult and Family Services – Rental Assistance Program \$10,000
to be financed by a grant from Manchester Interfaith Social Action Committee.
 - * B. Appropriations to Education Special Projects as follows:
 - 1. Immigrant & Youth Education Program Grant (FY 19/21)..... \$6,962
to be funded by the Connecticut State Department of Education to enhance instructional opportunities for immigrant children and youth.
 - 2. Hartford Foundation for Public Giving COVID-19 Response Grant\$75,000
to provide assistance with operating support for distance learning needs during COVID-19 response serving Manchester families (FY19/21).
 - C.
 - 1. Adoption of the Community Development Block Grant Annual Action Plan for Year 30 (October 1, 2020 - September 30, 2021).
 - 2. Appropriation to Community Development Block Grant Program Year 30 (October 1, 2020 - September 30, 2021)..... \$695,155
 - 3. Adoption of the 2020-2024 Consolidated Plan.
 - D. Resolution to appropriate \$2,900,000 to capital accounts for the 2020-2021 fiscal year budget for the purpose of paying the costs of water distribution system and sewer system improvements and authorize the issuance of temporary notes in an amount not to exceed \$2,900,000, or so much as may be necessary after deducting grants to be received for the projects.
 - E. Appropriation from reserve for purchase of Police body cameras \$165,000

9. CONSENT CALENDAR.

10. ACTION ON ITEMS OF PUBLIC HEARING.

11. UNFINISHED BUSINESS.

12. NEW BUSINESS.

- * A. Acceptance of the resignation of Joyce Hodgson (D) from the Advisory Board of Health with a term expiring November 2020.
- B. Education Special Projects Appropriations Grant Period Extensions to allow funds to be spent through September 30, 2021, as follows:
 - 1. Immigrant & Youth Education Program Grant FY 18/20.
 - 2. Title I, Part A, Improving Basic Programs Grant FY 18/21.
 - 3. Title II, Part A, Supporting Effective Instruction Grant FY 18/21.
 - 4. Title III, Part A, English Language Acquisition Grant FY 18/21.
 - 5. Title IV, Part A, Student Support and Academic Enrichment Grant FY 18/21.
- C. Resolution regarding racism as a public health crisis.
- D. Appointment of a member to the Advisory Board of Health with a term expiring November 2020 to fill the vacancy left by Joyce Hodgson (D).
- E. Reappointment of Dana Hebert to the Cox Cable Advisory Council with term expiring July 2020 (2 year term).
- F. Reappointment of Eric Prause to the Cox Cable Advisory Council with term expiring July 2020 (2 year term).
- G. Reappointment of Donald Modean to the Cox Cable Advisory Council with term expiring July 2020 (2 year term).

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

14. ADJOURNMENT.

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

ACTIONS
REGULAR MEETING OF THE BOARD OF DIRECTORS
JUNE 2, 2020 – 7:00 P.M.
LINCOLN CENTER HEARING ROOM
ONE MEETING AGENDA

PRESENT: Mayor Moran and General Manager Shanley.

REMOTE: Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Floyd-Cranford, Marois and Schain, and Town Attorney Barry.

1. MEETING CALLED TO ORDER.

The meeting was called to order at 7:00 p.m. All in attendance participated in The Pledge of Allegiance to The Flag, led by Mayor Moran.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.

#102-20 A. Actions, May 5, 2020 – Regular Meeting

#103-20 B. Minutes, May 5, 2020 – Regular Meeting

Castillo/Floyd-Cranford

9 Voted in Favor

7. PRESENTATION OF BID WAIVER REQUESTS.

#104-20 A. Renewal of Dial-A-Ride contract with Hockanum Valley Community Council, Inc.

Castillo/Floyd-Cranford

9 Voted in Favor

#105-20 B. Letter of Intent with CT Green Bank to pursue a Power Purchase Agreement for solar energy program.

Schain/Marois

9 Voted in Favor

9. CONSENT CALENDAR. (Added 8D, 8E, 12D and 12F. Removed 12B and 12C.)

#106-20 8A. Appropriations to Education Special Projects as follows:

1. Increase to Alliance District Grant (FY 19/20)..... \$327,414
bringing the total appropriation amount to \$5,936,857.

#107-20 B. Approval of revisions to water and sewer rates, charges and fees.

#108-20 C. Water and Sewer Reserve Accounts \$471,368.45
to bring the accounts into balance by appropriating revenues received but
not appropriated.

#109-20 D. 1. Approval of Community Development Block Grant Proposed Annual Action Plan
for Year 30 (October 1, 2020 – September 30, 2021)

2. Approval of Draft 2020-2024 Consolidated Plan

E. Revenue and Expense Appropriation to WORK_SPACE \$166,034
representing the estimated annual revenue and expenses for the facility for
FY 20/21.

#110-20 **AMENDED** – Item 8E. appropriation to WORK_SPACE to \$210,000.

Castillo/Schain

9 Voted in Favor

#111-20 12A. Appropriation to Special Projects (under \$500) as follows:

1. Recreation Department - Carl and Sophie Silver Donation Fund..... \$50
to be financed by a donation from Del and Martine Bernais in memory of Carl and Sophie Silver to be used for the continued support of Manchester's youth, which donation is gratefully acknowledged and accepted.
2. Center Springs Sensory Garden (SG335) \$315
to be financed by a donation from the Community Y Fitness Center in memory of Joan Kelsey which is gratefully acknowledged and accepted.
3. Manchester Animal Control..... \$86
to be financed by donations which are gratefully acknowledged and accepted.

#112-20 12D. Ratification of Teamsters Contract.

#113-20 12F. Approval of a Resolution authorizing Scott Shanley, General Manager, to enter into, execute and amend any and all contracts on behalf of the Town of Manchester with the State of Connecticut Department of Transportation with regard to the 5310 grant application for the purchase of a 12-seat wheelchair-equipped bus for the Dial-A-Ride program.

Castillo/Floyd-Cranford

9 Voted in Favor

11. UNFINISHED BUSINESS.

#114-20 A. APPROVED - Appointment of Alexandra Eagleson (D), 216 Ludlow Road, to the Arts Commission with a term expiring November 2021 to fill the vacancy left by Joyce Hodgson (D).

Floyd-Cranford/Dougan

9 Voted in Favor

12. NEW BUSINESS.

#115-20 B. Approval of a full and final settlement in the amount of \$48,000 in the claim of Tamara Gray v. Town of Manchester.

Castillo/Jones

8 Voted in Favor
(Director Bergin abstained)

#116-20 C. Approval of the settlement of a claim by Robert Muro in the amount of \$62,233.10 for damages relating to a sewer back-up on December 6, 2019 at 74 Trebbe Drive.

Castillo/Floyd-Cranford

8 Voted in Favor
(Director Bergin abstained)

#117-20 E. Approval of a resolution regarding the use of absentee ballots.

Castillo/Bergin

6 Voted in Favor
(Director Marois voted against)
(Directors Conyers and Dougan abstained)

14. ADJOURNMENT.

#118-20 The meeting was adjourned until the July 7, 2020 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

Adjournment: 10:55 p.m.

Floyd-Cranford/Jones

9 Voted in Favor

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APPROVED:

ATTEST:

Secretary, Manchester Board of Directors

MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
JUNE 2, 2020 – 7:00 P.M.
LINCOLN CENTER HEARING ROOM
ONE MEETING AGENDA

PRESENT: Mayor Moran and General Manager Shanley.

REMOTE: Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Floyd-Cranford, Marois and Schain, and Town Attorney Barry.

EXECUTIVE SESSION - The Board went into Executive Session at 6:00 p.m. to discuss Real Estate, Pending Litigation and Labor Negotiations. Present were Mayor Moran and General Manager Shanley. Present remotely were Deputy Mayor Jones, Secretary Castillo, Directors Conyers, Dougan, Floyd-Cranford, Marois and Schain, Deputy General Manager Stephanou, Director of Finance Kim Lord, Director of Planning and Economic Development Gary Anderson, Staff Attorney Tim O'Neil and Mike Gorman of Gorman + York Property Advisors. The Executive Session adjourned at 6:50 p.m. No votes were taken. (Director Bergin was not present.)

1. MEETING CALLED TO ORDER.

The meeting was called to order at 7:00 p.m. All in attendance participated in The Pledge of Allegiance to The Flag, led by Mayor Moran.

Mayor Moran noted the Board of Directors had an Executive Session on Friday, May 29th to discuss Attorney/Client Privileged Communications. Present remotely were Mayor Moran, Deputy Mayor Jones, Secretary Castillo, Directors Bergin, Conyers, Dougan, Floyd-Cranford, Marois and Schain, General Manager Shanley, Deputy General Manager Stephanou and Saranne Murray, Counsel of Shipman and Goodwin. No votes were taken.

Mayor Moran then spoke about reaching the nationwide mark of 100,000 deaths from COVID-19 and asked for a moment of silence for those lost to this pandemic. To date, we have lost 83 Manchester residents to this virus. Since the May 20th reopening for outdoor seating of restaurants, he has visited some of them and noted most people to be wearing masks and practicing social distancing guidelines. Several business owners stated Town staff has been great helping businesses get up and running.

He asked for a moment of silence in memory of George Floyd, and the injustice of his death. We start every meeting with the Pledge which says “with liberty and justice for all” and he is proud that with all the protests across the country that the approximately 250 people at the Manchester rally yesterday remained peaceful. Black lives matter, we hear you, respect you, value you and we feel your pain. As former President Bush said, “it’s time to listen.” We need to take on systemic racism and as President Obama said “We are the change we seek.” We need to step up and support all members of our communities, no matter where we come from or what we look like. We have done a lot of work in our community on equity and inclusion over the last few years and we need to continue this initiative.

2. AWARDS AND PRESENTATIONS. None.

Mayor Moran stated we do not have any formal awards and presentations but he noted that yesterday started our annual LGBTQ Pride Month in Manchester and across the country. To our friends in the LGBTQ community, we celebrate with you this month and every day. We welcome you with open arms in our community.

3. OPENING OF MEETING TO ELECTORS OR TAXPAYERS WHO WISH TO BE HEARD ON ANY SUBJECT WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS. *(Sign-up sheet available 15 minutes prior to the start of the meeting)*

ALL SPOKE REMOTELY.

Julienne Cutaia, 35 Charles Drive, stated we are in the midst of human rights crisis with people out in the streets protesting for their basic rights of life and liberty, and they are being met with violence. This was unacceptable in 1965 and is unacceptable today. Earlier today, the Manchester Police Department released a statement condemning the actions of the four officers involved in the killing of George Floyd and stating they support peaceful conversation and accountability. We need more than this. Condemning racism is the bare minimum. It is time for our leaders to acknowledge that if you are not actively fighting against racism and intolerance, then you are permitting it.

The Board of Directors is in a position of power and has the ability to affect real change to benefit the welfare of Manchester citizens. Section 1-3 of the Town Charter provides you with the power to create the rules and regulations that ensure the people appointed to the police force are screened for impermissible bias that will impact policing of the community. You have the power to expand Chapter 10 of the Charter and create an independent authority that can accept public complaints, monitor and investigate the police force and hold them accountable for civil rights violations and bias. You have an obligation to use those powers that have been given to you for the public welfare. Failure to take action permits racist, immoral and illegal practices to continue unseen and uncorrected. Jose Soto was killed in Manchester. For every story where a black American was killed by the police, there are hundreds if not thousands of black Americans who were injured while in police custody. These are violations of the fundamental rights to life and liberty, and cannot be allowed to continue. Law enforcement needs to be policed and held accountable for their actions. She demands action.

Mayor Moran explained the Board of Directors has been engaged in serious discussions about our role and how we can be effective ensuring justice and long-term positive changes that may involve policies and laws.

Genaro Gonzalez, 4 Pearl Street, spoke about the dangers of 5G technology. He stated 5G was tested in Russia on humans and animals. Dr.'s Barry Trower and Mark Steele stated results were disturbing. They said 5G is used as a weapon. There are 22 algorithms that can be sent through the power lines which mean they can code whatever they want through 5G. They can take pictures of anyone at any time, which is a violation of amendments and an invasion of your privacy. 5G technology is pouring out massive radiation of 6.2 amps per meter. He said he has videos of people that twitch from the side effects of 5G. He asked that the Town of Manchester take a position on this and look into the harmful effects 5G will have on its citizens.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING.

A. Actions, May 5, 2020 – Regular Meeting

B. Minutes, May 5, 2020 – Regular Meeting

Castillo/Floyd-Cranford

9 Voted in Favor

5. COMMUNICATIONS.

Vice Chair Jones has received complaints from numerous residents about noise, including noise from dirt bikes in residential areas and driving on streets. She also received a number of complaints around trash collection being done before 7:00 a.m., which can be quite loud. She has received communications from residents with concerns about 5G. Lastly, she heard from many residents about ensuring that the Manchester Police Department uses evidence based police de-escalation training.

6. REPORTS.

A. Manager's Report

General Manager Shanley stated there are several reports. We will begin with Superintendent Geary who will provide an update on preparations underway for the fall semester in Manchester schools.

3. Fall semester planning (Matt Geary)

Superintendent Geary is appreciative of all the work school staff, students and families have done to achieve distance learning. The State of Connecticut just provided summer school guidelines, and while we recognize that there may be some differences for the fall semester, the summer guidelines are helpful in determining what we need to do to prepare schools and staff. Bussing is our greatest challenge, as social distancing dramatically decreases the number of students allowed on each school bus, allowing only one student per seat in alternating rows. Getting more busses is not only cost prohibitive but there is a nationwide bus driver shortage. With summer school, which will likely be the case in the fall, a monitor must be assigned to each bus to ensure social distancing and compliance with masks.

Upon school entry, everyone must be screened for symptoms including temperature-taking. Once in the buildings, all students and staff will need to be masked the entire time they are in school. With the older grades, this is certainly doable but this becomes more of a challenge with younger students keeping masks on all day. Class size is capped at 10 students per teacher, and included in this number is any adult support in the classroom. In classrooms with special needs' students, that number is reduced to 7 to 1. We don't believe there will be use of larger spaces, including cafeterias. Each student will have their own supply box, as there will no shared materials. There needs to be a clear notification process should someone in the classroom become infected with COVID-19, while protecting student privacy. We would also be concerned if an adult in a student's household was infected. These are the summer school guidelines and we do not expect them to change for the fall.

The next step in our planning is for teachers to call all parents/guardians to collect information on how the distance learning experience is going for the families and to find out what potential options could work for their family (half-day shifts, alternating days, alternating weeks, etc) in the fall. They will also be asking if childcare would be needed if we had half-day shifts and if they could get their child to school if no transportation is available. We are trying to get an idea of families' needs, and those needs will then drive our decisions. The first decision we made was not to run on-site summer school, mostly due to our concerns about these requirements particularly as they relate to our most impacted students. We had a lot of concerns about bringing students back into the buildings. The next step is to get information from families this week and that information will be analyzed next week. In the meantime, we are having ongoing discussions about how to enhance the learning experience and how to provide childcare if we cannot get everyone into the buildings at the same time.

Director Dougan appreciates how well the Board of Education and staff have handled the challenges to date. She asked if there is enough mental health support for the children or if there are additional needs that have to be met because of the stressors of distance learning.

Superintendent Geary explained that they anticipate significant mental health challenges based on students' isolation. One of the questions staff will ask when parents/guardians are called is how well they think their child is doing with virtual learning. We are unsure how it will look when students come back after being essentially isolated from their friends for months and the trauma for some of them going through this pandemic. We do anticipate the need for additional mental health support for some of our students. We expect to use the CARE funding from the federal government for transportation and mental health resources.

Director Marois asked if anyone has reached out to the State for direction regarding reopening schools.

Superintendent Geary explained that they have reached out through a variety of channels. We would like to see one plan for schools across the region and preferably across the State because we have teachers who live in one community and work in another. If we have every school system doing something different, that will create even more challenges. There needs to be some level of coordination, at least by region, so that we are not doing entirely different things than our geographic neighbors.

Mayor Moran asked if there has been any discussion about K-12 schools beginning classes earlier than usual and finishing up before Thanksgiving, as some colleges/universities have done.

Superintendent Geary stated that shortened school years or shortened days can only be done through Executive Order. Unlike colleges where there is some flexibility, guidelines for Connecticut students K-12 are spelled out in Statutes. We have not received notification of any changes. The only flexibility we have would come through an Executive Order. We are getting family needs identified first, getting finalized guidelines from the State, hoping there is some regionalization and then making sure we let those needs around transportation, childcare and access to devices/internet drive our decisions.

Mayor Moran has received several communications about graduation and asked if there have been any decisions made around that.

Superintendent Geary stated consideration has been given to several smaller graduation ceremonies. We envisioned graduates signing up for time slots to drive to Manchester High School and walk around the grounds to different stations with up to 10 guests. At one station the student will be able to sign a banner, one they will receive a gift bag, one they will get their diploma from a parent/guardian, and several others stations. After surveying students and families, we found that the students really want to graduate together. Students overwhelmingly did not want a virtual graduation. The students were willing to push graduation off as long as we need to in order for them to graduate together, even if it is next May.

Director Floyd-Cranford commended Superintendent Geary and his staff for the tremendous work they have done to institute changes for students/teachers in response to the pandemic. Many families have been very anxious about summer and fall sessions, but it is good to know you are already looking ahead at these issues.

General Manager Shanley stated that several weeks ago we were prepared to provide our Communication Strategy and Plan for the Town of Manchester, but other issues have come up that have delayed the presentation. We have, however, already begun implementation of the plan and our Communications Manager Brianna Smith is here to present this plan.

1. Communication Strategy and Plan (Brianna Smith)

Ms. Smith explained this is a new role within the Town. The main responsibility of this role is to manage the Town's communications, including social media, website, public relations, digital marketing, etc. It is also to support, educate and energize Town departments on their communications' initiatives and to establish standards and guidelines for communication to ensure consistency. Communications is about connecting to others by listening, learning and informing. The vision for this role is to help support honest, open and authentic relationships between the Town of Manchester and the community. We will strive to put Manchester on the map as the place to work, live and play. Goals are to help build better relationships with our community, improve the way we connect both internally and externally, to support the adoption of new ways of engaging and to ensure consistent messaging. How we connect and communicate internally is connected to how we communicate externally.

Over the past few months, she has connected with key stakeholders, department heads and supervisors. She has observed our processes and analyzed what tools and platforms we are using and what processes are missing. She has researched successful municipal communications case studies and has connected with other communications departments, both in the state and outside of the state, to gain insight that Manchester can use.

She has noticed an absence of a cohesive Town identity, which we need to establish. We need to better understand the community's perception of Manchester, and what they want that to look like in the future. We need to have every department/division come together to create one large message of what Manchester is. Some Town departments have established a social presence, but we need to increase the social presence of Manchester as a whole. Technology is a way to enhance our processes both internally and externally with the community. It is important that everyone feels supported and that we have guidelines and standards for how we are using social media channels and that what we are saying is consistent. There are so many different events, services and programs within the Town and often times these messages can get lost amongst the chaos. We need to ensure our messages align with the larger message of the Town. We need to establish a healthy foundation so that we are reaching everyone, not just the 10% we reach through one social media channel. Negative stories gain attention online, so we need to build stronger relationships on the public relations front. We definitely need to be more inclusive and representative in how we communicate and also who we are communicating to and engaging with.

The goals of our Communications Strategy are to establish a perception and identity for Manchester, grow a broader reach in our community to include everyone, increase our engagement with the community (back and forth dialogue), improve the flow of information internally and externally and listen/learn to increase our perspective of all groups within our community. Town communication, the Hub, sets the standards and guidelines for how we communicate, and is responsible for leading and managing our identity. The departments and divisions within the Town are our ambassadors. They are the experts in their field, and are accountable for the messages they send out with support from the communications Hub. We do a lot of informing and it is now time to engage our community and make decisions based on what we are hearing from the community. We also need to look beyond our community, to put Manchester on the map so that we can attract and retain talent, grow families and businesses and more. Communication is not a top down approach; it is cyclical.

Our goal is to develop and grow community advocates that celebrate their experiences working, living and playing in Manchester. We need to create awareness of our Town by informing, educating and celebrating our “brand” through communication tactics. We need to consistently connect with the community in a way that resonates and reminds people about whom we are, what we do and the resources we offer. A key is to build stronger relationships with the community by instilling two-way inclusive communication tactics. We need to ensure the community is comfortable connecting and sharing with us. As a Town we need to grow and nurture relationships to create community advocates that positively engage, celebrate and share their experiences and perception of the Town.

The recommended plan begins this year and goes into 2023. The first two years are about building a foundation including website redesign, optimizing social media channels, community engagement tools (Your Voice Matters), communication and social media sessions, social media guidelines, create a crisis communications’ guide, evaluations and support both internally and externally.

Work has already begun on website redesign, optimizing social media channels, setting up community engagement tools and supporting key departments with communications. Accomplishments to date include momentum gained on Twitter and Facebook, a new Instagram account, revamped LinkedIn account and reorganization of Department Facebook accounts. COVID-19 efforts include a dedicated COVID-19 webpage with educational content, flyer and poster distribution and Your Voice Matters engagement platform. Support for Departments includes helping to transition the Recreation Department’s Better Manchester Magazine online, helping Manchester Fire and Rescue with recruitment efforts and assisting Public Works on the pedestrian safety initiative (watchformect). We will continue these initiatives into 2021 and will work on the Town’s branding initiative to create a cohesive look, feel, message and story for the Town and a plan to get the word out about this identity. We have a measurement plan to help identify what is working and what is not working to determine if what we are doing is working or if we need to look in a new direction.

Director Schain stated it is important to the success of an organization to have a good communications plan. A Communications Manager can play a key role in building the image of our Town. He appreciates the broad view of what communications is and the role it can play in Manchester.

Director Floyd-Cranford asked if there is a selection process for the role of Ambassador. This sounds like a great opportunity for the community to feel more connected.

Ms. Smith stated the Ambassadors are the designated people within a department or division accountable for that specific department/division communications. She is working with department heads to have them identify those key people. If there is a gap and no one to fill that role, we need them to fill that role. Although this is internal, it is vital that we talk to people in the community who want to speak as community ambassadors to have dialogue with the internal Ambassadors.

Deputy General Manager Stephanou thanked Ms. Smith for her presentation and thanked the Board of Directors for supporting and realizing the necessity for this position. It is not common for local governments to have something like this but it is so important for us to be proactive in the way we communicate and engage with the community.

4. Library opening plans (Doug McDonough)

General Manager Shanley stated we considered opening the public library as early as next week and had a strong plan to protect the safety of our employees and residents. That changed a bit when we sought and

received clarification from the State. June 20th appears to be the date for public library reopening. Library Director Doug McDonough is here to explain reopening plans for the library.

Mr. McDonough explained that because of the change in information, we now plan to open to the public on Monday, June 22nd. We reviewed our plans with Director of Health Jeff Catlett who is comfortable with the changes we are implementing. Masks will be required for everyone entering the building. 40 or fewer residents will be allowed in the building at one time. We will encourage residents to make quick visits to the building to pick out books and materials to take home. We have undertaken a number of changes inside the buildings to speed up the flow of customers and reduce close interaction with staff. There will be no story time programs or group events. There will be no chairs and no sitting at tables. Public restrooms will remain closed. All items returned to the library will be quarantined for a minimum of 72 hours before they are available for another users, as studies have said that the virus is no longer viable on plastic surfaces after that amount of time. Residents who have been able to place items on hold/reserve will be called to schedule a time slot for them to pick up the item. This will give us a chance to practice having people cycle through the changed arrangement we have for the check-out desk.

Vice Chair Jones appreciates all the work the library staff has done. There has been an increase in social media discussions regarding the library. The library has done a very good job of providing a vital service even when we haven't been able to physically go to the library. She appreciates that the library has shared its collection on equity issues in response to recent events.

Mayor Moran asked if there will be arrows to direct the flow of foot traffic.

Mr. McDonough explained that stanchions and guide ropes have been set up around the check-out desk to avoid congestion of this area and tape has been placed on the floor with messages to distance people six feet apart. The Governor's office said they will issue additional guidelines for libraries in the next two weeks.

5. Summer Recreation briefing (Chris Silver)

General Manager Shanley stated Director of Leisure, Family and Recreation Chris Silver will review what the summer will look like given all the restrictions in place regarding summer recreation.

Mr. Silver explained that plans are being revised over and over according to State guidelines. We are modifying our Park Ambassador Program to place Ambassadors in high use parks for the purpose of social distancing mitigation, monitoring trash and relations. We will have a supervisor that will loop around to all the parks providing support to those on-site. We will continue to promote our digital trail and urban hike guides through bettermanchester.com encouraging people to spread out throughout the community and not just congregate in one large park area. There is a large increase in park and trail use but with that comes an increase in litter and people not picking up after their dogs. The Community Y Rec Center will not be open during the summer. However, we will promote our outdoor fit trail at Union Pond Park which includes a .3 mile loop around the park connecting all 8 exercise pieces. We will partner with Manchester Early Learning Center to operate modified Summer Camp at Mahoney Rec Center with up to 30 slots daily. They are also working with Assumption School to put 30 slots in their old school building. State guidelines require a 1-10 teacher/student ratio in separate rooms. The children are with the same person every day. Each room has its own entrance and exit to outside, with as much outdoor time as possible and limited exposure during indoor time.

Pools are tentatively scheduled to be open July 6th through August 16th with the main objective of providing cooling sites throughout Town. There is a social distancing plan in place for every pool, with a limit of 25 people per pool per hour. There will be no swimming lessons. We are offering adult exercise classes with a limited number of participants based on State and CDC guidelines. We will not allow non-resident guests this year. The modified schedule is M-F from 12 noon to 6 p.m. On weekends we will open 3 pools on Saturday and the other 3 on Sunday. There is a cost savings with this plan of about \$30K for the summer season, which will allow us to have some flexibility to possibly extend the summer season.

Carlin Field will be used as an adult exercise site, allowing 25 people per class. Classes will be offered twice per week. Golf leagues began on Monday with Manchester Country Club's new social distancing guidelines in place. Adult men's and co-ed softball leagues modified schedule will run from August 3rd to September 25th, with State approval. Tennis courts, Pickle ball courts and the Dog Park opened on June 1st with State guidelines posted. Rec on the Run will run from Monday-Thursday at various parks, one per day. Each child will receive one box of supplies for the activity they will be doing. The box serves as an easel for their work. Supplies are limited to 50 per site per night.

Though the fishing derby was cancelled this year, with some money from our operating budget, we stocked Salters Pond to allow access to fishing. The fish are safe to eat, but catch and release is strongly encouraged. Through our Neighborhoods and Families Division, we are doing open-air weekly adult learn shops at the Community Garden which is also open on a block schedule so members can only come on assigned nights. Spruce Street Market Nights will run July 1st to August 19th, with only food vendors allowed due to State guidelines. Youth Services will continue their group work programs outdoors.

Director Floyd-Cranford asked if the MHS track is open for public use. She heard it was open but then closed due to people not following social distancing guidelines. She asked if there has been any consideration given to having a staff person on site to monitor this. Some people feel the track is safer for walking because it is more visible than the trails.

Mr. Silver stated the track was open for passive use, but was then closed due to people not practicing social distancing guidelines. He has no issue with people using the track, but the concern is that it is connected to the field. Having staff there to try to break up large groups can be problematic. He is not opposed to opening the track if that is what the Board of Directors would like to do.

Director Dougan asked, with the pools opening, if the State has provided analysis of how COVID-19 reacts to chlorine.

Mr. Silver stated the CDC has said chlorine kills the coronavirus. Swimming is not the issue; it is the people gathering on the decks that become the issue. We will mitigate that with the number of people allowed in at one time and we will not provide deck chairs or picnic tables. If people want to bring their own chair to sit on the deck, they can. To use the pools, residents must sign up in advance and will have a 40 minute block of time. You enter and exit at two different locations. Lifeguard staff will sterilize all high touch areas and bathrooms between groups.

Vice Chair Jones asked if the Youth Services Bureau staff has been working with the schools to address any mental health needs of students who are feeling detached from friends due to social distance learning.

Mr. Silver stated a large percentage of work for the youth workers at YSB is direct connections with families and children. They have been running all of their groups digitally throughout this entire process. There is a lot happening with early childhood groups as well, including digital playgroups with young

families. Participation with these remote programs has been high. The Change Collaborative also sent packages out to students.

Mayor Moran asked about travel baseball and the twilight league, and if there has been communication with members about these events. He also asked about upcoming ribbon cutting events for the splash pad and trail opening.

Mr. Silver stated communications with all the sports leagues were sent out prior to the season, and updates are sent prior to the start of each month. We also let them know we are willing to accommodate late-starting leagues toward the end of the summer and into the fall. He stated all ribbon cuttings have been postponed at this time. He explained the swimming pools are different than the splash pad in that the splash pad water is not chlorinated.

2. Discussion: Party affiliations on campaign signs (Ryan Barry).

General Manager Shanley explained the last item is in response to a resident's comments about whether or not party affiliations are required on campaign signs.

Attorney Barry stated a citizen asked if the Town could enact an Ordinance requiring candidates to display their party affiliation on campaign signs. An Ordinance cannot be enacted at the local level; it is unconstitutional. There are some ongoing cases about this issue in both the U.S. Supreme Court and State Supreme Court. Regulations only control placement, size, building materials and lighting for signs. Content based regulations would fail the strict scrutiny analysis under the First Amendment of the U.S. Constitution.

Mayor Moran will reach out to the citizen who brought this issue to the Board of Directors.

B. Other Reports. **(None)**

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

A. Renewal of Dial-A-Ride contract with Hockanum Valley Community Council, Inc.

General Manager Shanley explained that the Board of Directors has waived the bid process on this item previously, due to a historic lack of competitors. Human Services Director Joel Cox will provide more details.

Mr. Cox stated this particular contract has not had any other vendors approach us to provide this service to the Town. We have had a very good working relationship with Hockanum Valley Community Council, Inc. and are very confident in this vendor. They are very much aware of the needs of our residents and how to best provide that service. They do provide a very valuable service to our residents. The year prior to COVID-19 restrictions, they provided approximately 6,500 annual trips to senior and disabled residents in Manchester for grocery shopping and medical visits. We feel that they are a very good partner with the Town and recommend continuing with them.

General Manager Shanley explained the process is typically for the Board of Directors to sign the bid waiver. In this case, because of social distancing guidelines, we can approve this through a formal vote.

Mayor Moran has received several communications from residents who are very pleased with the help they have received from Human Services during this pandemic. He thanked Mr. Cox and his staff for the services they have provided to residents who have been struggling.

Mr. Cox stated he has a great team who deserves most of the credit during this pandemic.

B. Letter of Intent with CT Green Bank to pursue a Power Purchase Agreement for solar energy program.

General Manager Shanley explained the intention of this LOI is to create an environment where we can take full use of the solar opportunities that we have and at the same time manage the capital investment costs for the Town. There have been a variety of discussions about this. Staff is united in thinking that working directly with CT Green Bank is the best option. Deputy General Manager Steve Stephanou will explain this in detail.

Deputy General Manager Stephanou stated that over the past decade, there has been a large increase in renewable energy, particularly solar and wind. The cost has gone down significantly with advancements in technology. Many institutions, households and government have utilized that decreased cost to achieve electrical savings and also meet sustainable energy goals. There has been a huge increase in demand for this service. The Town of Manchester's Public Works, Facilities and Budget office staffs have been thinking about ways we can save on energy costs while meeting the Board of Directors' strategic goals of being more environmentally sustainable.

The most common way in which to procure solar energy is through a Power Purchase Agreement (PPA), which is a financial arrangement in which a third-party developer (Green Bank) owns, operates and maintains the solar system and the host customer (Town of Manchester) agrees to allow the third party to install the system on their premises and then purchase the energy that comes from that for a predetermined period at a predetermined price. The benefit is that it allows the host customer to receive a stable source of electricity at a cost often lower than the market rate from the utility company. It has become a market driven solution on the supply side because the solar service providers are often able to utilize tax credits.

In this case, the third party owner installs the solar system on a building and the municipality would receive the solar power under a fixed contract at a locked-in savings rate. In return, the system owner (Green Bank) receives the guaranteed revenue stream of the contract and also tax benefits and ZREC (zero emissions renewable energy credits) benefits which they can then sell. The State sets the guidelines for a market-driven process for bidding on ZREC's. The earlier we do this, the more potential savings we could see. The benefits of a PPA are that there are no up-front costs and there are no operational or maintenance costs to the Town. All maintenance of the solar panels and system would be the responsibility of CT Green Bank. The PPA would be at a fixed rate for each location, and their proposed rate is below what we are currently paying in electricity costs for each building. With this agreement, we would pay less and reduce our carbon footprint.

CT Green Bank is the nation's first green bank, established by the State through Statute in 2011. Their mission is to support the Governor and Legislature's energy strategy to achieve cleaner, less expensive and more reliable sources of energy while creating jobs and supporting local economic development. By law, the Board of Directors of CT Green Bank is a bipartisan group of eleven appointed by the Governor and majority and minority leaders in the State Legislature.

The Town has received solicitations from other private vendors and had some discussions with them but as a quasi-State institution created by the Connecticut Legislature, there is a level of transparency and required disclosures with CT Green Bank that would not be found with other potential solar energy firms. CT Green Bank has worked with over 20 CT municipalities who have all given positive reviews for them. This would be a 20-year PPA at eleven or twelve of our buildings, with the option at the end of 20-years to purchase the solar panels. The majority of our buildings for this proposal would be Board of Education buildings and Superintendent Geary and the Board of Education are on board with this agreement. Manchester High School is not included in this proposal but is currently being analyzed to determine savings, which will likely be higher than any of the other buildings. We would lock in a fixed rate for solar electricity power at a rate that is below what we are currently paying. CT Green Bank projects a savings of \$2.2M over the course of 20 years, which is a conservative figure. The environmental impact and value for the Town of our carbon footprint is substantial.

The LOI that we are asking for approval of tonight would allow CT Green Bank to submit a bid for the State process for ZREC documents. This year's deadline to submit bids for ZREC credits is July 12th, so executing this tonight will allow Manchester to proceed with this year's application. The timeline would be a formal RFP for contractors in the 3rd quarter of 2020, final execution of the PPA in the 4th quarter of 2020 and construction/installation of solar panels in the 1st quarter of 2021. Staff feels confident going with CT Green Bank.

Director Marois said this sounds like a great idea to achieve not only cost savings but also have an environmental benefit. He asked if there were damage to one of the buildings from solar panels if CT Green Bank would cover that. He also asked for clarification of the reduction in energy use with solar panels. His only hesitation is the 20-year contract which seems like a long time, in light of technology evolving so rapidly.

Deputy General Manager Stephanou stated the final PPA will detail specifically who is responsible for what. In general, if something within our facility caused the issue we would be responsible but if there is a problem with the solar installation or panels themselves CT Green Bank would cover the cost. The reduction in energy use is because electricity generated by the solar panels is more efficient than what we would get from the grid.

Mr. Bockus explained that the system design doesn't cover 100% of the energy use of the building. It is designed to capture approximately 80% of the energy use of the building. The system operates in a mode that is called behind the meter, so we are not feeding any surplus energy that gets generated back into the grid. We want to capture and use everything that is generated in the facility itself. We will always need to draw some energy from the grid through our regular meter with Eversource to make up the 100% need.

Deputy General Manager Stephanou explained that terms for any PPA are generally 15-25 years. A 20-year contract is in line with the market in general. There could be a technology that emerges in 10 years that could be a more efficient, cheaper source of energy which is a risk with any 20-year contract, but the trends of solar are pretty good. This PPA is only a portion of our total energy consumption. We will still be using Eversource for a tremendous amount of our energy needs. If we were putting all of our energy needs into this PPA, we would be a little more concerned.

Director Schain hopes the Board of Directors will support this bid waiver to sign the LOI with CT Green Bank, as there are so many benefits for the Town with this initiative. CT Green Bank is well established and financially sound. They have become a national model for promoting the deployment of renewable

energy. By taking action tonight, we can get on the path toward benefiting from this program. This is an outgrowth of the work of the Sustainability Taskforce and an example of the exciting ideas our new Sustainable Commission will be able to bring to the table. He thanked Town staff for making time to looking into this at a time when they have so much else on their plates.

Director Floyd-Cranford stated we currently have three schools that we are looking to do renovations on. She asked if it might be possible to loop those schools into this solar power agreement.

Mr. Bockus explained there are possibilities that we are looking at closely but we are somewhat limited by the regulations and some of the funding associated with the Board of Education. We are looking at net zero aspects with school renovations. We believe there is a way that this could play a role in making up the gap that we may fall short on in achieving net zero. We may be able to bridge the gap between where we are with the current design and the State funding with the PPA. We are working on the details on that right now to see if this is a viable option for us.

General Manager Shanley stated there is specific work going on right now to see if we can make use of this process with one of the buildings. What we are going to achieve with the school renovations, even without this, achieves the same goals as this effort does on our older buildings.

Director Dougan believes in solar power but she wants to ensure that the people who don't have the means to pay for solar are not going to be paying more for their electricity because of those who do.

Deputy General Manager Stephanou explained the way in which the ZREC program works is certain companies are able to leverage and buy credits as a way to meet certain carbon footprint criteria. We are reducing energy usage as a community and saving money as taxpayers.

Schain/Marois

9 Voted in Favor

8. PUBLIC HEARINGS (formally advertised).

A. Appropriations to Education Special Projects as follows:

1. Increase to Alliance District Grant (FY 19/20)..... \$327,414
bringing the total appropriation amount to \$5,936,857.

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

B. Approval of revisions to water and sewer rates, charges and fees.

General Manager Shanley explained this is an action taken by the Board of Directors to ensure the schedule matches the rates approved during the budget process.

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

- C. Water and Sewer Reserve Accounts \$471,368.45
to bring the accounts into balance by appropriating revenues received but
not appropriated.

General Manager Shanley stated Finance Director Kim Lord worked with our Water and Sewer Administrator Patrick Kearney to review the history of projects done between 2008-2016. In doing this, they located a number of miscellaneous revenues and small grants that were not appropriated. This action helps to clean up the accounting system to make those appropriations.

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

- D. 1. Approval of Community Development Block Grant Proposed Annual Action Plan for Year 30 (October 1, 2020 – September 30, 2021)
- 2. Approval of Draft 2020-2024 Consolidated Plan.

Ms. Guerette, Community Development Program Manager, explained they are asking the Board of Directors to approve a draft version of the five-year consolidated plan and a proposed annual action plan. The General Manager's recommendations were presented at the last Board meeting, to have the Board decide whether to proceed with those recommendations or make changes to the action plan.

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

- E. Revenue and Expense Appropriation to WORK_SPACE \$166,034
representing the estimated annual revenue and expenses for the facility for
FY 20/21.

General Manager Shanley stated this is to ensure that we appropriate the funds to be able to pay the expenses based on revenue that we anticipate. The amount was based on fiscal reality that is less certain now. We would like to appropriate from the current year balance at year end, which is a difference of approximately \$50K. We would ask the Board to amend this amount to \$210K, so we can use the reserves from this operation.

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

9. CONSENT CALENDAR. (Added 8D, 8E, 12D and 12F. Removed 12B and 12C.)

8A.Appropriations to Education Special Projects as follows:

- 1. Increase to Alliance District Grant (FY 19/20)..... \$327,414
bringing the total appropriation amount to \$5,936,857.
- B. Approval of revisions to water and sewer rates, charges and fees.
- C. Water and Sewer Reserve Accounts \$471,368.45
to bring the accounts into balance by appropriating revenues received but
not appropriated.
- D. 1. Approval of Community Development Block Grant Proposed Annual Action Plan
for Year 30 (October 1, 2020 – September 30, 2021)
- 3. Approval of Draft 2020-2024 Consolidated Plan

- E. Revenue and Expense Appropriation to WORK_SPACE\$166,034
representing the estimated annual revenue and expenses for the facility for
FY 20/21.

AMENDED – Item 8E. appropriation to WORK_SPACE to \$210,000.

Castillo/Schain

9 Voted in Favor

- 12A. Appropriation to Special Projects (under \$500) as follows:
1. Recreation Department - Carl and Sophie Silver Donation Fund..... \$50
to be financed by a donation from Del and Martine Bernais in memory of Carl
and Sophie Silver to be used for the continued support of Manchester's youth,
which donation is gratefully acknowledged and accepted.
 2. Center Springs Sensory Garden (SG335) \$315
to be financed by a donation from the Community Y Fitness Center in
memory of Joan Kelsey which is gratefully acknowledged and accepted.
 3. Manchester Animal Control..... \$86
to be financed by donations which are gratefully acknowledged and accepted.
- 12D. Ratification of Teamsters Contract.
- 12F. Approval of a Resolution authorizing Scott Shanley, General Manager, to enter into,
execute and amend any and all contracts on behalf of the Town of Manchester with the
State of Connecticut Department of Transportation with regard to the 5310 grant
application for the purchase of a 12-seat wheelchair-equipped bus for the Dial-A-Ride
program.

Castillo/Floyd-Cranford

9 Voted in Favor

10. ACTION ON ITEMS OF PUBLIC HEARING. (None)

11. UNFINISHED BUSINESS.

- A. **APPROVED** - Appointment of Alexandra Eagleson (D), 216 Ludlow Road, to the Arts
Commission with a term expiring November 2021 to fill the vacancy left by Joyce
Hodgson (D).

Floyd-Cranford/Dougan

9 Voted in Favor

12. NEW BUSINESS.

- B. Approval of a full and final settlement in the amount of \$48,000 in the claim of Tamara
Gray v. Town of Manchester.

Castillo/Jones

8 Voted in Favor
(Director Bergin abstained)

- C. Approval of the settlement of a claim by Robert Muro in the amount of \$62,233.10 for
damages relating to a sewer back-up on December 6, 2019 at 74 Trebbe Drive.

Castillo/Floyd-Cranford

8 Voted in Favor
(Director Bergin abstained)

E. Approval of a resolution regarding the use of absentee ballots.

Director Schain explained that with this Resolution we would join a number of other communities encouraging Governor Lamont and the Legislature to take action so that no one is forced to choose between protecting their health and their right to vote on Election Day in November. This Resolution asks Governor Lamont and the Legislature to make it clear in the Law, which is unclear now, that fear of getting or spreading an illness is a valid reason for voting by absentee ballot.

Governor Lamont has acted through Executive Order to address the issue of absentee ballots for the Connecticut primary in August. This order allows all registered voters in Connecticut to vote by absentee ballot in the August primary but this Executive Order expires before the November election. Additional action by the Legislature is required and this Resolution asks Governor Lamont and the Legislature to take action to ensure absentee balloting can also be used for November if voters are concerned about health risks in going to the polls.

Important to note, the Secretary of State has announced that more resources and financial support will be available to Connecticut communities for both the primary and the November election. The Secretary of State is working with registrars to make in person voting as safe as possible and her office is also taking steps to cover the cost of absentee balloting. They are mailing applications to all registered voters with a postage-paid return envelope and will cover postage costs for people mailing in ballots. Greater use of absentee ballots in the primary and in November will not place a financial burden on voters or on our Town. Support of this Resolution would make it clear that we support the right of residents to protect their health and the health of others on Election Day through the use of absentee ballots, and through the use of absentee ballots protect their right to vote in the November election.

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN
OF MANCHESTER**

WHEREAS, Governor Lamont issued a declaration of public health and civil preparedness emergencies on March 10, 2020, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus pandemic (COVID-19); and

WHEREAS, the coronavirus pandemic continues to this date and into the foreseeable future; and

WHEREAS, the State of Connecticut has two elections scheduled in the upcoming months, on August 11, 2020 and on November 3, 2020; and

WHEREAS, under current Connecticut law, voters may exercise their right vote by means of an absentee ballot only if they fall into one of the six (6) statutory categories; and

WHEREAS, one of the categories entitling a voter to receive and vote by an absentee ballot is one's inability to appear at their polling place because of "his or her illness"; and

WHEREAS, there is a growing concern among the voting public that voting in person may unnecessarily expose you to the coronavirus or contribute to the spread of the coronavirus, but it is uncertain if this falls into the category of illness for purposes of receiving and voting by absentee ballot; and

WHEREAS, on May 20, 2020, Governor Lamont issued Executive Order No. 7QQ, which expanded the use of absentee ballots for the August 11, 2020 statewide primary election to provide that a person shall be lawfully permitted to cast an absentee ballot if there is no federally approved and widely available vaccine for the prevention of COVID-19; and

WHEREAS, the Town of Manchester Board of Directors supports a similar expansion of the use of absentee ballots for the November 3, 2020 election.

NOW, THEREFORE, be it resolved by the Board of Directors of the Town of Manchester that, on behalf of the voters of Manchester, it urges the Governor and the General Assembly of the State of Connecticut to take any action necessary to extend the use of absentee ballots as provided in Executive Order No. 7QQ to the November 3, 2020 election.

Dated this 2nd day of June, 2020 at Manchester, Connecticut.

Director Conyers asked for an explanation of the legality issue Director Schain mentioned.

Director Schain explained Governor Lamont's executive authority in this health crisis ends in September, so he can't use those powers to address the use of absentee ballots for the November election.

Attorney Barry explained there is a timeline on the public health State of Emergency and that the time limit ends prior to the November 3rd election. Because of this, the Governor doesn't have the authority to change anything with the November 3rd election at this time.

Director Conyers questions whether this is the proper course of events to include more reasons for absentee balloting.

Vice Chair Jones explained the current State of Emergency Declaration ends on September 9th, so any Executive Order issued during this declaration is valid and legal and covers the August primary timeline. Because the declaration ends September 9th, this Executive Order cannot be extended without either extending the current public State of Emergency or the Legislature through special session enacts legislation that would address absentee ballots for November. We, as a governing body, would like to encourage this action.

Director Dougan understands it that both Legislative bodies would have to have 2/3 vote in order to change the law for absentee ballots and then the State of Connecticut voters have to vote on that in order to enact it, which time doesn't allow for before the November election. There seems to be more questions than there are answers to move forward with this Resolution.

Director Schain believes it to be a statutory change which the Legislature could accomplish in a special session, but does not require a constitutional change.

Director Bergin explained the resolution as drafted is not to broaden the number of ways in which someone can request an absentee ballot. The resolution is drafted to interpret the currently lawful reason of being unable to appear at a polling place because of illness to apply it to the existence of COVID-19 and the lack of a federally approved and widely available vaccine. The resolution is to apply the existing criteria to the current reality that you're increasing the likelihood that people could contract COVID-19 by going to the polls.

Director Conyers would like to see a presentation on a future agenda regarding the absentee ballot process and how the registrars anticipate handling the expected additional absentee ballots.

Mayor Moran stated the purpose of this Resolution is to urge the Governor and General Assembly of the State of Connecticut to take any action necessary to extend the use of absentee ballots as provided in Executive Order No. 7QQ to the November 3, 2020 election. This is to make it possible for those who are fearful of contracting COVID-19 by going to the polls the opportunity to vote by absentee ballot.

Castillo/Bergin

6 Voted in Favor
(Director Marois voted against)
(Directors Conyers and Dougan abstained)

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

Mayor Moran stated he would like to have someone provide information on 5G technology at July's Board of Directors meeting, as requested by many residents.

Director Dougan thanked Mayor Moran for representing the Board of Directors at this week's rally. She appreciated the youth of the crowd and the heartfelt speeches that were made at the rally. She was pleased to see the peacefulness of the rallies and the presence of the Manchester Police Department at the rallies.

14. ADJOURNMENT.

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

Adjournment: 10:55 p.m.

Floyd-Cranford/Jones

9 Voted in Favor

lgl

APPROVED:

ATTEST:

Secretary, Manchester Board of Directors

EXTENDING THE USE OF ABSENTEE BALLOTS

August 11, 2020

Presidential Preference Primary

TOWN OF MANCHESTER
JOE CAMPOSEO, TOWN CLERK

Extended Use of ABs

- ▶ CDC identified extensive list of pre-existing illnesses that put individuals at increased risk when exposed to COVID 19 virus.
- ▶ CT determined that ANY registered voter with pre-existing illness may vote by absentee ballot.
- ▶ Gov. Lamont issued executive order “7QQ” to permit all registered Democratic and Republican voters to cast absentee ballot for the August 11, 2020 Presidential Preference Primary (PPP).

Implementation – SOTS

- ▶ Secretary of the State facilitates and covers cost to mail absentee ballot applications and ballots
- ▶ Cathedral Corp. mails bar coded applications to Democratic and Republican voters by end of June.
- ▶ Voter returns completed application to the Town Clerk.
- ▶ Town Clerk staff logs application into CT Voter Registry System (CVRS).
- ▶ CVRS file exported to Cathedral Corp. daily.
- ▶ Ballots mailed to voters July 21.
- ▶ Cathedral sends confirmation of mailing to Town Clerk.

SOTS will not mail applications to every voter.

Implementation – Town Clerk

SOTS will not send absentee ballot applications to:

- ▶ Overseas and active military voters
- ▶ Permanent absentee voters
- ▶ Voters whose applications were submitted to TC and who have been assigned a serial number in CVRS

Town Clerk will send electronic blank ballot to overseas and military voters. SOTS will mail ballots to all other voters whose applications are returned to TC prior to July 21.

Applications without barcodes received by the TC:

- ▶ Before July 21 will be entered into CVRS and assigned a serial number. Cathedral Corp. will mail ballots.
- ▶ After July 21 will be entered into CVRS and assigned a serial number. TC will mail ballots.

Returned Ballots

Upon receipt, Town Clerk staff :

- ▶ Date and time stamps ballots as received
- ▶ Enters ballot information into CVRS (voter name, date, type of ballot)
- ▶ Sorts ballots by voting district, address, voter name
- ▶ Secures voted ballots in vault.

Election Day

Town Clerk:

- ▶ Staff removes ballots from vault and verifies the number of ballots
- ▶ Staff prepares “affidavit” to account for the ballots being distributed to the Registrars of Voters to be counted
- ▶ Administers oath to ROVs accepting voted ballots to be counted

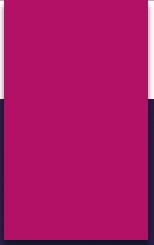
Registrars of Voters:

- ▶ Deliver ballots to “appointed” Central Counters for ballot counting process.

Day after the election, all voted and secured ballots are returned the Town Clerk.

Challenges

- ▶ Unknown increase in number of absentee applications and ballots
- ▶ SOTS assistance limited to mailing applications and ballots
- ▶ Additional staff to be recruited and trained
- ▶ Secure, CDC compliant location for additional staff in Town Hall
- ▶ Federal reimbursement may be insufficient to cover additional costs
- ▶ Communications about process, polling locations
- ▶ Open question about voting by mail in November



Procedures for Counting Absentee Ballots for the August 11, 2020 Presidential Preference Primary

TOWN OF MANCHESTER / REGISTRARS OF VOTERS -
TIMOTHY BECKER AND JAMES STEVENSON



Chain of Custody

Both Registrars and Town Clerk count sealed absentee ballot envelopes and agree on the number to be taken by the Registrars for central counting

- ▶ All three (ROVs and TC) sign an affidavit attesting to the number of ballots signed out for counting
- ▶ Ballots are delivered by both Registrars to the Central Counting Moderator who counts them again for accuracy and validation
- ▶ Both Registrars and the Central Counting Moderator sign an affidavit attesting to the number of ballots delivered
- ▶ The Central Counting Moderator distributes the ballots to several teams counters from both political parties (two from the same party in a primary). Once we have an idea of the amount of absentee ballots received, we may have to re-assess the number of counters hired.
- ▶ Counters check the voter off from the official list and check the envelope for the Town Clerk's stamp. Then the outer envelope is opened, and the inner envelope is examined for the voter's signature
- ▶ Counters open the inner envelope and the ballot is placed face down with other absentee ballots

Absentee Ballot Counting Procedure

- ▶ Ballot stacks are shuffled face down for privacy and then examined to ensure that each ballot can be read by the tabulator.
- ▶ The ballots are then run through the tabulator or set aside if any need to be hand counted
- ▶ Ballot envelopes are retained and are counted to make sure the number of ballots match the number of envelopes
- ▶ At 8 PM the Town Clerk calls the Registrars to report if any additional absentee ballots have arrived at the Town Clerk's office.
- ▶ If none have been received, the Central Counting Moderator starts printing the results from the tabulator and hand counts any ballots that can't be read by the tabulator. Final results are prepared and reported to the Head Moderator

Staffing

- ▶ Registrar of Voters will be communicating with the Town Clerk's Office regarding the number of absentee ballots received and add teams of absentee ballot counters as required. Registrars will utilize a second tabulator if a large volume of absentee ballots have been received
- ▶ 2016 **295** Primary Absentee ballots counted with 2 teams of counters (1 team for each party)
- ▶ 2016 **1676** Absentee ballots counted for November election with 4 teams of counters

**Town of Manchester
YOUTH SERVICE BUREAU**

MEMO

TO: Scott Shanley
General Manager

CC: Chris Silver
Director, Leisure, Family, and Recreation

FROM: Sharon Kozey
Director, Youth Service Bureau

RE: LECC Grant

DATE: May 12, 2020

Background

Manchester School Readiness Council has applied for and received a grant from the Connecticut Council for Philanthropy in the amount of \$18,100 to further develop the collaborative and create solid strategic goals to strengthen our local birth to 5 efforts.

Discussion

Manchester Youth Service Bureau's, School Readiness Liaison oversees the functions of the School Readiness Council, including grants management. 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. The duration of this grant is March 1, 2020 thru June 30, 2020.

Financial Impact

The total grant award is \$18,100. This funding goes into a special grants account. There is no financial impact to the General Fund.

Recommendation

I request this funding be appropriated by the Board of Directors.

Attachment

A copy of the contract is attached.

This Agreement is entered into by and between the Connecticut Council for Philanthropy (CCP), 75 Charter Oak Avenue, #1-205, Hartford CT 06106 as the fiscal sponsor for the CT Early Childhood Funder Collaborative (ECFC) and Town of Manchester as fiscal sponsor for the Manchester School Readiness Council, 63 Linden Street, Manchester, CT 06040.

Contract period: March 1, 2020 to June 30, 2020.

Scope of Services

The purpose is to strengthen the organizational capacity of Manchester School Readiness Council and build a local early childhood birth to age 5 system in accordance with the proposal submitted February 7, 2020.

Budget/timeline:

Funding in the amount of \$18,100 will be provided. The revised grant award was based on reduced costs for marketing consultation as a result of overall funding limitations. All funds must be expended no later than June 30, 2020. Proposed changes in line item expenditures of more than 20% must be reported in advance.

Payment schedule

A single payment of \$18,100 will be processed upon submission of the signed contract and a revised budget based on the grant award. The timing of the payment will be based on the transfer of funds from CT Office of Early Childhood to CT Council for Philanthropy.

Reporting Requirements

1. Brief 1-2 page program narrative is required by **June 15, 2020** and organized as follows:
 - a. progress based on your work plan;
 - b. challenges encountered/addressed; and
 - c. status of your efforts to build organizational capacity including: 1) increasing racial, cultural, and linguistic diversity of leadership in the collaborative, 2) incorporating family voice in local decision making and 3) increasing cross-system coordination.
2. Financial report noting revenue and expenditures through June 30, 2020 using the attached format (Attachment A) is required by **June 15, 2020**.

Failure to submit these reports by June 15, 2020 could jeopardize future funding.

Required Federal Grant Language

All communications regarding this grant must include the following: *"The project described is supported by the Preschool Development Grant Birth through Five Initiative (PDG B-5), Grant Number 90TP0041-01-00, from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Office of Child Care, the Administration for Children and Families, or the U.S. Department of Health and Human Services."*

Modifications

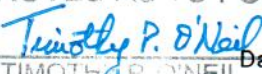
Any proposed changes to the scope of work or expenditures of more than 20% of a line item must be submitted at least 10 days in advance to Carol O'Donnell (codonnell@ctphilanthropy.org).

Karla Fortunato, President
CT Council for Philanthropy


Scott Shanley, General Manager,
Town of Manchester

Date: _____

APPROVED AS TO FORM


TIMOTHY P. O'NEIL
Administrative Staff Attorney
Manchester Town Attorney's Office

Date: 3/26/20

Attachment A: Financial Report Format

Due: June 15, 2020

 Use line items used in your original/revised budget

Local ECE capacity building	Grantee:		Explanation (if applicable)			
	Budget	Actual				
Personnel (name, title, # of hours, hourly rate)						
Fringe Benefits (total personnel costs x %)						
Travel (mileage x .585), parking, etc.						
Equipment						
Supplies						
Contractual: (name of contractor or subgrantee, # of hours, cost per hour)						
Total Expenditures	0	0				

All funds must be expended by June 30, 2020.

TO: Scott Shanley, General Manager: Town of Manchester
Joel Cox, Director of Human Services: Town of Manchester

FROM: Ed Paquette, Supervisor - Senior, Adult & Family Services

SUBJECT: July, 2020 Agenda Item – MISAC grant appropriation

DATE: June 25, 2020

Background

Affordable housing consistently ranks as the primary issue among residents who utilize Senior, Adult & Family Services (SAFS). In 2012, SAFS initiated a rent assistance program funded by a one-time \$4000 grant from the Hartford Foundation for Public Giving. Since 2013, this program has been funded through ongoing grants from the Manchester Interfaith Social Action Committee (MISAC).

Discussion/Analysis

Since March 2013, MISAC has awarded \$78,000 to SAFS for the purpose of providing security deposit/eviction prevention assistance and, more recently, emergency motel stays for homeless individuals. Rent assistance applicants are screened by SAFS social workers. Eligibility is determined by the applicant's income-to-rent ratio, housing history, and utility bill payment history. SAFS social workers provide case management services to recipients as needed. SAFS asks that recipients repay a portion of the assistance they receive in an effort to allow more households to benefit from this program. To date, recipients have repaid \$28,191 thus allowing more than 30 additional households to be served.

Since March 2013, 180 Manchester households comprising 196 adults and 155 children received assistance through this program. Of the recipient households, 35% include a senior/disabled member and nearly 45% have employment income. Each recipient's housing status is regularly monitored following receipt of assistance. To date, 11% of recipient households have faced an eviction after having received this housing assistance.

Starting in winter of 2018-2019, these funds were also used to purchase motel vouchers. The vouchers were distributed by the Manchester Police Department to homeless individuals who were encountered overnight or on weekends. This use of funds continued in 2019-2020 with vouchers provided to thirteen unsheltered adults.

On June 23, 2020, MISAC awarded an additional \$10,000 for this program.

Financial Impact

There is no financial obligation or impact on the part of the Town of Manchester.

Recommendation

Appropriate the \$10,000 MISAC grant for use as part of the SAFS rental assistance program. These funds should be deposited into SG209.

MISAC Security Deposit Grant – FY20 Status Report

Manchester Senior, Adult & Family Services (SAFS) received an initial grant from MISAC in Spring 2013. SAFS has since received six additional MISAC awards. These funds provide security deposit and eviction prevention assistance to lower-income Manchester households who are at risk of homelessness. Recipient households must have verifiable income sufficient to maintain housing. Eligible households cannot have a history of recent evictions or a pattern of non-payment of utility bills. Recipients are asked to sign a [non-binding] agreement by which they consent to pay back a portion of the assistance they receive. These housing assistance funds fill a significant gap as there are few programs in this area that assist with security deposit payments. Over the past two years, a small portion of these grant funds have been used to place unsheltered homeless individuals in a motel for 1-2 nights during extreme weather conditions.

ACTIVITY

	Awarded by MISAC	Distributed by Town	Paid back by recipients	Households Assisted	Balance at end of each FY
2013-2014	\$10,000	\$10,299	\$3420 (33%)	21	\$3121
2014-2015	\$5000	\$12,998	\$5717 (44%)	19	\$840
2015-2016	\$5000	\$9132	\$3751 (41%)	14	\$459
2016-2017	\$10,000	\$12,750	\$3372 (26%)	28	\$1081
2017-2018	\$15,000	\$17,051	\$2122 (12%)	30	\$1152
2018-2019	\$15,000	\$18,399	\$1861 (10%)	28 + 6 motel	\$386
2019-2020	\$18,000	\$24,030	\$7948 (33%)	27 + 13 motel	\$2304
TOTAL thru 5/20/20	\$78,000	\$104,659	\$28,191 (27%)	180	

DEMOGRAPHIC DETAILS (5/1/13-present)

Households with children/Seniors/Disabled	68%		Households moving into subsidized units	27%
# Adults	196		Households with employment income	43%
# Children	155			
# Seniors/Disabled (subset of Adults/Children)	74			

OUTCOMES

- 83% : recipient households who have maintained stable housing since receiving MISAC housing assistance.
- 11% : recipient households who have experienced one eviction since receiving MISAC housing assistance.
- 6% : recipients who have died or moved to a skilled nursing level of care since receiving MISAC assistance.
- Recipient households have received an average of \$633.

FY20 HIGHLIGHTS

- 33% of recipient households have at least one member who is employed.
- 66% of recipient households received back rent assistance while 33% received security deposit assistance.
- \$1990 of funds were used to house 13 unduplicated unsheltered homeless individuals for a total of 34 nights in a local motel during extreme weather conditions.

Ed Paquette, M.S., LPC

Supervisor: Senior, Adult & Family Services

Town of Manchester, CT

MISAC

Michael [michael@housingconsultantsllc.com]

Sent: Thursday, June 25, 2020 8:09 AM

To: Ed Paquette

Cc: JULIAN STOPPELMAN [jaystopp@yahoo.com]

Ed,

At the meeting on Tuesday the MISAC Board of Directors voted to donate another \$10,000 to the Town's security deposit and eviction prevention program. We'll be sending out the check to your office next week.

Michael Grant
Housing Consultants, LLC
365 Ledyard Street
Hartford, CT 06114
860-231-8080 x-21
860-231-9435 fax

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Immigrant & Youth Education Program
FY2019-2021
Date: May 20, 2020

Background:

The Connecticut State Department of Education has awarded FY19-21 funding under the Immigrant & Youth Education Program grant. This grant will be used to enhance instructional opportunities for immigrant children and youth.

Discussion/Analysis:

The FY19-21 grant will support family literacy, instructional materials, translation support, supplementary ELL tutors and support for students learning English. The funding of this grant is geared toward instructional services in the school district and activities coordinated with community-based organizations.

Financial Impact:

The District has been granted \$6,962.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$6,962 for FY19-21 Immigrant & Youth Education Program grant, to be funded by the Connecticut State Department of Education.

Attachments:

Award letter and budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
June 8, 2020



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.365A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20868-2020-82076-170003

2 Grant Title

IMMIGRANT & YOUTH EDUCATION PROGRAM

5 Award Period

7/1/2019 - 6/30/2021

3 Education Staff

Program Manager:
Megan Alubicki (860) 713-6786

Payment & Expenditure Inquiries:
Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$6,962

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, 2019 and June 30, 2020 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2020. For grants awarded for two-year periods beginning July 1, 2019, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2021. 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 following attachment(s) are incorporated by reference: ED114.

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.

5/15/2020

Desi Nesmith

BUDGET FORM

Created On: 5/15/2020

ED 114

Fiscal Year: 2020
Grantee Name: MANCHESTER
Grant Title: IMMIGRANT & YOUTH EDUCATION PROGRAM
Project Title: COMPETITIVE GRANTS
Fund: 12060 **SPID:** 20868 **Year:** 2020 **PROG:** 82076 **CF1:** 170003 **CF2:**
Grant Period: 7/1/2019 - 6/30/2021 **Authorized Amount:** \$6,962
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$6,962

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
100	PERSONAL SERVICES - SALARIES	6,962	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
300	PURCHASED PROF/TECH SERVICES		
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES		
600	SUPPLIES		
700	PROPERTY		
800	MISCELLANEOUS		
914	INTERNAL TRANSFERS		
917	INDIRECT COST		
	TOTAL	\$6,962	

Original Request Date: 5/13/2020

This budget was approved by Megan Alubicki on 5/13/2020.

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY19-21 Hartford Foundation for Public Giving COVID-19 Response Grant

Date: June 2, 2020

Background:

Hartford Foundation for Public Giving launched the COVID-19 Response Fund to rapidly deploy resources to support those most significantly affected by the coronavirus pandemic. The Fund is designed to complement the work of federal, state and municipal government efforts and expand local capacity to address all aspects of outbreak as efficiently as possible.

Discussion/Analysis:

These funds will be used to provide assistance with operating support for distance learning needs during COVID-19 response serving Manchester families.

Financial Impact: None

Other Board/Commission Action: None

Recommendations:

The Superintendent of Schools recommends that the Board of Education request the Board of Directors to establish an appropriation for FY19-21 Hartford Foundation of Public Giving COVID-19 Response in the amount of \$75,000.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
June 8, 2020

**TOWN OF MANCHESTER
PLANNING DEPARTMENT**

TO: Scott Shanley, General Manager

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

DATE: June 30, 2020

RE: Adoption of CDBG Annual Action Plan for Year 30 (October 1, 2020 – September 30, 2021) and 2020-2024 Consolidated Plan

The Board is scheduled to adopt the Action Plan for CDBG Year 30 and the 2020-2024 Consolidated Plan (Con Plan) at the July 7th meeting. The draft Action Plan budget and Con Plan Executive Summary are included again for your review. The full reports can be viewed here: <http://planning1.townofmanchester.org/index.cfm/community-development-and-housing/community-development-block-grant-program/>. These plans must be forwarded to the Department of Housing and Urban Development (HUD) by August 14, 2020.

A 30 day public comment period is underway and no comments have been received to date. The comment period will expire on July 7th at 4:30pm. Should any comments be received, I will notify you and the Board at the July 7th meeting.

Attachments

R:\Planning\CDBG\CD030 2020-2021\Correspondence w BoD\Memo to BoD re final ConPlan and AP approval.docx

CD030 (October 1, 2020 - September 30, 2021) BUDGET WORKSHEET
As of June 24, 2020

CD030 HUD Allocation	\$573,177
Reprogrammed Funds	\$121,978
Total Available Funds	\$695,155

	BoD Proposed Budget
Planning & Admin (Cannot exceed 20% of \$573,177 = \$114,635)	
	\$695,155
Administration Planning Department	
Total Administration	\$114,622
% of Grant	19.998%
Funds Remaining :	\$580,533
Public Services (Can not exceed 15% of \$573,177 = \$85,976)	
Building Healthy Families, Inc:	
BrightStart Family Workshop	\$8,000
MACC Charities:	
Community Outreach	\$23,920
Manchester PAL:	
East Side After School Program	\$9,654
Interval House:	
Interval House East	\$12,500
Total Public Service Projects	\$54,074
% of Grant	9.434%
Funds Remaining :	\$526,459
Capital Projects & Improvements & Other Activities	
Manchester Housing Authority:	
Energy Efficiency Upgrades	\$56,761
Public Works:	
Tolland Tpke Sidewalks	\$0
Public Works:	
Flashing Crosswalk Signs	\$48,498
Public Works:	
LED Streetlight Retrofits	\$80,000
Planning & Economic Development	
Housing Rehab Program	\$200,000
Rebuilding Together:	
Roof & Chimney Program	\$120,000
Dept. of Leisure, Families & Recreation	
Spruce St. Accessible Gardens	\$21,200
Total Capital & Other Projects	\$526,459
Grant Year 30 Total Requests	\$695,155
Remaining funds for disbursement	\$0

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Town of Manchester has been designated as an Entitlement Community by the federal Department of Housing and Urban Development (HUD). As such the Town receives an annual allocation of Community Development Block Grant (CDBG) funds that are to be invested in projects and services that benefit low/moderate-income residents.

In order to receive these funds, HUD requires Entitlement Communities to create a five year Consolidated Plan that identifies community needs, prioritizes the investment of funds, and establishes performance goals.

This Consolidated Plan details Manchester's housing and community development needs and objectives for the period of 2020-2024. The report consists of the following components:

- An overview and analysis of current conditions including population subgroups, housing stock, economic conditions and community resources;
- An updated review of data describing housing and community development needs;
- Reevaluation of priority needs and goals based on data and community input;
- Analysis of resources available to address identified needs; and
- Outline of goals and benchmarks for the 5 year period.

This document also contains the Annual Action Plan for the period of October 1, 2020 – September 30, 2021. Specific programs and activities to be undertaken during that period are found in AP 38: Project Summary.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The Town's primary goal for the use of CDBG funding is to preserve, improve and revitalize our older neighborhoods, where housing and other needs are greatest and broadest, so they will continue to be livable and attractive places.

HUD requires a focus on three particular outcomes to guide CDBG expenditures: Affordability, Availability/Accessibility and Sustainability. Through an analysis of information gathered from the citizen participation process, consultations with key stakeholders, existing community reports, and quantitative data, the Town has established the following high-priority needs and associated goals:

Affordability

- Maintain availability of affordable, safe and sanitary housing through: home repair, rehabilitation of owner- and renter-occupied units, accessibility improvements, addressing lead hazards and code enforcement.
- Increase diversity of housing stock through the repurposing of vacant or underutilized commercial /industrial properties.

Availability/Accessibility

- Provide services to improve the health, well-being and economic position of low/moderate-income individuals and families.
- Maintain, improve or repurpose public facilities located in income-eligible areas and those that serve low/moderate-income residents. Accessibility improvements may also be included.
- Provide services to vulnerable populations including but not limited to seniors, the disabled, those who are experiencing homelessness, and those experiencing housing insecurity.
- Complete public improvements including but not limited to park and trail improvements, sidewalk replacement or installation and streetscape improvements in low/moderate-income neighborhoods.

Sustainability

- Enhance existing and potential commercial corridors and activity nodes to support economic development efforts. Activities may include provision of business assistance, efforts to create or retain jobs and physical improvements to commercial corridors or individual businesses.

These priorities will guide the selection of goals and projects for each annual Action Plan during the five years covered by the Consolidated Plan.

Federal regulations require that all CDBG funds meet one of three established national objectives. Specifically, funds must be used to:

1. Benefit low-moderate income persons
2. Eliminate slums or blight
3. Meet a particularly urgent community development need

While the Town anticipates the majority of proposed activities will meet the first national objective of benefiting of low-moderate persons, the COVID-19 pandemic has resulted in unprecedented community need and corresponding regulatory change. This Consolidated Plan focuses on an effective response to emerging need within the evolving regulations and changing social and economic landscape.

3. Evaluation of past performance

The Town of Manchester is responsible for ensuring compliance with all regulations associated with the Community Development Block Grant program. The Town's performance is detailed each year within HUD's required Consolidated Annual Performance and Reports (CAPER). During the prior Consolidated Plan period (2015-2019), the Town was successful at investing resources to address priority needs, ensuring compliant implementation of projects and programs, and achieving anticipated outcomes.

Accomplishments during that period include:

- Improving housing conditions through the Town-operated Housing Rehab Program. The emergency replacement portion of the program replaces major building systems that, if not addressed, would threaten the health or welfare of a property's inhabitants. The general Rehab Program provides forgivable loans to address property maintenance code deficiencies and reduce lead-based paint hazards.
- Provision of essential public service funding to programs that assist the homeless, provide enrichment activities for youth (ex: East Side After-School Program) and improve the health and well-being of individuals and families through programs like the BrightStart Family workshops and Interval House's programs for survivors of domestic violence.
- Improvements to public infrastructure and facilities, including: The East Side LED streetlight project that improved safety for neighborhood residents, drivers and pedestrians; and the Cheney Rail Trail project, which provides safer access from CDBG-eligible neighborhoods to commercial areas and the Town's larger trail and park system.

4. Summary of citizen participation process and consultation process

The Town implemented a broad-based approach to maximize citizen and stakeholder participation. Efforts included:

Public Hearings: Two public hearings/community meetings were held at the start of the planning process to gather opinions on previously funded programs, explain CDBG funding and the Consolidated Plan and receive suggestions for future goals and projects.

ConPlan Survey: A Consolidated Plan survey asked residents to rate the current provision of services related to CDBG objectives and collect feedback on areas where additional funding is, in their opinion, most needed. The survey yielded 230 responses.

Board of Directors' Public Hearings: Public hearings are a required element of the Consolidated Plan Process. Board of Directors' meetings in June and July solicited public feedback on the Consolidated Plan and the Annual Action Plan.

Other Plans and Needs Assessments: Recommendations and Action Steps from other reports, including the Human Service Department's 2019 Senior Needs Assessment and Eastern

Connecticut Health Network's 2019 Community Health Needs Assessment, were incorporated into the design of this Plan.

Consultations: Meetings were held with key community-based stakeholders through one-on-one and small group sessions. Information was also gathered during service provider meetings, including with the Manchester Community Services Council (MCSC) and the town's Continuum of Care (CoC) group.

5. Summary of public comments

The summary of resident survey results is found in the appendices.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments and views were accepted.

7. Summary

The Consolidated Plan is the outcome of an extensive, comprehensive effort to identify community needs and design effective investment strategies to meet those needs. The Town of Manchester has crafted a detailed strategic plan to achieve desired outcomes in each priority area of decent housing, economic opportunities, and suitable living environments. The Town has incorporated evolving guidance in response to the COVID-19 health crisis in its priorities and operations so as to best address anticipated needs in the upcoming program year and beyond.

Town of Manchester
Water and Sewer Department – Interoffice Memo

Date: June 24, 2020

To: Scott Shanley, General Manager

From: Patrick Kearney, Administrator

Re: Water & Sewer Funding Resolutions

Background/Description:

The Water and Sewer Department has several note funded projects that were presented as part of the budget FY20/21 Budget. The funding of these projects is consistent with the debt service projections identified in the Water and Sewer Department's financial models used to construct the budget. The projects listed below are covered by the attached funding resolution and it needs approval by the Board of Directors in order to proceed.

Sewer Department

- Sanitary Sewer System Improvements - \$600,000
- Sanitary Sewer System Improvements - \$600,000 in conjunction with Public Works Projects
- Sanitary Sewer System Extension - \$500,000

Water Department

- Water System Improvements - \$600,000
- Water System Improvements - \$600,000 in conjunction with Public Works Projects

Discussion/Analysis:

The projects listed above are necessary to continue to improve the infrastructure of the Town's Water and Sewer Department by installing new or replacing old water and sewer mains. Each project is briefly described below:

Sanitary Sewer System Improvements – provides \$600,000 for infrastructure improvements to the Town's sanitary sewer system. This appropriation will be used to fund repairs and replacement of defective sanitary sewers. The focus is on problematic areas of the sanitary sewer system. Replacement of the sanitary sewer mains will reduce the amount of extraneous flows, blockages and unregulated by-passes of sanitary wastewater.

Sanitary Sewer System Improvements – provides \$600,000 for infrastructure improvements to the Town's sanitary sewer system. This appropriation will be used to fund repairs and replacement of defective sanitary sewers. The focus is on coordination with Public Works road reconstruction projects. Replacement of the sanitary sewer mains will reduce the amount of extraneous flows, blockages and unregulated by-passes of sanitary wastewater.

Sanitary Sewer System Extension – provides \$500,000 for a sanitary sewer system extension to a previously unserved area of Town where a developer installed a capped sanitary sewer system waiting for the extension by the Department. The homes in the development are currently on septic systems and will tie over to the Town system once the extension is complete.

Water Quality Improvement Program – provides \$600,000 to be used for the replacement or rehabilitation of undersized or deteriorated water mains. The areas of Town where this work will take place were determined by a prioritization rating system developed by the Water Distribution System Evaluation. The rating system is based on the water mains size, age, material, fire suppression capability and water quality.

Water Quality Improvement Program – provides \$600,000 to be used for the replacement or rehabilitation of undersized or deteriorated water mains. The focus is on coordination with Public Works Road reconstruction projects.

All of the above projects will be designed, bid and managed by the Town's Engineering Division whether in conjunction with Public Works Projects or standalone projects.

Financial Impact:

Funding for these projects has been figured into the Water and Sewer Department Budgets and Capital Plan in for FY21. Our rates were set in order to provide the revenues sufficient to take on this debt. The funding of these projects are also consistent with our financial model and analyzed in the rate study.

Recommendations:

The recommendation is for the Board of Directors to approve the resolutions for bonding of these projects.

Cc: Kimberly Lord, Director of Finance
Brain Wolverton, Budget & Research Officer

RESOLUTION TO APPROPRIATE \$2,900,000 TO CAPITAL ACCOUNTS FOR THE 2020-2021 FISCAL YEAR BUDGET FOR THE PURPOSE OF PAYING THE COSTS OF WATER DISTRIBUTION SYSTEM AND SEWER SYSTEM IMPROVEMENTS AND AUTHORIZE THE ISSUANCE OF TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$2,900,000, OR SO MUCH AS MAY BE NECESSARY AFTER DEDUCTING GRANTS TO BE RECEIVED FOR THE PROJECTS

BE IT RESOLVED:

SECTION 1. That the Town of Manchester appropriate \$2,900,000 to capital accounts for the 2020-2021 fiscal year budget (the "Budget") for the purpose of paying the costs of water distribution system and sewer system improvements. The total appropriation to capital accounts for water distribution system improvements shall be \$1,200,000 ("Fiscal Year 2021 Water Quality Improvement Program"), to pay for costs related to the replacement or rehabilitation of undersized or deteriorated water mains, and other necessary improvements to the Town's water distribution system. The total appropriation to capital accounts for sewer system improvements shall be \$1,700,000 ("Fiscal Year 2021 Sewer System Improvements"), to pay for costs related to repairing and replacing defective sanitary sewers, various infrastructure improvements and other necessary improvements to the Town's sewer system.

<u>Project</u>	<u>Total Appropriation</u>
Fiscal Year 2021 Water Quality Improvement Program	\$1,200,000
Fiscal Year 2021 Sewer System Improvements Program	<u>1,700,000</u>
Total:	\$2,900,000

The appropriation may also be expended for alterations, repairs and improvements in connection therewith including, but not limited to, equipment, materials, construction, site work, plan preparation, design work, engineering services, architectural services, electrical work, inspections, and for administrative, printing, legal and financing costs and all other costs related thereto (the "Projects"). The appropriation shall include any federal, state or other grants-in-aid and other funds received for the Projects. The Board of Directors shall determine the scope and particulars of the Projects and may reduce or modify the scope of the Projects if funds are insufficient to complete all components of any of the Projects, and the entire appropriation authorized hereby may be spent on the Projects as so reduced or modified.

SECTION 2. That because the foregoing appropriation and addition to the Budget will increase the expenditure side of the Budget, it is hereby determined that the Town finance the foregoing appropriation by (i) issuing temporary notes in an amount not to exceed \$2,900,000 (the "Notes"), (ii) using any federal, state or other grants-in-aid or other funds received for the Projects, or (iii) using monies available from other sources as determined by resolution of the Board of Directors. The Notes shall be issued pursuant to Chapter 102 and Chapter 103 of the Connecticut General Statutes, as amended. The Notes may be sold as a single issue or consolidated with any other authorized issues of bonds or notes of the Town. The Director of Finance shall keep a record of the Notes. The Notes shall be signed in the name and on behalf of

the Town by the General Manager, Chairman of the Board of Directors and Director of Finance (the "Officials"), or any two of them, and shall bear the Town seal or a facsimile thereof. The Notes shall recite that every requirement of law relating to its issue has been fully complied with, and that such Notes are within every debt and other limit prescribed by law. Payment of principal and interest on the Notes may be secured in full or by a combination of a pledge of the full faith and credit of the Town, revenues to be derived from waterworks system or sewerage system use charges, revenues to be derived from waterworks system or sewerage system connection charges, revenues to be derived from waterworks system or sewerage system benefit assessments or any other revenues collected by the Town's Water Department or the Town's Water Pollution Control Authority. The security for the payment of principal and interest on the Notes and the terms, details and particulars of such Notes shall be determined by the Officials, or any two of them. Said Notes shall be sold by the Officials, or any two of them, at public sale or by negotiation in their discretion. The net interest cost on such Notes and the expense of preparing, issuing, and marketing such Notes, to the extent paid from the proceeds from the issuance of Notes, shall be included as a cost of the Projects.

SECTION 3. That the Board of Directors pursuant to Section 5-8 of the Town Charter deems it necessary and in the best interests of the Town to make the additional appropriations to the Budget as provided in this resolution.

SECTION 4. That the Town hereby declares its official intent under Treasury Regulation Section 1.150-2 of the Internal Revenue Code of 1986, as amended, that Project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized for the Projects; that the Officials, or any two of them, are authorized to bind the Town pursuant to such representations and agreements as they deem necessary or advisable in order to ensure and maintain the continued exemption from Federal income taxation of interest on the Notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years; and that the Officials, or any two of them, are authorized to make representations and agreements for the benefit of the holders of the Notes to provide secondary market disclosure information and to execute and deliver on behalf of the Town an agreement to provide such information with such terms and conditions as they, with the advice of bond counsel, deem necessary and appropriate.

SECTION 5. That the General Manager is authorized to apply for and accept any federal, state or other grants-in-aid for the Projects and to accept or reject such grants on behalf of the Town. The General Manager is also authorized to execute and file any applications, instruments, contracts and agreements on behalf of the Town with any state agencies of the State of Connecticut for state grants and to accept payments and do all other things that may be necessary to obtain state grants in connection with the Projects. The Officials are hereby authorized to sign any obligations by their manual or facsimile signatures in connection with the receipt of such state grants. The Board of Directors, General Manager, Director of Finance and other Town officials and employees are authorized to take all actions necessary and proper to carry out the Projects and to issue the Notes to finance the appropriation.

Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor:

Opposed:

I, Yolanda Castillo, duly elected and qualified Secretary of the Board of Directors of the Town of Manchester; hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Board of Directors held on July ?, 2020, authorizing an appropriation of \$2,900,000 for certain Water Distribution System and Sewer System Improvements, and to finance such appropriation authorizing the issuance of Water System and Sewer System Improvement Temporary notes in an aggregate principal amount not to exceed \$2,900,000; that said Board consists of nine members; a quorum consists of five members; _____ members were present at said meeting; a roll call vote was taken and _____ members voted in favor of said Resolution and _____ members voted against the adoption of said Resolution.

Dated at Manchester, Connecticut, this _____ day of July 2020

Secretary
Board of Directors
Manchester, Connecticut

**TOWN OF MANCHESTER, CONNECTICUT
GENERAL MANAGER'S OFFICE**

DATE: July 1, 2020
MEMO TO: Board of Directors
FROM: Scott Shanley, General Manager
SUBJECT: Agenda Item 8.E – Police Body Cameras

Members of the Board,

At your meeting on July 7th you will receive a briefing about the purchase of body cameras for each of our police officers. In October of last year we solicited a bid from the provider of our car cameras for pricing of equipment and details around the very significant annual fee for cloud storage and retrieval. The conclusion after significant review to reduce these ongoing costs (about 90k per year) is that it is best to pay the vendor for this service.

There is currently a good deal of discussion at the State and Federal levels around requiring these cameras. There has also been discussion, for some time, regarding providing monetary support to local governments to purchase. As of today, that support has not materialized.

The Manchester Police Department, leadership and union, are prepared to move forward now. The appropriation from reserve of \$165,000 will be combined with \$100,000 from another account and will allow us to move forward now. The Board should discuss timing to determine if it is prudent to wait to see if federal (or state) funding will be available, or, to proceed with local funding for immediate purchase.

Respectfully submitted,



General Manager

From: Joyce Hodgson [mailto:jfhodgson1954@gmail.com]
Sent: Tuesday, June 16, 2020 1:43 PM
To: Donna Huot
Subject: Re: Resignation

Hi Donna,

As you know by now there was no follow up meeting, so if this is appropriate, would you allow this email to serve as my resignation from the Health Advisory Committee for the Town of Manchester?

If you need something more formal, please let me know.

With warm regards,
Joyce

Sent from my iPhone

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: **Updated** Appropriation Immigrant & Youth Education Program
FY2018-2021
Date: May 15, 2020

Background:

The Connecticut State Department of Education has awarded FY18-21 funding under the Immigrant & Youth Education Program grant. This grant will be used to enhance instructional opportunities for immigrant children and youth.

Discussion/Analysis:

The FY18-21 grant will support family literacy, instructional materials, translation support, supplementary ELL tutors and support for students learning English. The funding of this grant is geared toward instructional services in the school district and activities coordinated with community-based organizations.

Financial Impact:

The District has been granted \$22,225.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$22,225 for updated FY18-21 Immigrant & Youth Education Program grant, to be funded by the Connecticut State Department of Education.

Attachments:

Award letter and budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
June 8, 2020



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.365A
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12060-20868-2019-82076-170003

2 Grant Title

IMMIGRANT & YOUTH EDUCATION PROGRAM

5 Award Period

7/1/2018 - 9/30/2021

3 Education Staff

Program Manager:
Megan Alubicki (860) 713-6786

Payment & Expenditure Inquiries:
Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$22,225

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, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. 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 following attachment(s) are incorporated by reference: ED114.

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.

5/8/2020

Desi Nesmith

BUDGET FORM

Created On: 5/15/2020

ED 114

Fiscal Year: 2020
Grantee Name: MANCHESTER
Grant Title: IMMIGRANT & YOUTH EDUCATION PROGRAM
Project Title: COMPETITIVE GRANTS
Fund: 12060 **SPID:** 20868 **Year:** 2020 **PROG:** 82076 **CF1:** 170003 **CF2:**
Grant Period: 7/1/2019 - 6/30/2021 **Authorized Amount:** \$6,962
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$6,962

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
100	PERSONAL SERVICES - SALARIES	6,962	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
300	PURCHASED PROF/TECH SERVICES		
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES		
600	SUPPLIES		
700	PROPERTY		
800	MISCELLANEOUS		
914	INTERNAL TRANSFERS		
917	INDIRECT COST		
	TOTAL	\$6,962	

Original Request Date: 5/13/2020

This budget was approved by Megan Alubicki on 5/13/2020.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: **Updated** Appropriation, Title I, Part A – *Improving Basic Programs* Grant FY 2018-2021
Date: May 20, 2020

Background:

The Connecticut State Department of Education has awarded funding under the Title I, Part A - *Improving Basic Programs* Grant FY 2018-2021. This grant will be used to support district and school improvement efforts.

Discussion/Analysis:

The Title I, Part A – *Improving Basic Programs* Grant FY 2018-2021 grant will support programs to ensure that all students demonstrate the competencies and skills necessary to achieve mastery in literacy and numeracy as articulated in the Connecticut's Core Standards. Strategies will be implemented to increase the level of students ready for learning in school and beyond, particularly those in underperforming subgroups, as measured by state and local assessments.

Financial Impact:

None

Other Board/Commission Action:

None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an updated appropriation for \$1,614,299 under the Title I, Part A – *Improving Basic Programs* Grant FY 2018-2021, to be funded by the Connecticut State Department of Education.

Attachments:

Award letter and budget

Matthew Geary

Matthew Geary
Superintendent of Schools
June 8, 2020



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



MR. MATHEW A. GEARY
SUPERINTENDENT OF SCHOOLS
MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

Date: 5/20/2020

Grantee: MANCHESTER PUBLIC SCHOOLS

Core-CT Grant No: 077-000 12060 - 20679 - 2019 - 82070 - 170002

CFDA Number: 84.010A

Grant Title: TITLE I IMPROVING BASIC PROGRAMS

Grant Type: FEDERAL

Grant Amount: \$1,614,299

Grant Period: 7/1/2018 - 9/30/2021

Program Manager: Marlene Padernacht

Statute: P.L. 107-110

Dear Mr. Geary:

This is to inform you that the requested Budget revision for the project noted above is approved. Attached is the approved ED114 budget form.

This budget has been approved by Program Manager, Marlene Padernacht, on 5/20/2020.

Enclosure: ED114

BUDGET FORM

Created On: 5/20/2020

ED 114

Fiscal Year: 2020
Grantee Name: MANCHESTER
Grant Title: TITLE I IMPROVING BASIC PROGRAMS
Project Title:
Fund: 12060 **SPID:** 20679 **Year:** 2019 **PROG:** 82070 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 9/30/2021
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077
Authorized Amount: \$1,614,299

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$1,614,299

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD	NEGL BUD
100	PERSONAL SERVICES - SALARIES	1,216,925		800
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	161,133		61
300	PURCHASED PROF/TECH SERVICES	53,639	385	4,096
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES	12,078		2,214
600	SUPPLIES	143,303	7,226	4,138
700	PROPERTY		8,222	
800	MISCELLANEOUS		79	
914	INTERNAL TRANSFERS			
917	INDIRECT COST			
	TOTAL	\$1,587,078	\$15,912	\$11,309

Original Request Date: 10/16/2018

This budget was approved by Marlene Padernacht on 5/20/2020.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: **Updated** Appropriation, Title II, Part A – *Supporting Effective Instruction* Grant FY 2018-2021
Date: May 20, 2020

Background:

The Connecticut State Department of Education has awarded funding under the Title II, Part A – *Supporting Effective Instruction* Grant FY 2018-2021. This grant will be used to ensure that all students are performing at or above grade level.

Discussion/Analysis:

The Title II, Part A – *Supporting Effective Instruction* Grant FY 2018-2021 grant will support programs to ensure that all students identified as not reaching goal receive intensive intervention that will significantly accelerate their academic progress. As a result of these targeted interventions in numeracy and science instruction, regular instruction and additional services such as tutoring, fewer students will need referrals for special education services and more students will meet their fullest learning potential. Methods implemented for this approach include, but are not limited to: numeracy/literacy training and ongoing professional development, as well as a focused attention on quality Tier I instruction for all students.

Financial Impact:

None

Other Board/Commission Action:

None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an updated appropriation for \$272,315 under the Title II, Part A – *Supporting Effective Instruction* Grant FY 2018-2021, to be funded by the Connecticut State Department of Education.

Attachments:

Award letter and budget

Matthew Geary

Matthew Geary
 Superintendent of Schools
 June 8, 2020



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.367A
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12060-20858-2019-84131-170002

2 Grant Title

TITLE II-PART A TEACHERS

5 Award Period

7/1/2018 - 9/30/2021

3 Education Staff

Program Manager:

Marlene Padernacht 860-713-6568

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$272,315

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, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. 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 following attachment(s) are incorporated by reference: ED114.

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.

5/20/2020

Desi Nesmith

BUDGET FORM

Created On: 5/20/2020

ED 114

Fiscal Year: 2020
Grantee Name: MANCHESTER
Grant Title: TITLE II-PART A TEACHERS
Project Title:
Fund: 12060 **SPID:** 20858 **Year:** 2019 **PROG:** 84131 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 9/30/2021
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077
Authorized Amount: \$272,315

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$272,315

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
100	PERSONAL SERVICES - SALARIES	133,415	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	20,460	
300	PURCHASED PROF/TECH SERVICES	68,147	45,254
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES		5,039
600	SUPPLIES		
700	PROPERTY		
800	MISCELLANEOUS		
914	INTERNAL TRANSFERS		
917	INDIRECT COST		
	TOTAL	\$222,022	\$50,293

Original Request Date: 9/20/2018

This budget was approved by Marlene Padernacht on 5/18/2020.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: **Updated** Appropriation, Title III, Part A English Language Acquisition, FY 2018-2021
Date: May 28, 2020

Background:

The Connecticut State Department of Education has awarded FY 2018-2021 funding under the Title III, Part A, English Language Acquisition and Language Enhancement. This grant will provide support to limited English proficient students to become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading and mathematics.

Discussion/Analysis:

The FY 2018-2021 Title III, Part A, English Language Acquisition Grant will be used to support tutors and provide an ELL Homework club at the secondary level and to purchase supplies and material for use by English Language Learning students.

Financial Impact:

The District has been granted \$51,972 from the State for FY 2018-2021.

Other Board/Commission Action:

None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$51,972 under the FY 2018-2021 Title III, Part A, English Language Acquisition and Language Enhancement grant, to be funded by the Connecticut State Department of Education.

Attachments:

Award letter and budget

Matthew Geary

Matthew Geary
 Superintendent of Schools
 Manchester, CT
 June 8, 2020



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.365A
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12060-20868-2019-82075-170002

2 Grant Title

TITLE III PART A ENGLISH LANG. ACQUIS.

5 Award Period

7/1/2018 - 9/30/2021

3 Education Staff

Program Manager:
Megan Alubicki (860) 713-6786

Payment & Expenditure Inquiries:
Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$51,972

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, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. 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 following attachment(s) are incorporated by reference: ED114.

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.

5/27/2020

Desi Nesmith

BUDGET FORM

Created On: 5/27/2020

ED 114

Fiscal Year: 2020 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000 **Vendor ID:** 00077
Grant Title: TITLE III PART A ENGLISH LANG. ACQUIS.
Project Title:
Fund: 12060 **SPID:** 20868 **Year:** 2019 **PROG:** 82075 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 9/30/2021 **Authorized Amount:** \$51,972
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$51,972

CODES	DESCRIPTIONS	PUBLIC	NON-PUBLIC
100	PERSONAL SERVICES - SALARIES		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
300	PURCHASED PROF/TECH SERVICES	48,825	
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES	880	130
600	SUPPLIES	2,137	
700	PROPERTY		
800	MISCELLANEOUS		
914	INTERNAL TRANSFERS		
917	INDIRECT COST		
	TOTAL	\$51,842	\$130

Original Request Date: 10/23/2018

This budget was approved by Megan Alubicki on 5/27/2020.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: **Updated** Appropriation for Title IV, Part A, Student Support and Academic Enrichment Grant, FY 2018-2021
Date: May 15, 2020

Background:

The Connecticut State Department of Education has awarded FY2018-2021 funding under the Title IV, Part A, Student Support and Academic Enrichment Grant. This grant will be used to improve student's academic achievement.

Discussion/Analysis:

The FY 18/21 grant will be used for:

- Provide all students with access to a well-rounded education
- Improve school conditions for student learning
- Improve the use of technology in order to improve the academic achievement and digital literacy of all students

Financial Impact:

None

Other Board/Commission Action:

None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$109,771 for the updated FY18-21 Title IV, Part A, Student Support and Academic Enrichment Grant to be funded by the Connecticut State Department of Education.

Attachments:

Award letter and budget

Matthew Geary

Matthew Geary
 Superintendent of Schools
 June 8, 2020



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: Subpart 1, Title IV, Part A of the ESEA,
SSAE Prog
CFDA #: 84.424A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-22854-2019-82079-170002

2 Grant Title

STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANT

5 Award Period

7/1/2018 - 9/30/2021

3 Education Staff

Program Manager:
Lynn Nauss PM (860) 713-6457

Payment & Expenditure Inquiries:
Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$109,771

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, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. 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 following attachment(s) are incorporated by reference: ED114.

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 award is provided to address the LEA proposal for Title IV, Part A services to students.

This grant has been approved.

5/4/2020

Charlene Russell-Tucker
Associate Commissioner
Division of Family and Student Support Services

BUDGET FORM

Created On: 5/4/2020

ED 114

Fiscal Year: 2020
Grantee Name: MANCHESTER **Grantee:** 077-000
Grant Title: STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANT
Project Title: TITLE IV, PART A
Fund: 12060 **SPID:** 22854 **Year:** 2019 **PROG:** 82079 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 9/30/2021 **Authorized Amount:** \$109,771
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$109,771

CODES	DESCRIPTIONS	PUBLIC	NONPUBLIC
100	PERSONAL SERVICES - SALARIES		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
300	PURCHASED PROF/TECH SERVICES	84,771	10,916
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES	4,726	3,600
600	SUPPLIES		5,758
700	PROPERTY		
800	MISCELLANEOUS		
914	INTERNAL TRANSFERS		
917	INDIRECT COST		
	TOTAL	\$89,497	\$20,274

Original Request Date: 9/26/2018

This budget was approved by Lynn Nauss PM on 5/4/2020.

RESOLUTION OF THE
BOARD OF DIRECTORS OF MANCHESTER

WHEREAS, racism is a social construct that manifests as individual racism that is interpersonal and/or internalized, and/or systemic racism that is institutional or structural; and affords opportunity and assigns a person's value based on the social interpretation of how one looks;

WHEREAS race has no biological basis;

WHEREAS racism unfairly disadvantages specific individuals and communities, while unfairly giving advantages to other individuals and communities, and saps the strength of the whole society through the waste of human resources;

WHEREAS racism is a root cause of poverty and constricts economic mobility;

WHEREAS racism causes persistent discrimination and disparate outcomes in housing, education, employment, and criminal justice, and is itself a social determinant to health;

WHEREAS racism and segregation have exacerbated a health divide resulting in people of color in our town and across Connecticut bearing a disproportionate burden of illness and mortality most recently with respect to COVID-19 infection and persistently death, heart disease, diabetes, and infant mortality;

WHEREAS African-American, Black, Native American, Indigenous, Asian and Latinx residents are more likely to experience poor health outcomes as a consequence of inequities in economic stability, education, physical environment, food, and access to health care and these inequities are, themselves, a result of racism;

WHEREAS numerous studies have linked racism to worse health outcomes; and

WHEREAS the collective prosperity and wellbeing of Manchester depends upon equitable access to opportunity for every resident regardless of the color of their skin:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Town of Manchester asserts that racism is a public health crisis affecting our town and all of Connecticut;

BE IT FURTHER RESOLVED, that the Board of Directors of the Town of Manchester will establish itself as an equity and justice-oriented organization, by continuing to identify specific activities to enhance diversity and to ensure antiracism principles across our leadership, staffing and contracting; and

BE IT FURTHER RESOLVED, that the Board of Directors of the Town of Manchester will promote equity through all approved policies and enhance educational efforts aimed at understanding, addressing and dismantling racism and how it affects the delivery of human and social services, economic development and public safety;

BE IT FURTHER RESOLVED, that the Board of Directors of the Town of Manchester will improve the quality of the data Manchester collects and analyzes by using qualitative and quantitative data to assess inequities in impact and to enable continuous improvement; and

BE IT FURTHER RESOLVED, the Board of Directors of the Town of Manchester will continue to advocate locally for relevant policies that improve health outcomes in communities of color, and support local, state, regional, and federal initiatives that advance efforts to dismantle systemic racism; and

BE IT FURTHER RESOLVED, the Board of Directors of the Town of Manchester will seek to form alliances and partnerships with organizations that are confronting racism and encourage other local, state, regional, and national entities to recognize racism as a public health crisis;

BE IT FURTHER RESOLVED, the Board of Directors of the Town of Manchester will support community efforts to amplify issues of racism and engage actively and authentically with communities of color; and

BE IT FURTHER RESOLVED, the Board of Directors of the Town of Manchester will identify clear goals and objectives, and require periodic reports from town departments, boards, and commissions to assess progress and capitalize on opportunities to further advance racial equity.