

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
April 07, 2026
6:00PM Executive Session / 7:00 PM Regular Meeting
LINCOLN CENTER HEARING ROOM

1. MEETING CALLED TO ORDER

2. EXECUTIVE SESSION

2.a Personnel

2.b Real Estate

2.c Claims and Litigation- Discussion of the workers compensation of claim
by Stacey Guerrin

3. AWARDS AND PRESENTATIONS

3.a Citation for Tim Bockus

Page 6

3.b Proclamation for Manchester Women's Club

Page 8

**4. OPENING OF MEETING TO ELECTORS OR TAXPAYERS WHO
WISH TO BE HEARD ON ANY SUBJECT WITHIN THE
JURISDICTION OF THE BOARD OF DIRECTORS**

Sign-up sheet available 15 minutes prior to the start of the meeting

5. ADOPTION OF MINUTES OF PREVIOUS MEETING

5.a Actions from the March 3rd, 2026 Regular Meeting

Page 10

5.b Minutes from the March 3rd, 2026 Regular Meeting

Page 16

6. COMMUNICATIONS

7. REPORTS

7.a Manager's Report

7.a.1 Midwest Food Bank Presentation

7.a.2 Discussion on Flock Cameras

7.a.3 October 1, 2026 Revaluation Update

7.b Other Reports

8. PRESENTATION OF BID WAIVER REQUESTS

8.a To Fibre Optics Plus, for fiber installation at the Manchester Public Library Page 25

9. PUBLIC HEARINGS (formally advertised)

9.a Appropriation to Special Projects as follows:

9.a.1 Planning & Economic Development Department/ Cultural District..... Page 26
\$ 3,221

to be funded by Connecticut Office of the Arts Supporting Arts Grant, for the purpose of public arts programming and related cultural events.

9.a.2 Youth Service Bureau/Campership Fund Page 28
.....
\$18,680.00

to be funded by SBM Charitable Foundation and the Mayor’s Program for Manchester Children, for the purpose of summer camp scholarships.

9.a.3 Information Technology Department.....
\$82,240

to be funded by a Grant from the State of Connecticut Department of Administrative Services and the Commission for Education Technology, for the purpose of providing quality Wi-Fi in designated town parks.

9.a.4 Manchester Police Department/DUI Enforcement Program..... Page 31
\$32,136

to be funded by a Grant from CT Department of Transportation, for the purpose of DUI Enforcement.

9.a.5 Sustainable CT Climate Leader Prize

\$12,500

to be funded by Sustainable CT, for the purpose of funding projects that advance climate mitigation efforts.

9.a.6 Library Construction Fund \$ 3,500,000 Page 41

to be funded by a grant from the State of CT DECD, for the purpose of construction of a 21st Century Library at 1041 Main Street

9.b Appropriations to Education Special Projects as follows:

9.b.1 Carl D. Perkins Career and Technical Education Secondary Grant Page 43
..... \$143,721.00

to be funded by State of Connecticut, for the purpose of improving and expanding education and career guidance systems for Manchester Public Schools.

9.b.2 Release Time Request (MEA) FY25/26 Page 47
..... \$ 34,057.00

to be funded by Manchester Education Association, for the purpose of MEA release time.

9.c Approval of an ordinance whereby the Town of Manchester conveys real Page 50
property consisting of approximately 19.15 acres on the westerly side of
Broad Street and the southerly side of Green Manor Boulevard, being
known as 324, 330, 334 and 340 Broad Street, to APR Manchester, LLC
for the consideration of Three Million Six Hundred Thousand and 00/100
(\$3,600,000) Dollars

10. CONSENT CALENDAR

11. ACTION ON ITEMS OF PUBLIC HEARING

12. UNFINISHED BUSINESS

12.a Appointments to Boards and Commissions which have members with
terms expiring in December 2025 (except as otherwise noted)

12.a.1 Arts Commission

Vacancy left by Joanne Dorn (D)

Vacancy left by Michelle O’Neil (D)

Vacancy Parks & Rec Advisory Rep* left by Stacey Zackin

12.a.2 Housing and Fair Rent Commission

Vacancy left by Brenda Earle (D)

12.a.3 Health & Human Services Advisory

Vacancy left by Kelsey Boyne (D)

13. NEW BUSINESS

13.a *Appropriation to Special Projects (under \$500) as follows:

None

13.b Approval of a Resolution Establishing Terms of Office for Members and Alternates of the Planning and Zoning Commission Page 57

13.c Discussion of Municipal ID Cards Page 60

13.d Establish Town Clerk Salary Page 72

13.e Approval of the settlement of a worker's compensation claim by Stacey Guerrin in amount not to exceed \$55,000 Page 73

13.f Approval of a five (5) year extension of the lease between the Cheney Hall Foundation, Inc. and Little Theatre of Manchester with a term commencing January 1, 2027 and ending December 31, 2031

13.g Authorization to instruct the Sustainability Commission and attached Town staff to research and recommend potential uses for the \$12,500 Sustainable CT Climate Leader Prize awarded as part of the Fall 2025 re-certification cycle. Page 74

Sustainable CT Climate Leader Prize - Assignment to Sustainability Commission for Research and Recommendations on Potential Uses. The funding must be applied to a municipal project (or multiple projects) that advance sustainability/climate change mitigation efforts in some way. Funding must be expended by November 2026. The associated appropriation memo is also included in this month's agenda.

13.h Approval of a resolution whereby the Board of Directors formally dedicates Green Manor Boulevard as a public right of way Page 77

13.i Approval of Assistant Building Official (ABO) Apprentice position

- 13.j Authorization of Town Manager to initiate the formal process of drafting ordinances for Automated Traffic Enforcement Safety Devices and School Bus Violation Enforcement Systems, and to begin the requisite safety planning and state coordination for Board review

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

15. ADJOURNMENT



Town of Manchester, Connecticut Official Citation

*Be it hereby known to all that
The Board of Directors of the Town of Manchester
does hereby recognize*

Tim Bockus' Retirement

In grateful recognition of 8 years of dedicated service, Tim, your leadership has shaped not only how the department operates, but also the reliability and quality of the services that residents count on.

Tim, you consistently demonstrated a strong dedication to upholding our standards and a genuine commitment to the Town of Manchester's vision. You supported your staff, remained steady in difficult moments, and made thoughtful decisions that strengthened the department and the services it provides. You oversaw major projects, such as New State Athletic Fields, The Oak Skate Park, and the new state-of-the-art Library. You improved key infrastructure and led a team that works around the clock to keep the Town running safely and smoothly. Whether it was a storm, a road emergency, or a complex project with numerous moving parts, you brought a calm, practical, and solutions-focused approach that made a real difference.

Your commitment has fostered a culture of service that will endure for years to come. As you embark on this next chapter, we extend our deepest gratitude and congratulations. May your retirement be as fulfilling as the legacy you leave behind.

Thank you for your leadership, your professionalism, and the lasting impact you've made. We wish you a rewarding and well-deserved retirement.

TOWN OF MANCHESTER BOARD OF DIRECTORS

Jay Moran, Mayor ◇ **Sarah Jones, Deputy Mayor** ◇ **Dennis Schain, Secretary**
Ed Boland, Director ◇ **Peter Conyers, Director** ◇ **Pamela Floyd-Cranford, Director** ◇ **Leslie Frey, Director**
Jerald Lentini, Director ◇ **Jessee Muñiz Poland, Director** ◇

Jay Moran, Mayor
Presented this 7th day of April 2026

TOWN OF MANCHESTER BOARD OF DIRECTORS

Jay Moran, Mayor ◇ ***Sarah Jones, Deputy Mayor*** ◇ ***Dennis Schain, Secretary***
Ed Boland, Director ◇ ***Peter Conyers, Director*** ◇ ***Pamela Floyd-Cranford, Director*** ◇ ***Leslie Frey, Director***
Jerald Lentini, Director ◇ ***Jessee Muñoz Poland, Director*** ◇



Town of Manchester, Connecticut Official Proclamation

WHEREAS, the Manchester Women’s Club, founded in 2018, has built a strong tradition of volunteer service to the Town of Manchester; and

WHEREAS, in 2025, members completed more than 75 community service projects across civic engagement, education, the arts, the environment, health, Veterans services, and leadership development; and

WHEREAS, the Club expanded literacy access by distributing thousands of books through Little Free Libraries and community book drives; and

WHEREAS, the Club raised thousands of dollars for local charities, supporting MACC Charities, Interval House, Veterans programs, student scholarships, and families in need; and

WHEREAS, members organized food, blood, clothing, and hygiene drives, as well as beautification projects, educational programs, and community-building events; and

WHEREAS, the Manchester Women’s Club continues to exemplify exceptional volunteerism and dedication to improving the lives of residents;

NOW, THEREFORE, BE IT PROCLAIMED that the Manchester Board of Directors recognizes and commends the Manchester Women’s Club for their outstanding service and lasting contributions to the community.

Jay Moran, Mayor

TOWN OF MANCHESTER BOARD OF DIRECTORS
Jay Moran, Mayor ◇ **Sarah Jones, Deputy Mayor** ◇ **Dennis Schain, Secretary**
Ed Boland, Director ◇ **Peter Conyers, Director** ◇ **Leslie Frey, Director**
Pamela Floyd-Cranford, Director ◇ **Jerald Lentini, Director** ◇ **Jessee Muñiz-Poland, Director**

Given on this 3rd day of April 2026

TOWN OF MANCHESTER BOARD OF DIRECTORS

Jay Moran, Mayor ♦ ***Sarah Jones, Deputy Mayor*** ♦ ***Dennis Schain, Secretary***

Ed Boland, Director ♦ ***Peter Conyers, Director*** ♦ ***Leslie Frey, Director***

Pamela Floyd-Cranford, Director ♦ ***Jerald Lentini, Director*** ♦ ***Jessee Muñoz-Poland, Director***

Item 5.a

Actions
REGULAR MEETING OF THE BOARD OF DIRECTORS
March 03, 2026
6:00PM Executive Session / 7:00 PM Regular Meeting
LINCOLN CENTER HEARING ROOM

PRESENT: Mayor Moran, Deputy Mayor Jones, Secretary Schain, Directors Boland, Conyers, Frey, Lentini, Muñiz Poland. Also, Town Manager Stephanou, and Town Attorney Barry.

ABSENT: Director Floyd-Cranford

1. MEETING CALLED TO ORDER

Meeting was called to order 6:03 pm

#69-26

Motion to move into executive session

Moved by Director Lentini

Second by Deputy Mayor Jones

APPROVED 8-0

2. EXECUTIVE SESSION

Present in the executive session were Mayor Moran, Deputy Mayor Jones, Secretary Schain, Directors Boland, Conyers, Floyd-Cranford, Frey, Lentini, and Muñiz Poland. Also, Town Manager Stephanou, Deputy Town Manager Purciello, Assistant Town Manager/Director of Human Services Cox, Director of Planning and Economic Development Anderson. Also present, were Senior Center Task Force Chair Stephen Ristau, and Senior Center Task Force Member, Estella Kennan.

- 2.a Personnel
- 2.b Real Estate

Executive session adjourned at 6:55 p.m. No votes were taken

Mayor Moran reconvenes the regular session at 7:00 p.m.

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

#70-26

Motion to suspend the rules to allow Mr. Peter Miller to address the Directors for 5 minutes.

Moved by Director Lentini

Second by Deputy Mayor Jones

APPROVED 8-0

5. ADOPTION OF MINUTES OF PREVIOUS MEETING

- 5.a Actions of the February 3rd, 2026 Regular meeting of the Board of Directors.
- 5.b Minutes of the February 3rd, 2026 Regular Meeting of the Board of Directors

#71-26

Motion to adopt actions and meetings of the previous meeting, as amended in the minutes.
 Moved by Secretary Schain
 Second by Director Mufiz Poland
APPROVED 8-0

10. CONSENT CALENDAR

#72-26 (9.a)

9.a Appropriation to Special Projects as follows:

- 9.a.1 Manchester Police Department/K-9 Unit..... \$ 2,500
to be funded by Public Donations, for the purpose of continuing the K-9 Unit Program.
- 9.a.2 Planning & Economic Development/ WORK_SPACE
Galleries.....\$1,000
to be funded by the CT Office of the Arts, for the purpose of Cultural District stipend.

#73-26 (9.b.1)

- 9.b.1 Manchester Regional Academy (MRA) Tuition \$1,000,000
to be funded by Manchester Public Schools Out-of-Town Tuition, for the purpose of providing services to special needs students.

#74-26 (9.b.5)

- 9.b.5 Smart Start Endowment Grant.....\$150,000
to be funded by The State of Connecticut, for the purpose of increasing the number of preschool spots available in public schools.

#75-26 (13.c)

- 13.c Approval of application to the CT Department of Transportation Section 5310 Grant Program

#76-26 (13.e)

- 13.e Approval of Fire Contract

#77-26 (13.f)

- 13.f Approval of corrections to Boards and Commissions appointments

#78-26 (13.i)

- 13.i Position reclassification request

Motion to approve the consent calendar as listed; **9.a, 9.b.1, 9b.5, 13.c, 13.e, 13.f, 13.i**
Moved by Secretary Schain
Second by Director Conyers
APPROVED 7-0 (Director Boland was not present at the time of this vote.)

11. ACTION ON ITEMS OF PUBLIC HEARING

#79-26 (9.b.2 – 9.b.4)

- 9.b.2 Title I, Part A - Improving Basic Programs Grant. \$2,488,633
to be funded by The State of Connecticut, for the purpose of supporting 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.
- 9.b.3 Title II, Part A - Supporting Effective Instruction Grant.....\$255,071
to be funded by The State of Connecticut, for the purpose of ensuring that all students are performing at or above grade level
- 9.b.4 Title III, Part A English Language Acquisition Grant\$ 67,625
to be funded by State of Connecticut, for the purpose of providing support to limited English proficient students to become proficient and reach high academic standards, at minimum attain proficiency or better in reading and mathematics

#80-26 (9.b.6 - 9.b.8)

- 9.b.6 Priority School District (PSD) Grant.....\$827,710
to be funded by State of Connecticut, for the purpose of assisting the district in improving student achievement and enhancing opportunities.
- 9.b.7 Adult Education Program Enhancement Project (PEP) Comprehensive 2 Grant \$50,000
to be funded by The State of Connecticut, for the purpose of promoting self-sufficiency of Adult Education Students.
- 9.b.8 Priority School District (PSD) Extended School Hours Grant \$132,832
to be funded by State of Connecticut, for the purpose of academic, enrichment and recreational programs before and after school hours.

Motion to approve items 9.b.2 – 9.b.4, and 9.b.6 - 9.b.8

Moved by Director Lentini

Second by Secretary Schain

APPROVED 6-1-0 (Director Frey Abstains)

(Director Boland was not present for this vote)

12. UNFINISHED BUSINESS

12.a Appointments to Boards and Commissions which have members with terms expiring in December 2025 (except as otherwise noted)

12.a.1 Arts Commission

Vacancy left by Joanne Dorn (D)

Vacancy left by Michelle O’Neil (D)

Vacancy Parks & Rec Advisory Rep* left by Stacey Zackin

12.a.2. Housing and Fair Rent Commission

Vacancy left by Brenda Earle (D)

12.a.3 Health & Human Services Advisory

Vacancy left by Kelsey Boyne (D)

Items 12.a.1 - 12.a.3 Remain on the table.

12.a.4 Library Building Committee

Vacancy (Community member*) left by Raquel Hutton(D)

#81-26

Motion to remove item 12.a.4 from the agenda and its vacancy from the Library Building Committee list.

Moved by Secretary Schain

Second by Director Lentini

APPROVED 7-0

13. NEW BUSINESS

13.a. *Appropriation to Special Projects (under \$500) as follows: None

#82-26 (13.b)

Motion to approve 13.b.

Appointment of Michael Stebe as a regular member and Daniela Luna as an alternate member to the Capitol Region Council of Governments (CRCOG) Regional Planning Commission, for the term ending December 2027.

Moved by Director Lentini

Second by Director Mufiz Poland

APPROVED 7-0-1 (Director Frey Abstains)

#83-26 (13.d)

Motion to approve 13.d:

Authorization for the Town Manager to negotiate a Development Agreement with GRAVA Properties for the purchase and development of 942 Main Street and 1050 Main Street.

Moved by Director Lentini

Second by Director Mufiz Poland

APPROVED 5-2-1 (Directors Conyers and Boland oppose, Director Frey abstains.)

#84-26 (13.g)

Motion to waive the requirement for the month prior notice

Moved by Deputy Mayor Jones

Second by Director Conyers

APPROVED 8-0

85-26 (13.g)

Motion to approve 13.g, as amended below

Motion to approve the flying of the Irish Flag on March 17th, in honor of St. Patrick's Day

Moved by Director Boland

Second by Director Lentini

APPROVED 8-0

#86-26 (13.h)

Motion to approve 13.h.

Approval of the Arts & Culture Mini Grant Awards

Moved by Director Lentini

Second by Deputy Mayor Jones

APPROVED 7-0-1 (Director Conyers abstains)

15. ADJOURNMENT

The meeting was adjourned until April 7th of the 2026 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

#87-26

Motion to adjourn.

Moved by Director Lentini

Second by Director Muñiz Poland

APPROVED 8-0

Adjournment: 9:34 pm

Jb

APPROVED

ATTEST:

Secretary, Manchester Board of Directors

DRAFT



Minutes
REGULAR MEETING OF THE BOARD OF DIRECTORS
March 03, 2026
6:00PM Executive Session / 7:00 PM Regular Meeting
LINCOLN CENTER HEARING ROOM

PRESENT: Deputy Mayor Jones, Secretary Schain, Directors Boland, Conyers, Floyd-Cranford, Frey, Lentini, Mufiz Poland. Also, Town Manager Stephanou, and Town Attorney Barry.

1. MEETING CALLED TO ORDER

Meeting was called to order 6:03 pm

#69-26

Motion to move into executive session

Moved by Director Lentini

Second by Deputy Mayor Jones

APPROVED 8-0

2. EXECUTIVE SESSION

Present in the executive session were Mayor Moran, Deputy Mayor Jones, Secretary Schain, Directors Boland, Conyers, Floyd-Cranford, Frey, Lentini, and Mufiz Poland. Also, Town Manager Stephanou, Deputy Town Manager Purciello, Assistant Town Manager/Director of Human Services Cox, Director of Planning and Economic Development Anderson. Also present, were Senior Center Task Force Chair Stephen Ristau, and Senior Center Task Force Member, Estela Lopez.

Executive session adjourned at 6:55 p.m. No votes were taken

Mayor Moran reconvenes the regular session at 7:00 p.m.

All in attendance stand to participate in the pledge of allegiance, Led by Mayor Moran.

Mayor Moran shares deep condolences, following the passing of Tim Devanney, a cherished member of the Manchester community. He invites all in attendance to join him in a moment of silence.

3. AWARDS AND PRESENTATIONS

3.a Garden Club Centennial Proclamation

Mayor Moran awards the Garden Club with a proclamation in honor of 100 years of service to the community.

3.b Cheek's Chicken Proclamation

Mayor Moran awards Haseeb Ahmed, with a proclamation in recognition of an extraordinary display of compassion to the community, by offering free meals to families while SNAPs benefits were paused.

Mayor Moran makes a friendly addition to the agenda at this time, and shares a proclamation honoring Irish Heritage.

4. OPENING OF MEETING TO ELECTORS OR TAXPAYERS WHO WISH TO BE HEARD ON ANY SUBJECT WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS

Sign-up sheet available 15 minutes prior to the start of the meeting

Director Lentini calls a point of order, noting that speakers are required to provide residential addresses of this Town. He proposes a motion that would allow Mr. Miller to speak as a representative of a town establishment.

#70-26

Motion to suspend the rules to allow Mr. Miller to address the Directors for five minutes.

Moved by Director Lentini

Second by Deputy Mayor Jones

APPROVED 8-0

The following residents shared concerns related to future parking lot development in the downtown area, specifically at 1050 Main Street, and the potential negative impact this would have on the Army Navy club and its members.

Peter Miller, 1090 Main Street

Doug Boland, 66 Stickland Street, also supports item 13.g.

Steve Allard, 18 Bilyea Road, also asks clarifying questions about appropriations to education projects.

Dave Willis, 110 Strickland Street

Bob Sulick, 417 South Main Street, shares condolences for Mr. Tim Devanny. He also raises concerns about unmet standards throughout Main Street, including business lighting codes and snow removal.

Jennifer Lombardi, 25 Faulkner Drive, expresses concerns about the drinking water in her residential area.

Town Manager Stephanou addresses comments related to snow removal and drinking water.

Deputy Mayor Jones confirms whether the a motion should be made to officially add the third proclamation, to which the Directors collectively agree action is not needed.

5. ADOPTION OF MINUTES OF PREVIOUS MEETING

5.a Actions of the February 3rd, 2026 Regular meeting of the Board of Directors.

5.b Minutes of the February 3rd, 2026 Regular Meeting of the Board of Directors.

Director Frey requests a friendly amendment to item 4 of the February 3rd, 2026 Minutes, suggesting Judy Sutters comment to read as follows: "Judy Sutter, spoke in favor of the proposed traffic cameras and had concerns regarding general communications to residents by town staff."

#71-26

Motion to adopt actions and minutes of the previous meeting, as amended above.

Moved by Secretary Schain

Second by Director Muniz Poland

APPROVED 8-0

6. COMMUNICATIONS

Mayor Moran shares recent communications they received related to snow removal.

7. REPORTS

7.a Manager's Report

Downtown Capital Projects Update and Presentation on Proposed 942 Main Street Redevelopment

Presented by Director of Planning and Economic Development Gary Anderson, Director of Public works Tim Bockus, and GRAVA Properties Representatives, Greg Vaca and Richard Connel.

Updates were provided on several projects, including the completed Oak Park recreation area, the new Main Street library expected to open in May, the Nathan Hale redevelopment, and a Spruce Street streetscape improvement designed to enhance pedestrian safety. Future infrastructure plans were also reviewed, which included details on the downtown cycle track funded by a Connecticut DOT grant, and a proposed roundabout at Main and Center Streets that could be built in 2028 if grant funding is approved. They also reviewed a proposal for a mixed-use development at 942 Main Street that would include retail, restaurants, a public plaza, artist flats, and residential units with workforce housing and new parking areas.

The Directors thank the Grava Team and Town staff for their work. They express overall reservations about the proposed purchase price of the mixed-use development and discuss the appeal of the potential tax benefits. They request that Town Staff provide an updated projected value that factors in the mill rate and abatement.

The Directors also contend with the logistics of property management, acknowledging that potential challenges with residential parking would further exacerbate concerns related main street parking. They assure residents that alternative options are being considered. Further discussion ensues while they deliberate next steps.

7.b Other Reports

Town Manager Stephanou shares context on a resolution that was passed in December, which included a policy directing town staff to review the citizenship requirements for police officers. It was determined that removing this requirement and allowing lawful residents to apply would expand the standard applicant pool and be of benefit. The Town Manager and Chief of Police will be issuing guidance on the matter shortly.

8. PRESENTATION OF BID WAIVER REQUESTS

None.

9. PUBLIC HEARINGS (formally advertised)

9.a Appropriation to Special Projects as follows:

9.a.1 Manchester Police Department/K-9 Unit..... \$ 2,500
to be funded by Public Donations, for the purpose of continuing the K-9 Unit Program.

9.a.2 Planning & Economic Development/ WORK_SPACE Galleries.....\$1,000

to be funded by the CT Office of the Arts, for the purpose of Cultural District stipend.

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

9.b Appropriations to Education Special Projects as follows:

- 9.b.1 Manchester Regional Academy (MRA) Tuition \$1,000,000
to be funded by Manchester Public Schools Out-of-Town Tuition, for the purpose of providing services to special needs students.

- 9.b.2 Title I, Part A - Improving Basic Programs Grant. \$2,488,633
to be funded by The State of Connecticut, for the purpose of supporting 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.

- 9.b.3 Title II, Part A - Supporting Effective Instruction Grant.....\$255,071
to be funded by The State of Connecticut, for the purpose of ensuring that all students are performing at or above grade level

- 9.b.4 Title III, Part A English Language Acquisition Grant\$ 67,625
to be funded by State of Connecticut, for the purpose of providing support to limited English proficient students to become proficient and reach high academic standards, at minimum attain proficiency or better in reading and mathematics

- 9.b.5 Smart Start Endowment Grant.....\$150,000
to be funded by The State of Connecticut, for the purpose of increasing preschool spots available in public schools.

- 9.b.6 Priority School District (PSD) Grant.....\$827,710
to be funded by State of Connecticut, for the purpose of assisting the district in improving student achievement and enhancing opportunities.
- 9.b.7 Adult Education Program Enhancement Project (PEP)
Comprehensive 2 Grant \$50,000
to be funded by The State of Connecticut, for the purpose of promoting self-sufficiency of Adult Education Students.
- 9.b.8 Priority School District (PSD) - Extended School Hours
Grant \$132,832
to be funded by State of Connecticut, for the purpose of academic, enrichment and recreational programs before and after school hours.

Mayor Moran opened the floor for public comment. There being no public comment, Mayor Moran opened the floor for Board Member’s comments. There being no comments from the Board, Mayor Moran closed the hearing on the items above.

10. CONSENT CALENDAR

#72-26 (9.a)

9.a Appropriation to Special Projects as follows:

- 9.a.1 Manchester Police Department/K-9 Unit..... \$ 2,500
to be funded by Public Donations, for the purpose of continuing the K-9 Unit Program.
- 9.a.2 Planning & Economic Development/ WORK_SPACE
Galleries.....\$1,000
to be funded by the CT Office of the Arts, for the purpose of Cultural District stipend.

#73-26 (9.b.1)

- 9.b.1 Manchester Regional Academy (MRA) Tuition \$1,000,000
to be funded by Manchester Public Schools Out-of-Town Tuition, for the purpose of providing services to special needs students.

#74-26 (9.b.5)

- 9.b.5 Smart Start Endowment Grant.....\$150,000
to be funded by The State of Connecticut, for the purpose of increasing the number of preschool spots available in public schools.

#75-26 (13.c)

- 13.c Approval of application to the CT Department of Transportation Section 5310 Grant Program

Actions

#76-26 (13.e)

13.e Approval of Fire Contract

#77-26 (13.f)

13.f Approval of corrections to Boards and Commissions appointments

#78-26 (13.i)

13.i Position reclassification request

Motion to approve the consent calendar as listed; 9.a, 9.b.1, 9b.5, 13.c, 13.e, 13.f, 13.i

Moved by Secretary Schain

Second by Director Conyers

APPROVED 7-0 (Director Boland was not present at the time of this vote.)

11. ACTION ON ITEMS OF PUBLIC HEARING

#79-26 (9.b.2 – 9.b.4)

9.b.2 Title I, Part A - Improving Basic Programs Grant. \$2,488,633

to be funded by The State of Connecticut, for the purpose of supporting 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.

9.b.3 Title II, Part A - Supporting Effective Instruction Grant.....\$255,071

to be funded by The State of Connecticut, for the purpose of ensuring that all students are performing at or above grade level

9.b.4 Title III, Part A English Language Acquisition Grant\$ 67,625

to be funded by State of Connecticut, for the purpose of providing support to limited English proficient students to become proficient and reach high academic standards, at minimum attain proficiency or better in reading and mathematics

#80-26 (9.b.6 - 9.b.8)

9.b.6 Priority School District (PSD) Grant.....\$827,710

to be funded by State of Connecticut, for the purpose of assisting the district in improving student achievement and enhancing opportunities.

9.b.7 Adult Education Program Enhancement Project (PEP) Comprehensive 2 Grant \$50,000

to be funded by The State of Connecticut, for the purpose of promoting self-sufficiency of Adult Education Students.

Actions

- 9.b.8 Priority School District (PSD) Extended School Hours Grant \$132,832

to be funded by State of Connecticut, for the purpose of academic, enrichment and recreational programs before and after school hours.

Motion to approve items 9.b.2 – 9.b.4, and 9.b.6 - 9.b.8

Moved by Director Lentini

Second by Secretary Schain

APPROVED 6-0-1 (Director Frey Abstains)

(Director Boland was not present for this vote)

12. UNFINISHED BUSINESS

12.a Appointments to Boards and Commissions which have members with terms expiring in December 2025 (except as otherwise noted)

12.a.1 Arts Commission

Vacancy left by Joanne Dorn (D)

Vacancy left by Michelle O’Neil (D)

Vacancy Parks & Rec Advisory Rep* left by Stacey Zackin

12.a.2. Housing and Fair Rent Commission

Vacancy left by Brenda Earle (D)

12.a.3 Health & Human Services Advisory

Vacancy left by Kelsey Boyne (D)

Secretary Schain requests to keep items 12.a.1 – 12.a.3 on the table.

12.a.4 Library Building Committee

Vacancy (Community member*) left by Raquel Hutton(D)

Secretary Schain notes that the Directors have decided to remove this position from the Committee all together.

#81-26

Motion to remove item 12.a.4 from the agenda and its vacancy from the Library Building Committee list.

Moved by Secretary Schain

Second by Director Lentini

APPROVED 7-0

(Director Boland was not present for this vote)

13. NEW BUSINESS

#82-26 (13.b)

Motion to approve 13.b.

Appointment of Michael Stebe as a regular member and Daniela Luna as an alternate member to the Capitol Region Council of Governments (CRCOG) Regional Planning Commission, for the term ending December 2027.

Moved by Director Lentini

Second by Director Muñiz Poland

APPROVED 7-0-1 (Director Frey Abstains)

#83-26 (13.d)

Motion to approve 13.d:

Authorization for the Town Manager to negotiate a Development Agreement with GRAVA Properties for the purchase and development of 942 Main Street and 1050 Main Street.

Moved by Director Lentini

Second by Director Muñiz Poland

APPROVED 5-2-1 (Directors Conyers and Boland oppose, Director Frey abstains.)

13.g. Approval to fly the St. Patrick's Day Flag

Deputy Mayor Jones notes that the current flag policy states a request must be submitted for approval the month prior to its intended showing date. The Directors discuss and ultimately agree to waive the requirement for this item.

#84-26

Motion to waive the requirement for the month prior notice

Moved by Deputy Mayor Jones

Second by Director Conyers

APPROVED 8-0

Director Lentini raises a point of clarification, to confirm whether this item is referencing the Irish Flag. The Directors affirm and amend the item for clarity.

85-26 (13.g)

Motion to approve 13.g, as amended below

Motion to approve the flying of the Irish Flag on March 17th, in honor of St. Patrick's Day

Moved by Director Boland

Second by Director Lentini

APPROVED 8-0

13.h. Approval of the Arts & Culture Mini Grant awards

Director Conyers discloses he is a sitting member on the committee, and because his father wrote one of the grants under this item he will be abstaining.

#86-26 (13.h)

Motion to approve 13.h.

Approval of the Arts & Culture Mini Grant Awards

Moved by Director Lentini

Second by Deputy Mayor Jones

APPROVED 7-0-1 (Director Conyers abstains)

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

Director Lentini, in acknowledgement of recent concerns regarding flock cameras and other automated license plate readers in Town, requests an item for next month's agenda to discuss whether or not to continue their contract with Flock.

Deputy Mayor Jones acknowledges Irish Heritage and Women's History Month. She also notes that March will mark the beginning of Budget Season. In anticipation of several challenging conversations ahead, she strongly encourages residents to stay informed and participate. She offers assurances that the Directors of this Board take this responsibility very seriously and intend to undertake all presentations and concerns with great care.

Director Frey supports Director Lentini's request for continued discussion on the speed and red light cameras.

Town Manager Stephanou and the Directors clarify whether this is a request for additional information, or action on next steps. The directors concede both, further requesting an item for next month's agenda to take action on implementing the speed camera plan that was presented by Chief Darby.

15. ADJOURNMENT

The meeting was adjourned until April 7th, of the 2026 Regular Meeting of the Board of Directors at 7:00 p.m. in the Lincoln Center Hearing Room.

#87-26

Motion to adjourn.

Moved by Director Lentini

Second by Director Muñiz Poland

APPROVED 8-0

Adjournment: 9:34 pm

Jb

APPROVED

ATTEST:

Secretary, Manchester Board of Directors

MEMORANDUM – TOWN OF MANCHESTER INFORMATION TECHNOLOGY

TO: KIM LORD
FROM: KAREN FREUND
SUBJECT: REQUEST FOR BID WAIVER – MPL FIBER
DATE: MARCH 9, 2026

Project: Manchester Public Library – Fiber Installation
Vendor: Fibre Optics Plus
Contract Form: Bid 21/22-57 Fiber Plant Repairs, Transfers and Related Work

This memo formally requests a bid waiver for the Manchester Public Library (MPL) to use an existing contract with Fibre Optics Plus for the installation of fiber from Bennet Academy to the new library.

Background

The Town has a current bid with Fibre Optics Plus that covers fiber repairs, moves and new installation work. The Fibre Optics Plus response includes hourly rates for scheduled work and emergency work.

Issue

Due to the funding for the MPL project, it is required that Fibre Optics Plus use prevailing wage in their quote. Prevailing wage was not included in the 21/22-57 bid response as an option for scheduled or emergency work, therefore, the hourly rates quoted do not match the bid response.

Recommendation

Based on Purchasing's recommendation and discussions with the Town Manager, the most appropriate and expedient path forward is to request a bid waiver from the Board of Directors to permit the issuance of a purchase order to Fibre Optics Plus to complete the fiber installation and invoice the Town based on the prevailing wage.

Justification for Bid Waiver

- The current bid 21/22-57 is actively used by the Information Technology Department to maintain the Town's fiber network. Fibre Optics Plus is proven to be a reliable vendor who has done excellent work on other projects.
- The fiber connection is a critical piece of the completion of the library project.
- Using Fibre Optics Plus's quote, that includes prevailing wage, will allow the project to remain on schedule.

Approval of the bid waiver will allow the Town to issue the PO and maintain the project schedule.



TOWN OF MANCHESTER, CONNECTICUT APPROPRIATION APPROVAL MEMO

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: GARY ANDERSON, DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT
SUBJECT: APPROPRIATION REQUEST
DATE: APRIL 7, 2026
CC: BOARD OF DIRECTORS

Background:

The Connecticut Office of the Arts (COA) has awarded the Town of Manchester a Supporting Arts Grant in the amount of \$3,221. This program is funded, in part, by the National Endowment for the Arts (NEA) and supports organizations and municipalities that create, perform, present, or promote accessible and inclusive arts activities, programs, or services for the general public. The arts include, but are not limited to, music, theater, dance, painting, sculpture, literature, film, and allied arts and crafts.

Discussion:

The awarded funds will be utilized to support cultural programming hosted at WORK_SPACE Galleries, including arts-related programs and events open to the public. A portion of the funding will also support the May 16th Hidden Gems Talent Competition, coordinated by Nadia Sims and Stacey Zackin, in partnership with the Manager of the Funny Bone Comedy Club, where the event will take place.

These funds will enhance access to inclusive arts programming within Manchester’s Cultural District and further the Town’s commitment to supporting vibrant, community-based arts experiences.

General Fund Impact:

None. This is a state grant award provided by the Connecticut Office of the Arts and funded in part through the National Endowment for the Arts.

Agenda Information (Attach background documentation)

Example:

Planning & Economic Development Department/ Cultural District..... \$ 3,221

to be funded by Connecticut Office of the Arts Supporting Arts Grant, for the purpose of public arts programming and related cultural events.

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

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Supporting Arts Grant	2603401	4300	SG383	\$3,221
			TOTAL	\$3,221

Funding Source Information:

Grant Name: Supporting Arts Grant

Grant Type (Federal, State, Other): State

Award Period: One-time award (per award letter)

Department Contact Person: Stacey Zackin, WORK_SPACE Manager

Grant CDFFA# or

Authorizing Statute #



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

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: HEATHER WLOCHOWSKI, YSB DIRECTOR
SUBJECT: APPROPRIATION REQUEST
DATE: APRIL 7, 2026
CC: BOARD OF DIRECTORS

Background:

The Manchester Youth Service Bureau has been sending youth to summer camps located throughout Connecticut with funds received from the Mayor’s Program for Manchester Children and the SBM Charitable Foundation for since before 2001.

Discussion:

For the summer of 2026 scholarships will be offered to Manchester families to offset camp fees with the money received from the Mayor’s Program for Manchester Children and The SBM Charitable Foundation. The requirement to receive funding is indicated by youth who receive free or reduced lunch or families who provide a financial needs statement. Youth attend both overnight and day camps throughout the region.

General Fund Impact:

Agenda Information (Attach background documentation)

Youth Service Bureau/Campership Fund \$18,680.00

to be funded by SBM Charitable Foundation and the Mayor’s Program for Manchester Children, for the purpose of summer camp scholarships.

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

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Program Expenditures	45904000	68800	YSG10	18,680.00
			TOTAL	18,680.00

Funding Source Information:

Grant Name: SBM Charitable Foundation & Mayor's Program for Manchester Children

Grant Type (Federal, State, Other): Other

Award Period: 05/01/2026-12/31/2026

Department Contact Person (staff member overseeing the grant funds): Heather Wlochowski

Grant CDFA# NA or

Authorizing Statute # NA



Charitable Foundation, Inc.

February 23, 2026

Heather Wlochowski, M.S.
Manchester Youth Service Bureau Director
Town of Manchester, CT
Leisure, Family & Recreation
63 Linden Street
Manchester, CT 06040

Dear Heather:

On behalf of the SBM Charitable Foundation ("SBMCF"), please find enclosed a "We're Pulling for You" grant in the amount of nine thousand three hundred forty dollars (\$9,340.00) given to support the Manchester Youth Services' 2026 summer campership program for low/moderate income Manchester children. It is the understanding of the SBMCF, per discussion with you, that the Mayors' Program for Manchester Children will match the nine thousand three hundred forty dollars (\$9,340.00) in funding dollar for dollar to provide even more camperships in 2026.

Along with this current grant, Manchester Youth Services is required to use the 2025 unexpended funds amount, of one thousand three hundred twenty dollars (\$1,320.00.) shown in your Final Program Budget, towards 2026 summer camperships.

Prior to December 31, 2026, please provide the SBMCF with a written summary of the achievements realized through the use of this grant including how many children participated in the program throughout the summer, which camps were attended, the cost of each camp, and required feedback from the campers, and their families. Please also include a detailed final program budget showing how the funding was allocated.

Any changes to the service area, program process, and/or purpose of use of the SBMCF funding must be requested in writing by your organization, and any possible approval must be given in writing by the SBMCF. The SBMCF reserves the right to require that any unexpended funds from this grant award be returned to our Foundation, if not used by the deadline date of your submission of a mandatory Final Report. Any special request from a grantee to hold onto those unexpended funds for future use, must done in writing, and any approval provided by the SBMCF for such, must also be given in writing.

In considering future grant requests, and being mindful of the present difficult economic environment, the SBMCF places more emphasis on the review of administrative costs of current and potential grant recipients. This review, along with the effectiveness of the services and quality of detailed feedback provided by each non-profit requesting support, will directly influence decision making in regard to future funding. We look forward to hearing from you prior to December 31, 2026, with an accounting of how your organization's current grant was spent.

The enclosed check must be cleared within 90 days of issuance; if the check is still outstanding at the end of that period, we will consider the grant as declined on your behalf. A reissue will not be made after that time period.

By accepting this grant, your organization agrees to have any publication that includes the SBMCF name, or any use of the SBMCF logo, approved by our Staff *prior* to release or printing of any material, and that a copy of any such material (including publications, press releases, posters, advertisements, etc.) will be sent by your organization to the SBMCF for our records. Please contact Kelley Gunther (860-533-1067, kgunther@sbmfoundation.org) for logo copies and/or approval of printed materials.

This is a direct donation to your organization with no goods or services inuring to the benefit of the SBMCF. Should you wish to acknowledge the gift, the acknowledgement should be made in the name of the "SBM Charitable Foundation".

Sincerely,

Molly Devanney
Executive Director

935 Main Street
Level C Suite B101
Manchester, CT 06040
860-533-0355
Fax: 860-533-0241
www.sbmfoundation.org



TOWN OF MANCHESTER, CONNECTICUT APPROPRIATION APPROVAL MEMO

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: PATRICIA FILES, POLICE DEPARTMENT
SUBJECT: APPROPRIATION REQUEST - DUI ENFORCEMENT PROGRAM \$32,135.77
DATE: APRIL 7, 2026
CC: BOARD OF DIRECTORS

Background:

One (1) electronic transfer totaling \$32,135.77 was received as reimbursement for overtime for the 2025/2026 DUI Enforcement Grant – (covering the period 10/02/2025 – 01/01/2026).

Discussion:

The funds will be used for the reimbursement of OT used during DUI Enforcement.

General Fund Impact:

\$32,135.77 should be appropriated to the Manchester Police Department:
Account #41094306 68820 SG018 DUI Enforcement Program.

Agenda Information (Attach background documentation)

Example:

*Manchester Police Department/DUI Enforcement Program..... \$32,135.77
to be funded by a Grant from CT Department of Transportation, for the purpose of DUI Enforcement.*

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

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
DUI Enforcement Grant	41094306	68820	SG018	\$32,136.00
			TOTAL	\$32,136.00

Funding Source Information:

Grant Name: FY 2025/2026 Comprehensive DUI Enforcement Grant
Grant Type (Federal, State, Other): State
Award Period: FY 2026
Department Contact Person (staff member overseeing the grant funds): Sgt Michael Williams
Grant CDFA# 0205-0722-1-BH

Review Payments

Payment Details

MANCHESTER POLICE DEPT
02492718

0000000077

Invoice Number 0206-0722-1-BH-BP1

Payment Date 02/05/2026

Method ACH

Pay Status Paid

Amount \$32,135.77

Currency USD

Paid To MANCHESTER POLICE DEPT

Country USA United States
Address 1 239 EAST MIDDLE TPKE
Address 2 PO BOX 191
Address 3

City MANCHESTER

County

Postal 06045

State CT

Connecticut

From BANK OF AMERICA

Payment Advice

Invoice	Gross Amount	Discount	Discount Taken	Paid Amount	Payment Message
0206-0722-1-BH-BP1	32,135.77	0.00	0.00	32,135.77	FY 2025/2026 Comprehensive DUI Enforcement Program

HSO DUI REIMBURSEMENT INVOICE

CT DEPARTMENT OF TRANSPORTATION
HIGHWAY SAFETY OFFICE
ADDRESS: 2800 BERLIN TURNPIKE
CITY: NEWINGTON
STATE: CT
ZIP CODE: 06131-7546
ATTN: KATHRYN NOHELTY



PAYEE: TOWN OF MANCHESTER
ADDRESS LINE #1: 239 EAST MIDDLE TURNPIKE
ADDRESS LINE #2: P.O. BOX 191
CITY/TOWN: MANCHESTER
STATE: CT
ZIP CODE: 06045-0191
PHONE NUMBER:

MANCHESTER

GRANT NAME:	FY 2025/2026 Comprehensive DUI Enforcement Program		
INVOICE DATE:	1/2/2026	VENDOR ID #	77
INVOICE #	0206-0722-1-BH-BP1	ADDRESS #	6
STATE PROJECT #	0206-0722-1-BH	PURCHASE ORDER #	
BILLING PERIOD:	10/2/2025 - 1/1/2026	RECEIPT #	

STAT'S SUMMARY	
DUI CITATIONS:	8
OTHER CITATIONS:	260
TOTAL CITATIONS:	268

INVOICE SUMMARY	
SALARIES:	\$24,207.74
FRINGE BENEFITS %:	32.75% \$7,928.03
EQUIPMENT (if applicable)	\$0.00
TOTAL INVOICE:	\$32,135.77

INVOICE AMOUNT: \$32,135.77

CITY/TOWN/AGENCY'S AUTHORIZED OFFICIAL

I CERTIFY, that in accordance with the laws of the state and under the terms of the approved program(s) area that actual costs claimed have been incurred and have not previously been presented for payment.

NAME:	Michael Williams	SIGNATURE:	
TITLE:	Sergeant	DATE:	1/2/26
EMAIL:	williamsm@manchesterct.gov		

FOR HSO USE ONLY

KATHRYN NOHELTY		
PROJECT MANAGER:	SIGNATURE	DATE
JOSEPH T. CRISTALLI		
SAFETY PROGRAM COORDINATOR:	SIGNATURE	DATE
ANILA HAFEEZ OR MONIQUE MADDEN		
FISCAL APPROVAL	SIGNATURE	DATE

NOTES:		<p style="color: red;">Received Department of Transportation</p> <p style="color: red;">Highway Safety Office</p>
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FY 2025/2026 Comprehensive DUI Enforcement Program MANCHESTER 0206-0722-1-BH

Costs Summary

<i>AR#s</i>	<i>Date#</i>	<i>Name</i>	<i>OVT Rate</i>	<i>Hrs Wrkd+</i>	<i>Salaries\$</i>
AR9	10/30/2025	Bruyette S Ofc. 5301	\$71.27	4	\$285.08
AR13	11/7/2025	Bruyette S Ofc. 5301	\$71.27	6	\$427.62
AR14	11/13/2025	Bruyette S Ofc. 5301	\$71.27	6	\$427.62
AR16	11/14/2025	Bruyette S Ofc. 5301	\$71.27	4	\$285.08
AR21	11/20/2025	Bruyette S Ofc. 5301	\$71.27	4	\$285.08
AR30	11/29/2025	Bruyette S Ofc. 5301	\$71.27	6	\$427.62
AR34	12/5/2025	Bruyette S Ofc. 5301	\$71.27	6	\$427.62
AR37	12/6/2025	Bruyette S Ofc. 5301	\$71.27	6	\$427.62
AR41	12/12/2025	Bruyette S Ofc. 5301	\$71.27	6	\$427.62
AR42	12/13/2025	Bruyette S Ofc. 5301	\$71.27	6	\$427.62
AR50	12/18/2025	Bruyette S Ofc. 5301	\$71.27	4	\$285.08
AR55	12/20/2025	Bruyette S Ofc. 5301	\$71.27	4	\$285.08
AR56	12/21/2025	Bruyette S Ofc. 5301	\$71.27	4	\$285.08
AR58	12/28/2025	Bruyette S Ofc. 5301	\$71.27	6	\$427.62
		Bruyette S Ofc. 5301 Total			\$5,131.44
AR4	10/17/2025	Evingham R Ofc. 5420	\$54.86	4	\$219.44
		Evingham R Ofc. 5420 Total			\$219.44
AR1	10/16/2025	Grenier R Ofc. 5419	\$54.86	4.25	\$233.16
AR7	10/25/2025	Grenier R Ofc. 5419	\$54.86	6	\$329.16
AR10	10/31/2025	Grenier R Ofc. 5419	\$54.86	4.75	\$260.59
AR19	11/15/2025	Grenier R Ofc. 5419	\$54.86	6	\$329.16
AR24	11/22/2025	Grenier R Ofc. 5419	\$54.86	4	\$219.44
AR36	12/6/2025	Grenier R Ofc. 5419	\$54.86	6	\$329.16
AR43	12/14/2025	Grenier R Ofc. 5419	\$54.86	8	\$438.88
AR52	12/19/2025	Grenier R Ofc. 5419	\$54.86	6	\$329.16
		Grenier R Ofc. 5419 Total			\$2,468.71
AR17	11/14/2025	Kehoss L Ofc. 5272	\$71.27	4	\$285.08
AR33	12/4/2025	Kehoss L Ofc. 5272	\$71.27	4	\$285.08
AR53	12/19/2025	Kehoss L Ofc. 5272	\$71.27	4	\$285.08
		Kehoss L Ofc. 5272 Total			\$855.24
AR5	10/23/2025	Morrissey M Lt. 5212	\$85.55	5	\$427.75
AR15	11/13/2025	Morrissey M Lt. 5212	\$85.55	5	\$427.75
AR31	12/4/2025	Morrissey M Lt. 5212	\$85.55	6	\$513.30
AR44	12/14/2025	Morrissey M Lt. 5212	\$85.55	5.5	\$470.53
AR62	12/31/2025	Morrissey M Lt. 5212	\$85.55	1	\$85.55
AR63	1/1/2026	Morrissey M Lt. 5212	\$114.07	3	\$342.21
		Morrissey M Lt. 5212 Total			\$2,267.09
AR6	10/24/2025	Reed J Ofc. 5381	\$65.66	6	\$393.96
AR11	11/6/2025	Reed J Ofc. 5381	\$65.66	4	\$262.64
AR18	11/15/2025	Reed J Ofc. 5381	\$65.66	4	\$262.64
AR23	11/21/2025	Reed J Ofc. 5381	\$65.66	7.5	\$492.45
AR54	12/20/2025	Reed J Ofc. 5381	\$65.66	7	\$459.62
AR57	12/23/2025	Reed J Ofc. 5381	\$65.66	4.5	\$295.47

Item 9.a.4

<i>AR#s</i>	<i>Date#</i>	<i>Name</i>	<i>OVT Rate</i>	<i>Hrs Wrkd+</i>	<i>Salaries\$</i>
Reed J Ofc. 5381 Total					\$2,166.78
AR2	10/16/2025	Sinopoli N Ofc. 5358	\$65.66	4	\$262.64
AR20	11/20/2025	Sinopoli N Ofc. 5358	\$65.66	4	\$262.64
AR40	12/11/2025	Sinopoli N Ofc. 5358	\$65.66	4	\$262.64
AR46	12/16/2025	Sinopoli N Ofc. 5358	\$65.66	4	\$262.64
AR61	12/31/2025	Sinopoli N Ofc. 5358	\$65.66	4	\$262.64
Sinopoli N Ofc. 5358 Total					\$1,313.20
AR8	10/30/2025	Walsh P Sgt. 5298	\$80.93	4	\$323.72
AR12	11/7/2025	Walsh P Sgt. 5298	\$80.93	6	\$485.58
AR22	11/21/2025	Walsh P Sgt. 5298	\$80.93	6	\$485.58
AR26	11/26/2025	Walsh P Sgt. 5298	\$80.93	5	\$404.65
AR29	11/28/2025	Walsh P Sgt. 5298	\$107.91	4	\$431.64
AR32	12/4/2025	Walsh P Sgt. 5298	\$80.93	4	\$323.72
AR38	12/11/2025	Walsh P Sgt. 5298	\$80.93	4	\$323.72
AR48	12/17/2025	Walsh P Sgt. 5298	\$80.93	4	\$323.72
AR51	12/19/2025	Walsh P Sgt. 5298	\$80.93	4	\$323.72
AR65	1/1/2026	Walsh P Sgt. 5298	\$80.93	8.25	\$667.67
Walsh P Sgt. 5298 Total					\$4,093.72
AR3	10/17/2025	Williams M Sgt. 5230	\$80.93	6	\$485.58
AR25	11/25/2025	Williams M Sgt. 5230	\$80.93	6	\$485.58
AR27	11/26/2025	Williams M Sgt. 5230	\$80.93	6	\$485.58
AR28	11/28/2025	Williams M Sgt. 5230	\$107.91	7	\$755.37
AR35	12/5/2025	Williams M Sgt. 5230	\$80.93	5	\$404.65
AR39	12/11/2025	Williams M Sgt. 5230	\$80.93	4	\$323.72
AR45	12/16/2025	Williams M Sgt. 5230	\$80.93	6	\$485.58
AR47	12/17/2025	Williams M Sgt. 5230	\$80.93	6	\$485.58
AR49	12/18/2025	Williams M Sgt. 5230	\$80.93	4	\$323.72
AR59	12/28/2025	Williams M Sgt. 5230	\$80.93	4	\$323.72
AR60	12/30/2025	Williams M Sgt. 5230	\$80.93	6	\$485.58
AR64	1/1/2026	Williams M Sgt. 5230	\$107.91	6	\$647.46
Williams M Sgt. 5230 Total					\$5,692.12
Grand Total					\$24,207.74

Other Totals	37	8	326.8	NA
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TOWN OF MANCHESTER, CONNECTICUT APPROPRIATION APPROVAL MEMO

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: AUSTIN MURRAY, DIR. MUNICIPAL SERVICES
SUBJECT: SUSTAINABLE CT CLIMATE LEADER DESIGNATION AWARD
DATE: APRIL 7, 2026
CC: BOARD OF DIRECTORS

Background:

In October 2025 the Town of Manchester was awarded Sustainable CT’s Gold-level certification, with an added Climate Leader Designation. The Climate Leader Designation is meant to celebrate municipalities that demonstrated success in reducing harmful greenhouse gas emissions and preparing their communities for the impacts of climate change. The award is based upon the applicant municipality completing a pre-selected list of Sustainable CT actions that relate most directly to mitigating the impacts of climate change.

For the first time in 2025, each community that achieved the Climate Leader Designation was awarded \$12,500 to support municipal projects that will advance future climate mitigation efforts, including, but not limited to:

- Tree planting programs
- Cool roof installations
- Complete streets infrastructure build-outs
- Purchases of electric vehicles or electric buses for municipal use
- EV charger purchases and/or installations
- Energy benchmarking or energy planning
- Other projects, as deemed appropriate by Sustainable CT

The Town’s Sustainability Commission will work with staff to explore options for this funding and will present their recommendations/findings at a future date.

Agenda Information

Sustainable CT Climate Leader Prize \$12,500

to be funded by Sustainable CT, for the purpose of funding projects that advance climate mitigation efforts.

Account Information:

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Sustainable CT Climate Leader Prize	TBD	68800	SG384	\$12,500
			TOTAL	\$12,500

Funding Source Information:**Grant Name:** Sustainable CT Climate Leader Prize**Grant Type (Federal, State, Other):** Other**Award Period:** November 2025 – November 2026**Department Contact Person (staff member overseeing the grant funds):** Austin Murray



Sustainable CT Climate Leader Prize

Congratulations on your 2025 Climate Leader Designation. Sustainable CT is pleased to award your town an inaugural Climate Leader Prize of \$12,500. This funding can be used for municipal projects that advance climate mitigation efforts in your community. A list of eligible project types is listed below.

Sustainable CT will provide monetary awards to all municipalities earning Sustainable CT's Climate Leader Designation in 2025, 2026, and 2027. Please note, you are eligible to receive the award once during this three-year period. Funds should be spent within twelve months from the date the check is issued.

To access your prize, please complete this short form and return it to jessical@sustainablect.org. If you are planning to complete two or more projects that will add up to \$12,500, please use one form per project.

Name of Municipality:

Name of Municipal Contact:

Contact Title:

Contact Email:

Contact Phone:

Project Title:

Anticipated Project Start Date:

Anticipated Project Completion Date:

Project Description:

Project Cost: Municipalities may use outside funds to cover the costs of projects that might exceed the 2025 Climate Leader Prize (\$12,500). Sustainable CT asks that outside funds are secured prior to the award of the Climate Leader Prize.

Total Project Cost:

If additional funds are needed, are these funds in-hand?

Yes

No

If no, please explain.

Project Type:

Tree planting program

Cool roof installation on a municipal or Board of Education building

Complete streets infrastructure build-out

Purchase an electric vehicle or electric bus for municipal use

EV charger purchase and/or installation

Energy benchmarking or energy planning

Energy efficiency projects in municipal or BOE buildings

Renewable energy or battery storage system installation in municipal/BOE buildings or properties

Municipal or BOE energy audit and/or implementation of municipal or BOE building energy audit recommendations

Community energy campaign

Other

If answered other, please describe the climate mitigation benefit of your project. Projects not included on our approved project list will be approved on a case-by-case basis.



TOWN OF MANCHESTER, CONNECTICUT APPROPRIATION APPROVAL MEMO

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: KIMBERLY LORD, DIRECTOR OF FINANCE
SUBJECT: APPROPRIATION REQUEST
DATE: APRIL 7, 2026
CC: BOARD OF DIRECTORS

Background:

The town has been awarded a CIF Round 4 grant from the Connecticut Department of Economic Development for the Town’s new 21st Century Library in the amount of \$3.5 million to be used to offset construction costs.

Discussion:

Over the past several years, the 12-member Library Building Committee has been working diligently with Town Officials, Town Staff, Friar Architects & HBM Architects, and construction contractors to design Manchester’s 21st Century Public Library in the heart of Downtown Main Street.

The 70,000 square foot, three-story structure includes ample space for Manchester’s robust collection of books and materials, lively and engaging areas for children of all ages, dedicated interactive teen space, makerspace and audio-visual studio, private study and meeting rooms, and a large community meeting space.

The new library project follows decades of grassroots efforts to bring a modern library to Manchester. The 21 century library task force, formed in 2019, issued a recommendation that the town design and build a new, fully-accessible, and code-compliant public library of approximately 80,000 square feet, with adequate parking, flexible space design for multipurpose uses, private and group meeting and work spaces, and sustainable “green” design with efficient building systems. The Board of Directors approved a referendum question to build a new library at 1041 Main Street, which Manchester voters overwhelmingly passed in November 2022.

General Fund Impact:

This grant will fund construction costs accounted for in the New Main Library Construction Fund- Fund 369. There is no impact to the general fund.

Agenda Information (Attach background documentation)

Example:

Library Construction Fund \$ 3,500,000

to be funded by a grant from the State of CT DECD, for the purpose of construction of a 21st Century Library at 1041 Main Street

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

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
New Main Library	3693401	4300	CP369	3,500,000
			TOTAL	3,500,000

Funding Source Information:

Grant Name: DECD CIF 4th Round

Grant Type (Federal, State, Other): State

Award Period:7/1/2025-6/30/2026

Department Contact Person (staff member overseeing the grant funds): Steve Stephanou

Grant CDFA# _____ or _____

Authorizing Statute # 32-285a



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

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: MATTHEW GEARY, SUPERINTENDENT
SUBJECT: APPROPRIATION REQUEST
DATE: APRIL 7, 2026
CC: BOARD OF DIRECTORS

Background:

Manchester Public Schools has demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Grant will improve and expand education and career guidance systems for Manchester’s youth. The grant is funded by the State of Connecticut.

Discussion:

Funds will be used between July 1, 2025 - June 30, 2026

1. Foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies.
2. Support specific developmental initiatives through funding for professional development, instructional programs, supplies and equipment for grades 6-12 in Career and Technical Education Program areas including manufacturing, business/finance, information technology, education and hospitality.

General Fund Impact: None

Agenda Information

*Carl D. Perkins Career and Technical Education Secondary Grant \$143,721.00
to be funded by State of Connecticut, for the purpose of improving and expanding education and career guidance systems for Manchester Public Schools.*

Account Information:

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Perkins Grant	755 61221	5111	75526	\$143,721.00
			TOTAL	\$143,721.00

Funding Source Information:

Grant Name: Carl D. Perkins Career and Technical Education Secondary Grant

Grant Type (Federal, State, Other): Federal

Award Period: 7/1/2025 - 6/30/2026

Department Contact Person (staff member overseeing the grant funds): Matthew Geary

Grant CDFR# 84.048A

Authorizing Statute # P.L. 109-270

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Carl D. Perkins Career and Technical Education
Secondary Grant for FY25/26

Date: February 17, 2026

Background:

Manchester Public Schools has demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Grant will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:

Funds will be used between July 1, 2025 - June 30, 2026

1. Foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies.
2. Support specific developmental initiatives through funding for professional development, instructional programs, supplies and equipment for grades 6-12 in Career and Technical Education Program areas including manufacturing, business/finance, information technology, education and hospitality.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request that the Board of Directors establish an appropriation for FY25-26 Carl D. Perkins Career and Technical Education Secondary Grant in the amount of \$143,721.00.

Attachments: Award Letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 9, 2026

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: FEDERAL

Statute: P.L. 109-270

CFDA #: 84.048A

SDE Project Code: SDE000000000002

Grant Number: 000000077-00 12060-20742-2026-84010-170002

2 Grant Title

Perkins Secondary Grant (20742)

5 Award Period

7/1/2025 - 6/30/2026

3 Education Staff

Program Manager:

Kyllie Freeman (860) 713-6592

Payment & Expenditure Inquiries:

Kimberly Murphy (860) 713-6641

6 Authorized Funding

Grant Amount: \$143,721.00

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2025 and June 30, 2026 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2026. For grants awarded for two-year periods beginning July 1, 2025, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2027. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

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

This grant has been approved.

2/17/2026

Irene Parisi - CSDE Management Approver



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

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: MATTHEW GEARY, SUPERINTENDENT
SUBJECT: APPROPRIATION REQUEST
DATE: APRIL 7, 2026
CC: BOARD OF DIRECTORS

Background:

In accordance with Article XXIII, Section F(2) of the contract between the Board of Education and the Manchester Education Association (MEA), James Tierinni, MEA President is requesting a .50 release time for the 2025-2026 school year. The cost for 50% of the covering teacher salary and Medicare expense of \$34,056.77 and will be reimbursed by MEA. This is similar to prior Board actions taken at the MEA’s request involving the Association President.

Discussion: *None*

General Fund Impact: *None*

Agenda Information

Manchester Board of Education \$ 34,056.77
to be funded by Manchester Education Association, for the purpose of MEA release time.

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

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
MEA/CEA Release Time	861 99400	5111	86126	\$34,056.77
			TOTAL	\$34,056.77

Funding Source Information:

Grant Name: MEA/CEA Release Time
 Grant Type (Federal, State, Other): N/A
 Award Period: 07/01/2025 - 06/30/2026
 Department Contact Person: Matthew Geary
 Grant CDF# - N/A
 Authorizing Statute # N/A

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 2025-2026 Release Time – MEA President

Date: March 2, 2026

Background: In accordance with Article XXIII, Section F(2) of the contract between the Board of Education and the Manchester Education Association (MEA), James Tierinni, MEA President is requesting a .50 release time for the 2025-2026 school year. The cost for 50% of the covering teacher salary and Medicare expense of \$34,056.77 and will be reimbursed by MEA. This is similar to prior Board actions taken at the MEA’s request involving the Association President.

Discussion/Analysis: None.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations: The Superintendent of Schools recommends that the Manchester Board of Education grant MEA President, James Tierinni, .50 release time for the 2025-2026 school year; and, that the Board of Education requests that the Board of Directors establish an appropriation in the amount of \$34,056.77 to be funded by the Manchester Education Association (MEA).

Attachments: None.

Matthew Geary

Matthew Geary
 Superintendent of Schools
 Manchester, Connecticut
 March 9, 2026



**TOWN OF MANCHESTER, CONNECTICUT
BOD PRESENTATION MEMO**

TO: STEVE STEPHANOU, TOWN MANAGER

FROM:

SUBJECT: ORDINANCE

DATE: APRIL 7, 2026

CC: BOARD OF DIRECTORS

Ordinance:

BE IT ORDAINED

MEMO

TO: Steve Stephanou, Town Manager
Mayor Jay Moran and Members, Board of Directors

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

RE: Item No. 9.c., April 7, 2026 Board of Directors agenda

DATE: April 1, 2026

Enclosed is the ordinance for the sale of the Broad Street Parkade parcels to the developer, APR Manchester, LLC. Town Charter Section 1-3(3) provides that the sale of real property by the Town be accomplished through the enactment of an ordinance.

Once the Board of Directors approves the ordinance and it is published in accordance with the Town Charter, the sale can be completed. It is anticipated that the closing on the Broad Street Parkade parcels will take place during the third or fourth week in April.

Town staff recommends approval of the ordinance.

ORDINANCE

BE IT ORDAINED by the Board of Directors of the Town of Manchester that the Town of Manchester sell real property known as 324, 330, 334 and 340 Broad Street, consisting of approximately 19.15 acres to APR Manchester, LLC, for the consideration of Three Million Six Hundred Thousand and 00/100 (\$3,600,000) Dollars. The real property being conveyed is more particularly described in Exhibit A, attached hereunto and made a part hereof.

See Exhibit A.

Exhibit A
(324 BROAD STREET)
(INCLUDES 334 BROAD STREET)

A certain piece or parcel of land situated in the Town of Manchester, County of Hartford and State of Connecticut, as shown as "324 BROAD STREET", on a plan entitled "LOT DIVISION PLAN, PREPARED FOR, APR MANCHESTER LLC, IMPROVEMENT LOCATION SURVEY, 296, 324, 330 & 340 BROAD STREET, MANCHESTER, CONNECTICUT, SCALE: 1 IN. = 40 FT., DATE: DECEMBER 16, 2020, REVISED TO 3-23-26, ALFORD ASSOCIATES, INC.", and is more particularly bounded and described as follows:

Beginning at a point in the south street line of Green Manor Boulevard, said point being the northeast corner of lot 296 BROAD STREET, and the northwest corner of the subject property;

Thence S 86°39'02" E, a distance of 210.17 feet to a point;

Thence along a curve to the left, having a radius of 1,234.84 feet, a length of 251.64 feet, a delta angle of 11°40'33", and a chord bearing N 87°30'17" E a chord distance of 251.20 feet to a point;

Thence N 81°15'00" E, a distance of 565.11 feet to a point, the preceding three courses in the southerly street line of Green Manor Boulevard;

Thence S 07°24'55" E, along N/F AMERICAN EAGLE FINANCIAL CREDIT UNION INC., a distance of 121.60 feet to a point;

Thence S 07°17'52" E, along lots 330 and 340 BROAD STREET in part by each, a distance of 482.12 feet to a point;

Thence S 82°47'05" W, a distance of 89.08 feet to a point marked by a disturbed 5/8" REBAR;

Thence S 07°24'55" E, a distance of 73.98 feet to a point, the preceding two courses along N/F NEC VENTURES II, INC.;

Thence S 82°35'05" W, a distance of 262.49 feet to a point;

Thence along a curve to the right, having a radius of 211.00 feet, a length of 18.16 feet, a delta angle of 4°55'52", and a chord bearing N 67°44'22" W a chord distance of 18.15 feet to a point;

Thence along a curve to the left, having a radius of 422.00 feet, a length of 98.09 feet, a delta angle of 13°19'03", and a chord bearing N 71°55'58" W a chord distance of 97.87 feet to a point;

Thence N 09°50'55" E, a distance of 44.01 feet to a point;

Thence along a curve to the left, having a radius of 463.40 feet, a length of 44.85 feet, a delta angle of 5°32'42", and a chord bearing N 81°29'30" W a chord distance of 44.83 feet to a point;

Thence S 07°09'34" W, a distance of 44.01 feet to a point;

Thence along a curve to the left, having a radius of 422.00 feet, a length of 76.45 feet, a delta angle of 10°22'49", and a chord bearing N 89°35'26" W a chord distance of 76.35 feet to a point;

Thence along a curve to the right, having a radius of 228.00 feet, a length of 134.80 feet, a delta angle of $33^{\circ}52'27''$, and a chord bearing $N 77^{\circ}50'37'' W$ a chord distance of 132.84 feet to a point;

Thence along a curve to the left, having a radius of 776.07 feet, a length of 83.65 feet, a delta angle of $6^{\circ}10'33''$, and a chord bearing $N 63^{\circ}55'49'' W$ a chord distance of 83.61 feet to a point;

Thence along a curve to the left, having a radius of 810.54 feet, a length of 206.71 feet, a delta angle of $14^{\circ}36'42''$, and a chord bearing $N 74^{\circ}04'28'' W$ a chord distance of 206.15 feet to a point;

Thence $N 15^{\circ}26'21'' W$, a distance of 122.95 feet to a point;

Thence $N 14^{\circ}53'19'' W$, a distance of 360.82 feet to the Point of Beginning. The preceding 12 courses along lot 296 BROAD STREET.

Said parcel contains 581,682 Square Feet or 13.354 Acres of land by computation.

Exhibit A
(330 BROAD STREET)

A certain piece or parcel of land situated in the Town of Manchester, County of Hartford and State of Connecticut, as shown as "330 BROAD STREET", on a plan entitled "LOT DIVISION PLAN, PREPARED FOR, APR MANCHESTER LLC, IMPROVEMENT LOCATION SURVEY, 296, 324, 330 & 340 BROAD STREET, MANCHESTER, CONNECTICUT, SCALE: 1 IN. = 40 FT., DATE: DECEMBER 16, 2020, REVISED TO 3-23-26, ALFORD ASSOCIATES, INC.", and is more particularly bounded and described as follows:

Beginning at a point in the west street line of Broad Street, said point being the southeast corner of N/F AMERICAN EAGLE FINANCIAL CREDIT UNION INC. and the northeast corner of the subject property;

Thence S 07°24'55" E, in the west street line of Broad Street, a distance of 244.15 feet to a point;

Thence S 82°42'06" W, along lot 340 BROAD STREET, a distance of 210.42 feet to a point;

Thence N 07°17'52" W, along lot 324 BROAD STREET, a distance of 238.28 feet to a point marked by a 5/8" REBAR;

Thence N 81°06'05" E, along property of said N/F AMERICAN EAGLE FINANCIAL CREDIT UNION INC, a distance of 210.00 feet to the Point of Beginning.

Said parcel contains 50,696 Square Feet or 1.164 Acres of land by computation.

Exhibit A
(340 BROAD STREET)

A certain piece or parcel of land situated in the Town of Manchester, County of Hartford and State of Connecticut, as shown as "340 BROAD STREET", on a plan entitled "LOT DIVISION PLAN, PREPARED FOR, APR MANCHESTER LLC, IMPROVEMENT LOCATION SURVEY, 296, 324, 330 & 340 BROAD STREET, MANCHESTER, CONNECTICUT, SCALE: 1 IN. = 40 FT., DATE: DECEMBER 16, 2020, REVISED TO 3-23-26, ALFORD ASSOCIATES, INC.", and is more particularly bounded and described as follows:

Beginning at a point in the west street line of Broad Street, said point being the southeast corner of lot 330 BROAD STREET and the northeast corner of the subject property;

Thence S 07°24'55" E, in the west street line of Broad Street, a distance of 244.14 feet to a point;

Thence S 82°47'05" W, along property of N/F NEC VENTURES II, INC, a distance of 210.92 feet. to a point;

Thence N 07°17'52" W, along lot 324 BROAD street, a distance of 243.84 feet to a point;

Thence N 82°42'06" E, along lot 330 BROAD STREET, a distance of 210.42 feet to the Point of Beginning.

Said parcel contains 51,402 Square Feet or 1.180 Acres of land by computation.



**TOWN OF MANCHESTER, CONNECTICUT
BOD PRESENTATION MEMO**

TO: STEVE STEPHANOU, TOWN MANAGER

FROM:

SUBJECT: AUTHORIZATION OF

DATE: APRIL 7, 2026

CC: BOARD OF DIRECTORS

Authorization to approve:

MEMO

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

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

RE: Planning and Zoning Commission membership

DATE: March 19, 2026

The resolution accompanying this memo establishes new terms for the members of the Planning and Zoning Commission as required by the 2022 Charter Revision Commission amendments which were approved by the voters on November 8, 2022.

The resolution reflects the mutual understanding and agreement of Board of Directors members Dennis Schain and Peter Conyers, with whom I met to discuss and resolve the matter.

The resolution is being presented to the entire Board of Directors for its consideration and approval at its April 7, 2026 meeting.

RESOLUTION OF THE BOARD OF DIRECTORS

WHEREAS, on November 8, 2022 Manchester voters approved revisions to the Town Charter including the membership of the Planning and Zoning Commission; and

WHEREAS, effective December 8, 2022 the membership of the Planning and Zoning Commission was increased from 5 members to 7 members and effective November 17, 2025 the membership was increased from 7 members to 9 members; and

WHEREAS, the changes also required that, “on or after November 17, 2025, the Board of Directors shall stagger the terms of members of the Planning and Zoning Commission with the terms of not more than two members expiring in any year”; and

WHEREAS, the terms of the alternate members of the Planning and Zoning Commission are governed by town ordinance (Code of Ordinances Section 28-51), which stipulates that the terms of the 3 alternates are 2 years; and

WHEREAS, the Board of Directors would like to establish the terms of the members, including regular and alternate members, to conform with the Town Charter and Town ordinance.

NOW, THEREFORE, be it resolved by the Manchester Board of Directors that the terms of the members of the Planning and Zoning Commission are as follows:

Regular members -

1. Teresa Ike (D) – expiring 12/2026
2. Daniela Luna (D) – expiring 12/2027
3. Chris Schoenenberger (R) – expiring 12/2027
4. Michael Stebe (D) – expiring 12/2028
5. Patrick Kennedy (R) – expiring 12/2028
6. Eric Prause (D) – expiring 12/2029
7. Zachary Reichelt (R) – expiring 12/2029
8. Arianna Larson (D) – expiring 12/2030
9. Robert Shanbaum (D) – expiring 12/2030

Alternates –

1. Mahila Ahsan (D) – expiring 12/2026
2. Sara Van Buren (R) – expiring 12/2026
3. Margaret Brewer (D) – expiring 12/2027

Dated this 7th day of April, 2026 at Manchester, Connecticut.

Dennis Schain, Secretary, Board of Directors



**TOWN OF MANCHESTER, CONNECTICUT
BOD PRESENTATION MEMO**

TO: STEVE STEPHANOU, TOWN MANAGER

FROM:

SUBJECT: DISCUSSION

DATE: APRIL 7, 2026

CC: BOARD OF DIRECTORS

Discussion of: establishing a municipal ID card for the Town of Manchester.

Resolution Concerning the Establishment of a Municipal Identification Card Program for Manchester

Whereas: The Town of Manchester thrives when every resident can participate fully in civic, social, and economic life.

Whereas: Without a valid form of identification, many residents face barriers to accessing essential services such as health care, prescriptions, school enrollment, housing, employment, and banking. This challenge disproportionately affects undocumented residents, teenagers without driver's licenses, individuals experiencing homelessness, and people recently released from incarceration.

Whereas: This gap can be addressed by a Municipal Identification (ID) Card Program that will provide an official form of identification for residents who might otherwise remain excluded, while also serving as a convenient, multi-use card for the broader community.

Whereas: The town's Human Relations Commission is recommending the establishment of a Municipal Identification (ID) Card program for Manchester.

Now, therefore be it resolved that the Manchester Board of Directors endorses the establishment of a Municipal Identification (ID) Card program for our town and directs the Town Manager to:

- Work with the Board of Directors to include funding for an ID Card program in the budget for the upcoming year.
- Develop a plan to implement an ID Card program as soon as is practical and possible.
- For the convenience of residents, work to integrate into the ID Card access to municipal programs and services such as, but not limited to, the library, transfer station, and Leisure, Family, & Recreation Services.
- Explore with local financial institutions the feasibility of adding debit card functionality to such ID cards.
- Report periodically to the Board of Directors on progress toward launching an ID Card Program

April 7, 2026

Belonging Without Barriers:

A Municipal Identification Card Program for All Manchester Residents

A proposal to establish a Municipal Identification Card Program that provides all Manchester residents—regardless of immigration status, housing stability, or incarceration history—with an official, accessible form of identification, strengthening community inclusion, public safety, and civic participation.

Prepared by:

Human Relations Commission

Town of Manchester, Connecticut

2026

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Proposal: Municipal Identification Card Program

Overview

The Town of Manchester thrives when every resident can participate fully in civic, social, and economic life. Yet without a valid form of identification, many residents face barriers to accessing essential services such as health care, prescriptions, school enrollment, housing, employment, and banking. This challenge disproportionately affects undocumented residents, teenagers without driver's licenses, individuals experiencing homelessness, and people recently released from incarceration.

To address this gap, the Manchester Human Relations Commission proposes establishing a Municipal Identification (ID) Card Program, funded by the Town and administered by the Town Managers Office designated department. This program will provide an official form of identification for residents who might otherwise remain excluded, while also serving as a convenient, multi-use card for the broader community.

Legal Foundation and Precedent

Connecticut law already recognizes the importance of identity cards. State statute requires that “an identity card shall indicate its date of expiration, contain a picture of the applicant and specify the applicant’s name, ID number, and date of birth.” (CGS § 1-1h) The Department of Motor Vehicles offers a non-driver identification card program, but applicants “must prove identity, and provide their social security number, residency and legal presence.” (Connecticut DMV, Form B-230) These requirements exclude many of the populations we aim to serve, including residents who are homeless and undocumented and individuals reentering society after incarceration.

A municipal identification card would complement the state system by filling this gap. In addition, state regulations permit fee waivers for vulnerable residents: “The commissioner may waive the fee for an identity card for any applicants who are homeless.” (CGS § 1-1h, Fee Waiver) Our program can adopt similar provisions to ensure affordability and accessibility for people experiencing homelessness and those reentering society.

The Connecticut Trust Act (CGS § 54-192h) further strengthens this legal foundation by prohibiting state and local law enforcement from holding individuals for immigration enforcement without a judicial warrant. By adopting strict data privacy and non-disclosure policies, the municipal ID program will align with the Trust Act, encouraging undocumented residents and returning citizens to apply without fear.

Program Goals

- **Accessibility:** Provide a reliable and affordable form of identification regardless of immigration status, housing stability, or incarceration history.
- **Inclusion:** Ensure that every resident feels recognized as a member of the community.
- **Public Safety:** Assist law enforcement and first responders in identifying residents, improving communication, and building trust.
- **Civic Participation:** Expand access to libraries, schools, clinics, housing programs, and local services.
- **Economic Support:** Enable participation in employment, housing, and financial systems.

- **Reentry Success:** Reduce recidivism by ensuring recently released individuals have identification necessary for reintegration.
- **Convenience for All Residents:** Consolidate multiple town service cards (e.g., library cards, recreation passes, and transfer station permits) into one convenient card, encouraging broader community buy-in.

Connecticut Municipal Examples

This program is not unprecedented. New Haven pioneered the concept in 2007 with the Elm City Resident Card, which serves as both identification and library card. In 2015, eight years after New Haven launch their Elm City Resident Card Program, Hartford adopted the Municipal Identification Card Program and partnered with their library, and the library distributes the City Identification Cards, which are accepted at libraries and municipal offices. Bridgeport launched their Municipal Identification Card Program in 2017. All demonstrated feasibility, acceptance, and municipal capacity to administer such programs.

New Haven's Department of Human Services issues the Elm City Identification Cards and added the following information: their set up cost was a total of \$2,210.00, which paid for the ID Card's printer, ID Cards stationery, color ribbon for printer, and camera. They share their Human Resources software, which is used to print employee identification cards. They partnered with a local bank that accepts their municipal identification card allowing their young adults, youth and undocumented residents to cash their payroll checks. Reentry residents provide a printout from the prison, which has a picture identification. Their Department of Human Services developed a waiver program for their homeless and reentry residents to apply for a waiver. The issuing of an Elm City Identification Card for 16 years of age and under requires parents to be present with their own identification cards, proof of address and child's birth certificate. The fee is \$5.00 for the Elm City Identification Card. The issuing of an Elm City Identification Card for 17 - 19 years of age, requires for the youth to bring their high school identification, report card and transcript. The issuing of an Elm City Identification Card for 20 years of age and over requires the individual to bring their expired ID, birth certificate, social security card, and letter from the Social Security Administration or Department of Social Services. The fee for youth and adults is \$10.00. Their Elm City Identification Cards are good for 2 years. They see revenues of approximately \$200,000 per year since they launched the program. It was reported that they started this program as a gateway for helping their undocumented residents to obtain an identification card and they do not see as many undocumented residents applying for the identification card.

The City of Hartford's Procurement and Contractual Services Department manages the contract with the agency, Hartford Public Library, that does the City Identification Cards. The Hartford Library's Main Street Branch shared that intakes for applying for the City Identification Card are done at all Hartford Public Libraries. Cost for 17 years of age and under is \$15.00, 18 years of age and over is \$25 and Seniors 65 years of age and over is \$15.00. To renew their identification card is a cost of \$15 with return of expired identification card. Their cards are valid for 2 years. They submit their invoices to the City of Hartford's Procurement and Contractual Services Department. The library was unable to provide information regarding setup expenses and revenue.

The City of Bridgeport's Office of Vital Statistics provided the following information. They reported that they predicted spending \$10,000 for the initial set up and implementation of the City's Identification Card program. They spent \$5,000. They most recently had to replace their

identification card machine and spent \$8,500. The City of Bridgeport's Office of Vital Statistics charges \$15.00 per card. They predicted revenue of \$13,000/year and have seen between \$11,000/year and \$12,000/year. They shared that their undocumented residents have been the most who utilize the service. They have the Lighthouse Program for their youth, and they issue their own identification cards for them separate from the City Identification Card. They partnered with Webster Bank so that their residents can cash their checks using the City Identification Card and they are currently working to partner with M&T Bank.

Specific Reentry Integration Measures

1. Eligibility: Individuals released from state or federal correctional facilities within the past 12 months will be eligible regardless of their incarceration history.
2. Verification Partnerships: The town will collaborate with the Department of Correction, parole officers, halfway houses, and reentry programs to accept release papers or residency certifications.
3. Fee Waivers: Returning citizens applying within 6 months of release may receive an application fee waiver, mirroring the state's homeless fee waiver provision.
4. Reentry Center Integration: Partner with Connecticut's Reentry Collaborative (Hartford, New Haven, Bridgeport, Waterbury, Danbury, New Britain, Stamford, Torrington, and Windham) to enroll eligible residents directly.
5. Public Safety Alignment: Ensuring reentering citizens have identification cards that strengthen accountability, reduce recidivism, and support successful reintegration.

Administration

The Town Manager's Office will designate which department will serve as the lead for administering the Municipal Identification Card Program. Its responsibilities will include:

- Overseeing program operations, staffing, and community outreach.
- Coordinating with partner institutions (libraries, schools, clinics, reentry organizations, and financial institutions) to ensure card acceptance.
- Implementing security standards, privacy protections, and eligibility verification consistent with state law.
- Program participation shall be tracked during each fiscal period by documenting the number of cards distributed, the number of cards that have expired and been renewed, and by establishing measurable outcomes to assess the effectiveness of the program. All tracking will be conducted solely through the serial numbers assigned to each card.

Confidentiality of Information

- *Retention of Documentation*: The Town of Manchester shall not retain original, or copies of personal information provided by an applicant to prove identity or residency when applying for the Municipal Identification Card.
- *Disclosure*: The Town of Manchester shall not disclose personal information collected under this program to any public or private entity, including federal, state, immigration, or law enforcement agencies, except as required by law or pursuant to a federal or state court order.

Public Records and State Law

- The Town of Manchester recognizes its obligations under the Connecticut Freedom of Information Act (CGS § 1-200). In the event of a public records request involving Municipal Identification Card information, the Town shall review the request, consult legal counsel as appropriate, and assert all applicable exemptions related to personal privacy and public safety prior to any disclosure.
- The Town of Manchester shall also comply with the Connecticut Personal Data Act (CGS § 4-190 Chapter 5, Sec.10-11), which governs the collection, maintenance, use, and disclosure of personal data by state and municipal agencies.

Benefits to the Town

- Strengthens trust between residents and local government while demonstrating Manchester's commitment to equity and second chances.
- Enhances public safety and improves the efficiency of municipal services through a standardized form of resident identification.
- Consolidates multiple town services into a single card, increasing convenience and encouraging participation.
- Supports successful community reentry and access to local services.

Implementation Steps

1. The designated department will establish program guidelines, eligibility, and security measures consistent with CGS § 1-1h standards (photo, expiration, descriptors).
2. The designated department will oversee the design of a secure card with fraud-prevention features and clear town branding.
3. The designated department will coordinate partnerships with local institutions (libraries, schools, banks, clinics, reentry programs) to ensure broad acceptance.
4. The designated department will adopt and enforce privacy protections modeled on the Trust Act.
5. The designated department will lead a public awareness campaign, so residents know how to access the program.

Funding Strategy

To minimize the burden on municipal resources, the Town will pursue non-municipal funding sources and private foundation support. This will help defray initial setup costs such as staffing, equipment, and outreach.

Over the long term, the goal is for ongoing administrative costs to be primarily covered by user fees, ensuring sustainability while maintaining affordability through fee waivers for vulnerable populations (e.g., individuals experiencing homelessness or recently released from incarceration).

Conclusion

By creating a Municipal Identification Card Program, administered by the Town Manager's designated department, Manchester can demonstrate its commitment to fairness, inclusion, public safety, and rehabilitation. This initiative ensures that no resident is invisible, whether a lifelong resident, an immigrant, a teenager, someone experiencing homelessness, or a person reentering society after incarceration. At the same time, it provides all residents with a convenient, multipurpose card that consolidates town services in a single place. With strong statutory precedent, supportive state policies, and successful models in Hartford and New Haven, we are confident this program is both lawful and achievable.

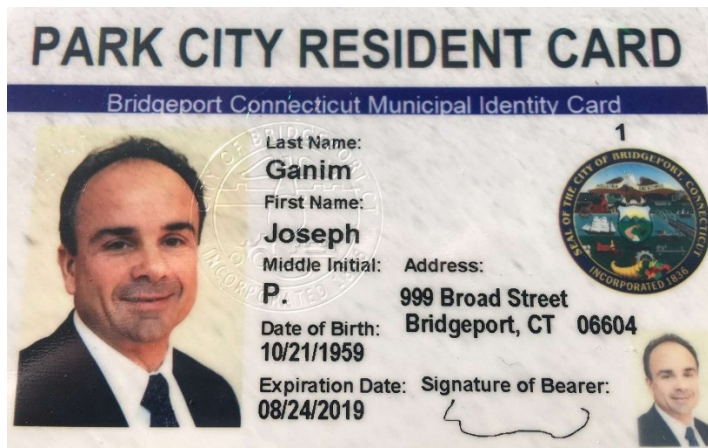
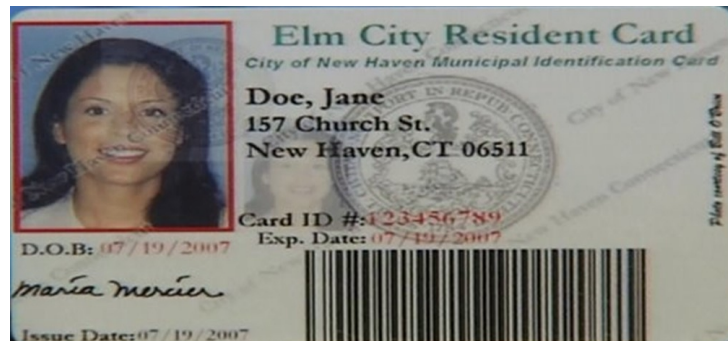
Appendix A: Applicable Connecticut General Statutes

The following Connecticut General Statutes (CGS) form the legal foundation for the Municipal Identification Card Program:

1. **CGS § 1-1h – Identity Cards.** This statute establishes the legal framework for identity cards in Connecticut. It requires that any identity card issued shall indicate its date of expiration, contain a photograph of the applicant, and specify the applicant's name, ID number, and date of birth. This provision provides the baseline security and informational standards that the Municipal ID card must meet.
2. **Connecticut DMV, Non-Driver Identification Card Requirements (Form B-230).** This DMV form outlines the requirements for obtaining a state non-driver identification card, including proof of identity, social security number, residency, and legal presence. Because these requirements exclude undocumented residents, homeless individuals, and recently incarcerated persons, the Municipal ID Program is designed to fill this gap for populations the state program cannot serve.
3. **CGS § 1-1h – Fee Waiver for Homeless Applicants.** This provision of CGS § 1-1h allows the Commissioner of Motor Vehicles to waive the fee for an identity card for any applicant who is homeless. The Municipal ID Program will adopt a parallel waiver structure to ensure that individuals experiencing homelessness and those recently released from incarceration can obtain identification at no cost.
4. **CGS § 54-192h – Trust Act (Civil Immigration Detainers).** Connecticut's Trust Act prohibits state and local law enforcement from detaining individuals solely for civil immigration enforcement purposes without a judicial warrant. By aligning the Municipal ID Program's data privacy and non-disclosure policies with the Trust Act, the Town ensures that program participants—including undocumented residents—can apply without fear of immigration consequences.
5. **City of Hartford, City ID Program (Hartford.gov).** Hartford's Municipal Identification Card Program, administered through a partnership with the Hartford Public Library, provides identification to all residents regardless of immigration status. It demonstrates that a Connecticut municipality can successfully implement and sustain a municipal ID program, serving as a direct operational model for Manchester.
6. **City of New Haven, Elm City Resident Card Program.** Launched in 2007, New Haven's Elm City Resident Card was one of the first municipal identification programs in the country. It serves as both an ID card and library card and has generated approximately \$200,000 per year in revenue. The program's longevity and success validate the concept and provide financial benchmarks for Manchester's planning.
7. **CGS § 1-200 – Connecticut Freedom of Information Act.** This statute governs public access to government records and meetings in Connecticut. The Municipal ID Program must be designed to comply with FOIA while also asserting all applicable exemptions to protect applicants' personal information. In the event of a public records request, the Town will review the request, consult legal counsel, and assert privacy and public safety exemptions before any disclosure.
8. **CGS § 4-190 Chapter 5, Sec. 10-11 – Connecticut Personal Data Act.** This Act governs the collection, maintenance, use, and disclosure of personal data by state and

municipal agencies in Connecticut. The Municipal ID Program will comply fully with the Personal Data Act, limiting data collection to what is necessary for identity and residency verification and prohibiting disclosure to any third party—including federal immigration authorities—except as required by law or court order.

Appendix B: Visual Sample of Municipal Identification Cards





**TOWN OF MANCHESTER, CONNECTICUT
BOD PRESENTATION MEMO**

TO: STEVE STEPHANOU, TOWN MANAGER

FROM:

SUBJECT: DISCUSSION

DATE: APRIL 7, 2026

CC: BOARD OF DIRECTORS

Discussion of:



**TOWN OF MANCHESTER, CONNECTICUT
BOD PRESENTATION MEMO**

TO: STEVE STEPHANOU, TOWN MANAGER

FROM:

SUBJECT: DISCUSSION

DATE: APRIL 7, 2026

CC: BOARD OF DIRECTORS

Discussion of:

Approval of Worker's Comp settlement in the amount of \$55,000 for Stacy Guerrin, BOE employee



Sustainable CT Climate Leader Prize

Congratulations on your 2025 Climate Leader Designation. Sustainable CT is pleased to award your town an inaugural Climate Leader Prize of \$12,500. This funding can be used for municipal projects that advance climate mitigation efforts in your community. A list of eligible project types is listed below.

Sustainable CT will provide monetary awards to all municipalities earning Sustainable CT's Climate Leader Designation in 2025, 2026, and 2027. Please note, you are eligible to receive the award once during this three-year period. Funds should be spent within twelve months from the date the check is issued.

To access your prize, please complete this short form and return it to jessical@sustainablect.org. If you are planning to complete two or more projects that will add up to \$12,500, please use one form per project.

Name of Municipality:

Name of Municipal Contact:

Contact Title:

Contact Email:

Contact Phone:

Project Title:

Anticipated Project Start Date:

Anticipated Project Completion Date:

Project Description:

Project Cost: Municipalities may use outside funds to cover the costs of projects that might exceed the 2025 Climate Leader Prize (\$12,500). Sustainable CT asks that outside funds are secured prior to the award of the Climate Leader Prize.

Total Project Cost:

If additional funds are needed, are these funds in-hand?

- Yes
- No

If no, please explain.

Project Type:

- Tree planting program
- Cool roof installation on a municipal or Board of Education building
- Complete streets infrastructure build-out
- Purchase an electric vehicle or electric bus for municipal use
- EV charger purchase and/or installation
- Energy benchmarking or energy planning
- Energy efficiency projects in municipal or BOE buildings
- Renewable energy or battery storage system installation in municipal/BOE buildings or properties
- Municipal or BOE energy audit and/or implementation of municipal or BOE building energy audit recommendations
- Community energy campaign
- Other

If answered other, please describe the climate mitigation benefit of your project. Projects not included on our approved project list will be approved on a case-by-case basis.

MEMO

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

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

RE: Item No. 13.h, April 7, 2026 Board of Directors agenda

DATE: April 2, 2026

The attached resolution formally dedicates the portion of Green Manor Boulevard acquired by the Town of Manchester as well as the ten foot (10') strip of 296 Broad Street which abuts and runs parallel to the town owned portion of Green Manor Boulevard as a public right of way.

This action was requested by the developer of the Broad Street Parkade and its lender to ensure the developer has access to a public right of way and is consistent with Connecticut General Statutes Section 13a-48.

Town staff recommends approval of the resolution.

RESOLUTION OF THE BOARD OF DIRECTORS

WHEREAS, the Town of Manchester purchased a portion of the private right of way known as Green Manor Boulevard on March 5, 2021 ; and

WHEREAS, the portion of Green Manor Boulevard acquired by the Town of Manchester in 2021 runs from Broad Street westerly to the entrance to the Parkade Cinemas; and

WHEREAS, the Town of Manchester purchased real property known as 296 Broad Street on July 24, 2018; and

WHEREAS, there is a ten foot (10') strip of property that was conveyed to the Town of Manchester as part of the conveyance of 296 Broad Street, which strip of land immediately abuts and runs parallel to the portion of Green Manor Boulevard acquired by the Town of Manchester; and

WHEREAS, the developer of the Broad Street Parkade and its lender require that Green Manor Boulevard be formally dedicated as a public right of way together with the ten foot (10') strip abutting the town-owned portion of Green Manor Boulevard to allow access to the property to be developed from a public right of way; and

WHEREAS, the portion of Green Manor Boulevard acquired by the town as well as the portion of 296 Broad Street acquired by the town which abuts and runs parallel to Green Manor Boulevard have never been accepted as or dedicated as a public right of way.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Town of Manchester hereby dedicates that portion of Green Manor Boulevard acquired by the town as well as the portion of 296 Broad Street acquired by the town that abuts and runs parallel to Green Manor Boulevard, as a public right of way, pursuant to Connecticut General Statutes Section 13a-48. The legal description of said public right of way is attached hereto as Exhibit A.

Dated: April 7, 2026

Dennis Schain, Secretary
Manchester Board of Directors

Exhibit A
(GREEN MANOR BOULEVARD)

A certain piece or parcel of land situated in the Town of Manchester, County of Hartford and State of Connecticut, as shown as "GREEN MANOR BOULEVARD", on a plan entitled "LOT DIVISION PLAN, PREPARED FOR, APR MANCHESTER LLC, IMPROVEMENT LOCATION SURVEY, 296, 324, 330 & 340 BROAD STREET, MANCHESTER, CONNECTICUT, SCALE: 1 IN. = 40 FT., DATE: DECEMBER 16, 2020, REVISED TO 3-23-26, ALFORD ASSOCIATES, INC.", and is more particularly bounded and described as follows:

Beginning at a point in the west street line of Broad Street, point being the southeast corner of N/F MNP REALTY LLC, and the northeast corner of the subject property;

Thence S 07°24'55" E, in the west street line of Broad Street a distance of 50.01 feet to a point;

Thence S 81°06'05" W, a distance of 210.00 feet to a point marked by a 1" IRON BAR;

Thence S 07°24'55" E, a distance of 8.40 feet to a point, the preceding 2 courses along N/F AMERICAN EAGLE FINANCIAL CREDIT UNION INC.;

Thence S 81°15'00" W, a distance of 565.11 feet to a point;

Thence along a curve to the right, having a radius of 1,234.84 feet, a length of 251.64 feet, a delta angle of 11°40'33", and a chord bearing S 87°30'17" W a chord distance of 251.20 feet to a point the preceding 2 courses along lot 324 BROAD STREET;

Thence N 86°39'02" W, along lots 296 and 324 BROAD STREET partially by each, a distance of 310.95 feet to a point,;

Thence N 04°34'23" W, a distance of 16.39 feet to a point;

Thence N 87°00'05" W, a distance of 31.76 feet to a point the preceding 2 courses along N/F D-3 LLC;

Thence N 03°00'05" E, a distance of 40.00 feet to a point;

Thence S 86°59'55" E, a distance of 313.46 feet to a point the preceding 2 courses along N/F MNP REALTY LLC;

Thence S 52°59'11" W, a distance of 9.33 feet to a point;

Thence S 86°59'55" E, a distance of 124.72 feet to a point;

Thence along a curve to the left, having a radius of 481.00 feet, a length of 99.90 feet, a delta angle of 11°54'00", and a chord bearing N 87°03'06" E a chord distance of 99.72 feet to a point;

Thence N 81°06'05" E, a distance of 320.96 feet to a point;

Thence N 10°21'11" W, a distance of 6.00 feet to a point the preceding 5 courses along N/F MIZNER REALTY LLC;

Thence N 81°06'05" E, along N/F MNP REALTY LLC, a distance of 511.19 feet to the Point of Beginning;

Said parcel contains 72,758 Square Feet or 1.670 Acres, of land by computation.



TO: Board of Directors
FROM: Steve Stephanou, Town Manager
DATE: April 1, 2026
SUBJECT: Regulatory Framework and Implementation Paths for Automated Traffic Enforcement

Introduction

In response to growing concerns regarding pedestrian safety and traffic signal compliance, the Connecticut General Assembly has recently updated the statutory frameworks allowing municipalities to implement automated enforcement technologies. The Board of Directors has heard an update from Town staff on Speed and Red Light Cameras, with a suggested pilot location of the Buckland Hills Mall area.

Town staff have also heard presentations regarding the implementation of School Bus Stop-Arm Cameras and have invited a national vendor to provide a brief overview of the technology at the Board's April meeting.

This memo outlines the two distinct legal paths required to enact (1) Speed and Red Light Cameras and (2) School Bus Stop-Arm Cameras, as both require specific local legislative action to move forward.

Automated Traffic Enforcement Safety Devices (Speed & Red Light) - ATESD

The process for implementing speed and red-light cameras is governed by Public Act 23-116 and requires a rigorous, data-driven approval process coordinated with the Connecticut Department of Transportation (CT DOT).

The Path to Enactment:

1. **Local Ordinance:** The Board must adopt an ordinance authorizing the program, establishing a \$50 fine for first offenses (\$75 thereafter), and creating a formal citation hearing process.
2. **Safety Action Plan:** The Town must develop or adopt a "Vision Zero" or comprehensive safety action plan that justifies the need for automated enforcement.
3. **Site Selection & Equity:** Locations are restricted to school zones or designated "Pedestrian Safety Zones." No more than two devices may be placed in a qualified census tract to ensure equitable distribution. As presented to the Board, Town recommends a pilot program in the Buckland Hills mall area.
4. **State Approval:** Following a mandatory public hearing, the Town must submit a 3-year implementation plan to the CT DOT for a 60-day review and approval period.
5. **Public Awareness:** A 30-day public education campaign and a 30-day "warning only" period are required before any financial citations are issued.

School Bus Violation Enforcement Systems (Stop-Arm Cameras)

The framework for school bus cameras has been streamlined under Public Act 24-107. Notably, the state is transitioning to a new regulatory structure that becomes the sole legal standard effective July 1, 2026.

The Path to Enactment:

1. **Ordinance Authority:** Unlike general traffic cameras, school bus enforcement relies on an ordinance that establishes **owner liability**. This allows the Town to cite the registered owner of a vehicle that passes a stopped school bus, regardless of who was operating the vehicle.
2. **Vendor Integration:** The Town may contract with a vendor to install digital monitoring systems. These systems must capture vehicle details but are legally prohibited from recording the faces of occupants.
3. **Review Process:** All captured footage must be reviewed by a municipal police officer or an authorized municipal employee to confirm a violation occurred before a summons is mailed.
4. **Reporting:** The Town is required to submit annual performance and revenue reports to the state to maintain the program's authorization.

Fiscal Considerations

Under state law, revenue generated from these programs is restricted:

- **ATESD Revenue:** Net proceeds must be reinvested in traffic safety, infrastructure, or the operating costs of the camera program.
- **School Bus Revenue:** Generally used to offset the costs of the monitoring technology and related public safety initiatives.

Recommended Actions for Board Consideration

It is recommended that the Board of Directors authorize the Town Manager to initiate the formal process for both programs. This includes working with the Town Attorney's Office, the drafting of the necessary local ordinances, the commencement of a Pedestrian Safety Zone data analysis, and the initiation of discussions with the Board of Education regarding vendor compatibility for the school bus fleet.

Motion: "To authorize the Town Manager to draft ordinances for Automated Traffic Enforcement Safety Devices for a Pilot Period at the Buckland Hills Mall area and School Bus Violation Enforcement Systems, and to begin the requisite safety planning and state coordination for Board review."