

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
January 07, 2025
6:00 PM Executive Session / 7:00 PM Regular Meeting
LINCOLN CENTER HEARING ROOM

1. MEETING CALLED TO ORDER

2. EXECUTIVE SESSION

- A. Personnel
- B. Real Estate

3. AWARDS AND PRESENTATIONS

- 1. Citation for Doreen Petrozza

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

Page 5

- A. Actions
- B. Minutes

6. COMMUNICATIONS

7. REPORTS

7.a. Manager's Report

- 1. Update on the Downtown Streetscape Project.
- 2. Oversized vehicles parking on streets - additional enforcement tools

7.b. Other Reports

8. PRESENTATION OF BID WAIVER REQUESTS**9. PUBLIC HEARINGS (formally advertised)****9.a. *Appropriations to Special Projects as follows:**

9.a.1. Relocation Account GR133.....\$8,693 Page 9

To be funded by Certificate of Lien on Real Estate and Fire Insurance Proceeds.

9.a.2. MPD/CDI.....\$4,900 Page 10

To be funded by annual fees from Manchester and 8 member towns, for the purpose of supporting task force operational needs for equipment, training, and facility expenses.

9.a.3. FD Paramedic Fund..... \$900 Page 12

To be funded by Christ Proclamation Church, Inc, for the purpose of supplies/training for Fire Dept. medics.

9.a.4. Approval of the settlement of a workers comp claim made by Paul Duva in an amount not to exceed \$30,000. Page 14

9.a.5. Bennet Housing Fire Suppression Loan.....\$177,000 Page 16

To provide a loan to the Bennet Housing Corporation for the installation of fire suppression safety improvements to Bennet Apartments, to be funded by General Fund unreserved fund balance.

9.a.6. Library Project.....\$3,000,000 Page 18

To be funded by IRA Tax and Eversource credits, for the purposes of covering the geothermal and green energy portions of the Library project.

10. CONSENT CALENDAR**11. ACTION ON ITEMS OF PUBLIC HEARING****12. UNFINISHED BUSINESS**

12.a. Approval of a Resolution Page 30

Tabled Approval of a Resolution authorizing a no interest loan to the Bennet Housing Corporation to pay for the improvements to the fire resistant sprinkler system at the Bennet Housing apartment complex as required by the fire code.

12.b. Appointments to Boards and Commissions

Which have members with terms expiring November 2024 (*except as otherwise noted)

12.b.1. Health and Human Advisory Commission

Tabled New Term Ending 2025

Tabled New Term Ending 2026

Tabled New Term Ending 2027

12.b.2. Commission on Human Relations

Tabled New Term ending 2026

Tabled New Term ending 2027

12.b.3. Arts Commission

Tabled Alyssa Blinn, November 2027

Tabled Alexandra Eagleson (D) November 2027

12.b.4. Bennet Housing Corporation

Tabled David A. Golas II (D) November 2025

12.b.5. Civilian Police Review & Relations Board

Tabled Vacant (D) Term ending November 2027

12.b.6. Cox Cable Advisory Council

Tabled Humera Gul (D) 30 Hudson St., July 2026

Tabled Donald Modean, 78 Milford Rd., July 2026

12.b.7. Redevelopment Agency

Tabled Vacant, Term ending November 2026

12.b.8. Veteran's Advisory Committee

Tabled Richard Blade (D) 63 Glenwood St., November 2027

13. NEW BUSINESS

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

13.a.1. MPD/Animal Control.....\$110

Page 33

To be funded by public donations, which are gratefully acknowledged and accepted, for continuing animal control services.

13.a.2. MPD/Animal Control.....\$313 Page 35

To be funded by public donations for the purpose of continuing animal control services.

13.b. *Auditor Reappointment Page 38

13.c. Authorization to apply for any and all grants related to the Downtown Streetscape project. Page 39

13.d. Approval of a Resolution Page 41

Approval of Resolution authorizing the Town Manager to apply for the RAISE grant, and future grants that align with the Town's strategic goals and to take all necessary actions to support such applications.

13.e. Approval of Vehicle Use Policy Page 43

13.f. Approval of Health Equity Worker (Durational) Position Page 46

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

15. ADJOURNMENT

ACTIONS
REGULAR MEETING OF THE BOARD OF DIRECTORS
December 10, 2024
6:00 p.m. Executive Session/7:00 p.m. Regular Meeting
LINCOLN CENTER HEARING ROOM

ONE MEETING AGENDA

PRESENT: Mayor Moran, Secretary Floyd-Cranford, Directors Conyers (virtual), Lentini, Muñiz Poland, Reichelt, Boland, Schain, and Town Manager Stephanou.

1. MEETING CALLED TO ORDER.

#286-24 APPROVED- Motion to commence the executive session.

Schain/Muñiz-Poland

8 Voted in Favor

5. ADOPTION OF MINUTES OF PREVIOUS MEETING.

A. Actions, November 12, 2024 - Regular Meeting

B. Minutes, November 12, 2024 - Regular Meeting

#287-24 Floyd-Cranford/Schain

8 Voted in Favor

10. CONSENT CALENDAR. (Item 9.A.15 removed, and items 9.B.1-4, 13.A, 13.B, 13.C, and 13.F added.)

#288-24 9.A. Appropriations to Special Projects as follows:

1. Manchester Police Department/Police Explorers.....\$570
to be funded by Public donations, for the purpose of continuing the Police Explorers Program.
2. Manchester Police Department/Police Explorers (SG014).....\$1,000
to be funded by Public donations, for the purpose of continuing the Police Explorers Program.
3. Manchester Police Department/CDI (SG330).....\$4,900
to be funded by annual fees from Manchester and 8 member towns, for the purpose of supporting task force operational needs for equipment, training, and facility expenses.
- 4.a. Manchester Police Department/CDI (SG330).....\$9,800
to be funded by annual fees from Manchester and 8 member towns, for the purpose of supporting task force operational needs for equipment, training, and facility expenses.
- 4.b. Manchester Police Department/DUI Enforcement Program (SG018).....\$47,174
to be funded by a Grant from CT Department of Transportation, for the purpose of DUI Enforcement.
5. Manchester Police Department/Police Explorers (SG014).....\$1,000
to be funded by Public donations, for the purpose of continuing the Police Explorers Program.
6. Manchester Police Department /Police Explorer Program (SG014).....\$2,445
to be funded by Public Donations, for the purpose of continuing the Police Explorers program.
7. General Fund Miscellaneous Revenue..... \$500
to be funded by Greater Manchester Chamber of Commerce donations, for the purpose of supporting Veterans Coffee House Program.
8. Relocation Account (GR127).....\$3,257
to be funded by Relocation Costs Lien Certificate for property located at 163 South Main Street.

9. Vacant Property Account (GR133).....\$745
to be funded by Relocation Costs Lien Certificate for property located at 163 South Main Street.
10. Vacant Building Account (GR134).....\$1,898
to be funded by reimbursement from property owner for property located at 33 Eldridge Street.
11. Youth Service Bureau/Amplify Grant (YSG07).....\$7,142
to be funded by the State Department of Mental Health & Addiction Services, to prevent youth use of alcohol, tobacco products, and other drugs.
12. Youth Service Bureau/ Drug Free's Community Support Program Grant (YSG29)...\$125,000
to be funded by a grant from the Department of Health and Human Services, Center for Disease Control and Prevention to support the Change Collaborative of Manchester and vaping and marijuana prevention for youth.
13. Health Department---Lead/Environmental grant (SG374).....\$20,800
to be funded by the Connecticut Department of Public Health, for the purchase of equipment and supplies as well as educational opportunities to aid in lead prevention efforts.
14. Registrars'/Election Temporary Salaries (SG373).....\$14,058
to be funded by the State of Connecticut for the purpose of early voting.
- #289-24 9.A.16. Approval of an ordinance whereby the Town of Manchester purchases real property known as 571R Gardner Street from Pamela Z. Cressman and Linda Z. Winikoff for consideration in the amount of Seventy-Seven Thousand Dollars (\$77,000.00). A copy of the ordinance may be viewed in the Town Clerk's office during regular business hours.
- #290-24 9.A.17. OAKC DECD Grant\$1,000,000
To be funded by an ARPA grant from the State of CT Department of Economic and Community Development.
- #291-24 9.B. Appropriations to Education Special Projects as follows:
 1. Adult Education Services (FY24/25).....\$1,909,063
to be funded by the State Department of Education to provide operating funds for the Manchester Adult Education Program.
 2. Adult Education/Program Enhancement Project Grant (FY24/25).....\$50,000
to be funded by the State Department of Education to promote the self-sufficiency of Adult Education students and to strengthen their response to the needs of a rapidly changing labor market; and to ensure that Connecticut has workers with the necessary skills, competencies and credentials to be successful in the 21st-century workplace.
 3. Youth Recovery CT (FY 24/25)\$2,770
to be funded by the federal government to continue to support the facilitation and hosting monthly alternative peer group activity for teens ages 16-19, SMART Recovery Family & Friends group, as well as offer a variety of safe alternative peer group prosocial activities in recovery ages 16-19.
 4. HVAC Indoor Air Quality Program (FY23-25).....\$2,225,808
to be funded by the State Department of Administrative Services for the purpose of assisting Manchester Public Schools in the replacement of eight existing gas fired, roof mounted packaged, multi-zone units to improve indoor air quality at Illing Middle School.
- #292-24 13.A. Appropriation to Special Projects (under \$500) as follows:
 1. Veterans Banner Program\$250
funded by donations, which are gratefully acknowledged and accepted, to support the Veterans Banner Program.

- #293-24 13.B. Authorization for Town to submit grant application to CT DEEP for its Materials Management Infrastructure Grant Program.
- #294-24 13.C. Approval of the reallocation of previously appropriated ARPA funds.
- #295-24 13.F. Acceptance of the resignation of Stephen Carter (R) from the redevelopment agency with a term expiring in November 2028.

11. ACTION ON ITEMS OF PUBLIC HEARING.

- 9.A.15. Approval of an ordinance establishing citations and fines for violations of the Inland Wetlands and Watercourses Regulations to supplement the powers of the Town's Inland Wetlands Agent to enforce the regulations. A copy of the ordinance may be seen in the Town Clerk's office during regular business hours.

#296-24 **APPROVED**- Motion to amend the proposed ordinance by adding the following provision to Section 324-2-(5) The amount of the fine issued by the Inland and Wetlands Agent shall be subject to the review and approval of the Inland and wetlands agency.

Reichelt/Schain

8 Voted in Favor

#297-24 **APPROVED**- 9.A.15, as amended above.

Reichelt/Boland

7 Voted in Favor
Director Lentini Opposed

12. UNFINISHED BUSINESS.

- B. Appointments to Boards and Commissions which have members with terms expiring November 2024 (*except as otherwise noted).

#298-24 **APPROVED**- Motion to add item 12.B.11, an appointment to the Economic Development Commission term ending in 2026.

Conyers/Lentini

8 Voted in Favor

12.B.2.i. Commission on Human Relations

A-Jerome Grant (R) 171 Middle Tpke East
November 2025

#299-24 Conyers/Boland

8 Voted in Favor

12.B.3.iii. Arts Commission

A-Ellen Dougan (R) 109 Dale Rd.
November 2026

#300-24 Conyers/Lentini

8 Voted in Favor

12.B.7.i. Housing and Fair Rent Commission
Nonprofit Agency Member

A-Laurie Anne Bell Carter (D) 31 Preston Dr.
November 2027

#301-24 Schain/Muniz Poland

8 Voted in Favor

12.B.9.i. Sustainability Commission

A-Sandy Namette (R) 366 Hackmattack
November 2026

#302-24 Conyers/Reichelt

8 Voted in Favor

12.B.11. Economic Development Commission

A-Robert Cormier (R) 318 Middle Tpke East
November 2026

#303-24 Reichelt/Boland

8 Voted in Favor

13. NEW BUSINESS.

#304-24 **APPROVED-** 13.E. Approval of Salary Increase for Registrar of Voters.

Lentini/Muñiz Poland

8 Voted in Favor

15. ADJOURNMENT.

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

#305-24 Schain/Conyers

8 Voted in Favor

Adjournment: 9:30 p.m.
jb

APPROVED:

ATTEST:

Secretary, Manchester Board of Directors



TOWN OF MANCHESTER, CONNECTICUT

APPROPRIATION APPROVAL REQUEST MEMO

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: KIM LORD, DIRECTOR OF FINANCE
SUBJECT: APPROPRIATION REQUEST
DATE: OCTOBER 11, 2024
CC: BOARD OF DIRECTORS

Background:

On or about September 9, 2024, a fire broke out at property known as 136-138 School Street. The Town of Manchester provided assistance to the displaced tenants, totaling \$8,692.72.

Discussion:

A fire broke out at property located at 136-138 School Street on or about September 9, 2024. All residents were displaced. The Town's Senior, Adult and Family Services assisted these residents with housing. The total incurred by the Town is \$8,692.72.

The Town Attorney's office sent a letter to the owner of the property advising them that, pursuant to the Connecticut Uniform Relocation Act, they are responsible for the costs incurred by the Town and if payment was not received within 30 days of said letter that Relocation Costs Lien Certificate would be filed on their property and recorded in the land records.

Payment of \$8,692.72 was received by the Town of Manchester on December 5, 2024.

Financial Impact:

There is no financial impact to the General Fund.

Agenda Information Relocation Account GR133..... \$8,692.72
 to be funded by Certificate of Lien on Real Estate and Fire Insurance Proceeds.

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

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Relocation Account	3013801	4600	GR133	\$8,692.72
			TOTAL	\$8,692.72

Sincerely,

Kimberly Lord



TOWN OF MANCHESTER, CONNECTICUT APPROPRIATION APPROVAL MEMO

OK [Signature]

TO: STEVE STEPHANOU, GENERAL MANAGER
FROM: PATRICIA FILES, MANCHESTER POLICE DEPARTMENT
SUBJECT: APPROPRIATION REQUEST-CT CENTER FOR DIGITAL INVESTIGATIONS (CDI) **FY25**
DATE: DECEMBER 9, 2024
CC: BOARD OF DIRECTORS

Background:

The CT Center for Digital Investigations comprised of Officers from East Hartford, Glastonbury, Manchester, Newington, South Windsor, UCONN PD, Vernon, Wethersfield and Windsor Locks has established a special grant account (SG330) within the Town of Manchester budget system. Each of the member towns will submit an annual amount for deposit in this account. The funds will then be used to support task force operational needs for equipment, training, and facility expenses.

Discussion:

The funds will be used for continuing Digital Investigations.

Financial Impact:

One (1) check were received for \$4,900.00 each from **Windsor Locks** for their yearly share of the Digital Investigations program.

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

\$3,250.00 be appropriated to Account SG330 #41094317 68800

\$1,650.00 be appropriated to Account SG330 #41094317 68855

Agenda Information (Attach background documentation)

Manchester Police Department/CDI.....\$4,900.00
to be funded by annual fees from Manchester and 8 member towns, for the purpose of supporting task force operational needs for equipment, training, and facility expenses.

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

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
CDI-Program Expenditures	41094317	68800	SG330	\$3,250.00
CDI-Off-site Facility	41094317	68855	SG330	\$1,650.00
			TOTAL	\$4,900.00

2731	Manchester Police Department	1206	12/02/2024		127737
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

<u>PO Number</u>	<u>Invoice</u>	<u>Amount</u>
254201071	24-07	4,900.00

TOTAL: \$4,900.00

WARNING! DO NOT ACCEPT THIS CHECK UNLESS YOU CAN SEE SIGNATURES IN A TRUE WATERMARK WHEN HOLDING THE CHECK TOWARD THE LIGHT AND PINK LOCK & KEY ICONS THAT FADE WHEN WARMED

Town of Windsor Locks
50 Church Street
Windsor Locks, CT 06096

WEBSTER BANK
Hartford, CT 06103
51-7010/2111

127737

860-627-1449

EXPENSE
1206

DATE
12/02/2024
CHECK AMOUNT
\$4,900.00

PAY ***Four Thousand Nine Hundred and 00/100 Dollars***

TO THE ORDER OF
Manchester Police Department
ATTN: Patty Files
239 East Middle Turnpike
Manchester, CT 06040

THIS CHECK IS PROTECTED BY PAYEE POSITIVE PAY
PAYEE NAME & AMOUNT ARE ON FILE AT THE BANK

THIS CHECK EXPIRES AND IS VOID 90 DAYS FROM ISSUE DATE

127737 2111701010 1918047592

RUB OR BREATHE ON THE PINK LOCK & KEY ICONS — COLOR WILL FADE AND THEN REAPPEAR ON AN AUTHENTIC CHECK — IF COLOR DOES NOT FADE DO NOT ACCEPT



TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL REQUEST MEMO

TO: STEVE STEPHANOU, GENERAL MANAGER
FROM: DANIEL FRENCH, FIRE CHIEF
SUBJECT: APPROPRIATION REQUEST
DATE: DECEMBER 13, 2024
CC: BOARD OF DIRECTORS

Background:

The Town of Manchester Fire Department has received a donation from Christ Proclamation Church to the Paramedic fund in appreciation for our services rendered throughout the year.

Discussion:

The donation is in the amount of \$900.00. Once appropriated, these funds will be used to purchase supplies and training for members of the Department to continue to deliver quality medical services to the citizens of Manchester. All donations are gratefully acknowledged.

Financial Impact:

The funds will be appropriated to the Fire District Special Fund Fire Reserve account to be used when needed.

Agenda Information

FD Paramedic Fund.....\$ 900.00
to be funded by Christ Proclamation Church, Inc, for the purpose of supplies/training for Fire Dept medics.

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Fire Misc Donations	3213801	4615	FR435	\$900.00
			TOTAL	\$900.00

Sincerely,



Daniel French
Fire Chief

CHRIST PROCLAMATION CHURCH, INC.

Manchester Fire Rescue EMS

12/4/2024

564

900.00

CHRIS27CT

Thank you for Public Service

900.00

Christ Proclamation Church, Inc.

100 Pigeon Hill Road
Windsor, CT 06095

THIS CHECK IS VOID WITHOUT A BLUE TO RED BACKGROUND
Windsor Federal Savings

5648

DATE: 12/4/2024

Printed: 12/09/24 07:47:33 am

PAY 900.00
ONLY DOLLARS AND CENTS

\$ 900.00

PAY Nine Hundred and 00/100 Dollars

VOID AFTER 90 DAYS

MEMO: Thank you for Public Service

TO THE ORDER OF Manchester Fire Rescue EMS
75 Center Street
Manchester, CT 06040

BORDER CONTAINS MICROPRINTING

⑈005648⑈ ⑆211170237⑆ 75347700⑈

BRIAN E. PRINDLE

Attorney at Law

Board Certified Workers Compensation Specialist

Post Office Box 1208, Manchester, CT 06045

Phone 860.646.4431 • Fax 860.643.4480

atty.prindle@sbcglobal.net

CONFIDENTIAL CLIENT COMMUNICATION

Re: Paul Duva v. Town of Manchester

Dates of Injury: May 4, 2022

SETTLEMENT ANALYSIS

Paul Duva was a teacher who sustained an injury on May 4, 2022 when he was breaking up an altercation between two students at the Bennett Academy. He reported injuries to his left knee, right arm, elbow and hand, and low back. He had ongoing treatment for his left knee and right shoulder, with potential implication of his neck. Over time his treatment focused primarily on his right shoulder and neck with extensive conservative treatment provided.

CIRMA arranged an independent medical evaluation of the claimant's right shoulder complaints with Dr. Clinton Jambor in May, 2024. Dr. Jambor found that the claimant had right sided cervical and shoulder myofascial pain with a guarded prognosis. He endorsed ongoing physiatry treatment with injection and physical therapy.

A further independent evaluation was performed by Dr. Paul Ruwe in September, 2024. That evaluation found that the claimant had a normal shoulder exam with no permanency rating, yet indicated there was ongoing spasm in the scapular region and recommended massage therapy as well as work up for possible cervical pathology.

Mr. Duva no longer works for the Manchester Board of Education and is interested in settling his case. After some negotiation a figure of \$30,000.00 has been recommended, and is a figure that the claimant will accept.

In evaluating the case we note that the claimant's weekly benefit rate for total incapacity is \$1,163.06 per week; this figure exceeds the maximum for permanency and partial benefits so that rate is capped at \$1,154.00 per week.

Starting with an assessment of possible permanency, it is noted that Dr. Ruwe said there was no shoulder rating however the treating physician has not addressed permanency. For settlement purposes we would need to make a small allocation. This would be proposed as a 2.5% permanency which represents 5.2 weeks of benefits. That calculates to \$6,000.80 for this element. Further, given that Dr. Ruwe had suggested there may be neck pathology, an allocation

for the neck would also be appropriate. Again, at 5% that would be another 5.85 weeks which calculates to \$6,750.90. Finally, the case did involve a knee injury so we would include 5% of the knee which calculates to 7.75 weeks or \$8,943.50. These three allocations combined equal \$21,695.20.

The medical reports are not clear as to whether the injuries cause a permanent loss of earning capacity, which might entitle the claimant to benefits under Section 31-308a after permanency. However a small allocation for that benefit would be included in a settlement along with an allocation for potential future benefits. If we include a very low allocation for this item at 4 weeks that calculates to \$4,616.00 and gives us a total allocation for indemnity elements of \$26,311.20.

We would also need to make an allocation for future medical. Note that Dr. Ruwe had recommended ongoing massage therapy and a work up of the cervical spine to include x-rays and an MRI Scan. Those current items would price out at several thousand dollars, and there is further exposure for future medical over the claimant's lifetime as well as the potential concern that a finding of some pathology in the cervical region could result in substantial future medical exposure. An allocation for future medical of \$5,000.00 would be quite conservative and added to our indemnity allocations would take the exposure beyond the \$30,000.00 settlement amount proposed.

CONCLUSION:

Thus, as stated, we recommend a full and final settlement of \$30,000.00 to resolve this case.

Note that there is no pension offset in this case as the claimant's pension is provided through the state pension program for teachers.



Brian E. Prindle

Date: November 22, 2024



TOWN OF MANCHESTER, CONNECTICUT
OFFICE OF BUDGET & RESEARCH

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: BRIAN WOLVERTON, BUDGET & RESEARCH OFFICER
SUBJECT: BENNET HOUSING FIRE SAFETY IMPROVEMENTS LOAN
DATE: DECEMBER 26, 2024
CC: BOARD OF DIRECTORS

Background:

Bennet Housing is an apartment building, located on 1146 Main Street, which resides on property owned by the Town of Manchester and is operated as housing for individuals 55 and older. While the Town owns the building and property, the apartments are managed by the Vesta Corporation, on behalf of Bennet Housing Corporation (BHC), which is the Town-appointed board tasked with stewardship of Bennet Housing. The partnership between Vesta Corporation and BHC, BHC Associates Limited Partnership, functions as the leaseholder.

On October 12, 2023, the Fire Marshal issued an Abatement Order of Fire and/or Life Safety Hazards, listing a total of 33 items which required correction. To date, the Vesta Corporation has corrected 22 of the 33 items cited. The correction of the remaining 11 items are estimated to cost \$177,920, an amount which Vesta Corporation does not have available in its operating budget. BHC Associates Limited Partnership has therefore requested a zero-interest loan from the Town of Manchester, as owners of the property, to correct the remaining items.

Recommendation

It is the recommendation of the Town Manager to utilize undesignated General Fund balance to provide a zero-interest loan in the amount of \$177,920 so that the cited fire, life & safety hazards may be corrected. A resolution has been drafted & attached authorizing the Town Manager to negotiate said loan agreement following ratification by the Board of Directors.

Financial Impact

The amount of the loan is de minimis in relation to the General Fund balance, which is in excess of \$30M as of this writing, and the funds will be repaid over the term of the loan, which will be paid in full via refinancing within four (4) years according to the terms of the attached MOU.

Recommended Motions

Motion to appropriate \$177,920 from General Fund undesignated fund balance to a special grant account, for the purpose of issuing a no-interest loan to BHC Associates Limited Partnership to rectify the outstanding fire, life & safety hazards as listed in the Fire Marshal Abatement Order, dated October 12, 2023.

Motion to adopt a resolution authorizing the Town Manager to enter into a Memorandum of Understanding with the BHC Associates Limited Partnership, to establish terms for a loan in the amount of \$177,920.

Attachments (2):

Resolution

Memorandum of Understanding (MOU)



TOWN OF MANCHESTER, CONNECTICUT APPROPRIATION APPROVAL MEMO

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: KIMBERLY LORD, DIRECTOR OF FINANCE
SUBJECT: APPROPRIATION REQUEST- ENERGY EFFICIENCY UPGRADES LIBRARY PROJECT
DATE: 1/6/2025
CC: BOARD OF DIRECTORS; TIM BOCKUS, DIRECTOR OF PUBLIC WORKS; CHRIS TILL, FACILITIES DIRECTOR

Background:

Energy efficiency projects associated with the construction of the 21st Century library on Main Street will be funded by two green energy initiatives- State of Connecticut Eversource Energize Connecticut incentives and Federal Inflation Reduction Act Green Energy Investment Tax Credits.

Discussion:

The Town has executed the attached Eversource Energize CT Path 1 MOU for the new library to take advantage of the incentives for geothermal, PV, battery storage and pursuing a targeted design of Net Zero Energy totaling \$750,000. Additionally, as an applicable entity pursuant to IRC Section 6417, the Town has engaged with CliftonLarsonAllen to analyze the geothermal and solar system for investment tax credit (ITC) direct payments. Based upon the results of Bowers Elementary school ITC, we estimate that the Town will receive a minimum of 30% in direct payments totaling at least \$2,225,000.

Financial Impact:

\$3,000,000 should be appropriated to the Library project (CP369) to construct clean energy projects, such as geothermal and solar panels, at the new library which will be funded by the alternate sources named above.

Agenda Information (Attach background documentation)

Example:

*New Main Library Project Fund (CP369)\$ \$3,000,000
to be funded by Eversource Clean Energy Incentives and Federal Green Energy Investment Tax Credits.*

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

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
State and Federal Grants	3693401	4300	CP369	\$3,000,000
			TOTAL	\$3,000,000

Thank you,



Kimberly Lord
Director of Finance



NEW CONSTRUCTION & MAJOR RENOVATIONS (2024)

Memorandum of Understanding for Path 1: Net Zero / Deep Energy Savings – Libraries

Welcome to Path 1 of the Commercial and Industrial (C&I) New Construction and Major Renovation Program. This path encourages customers to pursue a sustained focus on low site Energy Use Intensity (EUI) from early design all the way through post-occupancy. Path 1 is a performance-based participation pathway, such that final customer incentives are based on the building's post-occupancy site EUI. While the path is a path-to-zero incentive offer, customers are not required to install solar or purchase renewable energy offsets to participate.

Definition: Site EUI is a measure of a building's gross annual site energy consumption (including all fuels) relative to its gross square footage. The units are kBtu/sf/year. For this path, gross square footage excludes parking garages and penthouse square footage, as these are not typically conditioned spaces¹. The Program's EUI calculation does not include onsite renewables.

Project Eligibility:

1. Customer must engage The Companies² before 100% Design Development, but preferably during the Feasibility or Conceptual Design phases.
2. Projects must have a minimum of 10,000 square feet of comfort conditioned (heated and cooled) space.
3. Projects must anticipate year-round occupancy.
4. Building must be separately metered (not on same utility meters as other buildings).
5. Projects must be new buildings or major renovations. A major renovation would qualify for this Program if the scope is such that occupancy is not possible during construction and where scope includes at least 3 of the following 5 systems: (1) HVAC, (2) Domestic Hot Water (DHW), (3) lighting, (4) envelope, and (5) process equipment.
6. Projects where scope includes Combined Heat and Power (CHP) are not eligible for participation in Path 1. Projects on campus central plants may or may not be eligible. Talk with the Energize CT Companies as needed.
7. Participants must be a customer of one of The Companies. Note that projects in the service territories of municipal electric utilities are not eligible for this path.

Key Customer Commitments:

1. Project teams must be willing to target a **35.0 site EUI or less**. See Table 1 below for more target details:

¹ EUI calculations will exclude exterior lighting loads (parking garages/lots) and associated loads in garage spaces (i.e. exhaust fans). If there are enclosed spaces in garages with equipment loads (i.e., unit heaters in elevators and lobbies), these loads and square footages will be included in the building's EUI calculation.

² "The Companies" refers to The Connecticut Light and Power Company (CL&P) and/or Yankee Gas Services Company each dba Eversource Energy (Eversource) and The United Illuminating Company (UI), The Southern Connecticut Gas Company (SCG), and Connecticut Natural Gas Corporation (CNG), subsidiaries of AVANGRID, Inc.

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Table 1: EUI Targets & Incentives

Libraries	Site EUI	Incentives				
		Payable at end of construction		Payable at end of 1 year post occupancy		
		Construction incentive \$/sf	Heat pump adder*	Post occupancy incentive \$/sf	Adder for getting under ZNE EUI target	Certification incentive
Tier 2	31-35	\$2.00	Air Source Heat Pumps: \$640/ton capped at: Eversource: \$400,000 Avangrid: \$200,000 VRF: \$1,000/ton capped at: Eversource: \$500,000 Avangrid: \$300,000 Ground Source Heat Pumps: \$4,000/ton capped at: Eversource: \$600,000 Avangrid: \$400,000	\$1.50	Not applicable	\$3,000
Tier 1 - ZNE Level	30 or less	\$2.50			\$0.05/EUI point reduction/sf	
Grid-Interactive Efficient Buildings Incentives						
Technical Assistance: 75% of fee for a grid-interactivity specialist and/or \$3,000 per program paid upon successful enrollment in the demand response, electric vehicle, or battery storage programs.						

* Equipment must be used as a primary heating source to qualify. The heat pump adder is only available for equipment that transfers heat from a source outside of the building (i.e. outside air (OA) or a geothermal source) for space heating purposes. In order to maximize the benefits of electrification designs, supplemental electric resistance and/or fossil fuel use (if any) to the vapor compression heat pump cycle must be limited by having a maximum configured setting of 30°F outdoor air switchover temperature to supplemental heat. Projects not achieving an average annual heating system performance greater than a COP of 2.0 will be considered on a case-by-case basis.

The incentive calculation is based upon the nominal heating capacity (BTU/hr) at AHRI or ISO conditions divided by 12,000.

- Air Source Heat Pumps (ASHP): heating capacity at AHRI standard rating conditions
 Air-to-Air Systems: AHRI 340/360 - OA 47°F dry bulb (db)
 Air-to-Water Systems: AHRI 550/590 - OA 17°F db, Leaving Water Temperature (LWT) 120°F
- Variable Refrigerant Flow – Air Source (VRF): heating capacity at AHRI 1230 standard rating conditions
 Air-to-Refrigerant Systems: OA 47°F db
- Ground Source Heat Pumps: heating capacity at ISO 13256 or AHRI 1230 (if VRF) standard rating conditions
 Ground Loop Heat Pump (GLHP): 32°F liquid entering heat exchanger
 Ground Water Heat Pump (GWHP): 50°F liquid entering heat exchanger

Incentives for ground source heat pump projects will be based upon the lesser value of the peak heating load capacity of the heat pump systems or the peak heating load capacity of the geothermal source/wells. Prior to payment of any incentives, confirmation of equipment capacities, quantities, ratings, and system configuration/control settings as installed at the project site will be required.

Note: Total Eversource project incentives are capped at \$2 million per federal tax ID. For projects in Avangrid service territory, please contact your Avangrid representative for information regarding federal tax ID caps.

2. Agree to cost share the services of an Energize CT Net Zero Technical Assistance (TA) Consultant. See cost share percentage in the Key Commitments of the Companies section below.
3. Continuously monitor the predicted site EUI of the project with iterative energy modeling throughout each phase of design. Design team's energy model should meet the requirements of ASHRAE 90.1 G2.2. At minimum, whole building energy modeling runs must take place at 100% Schematic Design, 50% Design Development/100% Design Development, and 100% Construction Documents. Project teams will need to report predicted EUIs to The Companies at each of these intervals. See Step 4 on page 5 below for more information.
4. Ensure electric vehicle charging stations are separately submetered.
5. Ensure any on site generation is separately metered.
6. Ensure any unconditioned spaces are separately metered.
7. Meet the requirements of ASHRAE 90.1-2019, paragraph 8.4.3 related to metering and data storage and commit to continued engagement with The Companies through a one-year post-commissioning, post-occupancy period.

Key Commitments of The Companies:

1. Cost share with the customer the services of a Net-Zero TA Consultant (50% of fee up to \$10,000 cost share) to help the project team develop a roadmap to low site EUI and net-zero success.
2. Offer project incentives on a dollar per square foot basis up to \$4.00/sf. See Table 1 above.
3. Offer \$3,000 toward Net Zero or Passive House certification (see Step 6 for details).
4. Offer up to \$15,000 in Design Team Incentives.
5. Offer an optional Verification Incentive to help customers achieve their predicted EUI upon operation. Contact The Companies for details about this additional offer.

This document outlines the roles and responsibilities of each party and sets transparent expectations for all parties participating in Path 1 of the Program. Under no circumstances does this Memorandum require customers or design teams to incorporate any particular site EUI reduction strategy, nor does this document bind the customer or design team to a particular site EUI target. Further, this Memorandum does not bind the Companies to any particular site EUI strategy and/or any incentive, and any and all assistance offered by The Companies through this Program is offered in an advisory capacity only. Incentive offerings are contingent on availability of funds from the Connecticut Energy Efficiency Fund.

THE COMPANIES UNDERSTAND THAT THE FOLLOWING CUSTOMER:

The Customer (name):

Will undertake the following (check applicable):

<input type="checkbox"/>	New construction	<input type="checkbox"/>	Major renovation	<input type="checkbox"/>	Addition
Project Schedule (Dates)		100% Schematic Designs	100% Design Development	100% Construction Documents	Expected Completion
Premises (Address)					
Premises SF (excluding unconditioned space):			Premises EUI Target (kBtu/SF/yr):		
Main Project Contact Name:					
Email:			Phone:		

Detailed Process:

Step 1 – Set an EUI Target and Take Advantage of the Services of a Net Zero TA Consultant

Engage with The Companies as early as possible in design. You will need to participate in a net-zero scoping session and set a target EUI as early as possible in design. To assist the project team in achieving its target EUI, The Companies will enlist the support of a net-zero specialist who will provide technical assistance and road mapping services for the project through feasibility and early design. We will work with you on the best scope to suit your project needs, though we do have a minimum scope that we require and ask customers to cost share as described above. See Appendix for more information.

Step 2 – Design to Target EUI

The project team will pursue the EUI target throughout design and will conduct the iterative energy modeling necessary to ensure the design remains on track.

Step 3 – Make Sure You're Ready to Assess Post-Occupancy Performance

Develop a plan to collect post-occupancy EUI data (data collection requirements are outlined in Step 6 below). Consider how you'll take corrective action if, during occupancy, the project strays from the final design EUI. The Companies offer a separate Verification Incentive that can help. Ask The Companies for more information.

Step 4 – The Companies Issue Incentive Offers

At the end of design, provide The Companies with the design team's energy model and short report that details:

- The final design's site EUI, calculated per the EUI definition in this MOU
- The final predicted annual energy use for electricity as well as any fossil fuels (natural gas, propane, oil)
- The building's total gross square footage per the definition on the first page of this MOU
- If heat pumps are included in the design, state the heat pump type(s) and heating capacity per Table 1 notes.

The Companies will issue incentive offers per Table 1: EUI Targets & Incentives above. If more than one of The Companies are participating, the customer may receive two incentive offers summing to the incentive levels in the table. The incentive offer will be split into two major components and payment timeframes:

- Payment 1: The Companies will make their first payment at the end of construction. It will include both the \$/sf Construction Incentive and the Heat Pump Adder (if applicable).
- Payment 2: The Companies will make the second payment(s) at the end of the agreed upon one-year post-occupancy period.
 - ◊ The post-occupancy payment will be made if the operating site EUI is at or below the EUI target the project set out to achieve.
 - ◊ The \$3,000 certification incentive payment will be made if the project achieves Net Zero or Passive House certification.

Customers are required to sign the Energize CT Letter of Agreement (LOA) within the timeframe specified in the letter.

Customers must commit to constructing the building as it was designed and documented. Major deviations from the design could jeopardize the project's ability to achieve the target EUI and opportunity to obtain full incentives.

At the end of design, The Companies will request PDF copies of the final design documents. The Companies may conduct further analysis at their own expense to determine more granular information regarding program energy savings. The Companies will share the design documents with at least one additional vendor at their discretion at this time. The vendor may request additional information from the design team.

Step 5 – Construction and Construction Phase Incentive Payment

A few weeks before substantial completion, customers must provide a set of approved submittals, invoices, certifications, and photographs corresponding with major equipment that is key in attaining the predicted EUI. All projects participating in the Program are subject to inspection by each of the participating Companies.

Once The Companies complete their review and affirm the project was built substantially in accordance with the design, they will make the construction phase incentive payments to the customer.

The design team is eligible for a Design Team Incentive (DTI) at construction completion if the customer's construction payment is approved. DTI rates, offered per Table 2 that follows, encourage the integrated design and continuous iterative energy analysis that is necessary to achieve the EUI target. The Companies pay the DTIs to the design team lead, who may disperse them to the other team members as appropriate.

Table 2: Design Team Incentives
Calculated at \$0.20/sf and capped at \$15,000, but not less than \$8,000 per project.

Step 6 – Post-Occupancy and Certification Incentives

Once the building is functioning in a steady state, the customer and The Companies agree to begin the post- occupancy performance period, which will last for one year. At the end of the performance period, the customer is responsible for supplying post-occupancy energy usage data for The Companies to review.

The performance period as it relates to the post-occupancy incentive will begin once the customer affirms:

- The metering system is set up and operating properly per ASHRAE 90.1-2019, para. 8.4.3. The system shall be capable of maintaining all data collected for a minimum of 36 months.
- All significant corrective action the customer intends to take has been completed.
- The occupancy and use of the building have reached "steady state".

Customer shall supply The Companies with the following at the end of the performance period:

- A final commissioning report (if completed)
- Electrical energy usage for the following loads shall be recorded and reported to The Companies on at least an hourly, daily, monthly, and annual basis for the one-year period (exception - up to 10% of the load for each of the following categories (b) through (e) shall be allowed to be from other electrical loads)³:

a. Total building electrical energy	d. Exterior lighting
b. HVAC systems	e. Receptacle circuits
c. Interior lighting	f. On-site generation
- Energy use from non-electrical sources (e.g. gas or propane for space heating, cooking, hot water, etc.) must be recorded and reported at least monthly (or if using delivered fuels, as often as deliveries are made) and annually for the same one-year period as the electric usage.
- All data shall be provided in an Excel or CSV format.

If, at the end of the Energize CT Performance Period, the building achieves an operational site EUI, which, when adjusted for weather by The Companies, achieves the target EUI, The Companies will pay the customer the additional \$1.50/sf incentive for this Program. The post-occupancy site EUI is adjusted for weather so that customers are not unfairly penalized for particularly harsh weather and are not unfairly benefitted by particularly mild weather.

³ It is recommended that the project team consider submetering in accordance with the LEED BD&C v4 Energy and Atmosphere Advanced Energy Metering credit, which requires submetering of any individual energy end uses that represent 10% or more of the total annual consumption of the building.



NEW CONSTRUCTION & MAJOR RENOVATIONS (2024)

If the customer opts to certify the project as net zero in accordance with LEED Zero, the International Living Future Institute's (ILFI's) Living Building Challenge 4.0 (including Zero Carbon, Zero Energy, CORE, Petal or Living Certification), or if they receive Passive House certification from either PHIUS or PHI, The Companies will pay a \$3,000 certification incentive.

IMPORTANT:

Customers participating in this pathway may not also participate in the Energize CT *Midstream (program payments made to distributors) or Express (customer rebate)* programs. To help ensure participation in only one Energize CT program pathway, designers must include language in project documents informing contractors that this project is participating in a Energize CT downstream program pathway, and that they may not pursue or accept any HVAC, domestic hot water, food service or lighting incentives made to distributors for this project. Customers may not separately apply for support through the Energize CT Express offers (which provide rebate payments after equipment purchase and installation).

By signing below, the Customer represents that they (1) are an authorized representative of the Customer at the Premises and (2) have read and understand the requirements for participation in Path 1 of the Program outlined above. Signing this document does not guarantee payment of incentives nor any commitment financial or otherwise on behalf of the participant. The terms and conditions for receiving incentives will be outlined in the Letter of Agreement (LOA) discussed in Step 4.

APPROVED AS TO FORM

Timothy P. O'Neil

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

Customer Signature:

[Signature]

Customer Printed Name:

Steve Stephanou

Date:

1/12/2024

Design Firm Official Signature:

[Signature]

Design Firm Official Printed Name and Company Affiliation:

Robert W. Roach, AIA - Vice President, Friar Architecture

Date:

1/15/2024

AGREED:

Ellen Richer

Date:

1/15/2024

AGREED:

Date:

The Companies
(specific Utility and its representative to be identified)

Eversource

☒

UI

☐

SCG

☐

CNG

☐

The Companies
(specific Utility and its representative to be identified)

Eversource

☐

UI

☐

SCG

☐

CNG

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Appendix - NET ZERO CONSULTANT SCOPE - PATH 1

Tasks	
Task 1	Base Net Zero Consultant Scope (Required)
1.1	<p>Facilitate/Participate in a Net Zero Scoping Meeting - Facilitate or participate in a scoping meeting with the project team to establish clear net-zero/low EUI goals and provide direction. Possible scope items include providing EUI benchmarks of similar projects for guidance, assessing whether additional analytical services are needed for project success (Task 2 and more), brainstorming energy reduction/conservation measures.</p> <ul style="list-style-type: none"> • Deliverable: Summary memo detailing key meeting results, recommendations, and EnergizeCT Sponsor next steps. Prepare proposal for Task 1 and for additional net-zero consulting services detailed in Task 2 if appropriate. • Turnaround Time: Within 2 weeks following meeting.
1.2	<p>If Needed - In the event that the project team, EnergizeCT Sponsors and Net Zero consultant all agree that a site specific EUI target is necessary for a particular project, the Net Zero consultant will assist in establishing an alternative EUI target that meets the requirements of the Path 1 MOU (roughly a minimum 25-40% reduction from a mixed fuel baseline).</p>
1.3	<p>Review and Comment on Design Drawings at Key Milestones - Review design documents at 100% SD, mid- DD, 100% DD. Participate in meetings with project team at each of these intervals.</p> <ul style="list-style-type: none"> • Deliverable: Memo at each interval (100% SD, 50% DD, 100% DD) stating the projected EUI and Path 1 tier the project is designing toward, including recommendations for further reducing site EUI, noting any abnormalities in modeling assumptions, and stating whether the project is still on track to achieve a Path 1 EUI at the end of design. Other information to include in final memo: <ul style="list-style-type: none"> ◇ The building's gross square footage (see Path 1 MOU for definition), ◇ Heat pump tonnage and type(s) ◇ Confirm that building is separately metered from other buildings, that parking garages, PV and electric vehicles are all separately submetered, and that the requirements of ASHRAE 90.1-2019 para 8.4.3 are met, such that the following loads will be metered/recorded and will be reported to EnergizeCT on at least an hourly, daily, monthly and annual basis for the one-year period (Exception - up to 10% of the load for each of the following categories shall be allowed to be from other electrical loads): <ul style="list-style-type: none"> » Total building electrical energy » HVAC systems » Interior lighting » Exterior lighting » Receptacle circuits ◇ Confirm that energy use from non-electrical sources (e.g., gas or propane for space heating, cooking, hot water, etc.) will be recorded and reported at least monthly (or if using delivered fuels, as often as deliveries are made) and annually for the same one- year period as for the electrical usage ◇ Updated design schedule <p>Turnaround Time: Within 2 weeks from receipt of design drawings.</p>

1.4	<i>If needed, hand off to EnergizeCT modeler at 100% DD</i> - Participate in one meeting with EnergizeCT Sponsors and the EnergizeCT Sponsors' own energy modeler (if different from the EnergizeCT Net Zero TA Consultant) at the end of DD to hand off the project. If the EnergizeCT Net Zero consultant will be the same as the EnergizeCT energy modeler, this scope item is not needed.
Task 2	Additional Net Zero Consultant Services (Begin in feasibility or early SD to complete by 100% DD)
2.1	<p>Load Reduction Analysis- Analyze and provide specific recommendations for load reduction strategies, such as window-to-wall ratios, insulation levels, infiltration, shading strategies, and glazing properties with goals of load reduction, optimized daylighting and meeting the EUI target. Strategies should be optimized relative to one another. Assume meetings with the design team to review results.</p> <ul style="list-style-type: none"> • Deliverable: Memo detailing recommended load reduction strategies. • Turnaround Time: In accordance with Customer's Schedule
2.2	<p>HVAC System Selection Analysis- Collaborate with the mechanical system design engineers to provide parametric energy analysis for up to three (3) HVAC system options. Assume meetings with design team to review results.</p> <ul style="list-style-type: none"> • Provide recommendations for the 3 system options and ways to optimize each. • Show expected building EUIs under all HVAC scenarios analyzed. <p>◇ Deliverable: Spreadsheet/analysis/report showing results.</p> <p>◇ Turnaround Time: In accordance with Customer's Schedule</p>
2.3	<p>Life Cycle Cost Analysis- Provide LCCA for systems under consideration to allow the design teams to make informed decisions at critical milestones of the project. The project team is to provide cost data for the parameters under study. Assume meetings with design team to review results.</p> <ul style="list-style-type: none"> • Deliverable: LCCA spreadsheet/analysis showing results. • Turnaround Time: In accordance with Customer's Schedule
2.4	<p>Plug-Load Inventory & Load Reduction Analysis, and Assessment of Modeling Inputs - Subtasks to be considered: Inventory equipment anticipated for installation in the project in terms of expected wattage and use schedules; use industry research to assess expected energy use, make recommendations for reducing plug loads, make recommendations for modeling assumptions. Assume meetings with design team to review results.</p> <ul style="list-style-type: none"> • Deliverable: Plug load memo /analysis showing results. • Turnaround Time: In accordance with Customer's Schedule

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For Utility Use Only		
	Email:	Phone:
Project Architect:		
Electrical Engineer:		
Mechanical Engineer:		
Other Contact:		
Electric Company and Contact:		
Gas Company and Contact:		

RESOLUTION RE: BENNET HOUSING

WHEREAS, the Town of Manchester owns the building and property at 1146 Main Street known as Bennet Housing, consisting of 45 one and two bedroom apartment units available for rent to individuals age 55 and older; and

WHEREAS, on September 6, 2023 the Town of Manchester's Fire Marshal conducted a statutorily required inspection of 1146 Main Street to determine compliance with the Connecticut State Fire Prevention Code; and

WHEREAS, on October 12, 2023 the Fire Marshal issued an Abatement Order of Fire/Life Safety Hazards listing a total of 33 items which needed to be corrected; and

WHEREAS, Vesta Corporation is under contract to manage the property for BHC Associates Limited Partnership, the entity which leases 1146 Main Street from the Town of Manchester and the General Partners of BHC Associates Limited Partnership are the Bennet Housing Corporation and Vesta Corporation; and

WHEREAS, Vesta Corporation has corrected 22 of the 33 items cited by the Fire Marshal in the October 12, 2023 Abatement Order, utilizing funds from the operating account; and

WHEREAS, the correction of the remaining 11 items are estimated to cost \$177,920 to correct and Vesta Corporation does not have the funds in the operating budget to pay for the remaining items; and

WHEREAS, BHC Associates Limited Partnership has requested a no interest loan from the Town of Manchester to fund the \$177,920 needed to correct the remaining 11 items in the October 12, 2023 Abatement Order.

NOW, THEREFORE, be it resolved by the Board of Directors of the Town of Manchester that Steve Stephanou, Town Manager, is hereby authorized to negotiate the terms of a no interest loan with BHC Associates Limited Partnership in an amount necessary to make the corrections to comply with the October 12, 2023 Fire Marshal's Abatement Order and execute a Memorandum of Understanding between the parties, which is attached hereto.

Dated this 7th day of January, 2025

Pamela Floyd-Cranford, Secretary
Board of Directors

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made this ____ day of January, 2025, 2021 by and between the **TOWN OF MANCHESTER**, a municipal corporation organized under the laws of the State of Connecticut (hereinafter referred to as "MANCHESTER") and **BHC ASSOCIATES LIMITED PARTNERSHIP**, a Connecticut partnership acting herein by its General Partners, Vesta Corporation and Bennet Housing Corporation (hereinafter referred to as "BHC").

WHEREAS, MANCHESTER is the owner of real property known as 1146 Main Street, Manchester (hereinafter referred to as the "PROPERTY"), which houses 45 rental units for affordable senior housing; and

WHEREAS, BHC is the PROPERTY'S tenant pursuant to leases for the building and the land and operates the housing complex through its General Partners, Vesta Corporation and Bennet Housing Corporation; and

WHEREAS, as a result mandatory fire code inspections for the was found to have a total of 33 code violations and 22 of the violations have been corrected by BHC's management company, Vesta Corporation, utilizing funds from its operating account; and

WHEREAS, the remaining 11 items to be corrected are expensive and are outside the operating budget of BHC, including the installation of a new fire prevention sprinkler system; and

WHEREAS, the cost to address the remaining 11 items is estimated to be \$177,920 and MANCHESTER, as the owner and landlord of the PROPERTY has agreed to make a no interest loan to BHC to fund the cost of correcting the remaining code violations.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth:

1. MANCHESTER agrees to loan BHC the sum of \$177,920.00, without interest, said loan to be amortized over the remaining term of the lease, which is 17 years, for an annual payment of \$10,000. There shall be no prepayment penalty for paying the loan in full prior to the maturity date.
2. BHC agrees to use the proceeds of the loan to pay for the corrections of the remaining 11 fire code violations, including the installation of a new fire suppression sprinkler system.
3. BHC agrees that within four (4) years, or sooner, it will refinance its existing debt on the property and with the proceeds of the refinance BHC will pay in full the balance of the loan to MANCHESTER.
4. The loan shall be evidenced by a written Commercial Loan Agreement which shall contain the terms and conditions of the loan as set forth herein and any other

commercially reasonable terms and conditions as may be required by
MANCHESTER

5. This Memorandum of Understanding shall be governed by the laws of the State of Connecticut.

Dated at Manchester, Connecticut this ____ day of January, 2025.

BHC ASSOCIATES,
LIMITED PARTNERSHIP

TOWN OF MANCHESTER

By: _____
Thomas Robinson, President
Bennet Housing

By: _____
Steve Stephanou
Its Town Manager, duly authorized

By: _____
Arthur Greenblatt, President
Vesta Corporation



TOWN OF MANCHESTER, CONNECTICUT
APPROPRIATION APPROVAL MEMO

TO: STEVE STEPHANOU, GENERAL MANAGER
FROM: PATRICIA FILES, MANCHESTER POLICE DEPARTMENT
SUBJECT: APPROPRIATION REQUEST - ANIMAL CONTROL
DATE: DECEMBER 6, 2024
CC: BOARD OF DIRECTORS

OK [Signature]

Background:

Manchester Animal Control has received cash donations totaling \$110.00. The donations are from Anne Ahern, (\$100.00), and Jamie Moner, (\$10.00). These funds are gratefully acknowledged and accepted.

Discussion:

The funds will be used for continuing animal control services.

Financial Impact:

That the entire \$110.00 be deposited into Manchester’s Animal Control Account.

Agenda Information (Attach background documentation)

Example:

Manchester Police Department/Animal Control\$110.00
to be funded by public donations, for the purpose of continuing animal control services.

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

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Animal Control Program	41094314	68800	SG014	\$110.00
			TOTAL	\$110.00

RECEIPT DATE 11/9/24 No. 246.06

RECEIVED FROM Kimie Moner \$ 600.00 DOLLARS

FOR RENT 508 Oak Rd Lebanon CT 06249

FOR Tree 115822 Temp K-19 910

ACCOUNT	<u>MA10</u>	<input type="radio"/> CASH
PAYMENT	<u>24-</u>	<input type="radio"/> CHECK
BAL. DUE	<u>098</u>	<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM 11/10 TO

BY BF

Donate \$1000

A-2701
T-46800

RECEIPT DATE 11/10/24 No. 246.06

RECEIVED FROM Kimie Moner \$ 105.00 DOLLARS

FOR RENT 508 Oak Rd Lebanon CT

FOR Tree 115822 Temp K-19 910

ACCOUNT	<u>MA10</u>	<input type="radio"/> CASH
PAYMENT	<u>24-</u>	<input type="radio"/> CHECK
BAL. DUE	<u>017</u>	<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM 11/10 TO

BY BF

Donate \$100

A-2701
T-46800



TOWN OF MANCHESTER, CONNECTICUT APPROPRIATION APPROVAL MEMO

TO: STEVE STEPHANOU, GENERAL MANAGER
FROM: PATRICIA FILES, MANCHESTER POLICE DEPARTMENT
SUBJECT: APPROPRIATION REQUEST - ANIMAL CONTROL
DATE: DECEMBER 20, 2024
CC: BOARD OF DIRECTORS

OK [Signature]

Background:

Manchester Animal Control has received cash donations totaling \$312.59. The donations are from the Walmart Holiday Pet Food Drive/Fundraiser, (\$297.59), and Thomas Piracini, (\$15.00). These funds are gratefully acknowledged and accepted.

Discussion:

The funds will be used for continuing animal control services.

Financial Impact:

That the entire \$312.59 be deposited into Manchester's Animal Control Account.

Agenda Information (Attach background documentation)

Example:

Manchester Police Department/Animal Control\$312.59
to be funded by public donations, for the purpose of continuing animal control services.

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

ACCOUNT NAME	ORG #	OBJ #	PROJECT #	\$ AMOUNT
Animal Control Program	41094314	68800	SG014	\$312.59
			TOTAL	\$312.59

RECEIPT

DATE 12/14/24

No. 244416

RECEIVED FROM

LYNN MONT CASH

\$297.59

DOLLARS

☐ FOR RENT

EAST HFD A-2701 297.00

ACCOUNT

☒ CASH

PAYMENT

☐ CHECK

BAL. DUE

☐ MONEY ORDER

☐ CREDIT CARD

FROM

Holiday Pet Food Drive Fundraiser

BY

E. MONT

A-2701
T-46900

EAST HFD Receipt

RECEIPT

DATE

No. 24615

paid

\$20.00 ✓

RECEIVED FROM

DOLLARS

FOR RENT
FOR

ACCOUNT	111.10	FROM verbal TO
PAYMENT	24.1	
BAL DUE	120	

☐ CASH
☐ CHECK
☐ MONEY ORDER
☐ CREDIT CARD

BY

PK

A-2701
T-46802

Donation \$15.00

12/18/24

Tony X

12/19/24
PK



TOWN OF MANCHESTER, CONNECTICUT
FINANCE DEPARTMENT
MEMORANDUM

TO: STEVE STEPHANOU, TOWN MANAGER
FROM: KIMBERLY LORD, DIRECTOR OF FINANCE
SUBJECT: ANNUAL APPOINTMENT OF AUDITOR
DATE: 1/02/2025
CC: BOARD OF DIRECTORS

Background:

The Town of Manchester has awarded an annual contract for professional auditing services to CliftonLarsonAllen LLP since 2021.

Discussion/Analysis:

CLA continues to meet annual performance review metrics. They provided good service for the FY24 audit, with the audit being delivered on time and additional assistance provided for the Eighth Utilities Fire District merger. Upon approval by the Board, CLA will provide the Town with a scope of work and contract for the upcoming FY25 audit. That work will begin in July 2025.

Financial Impact:

The fee for FY25 audit services will be included in the FY26 budget.

Recommendation:

Appoint CliftonLarsonAllen LLP as the Town of Manchester auditor for the fiscal year ending June 30, 2025.

A handwritten signature in blue ink that reads "Kimberly Lord".

Kimberly Lord
Director of Finance



STEVE STEPHANOU, TOWN MANAGER

Town of Manchester

41 Center Street • P.O. Box 191
Manchester, Connecticut 06045-0191
www.manchesterct.gov

January 07, 2025 Board of Directors Agenda
TOWN OF MANCHESTER
SARAH JONES, DEPUTY MAYOR
PAMELA FLOYD-CRANFORD, SECRETARY

DIRECTORS
ED BOLAND
PETER CONYERS
JERALD LENTINI
JESSEE MUNIZ POLAND
ZACHARY REICHEL
DENNIS SCHAIN

TOWN OF MANCHESTER PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

TO: Steve Stephanou, Town Manager
FROM: Emma Petersen, Principal Comprehensive Planner
DATE: January 2, 2023
RE: Grant Application Authorization - Downtown Manchester Improvements Project

The Board of Directors is being asked to authorize the Town Manager to apply for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funds, overseen by the United States Department of Transportation (USDOT). This authorization also includes applying for future grants that align with the project's strategic goals.

This funding will support the Downtown Manchester Improvements Project, which focuses on transformative public improvements to the Main Street Corridor. The RAISE grant request will enable the Town to implement streetscape enhancements, including modern roundabouts, a road diet, physically separated cycle tracks, and pedestrian safety improvements. These measures aim to improve safety, accessibility, and multimodal connectivity in Downtown Manchester while fostering a vibrant and sustainable community.

The Town of Manchester seeks to secure federal financial assistance from the U.S. Department of Transportation to complement the funding already secured from the State of Connecticut Community Investment Fund and federal community project funding. This combined funding demonstrates the Town's commitment to the project's realization and provides a strong foundation for the RAISE grant application.

The project aligns with the goals of the RAISE program by advancing community safety, sustainability, and economic vitality. Specifically, it targets populations historically underserved by public investments and fulfills Manchester's longstanding commitment to revitalizing Downtown.

This RAISE application represents a significant opportunity to leverage federal funding for transformative, generational improvements to the Main Street Corridor. The Town's previous outreach and planning efforts have demonstrated strong community support for this initiative, which reflects Manchester's broader vision of inclusive development and multimodal transportation enhancements.

For more information about the project, please visit the Town of Manchester's platform for informing and engaging residents on Town Project – Your Voice Matters Manchester CT.

URL Link: <https://YourVoiceMattersManchesterCT.com/>



STEVE STEPHANOU, TOWN MANAGER

Town of Manchester

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January 07, 2025 Board of Directors Agenda
SARAH JONES, DEPUTY MAYOR
PAMELA FLOYD-CRANFORD, SECRETARY

DIRECTORS
ED BOLAND
PETER CONYERS
JERALD LENTINI
JESSEE MUNIZ POLAND
ZACHARY REICHEL
DENNIS SCHAIN

RESOLUTION OF THE BOARD OF DIRECTORS

WHEREAS, the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program, overseen by the United States Department of Transportation (USDOT), provides federal financial assistance for projects that improve safety, accessibility, and sustainability in transportation infrastructure; and

WHEREAS, it is desirable and in the public interest that the Town of Manchester, Connecticut, apply for RAISE grant funding to implement the Downtown Manchester Improvements Project, which focuses on streetscape enhancements to improve roadway safety, accessibility, and multimodal transportation in the Main Street Corridor; and

WHEREAS, the Town of Manchester has already secured funding from the State of Connecticut Community Investment Fund and federal community project funding to complement the RAISE grant and advance this transformative project; and

WHEREAS, the Downtown Manchester Improvements Project aligns with the goals of the RAISE program and reflects the Town's commitment to equitable and sustainable development.

NOW, THEREFORE, BE IT RESOLVED BY THE Town of Manchester Board of Directors:

1. That it is cognizant of the conditions and prerequisites for federal financial assistance imposed by the United States Department of Transportation through the RAISE program.
2. That the filing of an application for federal financial assistance by the Town of Manchester, Connecticut, is hereby approved, and that Steve Stephanou, Town Manager, is directed to execute and file such applications with the United States Department of Transportation, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the United States Department of Transportation for federal financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Manchester, Connecticut.

BE IT FURTHER RESOLVED:

That the Town Manager is authorized to apply for future grants that align with the Town's strategic goals and to take all necessary actions to support such applications.

Dated: January 7, 2025

Pamela Floyd-Cranford, Secretary
Board of Directors

Town of Manchester, Connecticut Vehicle Use Policy

- I. Purpose - The purpose of this policy is to set forth the guidelines under which town vehicles will be authorized to Town personnel and the guidelines under which Town vehicles may be used. This policy is used to supplement additional policies which may exist or which may be promulgated within each department.
- II. Applicability - The provisions of this policy apply to all employees. Employees whose employment is regulated by a collective bargaining agreement or other employment contract are subject only to those provisions of this policy not specifically regulated by agreement.
- III. Categories of Municipal Vehicle - The Town of Manchester allows certain employees to use Town vehicles for commuting purposes and in some limited circumstances, for personal use. Town vehicles are not personal vehicles and are not for personal use. Town vehicles should be viewed as belonging to the citizens of the Town and are assigned solely for the purposes consistent with providing services to those citizens. The assignment of municipal vehicles during work time is based upon job description. Appointing authorities who have municipal vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function. The assignment of vehicles may be rescinded at any time by the Town Manager or their designee. In some cases vehicles are assigned to individuals who are on call.
 - a) Work Use Only: Vehicle is used at work only and remains at issuing department's location at the end of the employee's work shift (applies to personnel whose duties require the use of a town vehicle during their shift).
 - b) Work and Commuting Use: Vehicle is used at work and for commuting back and forth to the employee's primary residence (applies to certain personnel whose duties require them to be on-call to regularly respond to work during nights and weekends). The vehicle should be driven over the most direct route considering road and traffic conditions. The vehicle should not be utilized for travel outside a direct commuting route for personal reasons.
 - c) 24-Hour Use: Vehicle may be used at all times of the day for professional and personal use due to the 24/7 nature of the employee's duties (applies to certain public safety personnel or other employees by contract).

Employees should not transport non-Town personnel, including Employee family members, unless necessary. If an employee is transporting non-Town personnel in a municipal vehicle and is called to an emergency, then the employee will take all reasonable actions necessary to ensure the safety of passenger for the duration of the emergency.

Change of Authorization - The Town Manager or designee reserves the right to rescind and/or change an existing vehicle assignment.

Reporting of Accidents: Whenever a municipal vehicle is involved in an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee operating the vehicle is required to immediately notify his/her immediate supervisor. The supervisor is to notify their Department Head and complete the appropriate insurance forms. The Town does not assume responsibility for accidents, damage,

or other negative impacts on personal vehicles when operated for the purpose of municipal business.

General Rules Governing Municipal Vehicle Use

- Subject to the written approval of the Town Manager, the Police Chief and Fire Chief may assign or remove vehicles to/from employees not specified under this policy when in the sole judgment of the Chief and with the concurrence of the Town Manager, the public safety needs to the community so require. This assignment is limited to commuting.
- No Town vehicle may be used for any purpose outside the State of Connecticut without the authorization of the Town Manager.
- No commute shall be greater than 30 miles each way from office to residence within the State of Connecticut.
- Vehicles assigned to Police Officers as part of their undercover assignments are exempt from the requirements of the Town Vehicle Use Policy and are subject to the policies maintained by the Police Department.
- Municipal vehicles may only be used for legitimate municipal business and, if applicable, authorized commuting purposes and other approved uses. If commuting use is authorized, then it is limited to travel to and from the employee's principal residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions.
- Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity.
- Vehicles should contain only those items for which the vehicle is designed. The Town shall not be liable for the loss or damage of any personal property transported in the vehicle.
- Employees are expected to keep municipal vehicles clean, free of trash (e.g. coffee cups, wrappers, etc.) and to report any malfunction or damage to their supervisor immediately.
- Employees assigned vehicles are expected to park such vehicles in safe locations.
- Employees (both driver and passengers) must wear seatbelts in vehicles so equipped during operation of the vehicle.
- Employees must remove keys and lock municipal vehicle when unattended unless the vehicle is being used in the performance of its duties.
- Employees may not operate municipal vehicles under the influence of alcohol, legal or illegal drugs, or prescription drugs or medications that may interfere with effective and safe operations.
- Pursuant to State Statute, it is an infraction for any vehicle operator to engage in the operation of a motor vehicle while using a hand-held mobile/cell phone to engage in a call or the use of any other mobile electronic device while such vehicle is in motion. Any Town employee operating a Town vehicle shall not use a hand-held mobile/cell phone while the Town vehicle is in motion, unless employee is using a hands-free headset. While operating a Town of Manchester vehicle, driving while texting is strictly prohibited
- Smoking or vaping is prohibited in all municipal vehicles.
- Employees who operate municipal vehicles must have a valid motor vehicle license issued by the state of their current residence and shall be required to provide proof of a valid motor vehicle license.
- All new employees who use a Town-owned vehicle must allow a motor vehicle record check prior to use of the vehicle. This record check will be done yearly thereafter. Employees will notify their Supervisor immediately if there is any change in their driver's license status. Unless otherwise restricted by law, any positive drug test may result in revocation of an employee's privilege to operate municipal vehicles whether it occurred on duty or not. If operating a municipal vehicle is an essential job function, reclassification or termination

could result. Employees driving municipal vehicles shall obey all applicable traffic and parking regulations, ordinances and laws.

- Employees who incur parking or other fine in municipal vehicles will be personally responsible for payment of such fines.
- Employees who are issued citations for any offense while using a municipal vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.
- An employee who is assigned a municipal vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle, must notify his or her supervisor immediately. Conviction for such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.
- Unless otherwise required by a Supervisor as part of the necessary duties, no person should ride in the body of a truck, or in a trailer or bucket of a loader or backhoe.
- The Town reserves the right to withdraw the privilege of using a municipal vehicle based on the employee's driving record.
- During a leave (paid or unpaid), the employee will return the vehicle to their department.
- Town fuel should be used for town vehicle and equipment only. Personal uses are strictly forbidden.

IRS Regulations

When authorized to use a Town vehicle for commuting purposes, the employee will be taxed in accordance with IRS regulations. The provision of a vehicle to an employee may result in "fringe benefit income" to the employee. The Town of Manchester will track and report the taxable fringe benefits as appropriate. We reserve the right to request documentation of travel in Town vehicles as necessary for reporting requirements. All employees using Town vehicles, except for Police and Fire personnel, are required to have reported as income on their W-2 forms a certain amount as the commuting benefit per IRS regulations.

The Town retains the right to require employees who are reimbursed for work-related travel, to show proof of the following minimum levels of motor vehicle insurance coverage: 1. Bodily injury: \$100,000.00/\$300,000.00 2. Property Damage \$50,000.00.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Town vehicle privileges, suspension, and/or termination from Town service.

Revised: 12/31/15

Revised: 12/18/24

Town of Manchester, Connecticut
List of Duties
Health Equity Worker
Full-time Durational
Monday-Friday 37.5 hours per week
\$25.00/hour

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Duties

As a member of the Human Services Department and under general supervision of the Director of Human Services and the Director of Health, works with stakeholders to continually investigate and assess the social determinants of health in Manchester. The health equity worker will work collaboratively with the health equity specialist on a variety of tasks and projects. The incumbent of this position will assist with the development and promotion of programs, strategies, partnerships, and resources that advance the Town's efforts to improve equitable, positive health outcomes for Manchester residents. Using Health Equity as a guiding principle, this position will also focus on strategies, partnerships, programs, and efforts related to the mitigation of the opioid crisis and response to substance abuse matters in the Manchester community.

- Research, identify, develop, and evaluate best practices; make recommendations of strategic objectives and efforts to reduce health disparities in the community.
- Assists in the development of assessment tools or implementation of current community health assessment tools.
- Works with internal and external stakeholders to help facilitate training, program planning, implementation, and services that are centered in diversity, inclusion, and equity.
- Using health equity as a guiding principle, works with stakeholders to develop programs, resources, and strategies to combat the effects of the opioid crisis in the Manchester Community.
- Acts as point of contact and resource for stakeholders and community members seeking assistance and information regarding topics such as recovery, recovery coaching, harm reduction, and substance abuse prevention.
- Works with stakeholders to develop and implement plans for the use of opioid settlement dollars awarded to the Town of Manchester.
- Prepare presentations, reports, and other educational materials for community members and stakeholders and other related matters.
- Engages in relevant training and opportunities aimed at increasing knowledge base and abilities related to substance abuse prevention, recovery, and mitigation.
- Works with internal and external partners and stakeholders to foster a culture where planning, policies, procedures, and practices are centered on health and racial equity.
- Performs other duties as assigned.

Knowledge, Skill, and Training:

- Knowledge of public health and health equity work.
- Exceptional organizational skills.
- Excellent written and verbal communication skills.
- Experience working with racially and culturally diverse populations.
- Ability to handle difficult and varied situations with the public.
- Strong organizational and time management skills.
- Ability to work independently on a variety of assignments.
- High level of attention to detail.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and stakeholders.

Minimum Training and Experience:

- Bachelor's degree in public health, Social Work, or a related field required.
- Experience presenting and facilitating discussions with internal and external stakeholders.
- Demonstrated capacity in understanding the social determinants of health and equity-centered program planning, both conceptually and in practice.
- Experience in public health education, community outreach, social services, or other public health services.
- Bilingual (English/Spanish) is a plus but not required.
- Valid Connecticut Driver's license

This sheet is prepared to provide information and guidance. The Town reserves the right to change, add to, or delete any duties. This summary sheet does not constitute a contract of employment. Employment with the Town is on an at-will basis. The Town may terminate the employment relationship at any time and for any reason.