

**MINUTES  
EIGHTH UTILITIES DISTRICT  
BOARD OF DIRECTORS  
REGULAR MONTHLY MEETING  
MONDAY, JUNE 19, 2017 – 7:00 P.M.  
DON WILLIS HALL  
18 MAIN STREET  
MANCHESTER, CT 06042**

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The Board of Directors of the Eighth Utilities District of Manchester, Connecticut held its regular monthly meeting on Monday, June 19, 2017 at 7:00 p.m. at Don Willis Hall, 18 Main Street, Manchester, CT 06042.

Mrs. O’Marra called the meeting to order at 7:00 p.m.

Mrs. O’Marra called for a moment of silence in honor of Commissioner Joseph Tyler who passed away last week.

Voted: Mr. Napoli moved the approval of the minutes of the March 15, March 22, March 29, April 5, 2017 Budget Workshops; the April 19, 2017 Regular Monthly Meeting; the May 3, 2017 Revenue Workshop; the May 10, 2017 Public Hearing on the Budget; the May 15, 2017 Regular Monthly Meeting; and the May 24, 2017 Annual Meeting.  
Seconded by Mrs. Gionet.

Voted: Mr. Napoli moved the approval of the bills for payment which include the interim bills, regular monthly bills, and the additions to the bill list.  
Seconded by Mr. Luzusky.

Mrs. O’Marra added an additional invoice to Mike’s Pizza in the amount of \$114.33 to the Additions to the Bill List. This is for lunch for the Smoke Alarm Blitz which the Fire Marshal’s office sponsored.

Voted: Mr. Napoli moved the approval of the Treasurer’s Report.  
Seconded by Mrs. Gionet.

Voted: Mr. Luzusky moved the approval of the Fire Chief’s Report.  
Seconded by Mr. Topping.

Chief Moore stated that the call volume dropped slightly. He also noted that we provided or were the recipient of mutual aid with Manchester Fire Rescue EMS, Blue Hills Fire Department, South Windsor Fire Department and the Vernon Fire Department.

He stated that as of today we have not had any response on our grant application. There have been eight rounds of disbursements, and only four towns in Connecticut have received grants to date. Pennsylvania and New York have been awarded the most grants.

Chief Moore reported that there have been discussions on replacing Unit 7. This is the EMS vehicle that is housed at Station 3. The plan is to move Unit 9 to Station 3 and for the new vehicle to be assigned to 138 Main Street.

Mr. Napoli asked if mutual aid was supplied or received last month. Chief Moore stated that we received and provided mutual aid for MFRE. Both Blue Hills and South Windsor Fire Departments provided us mutual aid, and we provided it for Vernon Fire Department. Mr. Topping asked if in the future the Chief

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would provide the number of interactions and what type in future monthly reports. Chief Moore stated that he would provide the figures in the future.

Voted: Mr. Luzusky moved the approval of the Fire Marshal's Report.  
Seconded by Mr. Topping.

Marshal Roback stated that he was happy that the reporter from the *Journal Inquirer* was in attendance. He reported that the Fire Marshal's Office participated in a "Smoke Alarm Blitz" on June 10<sup>th</sup>. The program has been named SAFE in Manchester (Smoke Alarms For Everyone in Manchester.) Members of the Fire Marshal's staff, the American Red Cross, and the Manchester Search Team participated in the event. 108 smoke alarms were installed in 41 homes of residents of the District. He said that they depleted their supply of smoke alarms, and the American Red Cross gave three more cases of alarms so that we could continue the program. Marshal Roback stated that the goal of his office is to continue until every home in the District has working smoke alarms.

Mrs. O'Marra asked if there were any days scheduled in the future. Marshal Roback said that another blitz is scheduled for the fall. President O'Marra asked if the initial supply of smoke alarms were provided by the Red Cross. Marshal Roback answered that his office participates in Operation Save-A-Life every year. This program is sponsored by WTNH-Channel 8 and Home Depot. We get a palette every September. These smoke alarms are the same as the ones provided by the Red Cross. Mr. Topping asked how many are on a palette. Marshal Roback said that it varies, but that since 2015 there have been 273 smoke alarms and 38 carbon monoxide alarms installed in homes in the Eighth District.

Voted: Mr. Topping moved the approval of the Tax Collector's Report.  
Seconded by Mr. Napoli.

Mr. Gionet stated that the bills are scheduled to be mailed on June 21<sup>st</sup>. He noted that at this time last year 97.91% of the grand list had been collected compared to 98.42% this year. There is no information on collection of motor vehicle taxes as of today. Mrs. O'Marra stated that we will not know the final status of our budget until the State Legislature finalizes the state budget.

Voted: Mr. Topping moved the approval of the Public Works Report.  
Seconded by Mr. Napoli.

Mr. Topping stated that work on Waddell School has begun. He also reported that the sewer line replacement on Kerry Street will be finished this season.

### **INSURANCE REPORT**

Mr. Luzusky reported that he is speaking to the volunteers in regards to their participation in the additional life insurance offered through CIRMA. He stated that approximately 45% of the membership has signed up to date. He plans to call the other members of the department to see if they are interested in participating. Mrs. O'Marra said that she and Commissioner Luzusky had decided to enroll the members who have completed their paperwork so that their coverage will take effect immediately.

President O'Marra stated that there is a meeting with our insurance agent scheduled later in the week. Once all of the policies are in place she will have a meeting with the employees to explain any changes.

### **COMMUNICATIONS**

Mrs. O'Marra stated that she had received a thank you note from Marlene Fournier for the flowers that we sent upon Ray's passing.

**REPORTS**

There were no reports.

**ADDITIONS TO THE AGENDA BY BOARD MEMBERS**

No additions to the agenda by Board Members.

**TIME FOR THE PUBLIC TO SPEAK ON AGENDA ITEMS**

Stephen Hilinski, 156 Loomis Street, asked about motor vehicle taxes. He stated that he knows of two towns that are raising their mill rates to make up for the lost revenue due to not being able to collect motor vehicle taxes. Mrs. O'Marra stated that she had heard of two towns from the southern part of the state that were considering billing motor vehicle taxes the same as the property taxes.

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

**Discussion – Dissolution of AFSCME Council 4, Local 991, The Eighth Utilities District Dispatchers' Union**

Mrs. O'Marra informed the Directors that the dispatchers have voted to dissolve the union. She stated that she had received a letter from the Union which stated that as of July 1, 2017 AFSCME will no longer have any jurisdiction over the dispatchers. The dispatchers have no plans to join another union.

**Discussion – Pre-Audit Reminders**

Mrs. O'Marra stated that the end of the fiscal year is approaching, and she asked that departments turn in any outstanding invoices that they have. It is important to get the invoices paid before the FY 2017 books are closed. She noted that, as in past years, we will be working with two bill lists for the next couple of months – one for FY 2017 and one for FY 2018.

Mrs. O'Marra reported that in April an invoice for Tab Computers was charged to the Major Improvement account. This invoice was for the server that the Fire Department and the Fire Marshal share. Because of the complexity of the bill and not knowing what should be charged to the respective departments, it was paid out of Major Improvements. We have asked for assistance from Tab to determine who is responsible for which charges.

Mrs. O'Marra stated that in October a payment was issued to rectify a clerical error that has been ongoing since 2011. She said that she had polled the Board when it came to her attention because she wanted to correct the error as quickly as possible, but she had not added it to the bill list. There was a question on the classification, and she realized that the Board had not formally voted on this. President O'Marra noted that she spoke with our auditor regarding this, and he suggested that she bring it to the Board of Directors for a formal vote. Once there is a formal vote we will issue the necessary paperwork in the form of a corrected W-2. Mr. Napoli pointed out that it should be a 1099 not a W-2.

Voted: Mr. Topping moved to approve the action.  
Seconded by Mr. Napoli.

Mr. Topping amended his motion adding not to exceed \$1,900.

Four voted in favor of the motion. (Luzusky, Napoli, O'Marra, and Topping)  
One voted against the motion. (Gionet)

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**Discussion/Possible Action – Collection of Motor Vehicle Taxes**

Mrs. O'Marra reported that the Town is having another hearing on their budget. She spoke with Attorney LaBelle to see if it was necessary for the Eighth District to hold another public hearing as well. Mr. LaBelle felt that we covered any changes at the Annual Meeting.

Mr. LaBelle stated that there were two examples presented at the Annual Meeting as we are unsure of what the State Legislature will do. Mrs. Gionet asked if motor vehicle taxes are even on the Legislature's docket. Mr. LaBelle stated that the legislature was not currently in session. Mrs. O'Marra noted that when Governor Malloy presented his last budget proposal there were no funds available to compensate cities and towns. She said that because of the uncertainty of the state budget the Tax Office would rather not send out motor vehicle bills in July. By waiting we will avoid incurring the postage costs to send out the bills and to mail refunds if we are unable to collect taxes. President O'Marra noted that most cities and towns are not sending out bills in July.

Mr. Topping asked if we have to collect motor vehicle taxes or if we could increase the mill rate on real estate. Mrs. O'Marra stated that some residents of the District do not own real estate. They live in apartments. Mr. Topping said that the assessments on the apartment complexes could be increased. Mrs. O'Marra stated that the State Legislature was supposed to have a budget prior to June 30<sup>th</sup>. It does not appear that they will have a budget by then. She stated that it is her preference to postpone sending out motor vehicle bills until the state has a budget.

Voted: Mr. Topping moved to postpone sending out motor vehicle tax bills at this time.  
Seconded by Mrs. Gionet.

Mrs. O'Marra noted that this is a matter that will be discussed at the July meeting.

**Discussion/Possible Action – Fitness Center**

Chief Moore stated that the Fitness Center is operational. As previously discussed, it is located on the second floor at 32 Main Street. He noted that the Fire Department has invested significant funds to purchase equipment and to prepare the room. Chief Moore said that Companies 1, 2, and 4 have given money to the project as well. The Administrative Office is supplying the water for the gym.

Two orientation/tours have been held to explain how the equipment works and to review the regulations for use of the gym. The Rules and Regulations for Use are posted on the wall. He noted that Dispatch is monitoring the gym. Their monitoring system also provides a recording. Anyone who wants to use it prior to 10:00 p.m. must call Dispatch to let them know that they are there. They are also required to call when they leave. If the gym is used after 10:00 p.m., there must be two people there.

Mr. Luzusky asked for clarification on who is allowed to use the gym. His understanding is that it is for firefighters, employees of the District, and their immediate family members. He said that he has heard that it is only for firefighters and employees. President O'Marra and Chief Moore both confirmed that it is only for firefighters and employees.

Mr. Topping asked if our insurance carrier has been notified. Mrs. O'Marra said that she is meeting with our insurance agent this week. She stated that if a firefighter or employee is injured while working out, they are not covered by Workers' Compensation. Chief Moore noted that anyone who uses the gym must sign a waiver before they can use it.

**Good and Welfare**

Mr. Luzusky thanked Chief Moor and the members of the department who attended the Connecticut Firemen's Historical Society's by-annual Open House on June 10<sup>th</sup>.

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**Good and Welfare (continued)**

Chief Moore informed the members of the Board that there had been a significant fire on North Street (next to Kelly's Pub) on June 15<sup>th</sup>. The cause is under investigation by the Fire Marshal's Office. MFRE, Vernon, and Blue Hills Fire Departments responded to our mutual aid call. There were no injuries.

The Peach Festival has been scheduled for Friday, August 24, 2017. The membership voted to hold it at 138 Main Street this year.

The CAD system is running in Dispatch and is working well. There were a few problems at first, but they have been resolved. He said that is a big step for our department. It brought us into the 21<sup>st</sup> century.

Chief Moore reported that the Fire and EMS Service Strategic Planning Initiative is breaking out into small groups. The Fire small group which is looking at his scheduled to have their first meeting on June 26<sup>th</sup>. The EMS small group is scheduled to meet on the 27<sup>th</sup>. The initiative is looking at how to better utilize the Fire EMS resources in town.

Mrs. O'Marra stated that the annual picture of the Board of Directors will be taken prior to the August meeting. Depending on the weather he plan is to take the picture by the wall.

Voted: Mr. Topping moved to adjourn.  
Seconded by Mr. Napoli.

There being no other business, the meeting adjourned at 7:45 p.m.

Note: All votes were unanimous unless otherwise noted.

**DIRECTORS PRESENT:**

Mary O'Marra, President  
Karen Gionet  
Leonard Luzusky  
Gerard Napoli  
John Topping

**MISSING DIRECTORS:**

Deberah Bowen

FRANCES McCARTER  
CLERK  
EIGHTH UTILITIES DISTRICT