

TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
December 9, 2015

VISION STATEMENT

To represent education at its best, preparing each student for an ever-changing society, and becoming a full community of learning where excellence is achieved through each individual's success.

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

Regular Meeting – November 10, 2015

C. PUBLIC PARTICIPATION (2 minute limit)

The members of the Tolland Board of Education welcome members of the public to share their thoughts and ideas at this time. When appropriate to do so, members of the Board and the administration may respond to comments during "Points of Information". However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.

D. POINTS OF INFORMATION

E. STUDENT REPRESENTATIVES REPORT – Charles Perosino and Andrew Harger

F. SUPERINTENDENT'S REPORT

- F.1 Steve Clark – Recognition
- F.2 Cancellation of the December 23, 2015 Board of Education Meeting
- F.3 Cancellation or re-scheduling the March 23, 2016 BOE Meeting
- F.4 Field and Grounds Maintenance Agreement
- F.5 Lunch Price Proposal for January 2016
- F.6 Monthly Financial Report – November 2015
- F.7 Use of the 1% Fund

G. COMMITTEE & LIAISON REPORTS

H. CHAIRPERSON'S REPORT

I. BOARD ACTION

J. PUBLIC PARTICIPATION (2 minute limit)

Comments must be limited to items on this agenda.

K. POINTS OF INFORMATION

L. CORRESPONDENCE

- Town Council (Organizational Meeting) – November 4, 2015
- Town Council – November 10, 2015
- Town council – November 24, 2015

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

TOLLAND BOARD OF EDUCATION
Tolland High School
Library
Tolland, CT 06084

REGULAR MEETING – November 10, 2015

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Kathy Gorsky, Secretary; Ms. Karen Moran, Ms. Colleen Yudichak, Ms. Susan Seaver, Ms. Harrold, and Mr. Jeff Schroeder.

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Dr. Willett called the meeting to order at 7:30 P.M. The Pledge of Allegiance was recited.

Ms. Sheila Bailey, Town Clerk, swore in the newly elected and re-elected members of the Board.

Ms. Moran motioned to nominate Mr. Adlerstein to serve as the Board Chair. Ms. Seaver seconded the motion. There were no other nominations. All were in favor. Motion carried.

Ms. Yudichak motioned to nominate Mr. Doyle to serve as the Board Vice-Chair. Ms. Gorsky seconded the motion. There were no other nominations. All were in favor. Motion carried.

Mr. Doyle motioned to nominate Ms. Gorsky to serve as the Board Secretary. Ms. Yudichak seconded the motion. There were no other nominations. All were in favor. Motion carried.

Committees

The Committees and their charges were reviewed. Re-elected members Ms. Gorsky, Ms. Moran, and Mr. Doyle are all interested in continuing to act as Chair in the Policy, Communication and Outreach, and Finance and Facilities Committees respectively.

The Committee Membership will be as follows:

- Finance and Facilities: Mr. Doyle, Chair; Ms. Yudichak, Mr. Schroeder
- Policy: Ms. Gorsky, Chair; Mr. Pagoni, Ms. Seaver, Ms. Harrold
- Communications: Ms. Moran, Chair; Ms. Yudichak, Ms. Seaver
- Negotiation: Mr. Schroeder, Ms. Harrold

Liaisons:

- Town Council: Board members will rotate in regard to attending the Town Council meetings and acting as the liaison. Ms. Moran will coordinate the schedule.
- CABE: Ms. Yudichak

Ms. Yudichak moved to accept the slate of committee members as presented. Mr. Doyle seconded the motion. A discussion in regard to the Negotiation Committee took place. It was determined that Ms. Gorsky would be the chair of the Negotiation Committee. Ms. Yudichak motioned to amend the motion to accept the addition of Ms. Gorsky as Chair of the Negotiation

Committee to the slate of committee members previously presented. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Negotiation Committee: Ms. Gorsky, Chair; Mr. Schroeder, Ms. Harrold

B. APPROVAL OF MINUTES

- Regular Meeting – October 28, 2015

Ms. Gorsky motioned to accept the minutes of the October 28, 2015 meeting. Ms. Seaver seconded the motion. Changes: none. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. POINTS OF INFORMATION PUBLIC PARTICIPATION

Ms. Gorsky reviewed the correspondence. An e-mail was received which expressed concern that the Tolland Public Schools do not allow teachers to teach at different levels and/or styles based on the needs of their students. Another e-mail was received which expressed concern that students are being over tested and that the assessments in place are ineffective and negatively impact students and their learning.

Dr. Willett has been in communication with both e-mail authors.

In regard to the first concern, Dr. Willett explained that this is a typical struggle in all school districts. There has been in-district training on this topic and progress has been made but considerable growth is still needed. To accomplish this, the district would need additional staff and teachers would need training in differentiation to execute this with fidelity. This is something on the radar and the topic is something that will be added to the repertoire of special development.

In regard to assessments, a workshop which will provide light on this topic is scheduled for November 18th at 6:30PM. It will be held at the Board office. Those interested in attending should RSVP to Ms. Jen Palumbo.

Mr. Doyle noted that he tested the contact form on the tolland.org website. It appears that it is not always communicating the message to the recipient and Mr. Doyle expressed concern that some e-mails may not have been received. The Board members' e-mails are available on the BOE website. Dr. Willett will look into this issue.

E. STUDENT REPRESENTATIVE REPORT – Charles Perosino and Andrew Harger

Mr. Perosino congratulated all of the re-elected and newly elected Board members. He looks forward to working with everyone. The Student Council is working on a food drive. All donations received before Thanksgiving will be brought to the Tolland Food Bank. Donations received after the holiday will be brought to the Hockanum Valley Food Pantry. Students in the THS music department will audition for the eastern region music festival on Saturday; on Saturday evening the Tolland Youth Services Coffee House event will take place and includes performances of acoustic versions of a number of songs. The Madrigal Dinner will be held on December 11th and 12th. Lastly, Mr. Perosino noted that an assembly will be held tomorrow in honor of Veterans' Day.

F. SUPERINTENDENT'S REPORT

F.1. Use of the 1% fund for Glycol System and Tank Replacement

Dr. Willett explained that at the January 14, 2015 BOE meeting, the Board voted to transfer \$75,217 to the Education Reserve Fund. Dr. Willett would like to ask the Town Council to allocate \$70,862 to the BOE for the purpose of the THS Glycol Conversion Project. This project is critical to ensure that there is not another pipe burst incident at THS. The addition of glycol will make the system less susceptible to cold fluctuations and in turn be beneficial to avoiding problems in the future. Dr. Willett would like permission from the Board to make this request. Multiple quotes were received and it has been determined that Emcor is in the best position to assist the district. Once approved by the Board, this will need to be approved by the Town Council and then the work can be scheduled. A brief discussion regarding the importance of comparing priorities when it comes to allocating funds took place. There are a number of items that need to be addressed. Getting facility items appropriately funded and managed is a critical item in the budget cycle this year. It was determined that this item should be moved to action.

Mr. Doyle motioned to move item F1 to item I3 for action. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

F.2. Monthly Financial Report – October 2015

Dr. Willett reviewed the financial report. The available balance is \$667,422 or 1.74% of the Board's current budget.

G. COMMITTEE AND LIAISON REPORTS

CABE – A board member training event is scheduled. Any members who would like to participate should e-mail Dr. Willett.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein reviewed CABE's characteristics of a good board member. Building on this, he created a list of eight items entitled, "When we are at our best we:"

1. Focus on what is important and be realistic
2. Dream
3. Invite input and involvement
4. Act as a board of one
5. Frequently disagree constructively
6. Strive to reach consensus before we vote
7. Retain accessible BOE knowledge
8. Follow (and retain) standard procedure

Mr. Adlerstein introduced the Fist to Five Consensus Check tool. It is designed to indicate the level of support for an issue.

I. BOARD ACTION

I.1. 2016 Board of Education Meeting Dates

Mr. Doyle motioned to remove the asterisk from the August 24th date and move the April 13th meeting to April 6th. Ms. Yudichak seconded the motion. All were in favor. Motion carried.

I2. Board Policy 4021 – Athletic Coaches

Ms. Gorsky reviewed the revisions to Policy 4021.

Ms. Yudichak motioned to approve the Board Policy 4021 changes as presented. Ms. Seaver seconded the motion. All were in favor. Motion carried.

13. Use of the 1% fund for Glycol System and Tank Replacement

Mr. Doyle motioned to authorize the Superintendent to request that the Town Council allow the use of the 1% fund for the glycol system and tank replacement at THS in the amount of up to \$75,217. Mr. Schroeder seconded them motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION

Kate Vallo, 72 Tolland Green, welcomed the newly elected and re-elected Board members and thanked them for their service.

Linda Rallo, a teacher and resident, commented that she is receiving robocalls on her cell phone although she does not have a student in the district.

K. POINTS OF INFORMATION

Dr. Willett responded to Ms. Rallo's comment. This issue has been resolved. A brief discussion followed regarding the limiting the populations which receive the calls. He wants to ensure that the entire community is aware of the information.

L. CORRESPONDENCE

- Town Council – October 27, 2015

M. FUTURE AGENDA ITEMS

- Next budget workshop is December 2nd

N. ADJOURNMENT

Ms. Gorsky motioned to adjourn the meeting and pay the clerk at 9:29PM. Ms. Moran seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TO: Tolland Board of Education
FROM: Walter Willett, Ph.D
DATE: December 9, 2015
SUBJECT: Cancellation of December 23, 2015 Board of Education Meeting

I am recommending the Board of Education meeting scheduled for December 23, 2015 be cancelled. December 23 is the day before Christmas Eve and is a half day of school. This meeting has traditionally been cancelled.

WW;jp

TO: Tolland Board of Education

FROM: Walter Willett, Ph.D

DATE: December 9, 2015

SUBJECT: Cancellation or re-scheduling of the March 23, 2016 Board of Education Meeting

I am recommending the Board of Education meeting scheduled for March 23, 2016 be cancelled or re-scheduled for a different date. The Town of Tolland has scheduled a Public Hearing on the Town Manager's recommended budget on this evening and has asked us to re-schedule.

WW;jp

TO: Tolland Board of Education
FROM: Walter Willett, Ph.D
DATE: December 9, 2015
SUBJECT: Field and Grounds Maintenance Agreement

At the October 27, 2015 meeting the Town Council unanimously approved the Field and Grounds Maintenance Agreement as revised by our facilities manager to reflect our increased support activities. The agreement shall be for a term of three years. I am recommending the Board of Education approve the agreement.

WW;jp

FIELDS AND GROUNDS MAINTENANCE AGREEMENT

This Agreement made and entered into as of this _____ day of July, 2015, by and between the Town of Tolland (hereinafter called the "Town") and the Town of Tolland Board of Education (hereinafter called the "Board").

WHEREAS, the Board desires to enter into a contract with the Town for the maintenance of playfields and certain school grounds; and

WHEREAS, the Town desires to provide the Board with these services; and

WHEREAS, it is the desire of the Town and Board to have services performed without financial profit to either party and that the cost to the Board be at a minimum consistent with efficient administration of the services by the Town; and

WHEREAS, accurate and segregated cost figures are not available for such services, the Town and Board have agreed to continue the past practice of accounting for said services.

NOW THEREFORE, in consideration of the covenants contained herein and for other good and valuable considerations, it is agreed as follows:

ADMINISTRATIVE ISSUES:

1. This Agreement shall commence and shall be effective July 1, 2015 and shall remain in effect until June 30, 2016 unless sooner terminated by mutual written agreement between the Town and the Board.
2. The Town agrees to instruct its employees to use their best efforts to maintain the fields and grounds around the school building, consistent with the revenue and manpower available for this purpose. Routine maintenance to be performed by the Town includes: mowing, weed-wacking/line trimming, top dressing, lining, edging, seeding, fertilizing, soil sampling, maintaining artificial turf field (as needed according to industry standards), and related maintenance in those areas identified in Appendix I.
3. The Town will provide the Board with a year-end total cost for maintaining the school playfields and grounds which is associated with school use of the fields and grounds by July 15th of every year. This cost will include but is not limited to personnel costs, supplies, materials, and depreciation of equipment and will be submitted to the State Department of Education as an in-kind service.
4. The Board of Education will give the Town, at least a year's advance notice of the intent to add programs or facilities that will create a need for additional resources in the form of equipment, supplies or manpower to maintain the fields. There is no guarantee that the Town will be able to accommodate the additional programs or facilities without additional staff or other budget resources.
5. An annual meeting held on or before June 1st of each year will be convened by the Town to review progress and requirements of all community fields. Participants will be invited

from the various schools, town leagues, and Parks & Recreation Advisory Board to join with representatives of the Town Council and Board of Education.

6. Regular meetings will be scheduled between the Superintendent of Schools and Town Manager to review concerns and needs. Should conflicts arise that cannot be resolved between the liaison personnel, a representative from the Board of Education, a representative from the Town Council, the Town Manager and Superintendent of Schools will be the final arbitrators.
7. The Board agrees to enter any work requests for approval through the Town's Public Works Service Request system by emailing to publicworkstolct@tolland.org.
8. This Agreement shall be administered by the Town Manager.

FIELD AND LAWN AREA ISSUES:

9. The Board shall prepare a master schedule of its field utilization requirements at the end of each school year. This schedule will be directed to the Town for the fall by June 1st and spring schedule by February 1st for inclusion in a town-wide master schedule by the Town's Director of Recreation. From time to time it may be necessary to modify the schedule because of the need to reschedule league games. When this is necessary, first priority will be given to meeting the needs of the school. When games are scheduled or rescheduled, the field(s) will be prepared in accordance with CIAC rules.
10. The use of school fields and grounds remains under the jurisdiction and control of the Board. Priority of Board field use will rest in favor of school teams.
11. When fields are undergoing renovation work or are unusable, an alternate field, whenever possible, will be provided or the play will be rescheduled.
12. The Town will have access to Board fields and related facilities when school use is not required for games or practices. Such use shall be subject to reasonable rules and regulations as established by the Town's Director of Recreation in concert with the Board's Athletic Director. Every effort will be made to schedule the use of the field by the children in order to ensure that maintenance activities required by this Agreement may be executed in an efficient and timely manner.
13. The Public Works Supervisor and the High School Athletic Director will communicate each week to update team schedules and clarify issues. In the event of conflicts which cannot be resolved between the Public Works Supervisor and the Athletic Director, the matter will be addressed by the Public Works Director, and then by the Town Manager and Superintendent of Schools to review the issues at hand and develop a compromise solution.
14. The Board will transfer funds to the Parks & Facilities line account (16106172-733600) for field maintenance on or before August 1st as provided for in the adopted Board budget. Prior to November 1st of each year, the Town will submit budget items with associated dollar amounts for field maintenance to the Board's Facilities Director to be included in the projected Board's budget for the following fiscal year.

15. The schools will provide a minimum four hour period each day when Town personnel and equipment may perform the necessary work and freely enter and exit the work area without restriction which includes mowing/overseeding, top dressing ball fields etc. The Town reserves the right to restrict access to fields when major repairs are needed. Prior notice will be given.
16. When other than normal maintenance is planned for the high school fields, the Athletic Director will be involved in the planning and discussions.
17. Every effort should be made to keep students, coaches, spectators and other personnel from parking their motor vehicles on the grass areas.
18. The Town will line all fields once a week for games. Minor touch up marking prior to a weekend game shall be the responsibility of the Board of Education. Baseball/Softball fields will be lined, dragged and scarified the day of a game on weekdays, weather depending.
19. The Tolland High School turf field painting (red) is to be budgeted and scheduled by the Board of Education.
20. The purchase, maintenance, and upkeep of field accessory items such as bats, balls, scoreboards, benches, batting cages, fencing and goals on fields related to school activities are the responsibility of the Board of Education. This also includes filling, monitoring and draining the new heat stroke tank. The light pole and light fixtures at Tolland Middle School and Tolland High School fields are also the responsibility of the Board of Education.
21. Major capital improvement requirements for field reconstruction will be identified in the respective Capital Improvement Program of each party evaluated along with other Town priorities. The Board shall put track resurfacing in their Capital Budget request at least once every ten years.
22. The cost for operating the irrigation system at the Tolland High School will be in the Board of Education Budget. Any operation adjustments shall be done by the Board Facilities Manager.
23. Normal grass clippings will be left on the field. The Town will make every effort to eliminate large windrows that would damage the grass.
24. The Town will not assist in the put-out/setup of soccer goals. The individual teams will be responsible for the put-up and take-down of nets and benches. The Town will not move goals from field to field or school to school. Large tires used for drills and workouts must be removed from playing field for mowing and painting fields, the Town will not move.
25. The Board of Education shall arrange to have the area around all bases, pitcher's mound and catcher's area lightly raked to ensure optimum playing conditions.
26. The fields will be watered by the Board when they become dry as long as there is a source of water available. Under no circumstances should potable, Tolland Water Fund

or Connecticut Water Company water be used for any irrigation purpose at any school without prior written consent by the Town Manager/Superintendent of Schools, or his/her designee.

27. The Town will paint the lines on the shot/disc slab and javelin approach at Tolland High School.
28. If the Board elects to use infield tarps on baseball/softball fields, they are responsible for making sure the tarps are removed and stored so they don't interfere with field grooming or mowing by the Town.
29. All mulched islands shall be maintained by the Board. This includes mulching, pruning, trimming of trees.
30. The Board is responsible for the access gate for the two new handicap parking spots at the Tolland High School near the softball field.

TRASH/RUBBISH ISSUES:

31. School personnel shall be responsible for emptying field barrels at the high school. The Town shall be responsible for emptying the field barrels at all other school fields as part of their weekly lawn maintenance activities. Private clubs utilizing school fields on the weekend shall be asked to take full bags of garbage to site dumpsters and to replace the plastic bag. Cleaning bleachers and garbage pickup and removal will be the responsibility of the Board for Board sponsored events.

BOARD OF EDUCATION RESPONSIBILITIES AS IDENTIFIED IN APPENDIX I:

32. The Board of Education shall engage a contractor or use school personnel to perform the tasks identified in Appendix I.

BOARD OF EDUCATION AND TOWN OF TOLLAND RESPONSIBILITIES AS IDENTIFIED IN APPENDIX II:

33. The outline of duties and responsibilities related to the weeding and trimming of school grounds is identified in Appendix II.

And it is mutually understood and agreed that, this agreement shall be binding upon the parties hereto and upon their respective successors.

SIGNED in Tolland, Connecticut on this _____ day of July, 2015.

By: _____
Steven R. Werbner
Town Manager

By: _____
Walter Willett, PhD
Superintendent of Schools

APPENDIX I

The Town will be responsible for cutting the grass at all schools with the following areas being excluded:

Parker School

No exclusions.

Tolland Intermediate School

1. The southeast corner by the rear parking lot and Old Post Road, i.e., lawn between rear parking lot and custodial lot/delivery area and small islands including where TIS sign is located.
2. Lawn adjacent to school in rear of building inside parking area.
3. Pine grove to north of rear parking lot adjacent to industrial arts classroom.
4. The front lawn inside the pavement (down to Old Post Road).
5. The large island along Old Post Road and west of incoming front driveway.
6. Lawn on north and east sides of school inside the sidewalk including triangular island with light pole between the two schools and to fence (property boundary).

Tolland Middle School

1. Traffic islands.
2. Twenty-four inch border around school.
3. Lawn area in front of school between school and sidewalk excluding large lawn areas next to the auditorium, band room and behind new art wing.
4. Lawn area directly in front of auditorium main entrance between sidewalks.

Birch Grove Primary School

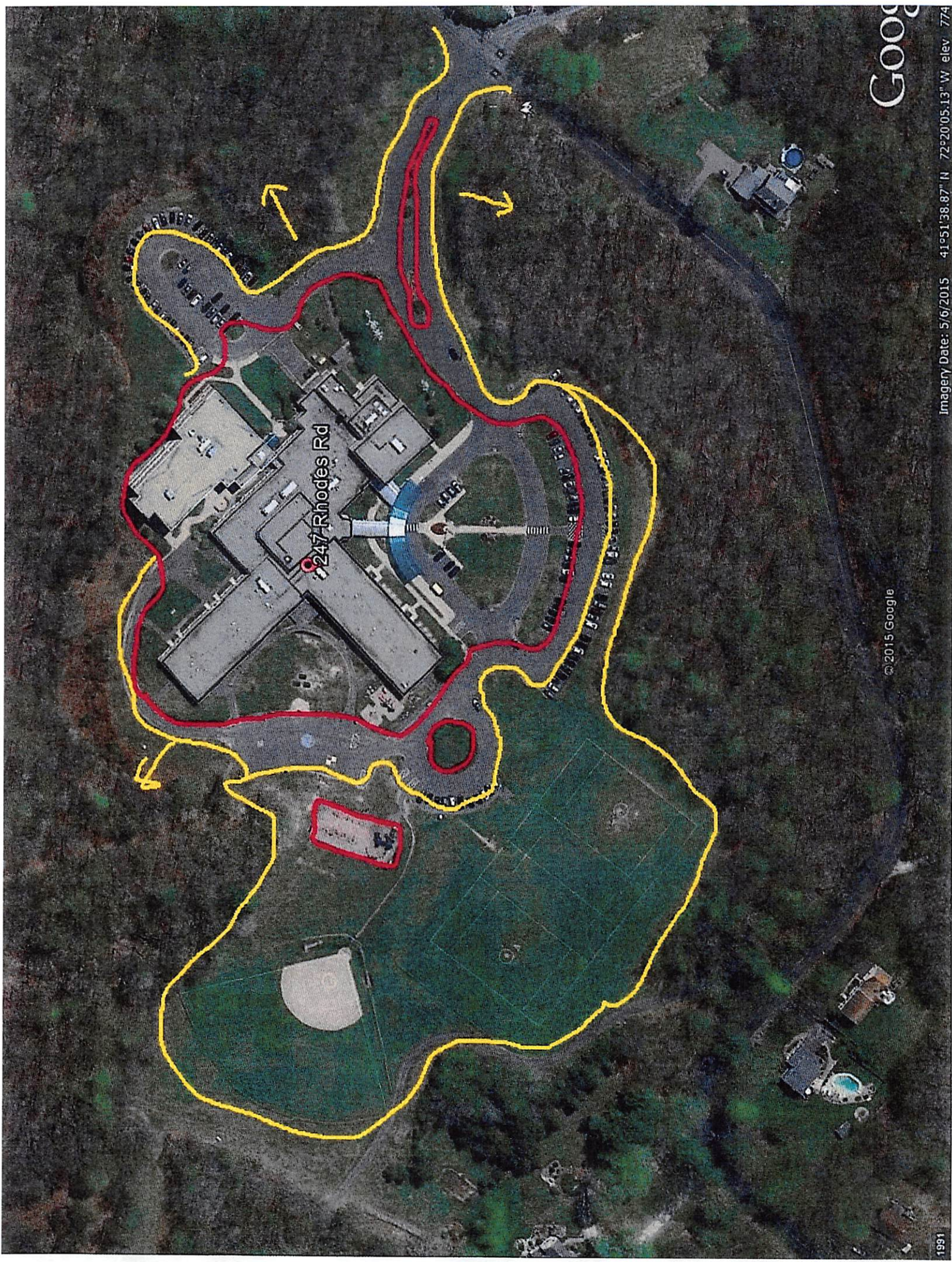
1. Ten feet from the front sidewalk to the building.
2. Thirty feet x thirty feet playscape area.

Tolland High School

1. Traffic islands.
2. Three foot border surrounding building.
3. The Town will be responsible for maintaining the artificial turf field. Expenses related to maintenance should first be paid from any revenue generated from the rental of the facility or the sale of advertising signs.

APPENDIX II

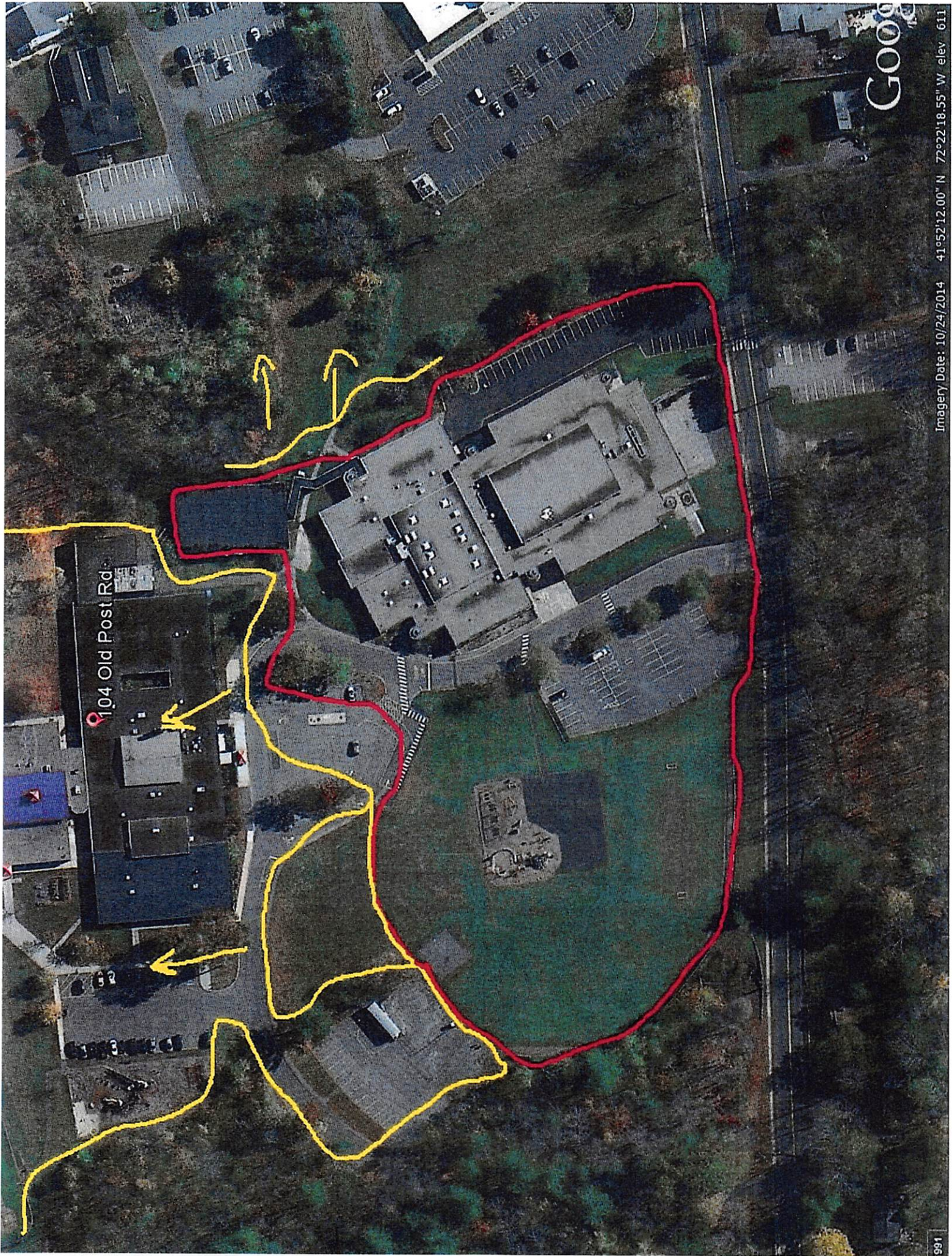
The Town of Tolland and the Tolland Board of Education shall be responsible for the weeding and trimming of their designated areas as outlined in the maps of the four schools. The Board of Education shall be responsible for all the areas outlined and enclosed in red. The Town of Tolland shall be responsible for all areas enclosed and outlined in yellow. At a minimum, both parties agree to trim such areas from April 15th thru October 15th on an every other week basis. On average this would result in trimming these designated areas (12) times per calendar year.



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Imagery Date: 5/6/2015 41°51'38.87" N 72°20'05.13" W elev 774



104 Old Post Rd

Google

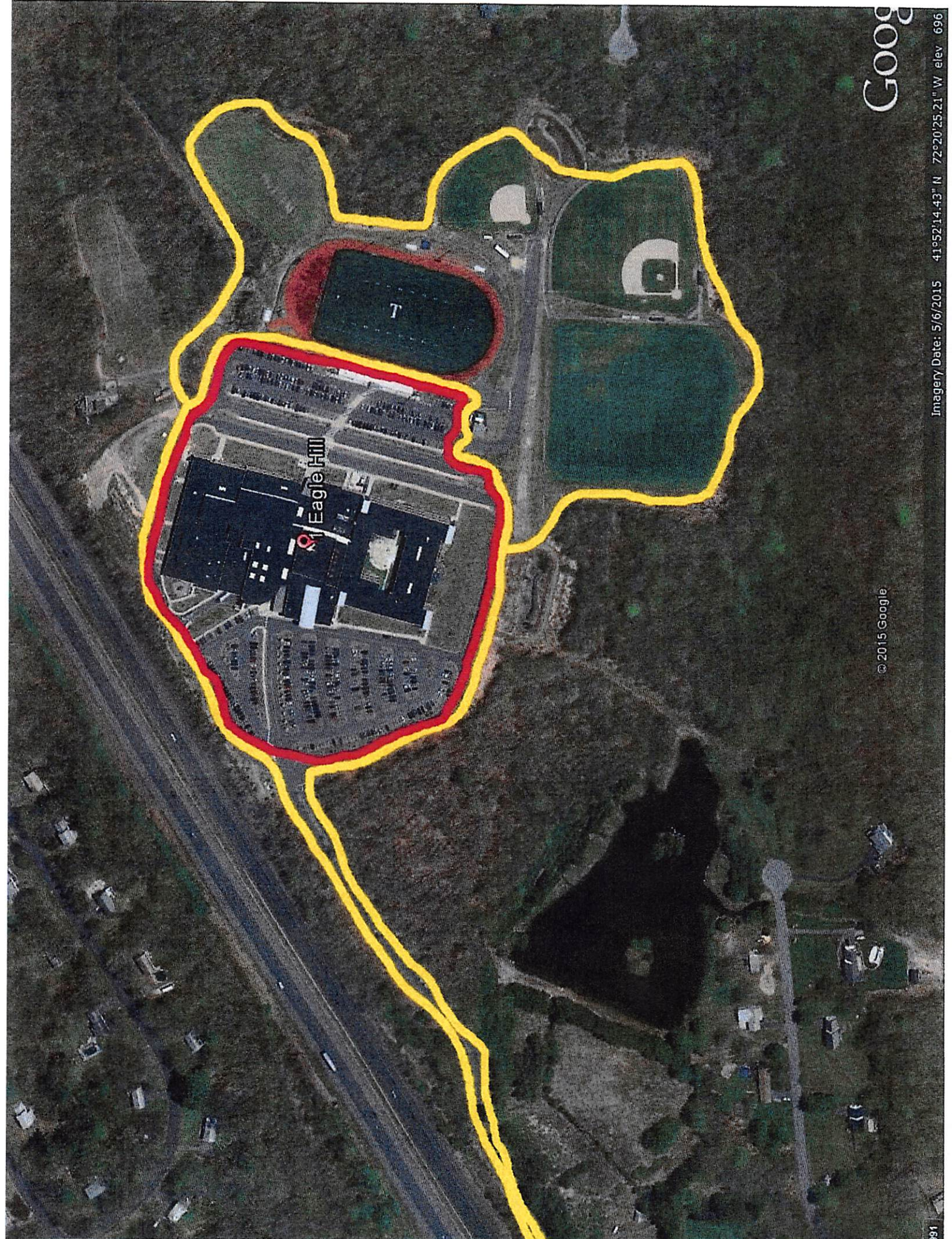
Imagery Date: 10/24/2014 41°52'12.00" N 72°22'18.55" W elev 611



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Imagery Date: 5/6/2015 41°52'14.40" N 72°21'03.88" W elev 554



Eagle Hill

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Imagery Date: 5/6/2015 41°52'14.43" N 72°20'25.21" W elev 696



Tolland Public Schools Food & Nutrition Services

Date: December 3, 2015
To: Dr. Walt Willett, Superintendent of Schools
From: Abby Kassman-Harned, Director of Food Service
Subject: Lunch Price Proposal for January 2016

F.5

Tolland Schools Food & Nutrition Services continues to meet or exceed all of the required standards of the National School Lunch Program.

We are essentially a self-supporting entity of the Board of Education. Revenue from the lunches we serve must cover all of our expenses including wages, benefits, food costs, equipment and repair, technology, training and supplies. Costs of goods and services have risen dramatically in recent years. Participation in school lunch has dropped Nationwide due to a variety of factors including the economy and federal meal regulation.

We have taken many steps to decrease costs and increase meal counts. We have reduced labor costs and food costs in many areas and continue to take strides to increase participation through marketing, creative meal ideas and taste testing. We have plans to create more avenues of student input on products and menu choices. We are always seeking new nutritious products and recipes that our students will enjoy.

A recent survey of our District Reference Group shows that our elementary lunch prices are extremely low and the secondary schools are slightly low in comparison to other schools.

We are proposing to increase the elementary lunches by .25 cents and the secondary lunches, including deli lunches by .15 cents. This increase represents a 10% increase for the elementary and 5% increase for the secondary level. Milk price will remain the same.

Below is a summary of the current and proposed prices:

Current Prices:	Elementary	\$2.40	
	Middle School	\$2.60	Deli Lunch \$2.85
	High School	\$2.85	Deli Lunch \$3.10
	Milk	\$.60	
Proposed Prices:	Elementary	\$2.65	
	Middle School	\$2.85	Deli Lunch \$3.00
	High School	\$3.00	Deli Lunch \$3.25
	Milk	\$.60	

Attachment

Tolland Public Schools
Food & Nutrition Services
Potential Revenue from proposed Price increase for Jan. 2016

School	Current Price	Proposed Price	DRG Average	Increase %	Increase Amt.	Sept./Oct. 2015 Avg. Lunches/day	Potential Revenue	
							Increase/day	Jan. 4 - June 2016 106 days left in year
BG	\$2.40	\$2.65	\$2.70	10%	\$0.25	201	\$50.25	
TIS	\$2.40	\$2.65	\$2.70	10%	\$0.25	229	\$57.25	
TMS	\$2.60	\$2.85	\$2.88	10%	\$0.25	194	\$48.50	
TMS Tier	\$2.85	\$3.00		5%	\$0.15	64	\$9.60	
THS	\$2.85	\$3.00	\$3.04	5%	\$0.15	147	\$22.05	
THS Tier	\$3.10	\$3.25		5%	\$0.15	133	\$19.95	
TOTAL							\$207.60	\$22,005.60

This information is assuming that the participation remains the same - although typically a price increase generates a temporary drop in participation



TOLLAND PUBLIC SCHOOLS

51 TOLLAND GREEN
TOLLAND, CONNECTICUT 06084

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS
860-870-6850
FAX: 860-870-7737

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

F.6

FROM: Mark S. McLaughlin, Business Director

RE: Monthly Financial Report-November 2015

Date: December 2, 2015

CC: Walter Willett, Ph.D. Superintendent of Schools

Please find attached the financial report for the month of November 2015, 5th month of the 2016 fiscal year. This report once again represents a snapshot of the financial condition for the district during FY15-16. This method allows for a good comparison each year for the same time period each month.

The financial attachment is provided in an object format to clearly show the adopted budget and the expenditures against the budget. The object line items show all of the Board's expenses and encumbrances such as salaries, health insurance, utilities, textbooks, etc.

The attached November 2015 financial report shows an available balance of \$115,087 or .3% of the BOE's current budget. The majority of the budget has been encumbered to provide better fiscal management and greater control. Encumbrances provide a better picture of the district's performance vs the approved budget. This balance is very low as a result of identifying the financial exposure of the district. Some individual line items are over budget because we have now identified the full exposure of those known expenses. We have encumbered the full amount of the costs in transportation, tuition, salaries, insurances and other benefits to capture all known and required future costs. Some line items are under budget and will remain as such because it is impractical to encumber costs to various line items at this time. Some of these line items are athletic officials, substitutes, and safety officers. The result of identifying our expense this early, forces the district to review all transactions as they incur and realize the impact for the entire year.

The district has not yet received the first excess cost payment from the state. If percentages hold constant, we should receive approximately 75%-78% reimbursement based on the districts submission for the year. We have just filed for the first excess cost reimbursement. Our first excess cost check should be approximately \$900,000 which is normally received in February.

Last month the district developed a comprehensive 5 year capital plan by project that had never been presented before in a detailed fashion. This capital plan was submitted to the town manager for review. The Superintendent and Business Director have outlined the projects by year, by operating area and by severity of need. The town is now considering how to fund such projects to meet our building needs. The total 5 year capital plan identified \$10,188,828 for current and future building needs.

The FY16-17 Budget process is still moving forward and there is a huge amount work that remains before the budget can be completed. Over the next couple of months, many other parts of the budget will continue to be built and developed before the Superintendent can present his "Proposed Budget" to the BOE during the January 13, 2016 meeting.

Requests have been made by the Superintendent to use the 1% reserve account for various capital needs. Such needs include Free-Stat replacements and Boiler expansion tanks replacement all located at the high school. These building projects need to be completed immediately to insure proper functioning of the heating system.

Respectfully submitted.

Tolland Public Schools

MM OBJ A Expenditure Report Summary (by OBJ - ???)

From Date: 11/1/2015

To Date: 11/30/2015

Fiscal Year: 2015-2016

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.0000.110.00.000.1	Salaries	\$20,885,251.00	\$1,695,826.06	\$7,055,877.65	\$13,829,373.35	\$13,918,787.35	(\$89,414.00)	-0.43%
0100.0000.120.00.000.1	Substitutes	\$453,866.00	\$42,884.68	\$99,407.76	\$354,458.24	\$0.00	\$354,458.24	78.10%
0100.0000.130.00.000.1	Overtime	\$111,132.00	\$8,326.27	\$66,918.86	\$44,213.14	\$0.00	\$44,213.14	39.78%
0100.0000.150.00.000.1	Stipends	\$297,963.00	\$35,146.91	\$80,566.40	\$217,396.60	\$415,602.91	(\$198,206.31)	-66.52%
0100.0000.190.00.000.1	Pension/Severance	\$176,000.00	\$1,320.00	\$20,713.40	\$155,286.60	\$250,975.25	(\$95,688.65)	-54.37%
0100.0000.200.00.000.1	Employee Benefits	\$308,738.00	\$2,437.50	\$192,611.10	\$116,126.90	\$158,125.00	(\$41,998.10)	-13.60%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,344,377.00	\$499,897.57	\$1,654,092.74	\$3,690,284.26	\$3,521,153.04	\$169,131.22	3.16%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$568,717.00	\$47,219.75	\$191,016.52	\$377,700.48	\$342,692.70	\$35,007.78	6.16%
0100.0000.240.00.000.1	Retirement (ICMA)	\$201,315.00	\$18,328.10	\$76,674.69	\$124,640.31	\$126,772.72	(\$2,132.41)	-1.06%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	0.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$40,203.00	\$1,072.00	\$6,869.73	\$33,333.27	\$33,333.27	\$0.00	0.00%
0100.0000.270.00.000.1	Workers' Compensation	\$251,123.00	\$0.00	\$125,724.35	\$125,398.65	\$125,727.77	(\$329.12)	-0.13%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$20,735.00	\$120.00	\$13,889.31	\$6,845.69	\$7,862.84	(\$1,017.15)	-4.91%
0100.0000.310.00.000.1	Benefits Consultant Services	\$48,543.00	\$0.00	\$14,256.64	\$34,286.36	\$28,513.28	\$5,773.08	11.89%
0100.0000.320.00.000.1	Prof Educ Svcs	\$423,626.00	\$3,630.64	\$93,128.99	\$330,497.01	\$244,220.71	\$86,276.30	20.37%
0100.0000.330.00.000.1	Professional Tech Svcs	\$7,105.00	\$3,836.95	\$13,888.75	(\$6,783.75)	\$2,376.25	(\$9,160.00)	-128.92%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$212,317.00	\$13,325.08	\$50,353.91	\$161,963.09	\$123,899.74	\$38,063.35	17.93%
0100.0000.350.00.000.1	Tech Services	\$371,195.00	\$16,374.76	\$157,386.98	\$213,808.02	\$48,113.09	\$165,694.93	44.64%
0100.0000.410.00.000.1	Sewer/Water	\$39,232.00	\$0.00	\$39,232.00	\$0.00	\$0.00	\$0.00	0.00%
0100.0000.420.00.000.1	Cleaning/Rubbish Services	\$103,756.00	\$5,200.52	\$29,759.34	\$73,996.66	\$48,731.41	\$25,265.25	24.35%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facil)	\$207,494.00	\$19,569.79	\$124,279.97	\$83,214.03	\$70,897.54	\$12,316.49	5.94%
0100.0000.440.00.000.1	Rentals	\$128,322.00	\$40,988.64	\$87,333.36	\$87,333.36	\$84,869.48	\$2,463.88	1.92%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,274,765.00	\$266,692.00	\$659,278.58	\$1,615,486.42	\$2,012,313.98	(\$396,827.56)	-17.44%
0100.0000.520.00.000.1	Property/Liability Insurance	\$175,661.00	\$0.00	\$97,712.53	\$77,948.47	\$78,430.23	(\$481.76)	-0.27%
0100.0000.530.00.000.1	Telephone/ Postage	\$44,243.00	\$834.32	\$23,414.43	\$20,828.57	\$16,788.22	\$4,040.35	9.13%
0100.0000.540.00.000.1	Advertising	\$2,865.00	\$430.85	\$1,318.63	\$1,546.37	\$969.44	\$576.93	20.14%
0100.0000.550.00.000.1	Printing and Binding	\$25,943.00	\$0.00	\$11,461.58	\$14,481.42	\$6,018.83	\$8,462.59	32.62%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,664,767.00	\$92,274.95	\$1,041,544.67	\$1,623,222.33	\$2,213,795.20	(\$590,572.87)	-22.16%
0100.0000.580.00.000.1	Travel and Conference	\$23,326.00	\$529.81	\$5,415.68	\$17,910.32	\$9,914.51	\$7,995.81	34.28%
0100.0000.590.00.000.1	Safety Officials / SRO	\$120,000.00	\$0.00	\$1,748.65	\$118,251.35	\$20,696.26	\$97,555.09	81.30%
0100.0000.600.00.000.1	General Supplies	\$118,564.00	\$6,413.14	\$100,163.04	\$18,400.96	\$46,868.97	(\$28,468.01)	-24.01%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$371,216.00	\$21,607.54	\$159,018.58	\$212,197.42	\$83,752.35	\$128,445.07	34.60%
0100.0000.620.00.000.1	Energy	\$1,583,214.00	\$2,300.53	\$1,358,162.19	\$225,051.81	\$20,658.81	\$204,393.00	12.91%
0100.0000.640.00.000.1	Textbooks	\$276,964.00	\$11,972.29	\$101,138.23	\$175,825.77	\$51,916.45	\$123,909.32	44.74%
0100.0000.650.00.000.1	Films and Videos Supl	\$1,458.00	\$0.00	\$0.00	\$1,458.00	\$455.40	\$1,002.60	68.77%
0100.0000.660.00.000.1	Computer Software	\$57,668.00	\$0.00	\$44,628.93	\$13,039.07	\$50.00	\$12,989.07	22.52%
0100.0000.690.00.000.1	Misc Supplies	\$40,929.00	\$593.19	\$14,012.67	\$26,916.33	\$25,708.44	\$1,207.89	2.95%
0100.0000.730.00.000.1	Equip Instruct - New	\$222,389.00	\$1,053.05	\$157,711.82	\$64,677.18	\$22,991.57	\$41,685.61	18.74%
0100.0000.810.00.000.1	Dues and Fees	\$45,849.00	\$551.50	\$41,927.69	\$3,921.31	\$5,466.00	(\$1,544.69)	-3.37%
0100.0000.890.00.000.1	Misc Expense	\$0.00	\$0.00	(\$1.59)	\$1.59	\$0.00	\$1.59	0.00%
Grand Total:		\$38,275,831.00	\$2,832,087.97	\$13,966,294.04	\$24,309,536.96	\$24,194,449.01	\$115,087.95	0.30%

End of Report

TO: Tolland Board of Education

FROM: Walter Willett, Ph.D

DATE: December 9, 2015

SUBJECT: Use of the 1% fund for "FreeStat" Low Temp Controls and Tank Replacement

We hereby authorize the Superintendent of Schools to utilize the funds in the "1% fund" to complete the work documented in Proposal number Q40100453360 – THS Low Temperature Limit Cut Out Controls Installation and Proposal number Q40186457789 - Replace Expansion Tanks in Boiler Room. If funds must be spent out of the 2015-2016 operating budget before the full amount has been made available to the 1% fund (through the completion of an audit), we authorize this be done with the understanding the operating funds will be reimbursed from the 1% fund as soon as the money becomes available.

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL CHAMBERS ORGANIZATIONAL MEETING

NOVEMBER 4, 2015 – 7:00 P.M.

MEMBERS PRESENT: Rick Field, Chair; William Eccles, Vice-Chair; Robert Green; Paul Krasusky; Kristen Morgan and Jeanne Schroeder

MEMBERS ABSENT: David Skoczulek

OTHERS PRESENT: Steven Werbner, Town Manager; Sheila Bailey, Town Clerk

1. CALL TO ORDER: Steven Werbner called the meeting to order at 7:00 p.m.

2. ADMINISTRATION OF OATH OF OFFICE:

Sheila Bailey administered the Oath of Office to the new members of the Tolland Town Council.

3. ELECTION OF CHAIRPERSON

Paul Krasusky nominated Rick Field as Chairman of the Town Council; Seconded by William Eccles. All in favor. None opposed.

4. ELECTION OF VICE-CHAIRPERSON

Paul Krasusky nominated William Eccles as Vice-Chair of the Town Council; Seconded by Jeanne Schroeder. All in favor. None opposed.

5. DISCUSSION OF MEETING SCHEDULE AND SET TIME FOR REGULAR MEETINGS (See attached): Mr. Field reviewed the proposed schedule and does not see any dates landing on a holiday.

William Eccles motioned to approve the schedule, pending any mistakes that they may find at a later date; Seconded by Kristen Morgan. All in favor. None opposed.

6. RULES OF PROCEDURE (See attached): Mr. Field said the first page is the agenda. He made a change by adding item #13 Chairman's Report. He said if he is out doing things, he needs to report it to the members of the Council.

William Eccles motioned to accept the rules of procedure, **as amended to add item #13 Chairman's Report**; Seconded by Paul Krasusky. All in favor. None opposed.

7. OTHER ISSUES: Mr. Field said there was a hand-out in the members' packets entitled Elected Municipal Officers. It contains all the committee liaison assignments. He asked the Council members to review the list of liaisons, and report back with any interest. At next Tuesday's meeting; they will assign Council members to the liaison vacancies. He also commented that Mr. Werbner is going to bring in the department heads so that they can give an overview of what they do and how they do it. They will also look into training and obtaining handouts pertaining to FOI.

Mr. Field said he is happy and proud that he has been selected to lead the Council. In his absence, he knows Mr. Eccles will do a good job.

Mr. Werbner asked the members to contact Lynn Bielawiec with their preference regarding receipt of e-mails. They can either have their *tolland.org* e-mail's rollover to their private e-mail, or they can go directly to their private e-mail. Mr. Eccles added that when they get an e-mail and they respond to it, they should be responding from their *tolland.org* e-mail address only. Even if the e-mail is directed straight to their personal e-mail addresses.

Mr. Field also added that if an e-mail message is sent from Mr. Werbner to the whole Council regarding a policy issue or a procedure, just respond to Mr. Werbner. If you respond to 'all', that would be a violation of FOI, because it would technically be considered a meeting.

8. **ADJOURNMENT:** Paul Krasusky moved to adjourn the meeting; Seconded by William Eccles at 7:08 p.m. All were in favor.

Rick Field, Council Chair

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM NOVEMBER 10, 2015 – 7:30 P.M.

MEMBERS PRESENT: Rick Field, Chair; William Eccles, Vice-Chair; Robert Green; Paul Krasusky; Kristen Morgan; Jeanne Schroeder and David Skoczulek

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Barbara Pettijohn, Director of Library Services; Kathy Bach, President of the Tolland Historical Society; Celeste Senechal and Kate Farrish, Tolland 300th Anniversary Committee; Beverly Bellody, Human Services; Nancy Dunn, Assistant Director of Human Services

1. **CALL TO ORDER:** Rick Field called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:**
 - 4.1 Certificate of Recognition and Thanks Presented to Les Lemek, Lemek Farm Greenhouse by the 300th Anniversary Committee.

Kathy Bach and Celeste Senechal presented the following Proclamation to Mr. Lemek:

*CERTIFICATE OF RECOGNITION AND THANKS
PRESENTED TO
Les Lemek
Lemek Farm Greenhouse
On this 10th day of November, 2015
For his \$1,000 donation to the Tolland 300th Anniversary Celebration,
making him a Crandall-level sponsor*

- 4.2 Certificate of Recognition and Thanks Presented to David Moffat, Tactical Communications by the 300th Anniversary Committee (to be mailed to him).

Kathy Bach and Celeste Senechal presented the following Proclamation:

*CERTIFICATE OF RECOGNITION AND THANKS
PRESENTED TO
David Moffat, President
Tactical Communications
On this 10th day of November, 2015
For his \$1,250 donation to the Tolland 300th Anniversary Celebration,
making him a Crandall-level sponsor*

Mr. Moffat was not in attendance.

- 4.3 Certificate of Recognition and Thanks Presented to Joseph Regan, Regan Family Properties by the 300th Anniversary Committee (to be mailed to him).

Kathy Bach and Celeste Senechal presented the following Proclamation:

*CERTIFICATE OF RECOGNITION AND THANKS
PRESENTED TO
Joseph Regan
Regan Family Properties of Orlando, Florida
On this 10th day of November, 2015
For his \$1,000 donation to the Tolland 300th Anniversary Celebration,
making him a Crandall-level sponsor*

Mr. Regan was not in attendance.

Kathy Bach and Celeste Senechal also presented two Proclamations to the Council for the Town Hall. One was from the Governor for the 300th Anniversary, and the other was from the Town of Mansfield for the 300th Anniversary.

Mr. Field commented on the great job that Ms. Bach and Ms. Senechal did for the 300th Anniversary. It went smoothly and was a great time for all. Kathy Bach added that many volunteers and civic groups made it all possible too.

5. PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION *(on any subject within the jurisdiction of the Town Council) (2 minute limit):*

Pat Curylo of 17 Oakwood Lane: Their neighborhood has just gone through paving and resurfacing. She is concerned about the final surface that was left. She asked the gentleman that was there on Friday if they are planning to return to put a final coat down, and he looked at her and said ‘what do you expect lady a driveway surface.’ She said she doesn’t expect that, but they did leave cracks and pits that will collect water and freeze during the winter. This will cause a problem. She would like to see this addressed. Maybe it could be sealed, so that a problem doesn’t occur? Photos were taken and shown to the Council members. She advised that they are speaking on behalf of others in their neighborhood. The quality of work that was done was very poor, and it will be destroyed in a very short period of time. She commented that Mr. Bach was out to look at it.

Mr. Werbner said that they will have someone come out and take a look. He will provide them with an update.

6. PUBLIC HEARING ITEMS: None

7a. REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: Dorothy Mickiewicz, Chair of the Conservation Committee: The Commission would like to invite the Council members to visit one or more of their areas. She provided the members with a brochure showing a map of the town and the various locations they oversee. She also passed around a sign-up sheet for the members to indicate which area they would like to visit. She gave an overview of the Conservation Commission.

7b. REPORTS OF TOWN COUNCIL LIAISONS: **Bill Eccles, EDC:** There will be an AT&T store opening where Radio Shack was. The Fieldstone Commons will be looking for a larger directory sign, due to having more tenants. The old Dairy Farms site is looking to convert to self-storage. There will be a public hearing held for the DOT improvements to the Tolland Green. They are still working on the temporary sign issues. Businesses can use ourtolland.org to promote their businesses. The EDC had asked a second analysis to look at whether or not a restaurant could be supported on the pad next to Sleepy’s. The second analysis said there isn’t the traffic. They agree with what the first analysis said. **Paul Krasusky, BOE Budget Workshop:** He reminds that the workshops

are open to the public. He encourages more participation from the community, as there were no residents at the last meeting. The schedule is posted on their website.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

- 8.1 Consideration and action on authorizing the renewal of a contract with the State of Connecticut for Resident State Trooper services for the period of July 1, 2015 to June 30, 2017.

Mr. Werbner said the State has a two year agreement for our arrangement with the Resident Trooper Program. The actual contract expired on June 30, 2015 for this cycle. The town has been working with the Commissioner's office on several revisions to the Operations Manual, which is part of the Agreement. There were certain things that Tolland and other surrounding areas initiated. The town requested the following:

1. Town participation in Resident State Trooper selection process;
2. Town recommendation of Resident State Trooper training;
3. Town input on Resident State Trooper performance;
4. Town request for statistical and summary reports of law enforcement activities provided by the Resident State Trooper;
5. Town receipt of Resident State Trooper schedule; and
6. Town filing of Grant Application.

The Commission has agreed to all these items.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED that Steven R. Werbner, Town Manager, be and herewith is authorized to execute a contract on behalf of the Town of Tolland with the Connecticut Department of Emergency Services and Public Protection, Division of State Police for the services of five Resident State Troopers for the period of July 1, 2015 to June 30, 2017;

And that the Town of Tolland hereby adopts as its policy to support the non-discrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

Seconded by Paul Krasusky. All in favor. None opposed.

- 8.2 Consideration of a resolution to amend Ordinance #68 to be renamed the Tolland Public Library Advisory Board and to increase the number of Board members from six to seven and the setting of a Public Hearing thereon for November 24, 2015.

Barbara Pettijohn commented that the reason they would like to change the name is because there are three Boards: Friends of the Public Library Board, The Foundation of the Tolland Library Board and The Library Board. So, they thought adding "Advisory," because they are advisory, would be more descriptive and clarify things. People often get the three Boards confused. As of now, they have six people on the Board. If there was a dispute, she would like seven for a tiebreaker. Also, they've had problems scheduling meetings and having a quorum.

Bill Eccles motioned that the following resolution be introduced and set down for a public hearing on November 24, 2015 at 7:30 p.m. in the Tolland Town Council Chambers:

BE IT RESOLVED by the Tolland Town Council that it hereby amends Ordinance #68 – Tolland Public Library Advisory Board and increases the membership from six to seven.

Seconded by Paul Krasusky. All in favor. None opposed.

8.3 Appointment of Town Attorney for the term from November 4, 2015 through November 8, 2017.

Mr. Werbner said Attorney Conti has served the Town of Tolland from 2003 to the present. He has a firm in Manchester, and his municipal rate of \$155.00 per hour is very good. The feedback from all of the departments is that he is an excellent person to work with. Mr. Werbner highly recommends that he be appointed for the next two year term.

Mr. Field agreed. He said the town has had Attorney Conti since 2003 and it has been a good for them.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appoints Richard S. Conti as Town Attorney for the term from November 4, 2015 through November 8, 2017.

Seconded by David Skoczulek. All in favor. None opposed.

8.4 Consideration of a resolution to authorize the submission of an application for the 2015-2016 Local Prevention Council Grant offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE).

Mr. Werbner said this is a non-competitive grant that assists in reducing drug and alcohol among our youth.

Bill Eccles motioned to accept the following resolution:

RESOLVED that Steven R. Werbner, Town Manager of the Town of Tolland, and in his absence the Acting Town Manager, has been empowered to sign the **2015-2016 Local Prevention Council Grant** offered by the Department of Mental Health and Addiction Services (DMHAS) through East of the River Action for Substance Abuse Elimination (ERASE), and any subsequent amendments and modifications on behalf of the Town of Tolland, between the Town of Tolland and ERASE.

Seconded by Paul Krasusky. All in favor. None opposed.

8.5 Appointments to vacancies on various municipal boards/commissions.

Bill Eccles motioned to make the following re-appointments:

8.5.a. Re-Appointment to Planning & Zoning Commission – Alternate
Katherine Murray, term 11/04/15 – 11/08/17

8.5.b. Re-Appointment to Board of Assessment Appeals
Laura Gregory Roberts, term 11/04/15 – 11/06/19

8.5.c. Re-Appointment to Inland Wetlands Commission (2)
Elizabeth Banning, term 11/04/15 – 11/08/17
Lee Lafountain, term 11/04/15 – 11/08/17

Seconded by Paul Krasusky. All in favor. None opposed.

8.5.d. Council Liaisons on Boards and Commissions: The members volunteered to liaison the following Boards and Commissions:

Board of Education

1. Kristen Morgan (Paul Krasusky will be back-up)

Planning & Zoning

1. David Skoczulek

Agriculture Commission

1. Vacant

Blight Committee

1. Rick Field (David Skoczulek will be back-up)

Delinquent Tax Collection Enforcement Committee

1. Jeanne Schroeder
2. Paul Krasusky

Facility Review Committee

1. Vacant

Land Acquisition Advisory Committee

1. Robert Green
2. Jeanne Schroeder

WPCA

1. Vacant – This will be rotational. Mr. Field will put a schedule together.

Economic Development Commission

1. Bill Eccles

Shared Services Committee

1. Jeanne Schroeder

Recreational Advisory Committee

1. Paul Krasusky

Technology Board

1. Bill Eccles

Conservation Commission

1. Paul Krasusky

Mr. Eccles questioned the number of vacancies on the Tolland Water Commission, and suggested that if they are having difficulty finding membership, as is the WPCA, maybe they should consider combining the two commissions? Mr. Field suggested setting this as an agenda item for December. Mr. Werbner said they will be coming to the meeting in December anyways and it might be something to discuss with them.

9. OLD BUSINESS (ACTION/DISCUSSION ITEMS): None.

10. REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY): Mr. Werbner said he will start bringing in the departments at the December 8th meeting. They will start with the Library, because of the library expansion program, and the

head of the ACCESS Agency to discuss the elderly housing project at the old Parker School. For January, they are setting up meetings with the auditors, financial advisor, health advisor, and our legislative delegation.

11. ADOPTION OF MINUTES

- 11.1 October 27, 2015 Regular Meeting Minutes: Steven Werbner, Town Manager, signed off on the October 27, 2015 minutes, since a new Council is now in place.
- 11.2 November 4, 2015 Organizational Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Kristen Morgan. All in favor. None opposed. David Skoczulek abstained.

12. CORRESPONDENCE TO COUNCIL: None.

13. CHAIRMAN'S REPORT: Thursday, November 12th @ 7:00 p.m. at the Fire Training Center there will be a community talk on blight. The public is welcome. On December 10th @ 7:00 p.m. in Conference Room A, there will be an informational meeting from the DOT about the Tolland Green.

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: None.

15. PUBLIC LISTED PARTICIPATION *(on any subject within the jurisdiction of the Town Council)*
(3 minute limit): None.

16. ADJOURNMENT: Paul Krasusky moved to adjourn the meeting; Seconded by Bill Eccles at 8:27 p.m. All were in favor.

Richard Field, Council Chair

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM NOVEMBER 24, 2015 – 7:30 P.M.

MEMBERS PRESENT: Rick Field, Chair; William Eccles, Vice-Chair; Robert Green; Kristen Morgan and David Skoczulek

MEMBERS ABSENT: Paul Krasusky and Jeanne Schroeder

OTHERS PRESENT: Steven Werbner, Town Manager; Barbara Pettijohn, Director of Library Services; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records

1. **CALL TO ORDER:** Rick Field called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS:**
 - 6.1 Consideration of a resolution to amend Ordinance #68 to be renamed the Tolland Public Library Advisory Board and to increase the number of Board members from six to seven.

Mr. Field advised that this item was discussed at the last meeting.

Bill Eccles moved to open the public hearing; Seconded by David Skoczulek. All in favor. None opposed.

Ms. Pettijohn said it is a good idea to rename the Board to something that is more descriptive and accurate. Also, they needed another member on the Board to enable them to have a quorum.

No straw poll taken.

Bill Eccles moved to close the public hearing; Seconded by David Skoczulek. All in favor. None opposed.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby amends Ordinance #68 – Tolland Public Library Advisory Board and increases the membership from six to seven.

Seconded by Kristen Morgan. All in favor. None opposed.

- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: Karen Moran, BOE:** Ms. Moran congratulated the new Council members. At the last BOE meeting, they voted to have Board member liaisons attend the Council meetings on a rotating schedule. On December 2nd @ 7:00 p.m. in the Library, Dr. Willett will hold his 2nd Community Workshop. The public is invited. This workshop will involve break-outs into working groups. On December 15th @ 7:00 p.m. in the High School's main conference room, there will be a joint BOE / Council meeting.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS: David Skoczulek, PZC:** The Commission discussed sign permit reviews, and their goals. Some included: continuing to map trails, general updates to the regulations, discussion of regionalization, growing the connection with the EDC, walkability, and continuing to make strides towards being business friendly. They also discussed the outcome of the Blight Committee meeting that Heidi Samokar, Director of Planning & Development, administered.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

- 8.1 Consideration of a resolution to declare various equipment as surplus property within the Town.

Mr. Werbner advised that they periodically have surplus equipment that has some value, but is deemed obsolete for town use. When that is the case, they try to sell the equipment, and sometimes they are successful at finding purchasers. Although, when the items have no value under the purchasing policies, the town manager has the ability to dispose of the equipment without the Council's input.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED that the following items are hereby declared surplus and may be disposed of in accordance with Policy A176-4, Policy Concerning Disposal of Surplus Personal Public Property:

Bookcase, wooden, (5 ½ ft by 72 inches by 9 inches)
Typewriter, electric, Olympia
Table, 54 in by 34 in
TV table, 26 in by 17 in
1997 48 inch Exmark Viking mower (model CV14T serial#2502604004)

Seconded by David Skoczulek. All in favor. None opposed.

- 8.2 Consideration of a resolution to approve of the Town Manager entering into an Inter-Municipal Agreement with the Towns of Coventry and South Windsor to participate in a CT State ICE Grant to purchase computer/technology equipment.

Mr. Werbner said Tolland is in a regional IT program. The State of Connecticut has a competitive grant program that pays for 30% of equipment that is purchased and shared by Towns. The equipment may not be more than \$1,000 for each item. This is the second year that the town has participated in the program.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves Steve Werbner, Tolland Town Manager entering into an agreement with the Towns of Coventry and South Windsor to participate in the Inter-Town Capital Equipment (ICE) Purchase Incentive Program proposal for the purchase of computer and technology equipment referenced in Connecticut General Statutes Section 4-66m, as amended by PA 15-170.

Seconded by Kristen Morgan. All in favor. None opposed.

8.3 Appointments to vacancies on various municipal boards/commissions.

Mr. Field advised that Jeanne Schroeder and David Skoczulek will vet new candidates interested in joining a town Committee/Commission/Board.

Bill Eccles motioned to make the following appointments:

- 8.3.a. Appointment to Tolland Economic & Community Development Corp. (TECDC) – Letter attached – *1 vacancy will remain.*

Mark Riesbeck, term 02/28/14 – 02/28/19

- 8.3.b. Appointment to Tolland Public Library Foundation, Inc. – Letter attached – *1 vacancy will remain.*

Jan Rubino, term 10/31/15 – 10/31/17

- 8.3.c. Appointment to Water Pollution Control Authority – Letter attached – *1 member vacancy and 2 alternate vacancies will remain.*

Cody Johanson, term 08/26/15 – 08/26/18 (moving from Alternate to Member)

Seconded by David Skoczulek. All in favor. None opposed.

- 8.3.d. Council Liaison on Agriculture Commission and Permanent Celebration Committee.

1. No liaison has been appointed to the Ag Commission or the PCC. In the interim, Mr. Field will cover them as his schedule permits.

9. **OLD BUSINESS (ACTION/DISCUSSION ITEMS):** None.

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner reminded of the joint meeting between the BOE and Council on December 15th, and the informational DOT meeting regarding the Tolland Green road project which will be held December 10th at 7:00 p.m.

11. **ADOPTION OF MINUTES**

- 11.1 November 10, 2015 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by David Skoczulek. All in favor. None opposed.

12. **CORRESPONDENCE TO COUNCIL**

- 12.1. DOT Public 12/10/15 Informational Meeting on Intersection Improvements on Route 74 and Route 195 in Vicinity of the Tolland Green;
- 12.2 Letter from the Tolland Historical Society indicating they would like to have a public hearing regarding the proposed changes to the Green.
Mr. Field will respond to the letter suggesting that they wait until after the December 10th informational DOT presentation. The presentation may clear up any concerns that they may have.
- 12.3 Note from Connecticut Conference of Municipalities; and
- 12.4 Pamphlet re clean energy.

13. CHAIRMAN'S REPORT:

Mr. Field updated on the following:

- Blight Committee meeting: He said it went very well and was well attended. Heidi Samokar will be putting together a report summarizing the meeting. He is trying to set up a meeting for next month, but if he can't get a day convenient for all, he may have to push it into January.
Mr. Skoczulek also attended and said Heidi Samokar did a great job running the meeting. It was very constructive. There were a lot of different opinions, but a theme could be seen. It's was a great way to start the process.
- EHHD Finance Committee: He attended the meeting. They are putting the budget together.
- The Senior Center: He noticed the new roof erected over the door. It came out very nice.
Mr. Werbner said they will be getting a new sign as well.
- The electric Christmas parade is November 28th.
- The tree lighting is December 5th.

Mr. Field asked Mr. Werbner if they could get the TWC and the WPCA together to discuss merging the two, due to issues filling the commission spots with the knowledge needed. He also inquired about the status of the TWC's report to the Council.

Mr. Werbner said the report is due the first meeting of December. Mr. Eccles said he is curious to see what is going to come of their public hearing regarding rates.

Mr. Field said they will wait to receive the report, and then work from there.

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: None.

15. PUBLIC LISTED PARTICIPATION *(on any subject within the jurisdiction of the Town Council)*
(3 minute limit): None.

16. ADJOURNMENT: Bill Eccles moved to adjourn the meeting; Seconded by David Skoczulek at 7:49 p.m.
All were in favor.

Richard Field, Council Chair

Michelle A. Finnegan
Town Council Clerk