

REVISED 1/11/2016
TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Council Chambers
Tolland, CT 06084

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
January 13, 2016

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 – December 9, 2015
Special Meeting – December 15, 2015
Special Joint Meeting – December 15, 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 Where We Go From Here? (no enclosure)
- F.2 Recognition of Girl's Cross Country Team (no enclosure)
- F.3 Recognition of Boys' Soccer Team (no enclosure)
- F.4 Request to Increase Price of School Lunches in Tolland
- F.5 Proposal to Add a Special BOE Meeting For The Purpose of Budget Review
- F.6 Monthly Financial Report – December 2015
- F.7 Superintendent's Proposed Budget

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 – December 8, 2015
- Town Council – December 22, 2015

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

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

REGULAR MEETING – December 9, 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; Mr. Mark McLaughlin, Business Director

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Adlerstein called the meeting to order at 7:30 P.M. The Pledge of Allegiance was recited. Item F1 was addressed next and then the rest of the agenda followed starting with item B.

B. APPROVAL OF MINUTES

- Regular Meeting – November 10, 2015

Mr. Doyle motioned to accept the minutes of the November 10, 2015 meeting. Ms. Yudichak seconded the motion. Changes: none. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. POINTS OF INFORMATION

Ms. Gorsky noted that she did not receive any correspondence but did see on social media where some parents expressed concern about the lack of paper report cards in the younger grades. Ms. Moran explained that parents can request a paper copy of the report cards from the school.

Ms. Yudichak commented that she spoke with a parent who expressed concern that some of the “fun” activities such as Stone Soup are no longer available to the kindergarten students.

Mr. Adlerstein highlighted that there will be a joint BOE and Town Council meeting on December 15th at 7PM. It will be held at THS in the conference room off of the main office.

Dr. Willett, in regard to the report cards, explained that PowerSchool has had an unusual failure. The standards piece, which is designed to provide more information than a report card alone, has collapsed. He has met with officials from PowerSchool and progress is being made but it will still take time to be resolved. In turn, the district is going to go into the system and generate paper reports. Secretaries will manually transfer the comment information. It is expected that the K-5 reports will be available by Wednesday of next week. Dr. Willett understands the frustration but by having electronic report cards, greater and more in depth information can be provided.

In regard to the concerns regarding the kindergarten activities, Dr. Willett explained that they are always looking to make process improvements and requires that all programs be justified. There are still “fun” activities such as trips and programs with strong curricular connections. He

explained that a lot of the Stone Soup food being created was being thrown away and this is not a value they want to be teaching. Additionally, in regard to this specific activity, he asked the teachers to provide a lesson plan but they did not do so. Dr. Willett will report back with the specific “fun” activities that are still being offered. He added that he has asked the administrators to evaluate all of the activities to ensure that they match up well with the curriculum and allow teachers to keep up with the provided pacing guides. An item in regard to this will be on a future agenda.

E. STUDENT REPRESENTATIVE REPORT – Charles Perosino and Andrew Harger

Mr. Harger reported that he and Mr. Perosino attended the CBE conference. It was a great experience and it was interesting to see how other representatives work with their respective boards. He thanked the Board for the opportunity.

Mr. Perosino noted that the Madrigal Dinner is this weekend but that tickets are sold out. He added that the change to the water bottle policy has been well received.

F. SUPERINTENDENT’S REPORT

F.1. Steve Clark – Recognition

The Board recognized Mr. Clark. Mr. Clark served on the Board for over 10 years (2005-2015) and was also on the Policy and Negotiation Committees. He has done wonderful things for the district and the town as a whole and served tirelessly. In recognition of his great time commitment, Dr. Willett presented Mr. Clark with an engraved clock and thanked him for his service.

Mr. Clark thanked everyone for the opportunity to serve the community and to work with Mr. Pagoni for the 10 years. It has been a pleasure to serve with all those who have come and gone. He explained that before serving on the Board, he served on the Space Assessment and Building Committees so in all, he has volunteered for about 25 years. He believes he accomplished more during those 25 years than he did during his 35-40 years of work experience. Mr. Clark urged everyone to take the opportunity to volunteer for community service. It is very rewarding. He thanked the Board and expressed his appreciation.

Mr. Pagoni noted that he will miss the ice cream and donut runs with Mr. Clark. Mr. Clark would hold off the entire Board – regardless if it was a Democratic or Republican issue, and stand his ground. No matter what, he got along with all of the members and was respectful. Mr. Clark has always been a gentleman and will be missed.

Ms. Gorsky commented that they will miss having him on the Policy Committee. His contributions have been very helpful and Mr. Clark is very knowledgeable about procedure. She thanked Mr. Clark for always bringing so much information and sharing it with the Committee.

Mr. Perosino thanked Mr. Clark for being conscientious of so much and teaching him how to speak up and feel comfortable doing so.

Mr. Adlerstein explained that two years ago, there were a lot of new members on the Board. At the outset, Mr. Clark set the tone. It was not about political party affiliation but about what was best for the community and the children.

Mr. Doyle commented that when he became a Board member, there were a lot of changes. Often it can be difficult for those members who have been on the Board for a while but Mr. Clark always ensured that all decisions were well thought out. He was always interested in being productive and constructive when making decisions.

Ms. Moran thanked Mr. Clark for his service. He has always brought a wealth of information to the Board. While it is important to look forward, it is helpful to recognize where one has come from.

Ms. Yudichak thanked Mr. Clark. She is amazed at all that he has done in 25 years. She has always appreciated the wealth of information he brought to the Board.

F.2. Cancellation of the December 23, 2015 Board of Education Meeting

Dr. Willett recommended that the BOE meeting scheduled for December 23rd be cancelled as it is the day before Christmas Eve and has traditionally been cancelled.

F.3. Cancellation or re-scheduling the March 23, 2016 BOE Meeting

Dr. Willett recommended that that BOE meeting scheduled for March 23rd be either cancelled or rescheduled. The Town has scheduled a Public Hearing on the Town Manager's recommended budget on this evening.

Mr. Pagoni motioned to move both items F2 and F3 to item I1 for Board action. Mr. Doyle seconded the motion. All were in favor. Motion carried.

F.4. Field and Grounds Maintenance Agreement

Dr. Willett recommended that the Board approve the Field and Grounds Maintenance Agreement (attachment F4). It will allow for an improved appearance of the schools. A brief discussion took place. Ms. Gorsky noted that it is never a bad idea to have an agreement in place and this one is well delineated. Mr. Doyle added that this is something that was reviewed by the Finance and Facilities Committee. It saw the value in clarifying responsibilities. It was discussed that if there are concerns regarding the condition of the fields, they should be brought to the BOE. Mr. Doyle motioned to move item F4 to item I2 for Board action. Mr. Yudichak seconded the motion. All were in favor. Motion carried

F.5. Lunch Price Proposal for January 2016

Dr. Willett explained that he is proposing increasing the lunch prices. They have been significantly lower than others in the DRG for several years. The increased cost of food items has impacted the schools' food service programs. In turn he is proposing an increase of 25 cents for elementary lunches and 15 cents for lunches at the secondary level (attachment F5). The Food Services Director did not want to increase prices but after reviewing the financials, it was determined that it would need to be done so that there would not be a shortfall which would need to come out of the operating budget. Even with the price increase, the lunch prices will still be lower than others in the DRG and the program will continue to be self-sustaining. Dr. Willett noted that if the proposal is not accepted, money will need to be taken from the operating budget in

order to sustain the program. It would be irresponsible for him not to recommend the increase.

A discussion took place. Mr. Pagoni commented that the Board should wait to vote on an item that involves asking parents to spend more money until parents are notified and can communicate their concerns. Mr. Adlerstein noted that there is a precedent that something involving funds such as this be discussed and voted on at a later meeting. A discussion regarding how the proposed price increases would be communicated to parents took place. Some options were any or all of the following: the meeting minutes, the Superintendent's Bulletin, and the menu. Dr. Willett noted that a review of the financials shows that the trend will continue and it is important to halt it as soon as possible. Mr. Doyle agreed that it needs to be done soon but needs to know the budget impact and the plan for communication. A straw poll was taken regarding how many members would vote to approve this this evening. Three (Ms. Moran, Ms. Gorsky, and Ms. Seaver) would vote for it. This item will be on the next agenda and include a communication plan.

F.6. Monthly Financial Report – November 2015

Dr. Willett reviewed the report (attachment F6). The report shows an available balance of \$115,087 or .3% of the BOE's current budget. The district expects to receive the first excess cost reimbursement from the state in February and it is believed that it will be in the amount of \$900,000. The second excess cost reimbursement is traditionally received in May. The District presented a comprehensive 5 year capital plan last month which is currently being reviewed by the Town Manager. The plan identified \$10,188,828 for current and future building needs.

F.7. Use of the 1% Fund

Dr. Willett stressed the importance of replacing the "FreeStat" low temp controls and the tanks to prevent the pipes from freezing again and strongly recommends that this issue be resolved. Both of these items can be done now. The addition of glycol to the system will need to wait until spring. Ms. Moran noted that this was approved by the Town Council dependent on the approval of the Board. The funds in the 1% fund will be needed as well as up to \$4K which will be taken from the operating budget. It will cost more not do this. Mr. Doyle confirmed that doing these are the best options for mitigating the risk over the winter.

Ms. Gorsky motioned to move item F7 to item I3 for action. Ms. Moran seconded the motion. All were in favor. Motion carried.

G. COMMITTEE AND LIAISON REPORTS

Communication and Outreach – the next meeting will be on January 6th at 1pm. Future meetings will be on the 1st Wednesday of each month. The Committee is still wrapping up feedback from the note takers, moderators, and surveys from the Community Conversation event.

Finance and Facilities – Mr. Doyle explained that the last meeting was an orientation for the new members. The budget process was reviewed as well as the background of current financial challenges and opportunities. Upcoming meetings are scheduled for January 5th, February 2nd, and March 1st at 7:30PM.

Policy – the next meeting will be on December 16th at 9AM.

CABE – Ms. Yudichak and Ms. Moran attended the conference on November 20th. It was good experience and they attended 3 workshops. Mr. Pagoni, Mr. Frattaroli and Mr. Clark were recognized for their 10 years of service.

Town Council – an overview of the library project was presented. Town Council members Ms. Kristen Morgan and Mr. Paul Krasusky will be the liaisons to the Board.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein reviewed the Board's processes and roles. He noted that going forward, item F1 will focus on the most important items and the strategic vision so everyone is aware of these items and the goals.

I. BOARD ACTION

- I.1. Cancellation of the December 23, 2015 Board of Education Meeting
Cancellation or re-scheduling the March 23, 2016 BOE Meeting
Ms. Moran motioned to cancel the December 23rd and March 23rd Board meetings. Mr. Doyle seconded the motion. All were in favor. Motion carried.
- I.2. Field and Grounds Maintenance Agreement
Mr. Doyle motioned to approve the Field and Grounds Maintenance Agreement as presented. Ms. Seaver seconded the motion. All were in favor. Motion carried.
- I.3. Use of the 1% Fund
Mr. Doyle motioned to 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. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION -none

K. POINTS OF INFORMATION

Ms. Moran spoke of the project to convert the former Parker School to senior housing which was discussed at the Town Council meeting. This is a project in the works and the Town is awaiting grant funds. At the Council meeting, she spoke on her own behalf in regard to the project and the parking situation at TIS and commented that there needed to be more community involvement and engagement. Many people were not familiar with the project. A discussion took place. Board members expressed concern regarding items including the moving of playground equipment, the traffic flow, the safety of the children, and if there would be a liaison that will work with the engineers and architects to represent the school's interest.

Dr. Willett explained that there have already been a few meetings. Principals have met with some of the engineers and the goal is to have as many community members in the process as possible. Dr. Willett is amenable to co-hosting a community night to discuss the project. The event will be scheduled for some time during the 2nd week of January and the goal is to have the 3 engineers present. There will be break-out sessions where questions can be asked and there will be a reporting out from the groups. Dr. Willett will communicate information about the evening via the Superintendent's Newsletter and schedule robocalls to encourage people to attend and ask questions. A straw poll was taken to determine how many Board members would be in favor of having Dr. Willett organize a community information night on the Parker project as he proposed. All were in favor.

Mr. Harger inquired about the lights going out at THS. Dr. Willett explained that this was a "shed load" that may happen on occasion.

Ms. Moran noted that on Friday the district is participating in a PJ Day to benefit the Cancer Care Center at CT Children's Medical Center. Each participant needs to bring a \$1 donation.

Mr. Adlerstein reminded the members and the public of the joint BOE/Town Council meeting on December 15th.

Dr. Willett noted that he recently sat down with the THS Student Council. It is an amazing group of students and there is a lot of leadership in the student groups. Additionally, many teachers are on the Professional Development and Evaluation Committee and have provided invaluable input and leadership. They are truly partners in making the best possible educational system in Tolland. Additionally, paraprofessional groups are writing grants for Chromebooks and other items – these are initiatives that they do not have to be doing. There couldn't be a better staff in the district and it is a pleasure to work with them.

L. CORRESPONDENCE

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

M. FUTURE AGENDA ITEMS

- *Noted throughout minutes*

N. ADJOURNMENT

Ms. Gorsky motioned to adjourn the meeting and pay the clerk at 9:41PM. Ms. Moran seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TOLLAND BOARD OF EDUCATION

Hicks Municipal Center

Council Chambers

Tolland, CT 06084

SPECIAL MEETING – December 15, 2015

Members Present: Mr. Sam Adlerstein, Chair; Mr. Patrick Doyle, Vice Chair; Ms. Karen Moran, Ms. Susan Seaver, and Ms. Michelle Harrold

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:15 P.M.

B. Superintendents Report

B.1 I am seeking approval to request the Town Council approve transferring \$25,982 from their remaining balance of \$11,930 for fiscal year 2014-15 and \$14,052 from FY 13-14 unexpended encumbrances into the 1% Fund.

C. Board Action

To authorize the Superintendent to request the Town Council approve transferring \$25,982 from their remaining balance of \$11,930 for fiscal year 2014-15 and \$14,052 from FY 13-14 unexpended encumbrances into the 1% Fund.

Mr. Schroeder motioned. Mr. Doyle seconded the motion. All were in favor. Motion carried.

C. ADJOURNMENT

Ms. Doyle motioned to adjourn the meeting and pay the clerk at 9:20 PM. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

Joint Meeting Town Council and BOE 12/15/15
High School Main Office Conference Room
Meeting Minutes

Called to order by Rick Field at 7:05 PM

Attendees:

Steve Werbner, Kristen Morgan, David Skoczulek, William Eccles, Jeanne Schroeder, Rick Field, Paul Krasusky, Robert Green, Walter Willett, Sam Adlerstein, Patrick Doyle, Michelle Harrold, Karen Moran, Jeffrey Schroeder, Susan Seaver, Colleen Yudichak

Agenda:

- A. Call to order / opening
- B. Steve and Walt: Look back at what has changed
- C. Bill: Leadership message
- D. Karen & Paul: Shared services examples
- E. Sam: Look forward, what do we want to change
- F. Patrick: Update our shared commitment
- G. Final comments and adjourn

C: Leadership Message

We have to optimize the system Town as a whole.

Imagine what happens when...

Parts of Steve's Lean, Mean, Flyin' Machine....



...join with....

Walt's Bus of Educational Goodness



...we get...



...somewhere... just not very effectively.

...when we really want this:



D: Info About Shared Services

- History: Effective 10/1/13, Public Act 13-60, Consolidation of Non-educational Services, an initiative to encourage towns and cities to seek greater intra-municipal cooperation and efficiencies related to non-educational spending.
- Group looked at possibilities such as: maintenance services, technology, Voices program; group continues to explore different avenues
- Underlying Priority - Promote Community?
- TMS Summer Spruce-up
- Opportunity to continue Community Volunteer Day??

*"Walked the school this morning and it is **unreal the difference.**" - Steve Werbner, Town Manager*

*"Thank you, **the school looks better than it has in 20 years I would bet.** The returning 7th and 8th graders will feel like they are in a different place. The 6th graders will appreciate the changes as well I am sure. Much thanks to you all." - Dr. Walt Willett, TMS Principal*



E: Look-forward. What do you want to change?

With your small group using the supplies provided, please write your answer to

How can we as a Town Council and Board of Education work together to encourage and support alignment?

We will hear a report out from each small group

Report out summary:

The group asked that Chairs and Vice Chairs meet toward bringing this and working agreement under item F to action.

- PRESS RELEASE
LETTERS TO EDITOR
SOCIAL MEDIA

- Recharter Shared
Services group

- T.C. COMMUNICATION COMM.
-OR- SHARED SERVICE W/ BOE

- JOINT NEWSLETTER
(REC. BROCHURE?)

- VISIBILITY AT
TOWN EVENTS

- OURTOLLAND.ORG

- VISION BACKED BY GOALS AND
OBJECTIVES

- REGULAR CO-LEADERSHIP MEETINGS
JOINT MEETINGS / CHECK-INS

- TOUR OF SCHOOLS / TOWN OFFICES

- WORKING ON CREATING TRUST

- COMMUNITY VOLUNTEER DAY

Group work (Three groups):

- Possible quarterly joint meetings
 - = more communication / positive check-in; not necessarily budget discussion
- Community Volunteer Day
 - bonus: can save \$
 - build connections, comradery
- more visibility @ town events / together
 - ex. Cider Mill Race: tent, pass out water
- constructive ways to communicate about "touchy" subjects (use quarterly mtg. for this?)
- how do we share our top goals, hot topics

- GOALS!**
OBJECTIVES
- Vision/Big Picture → achieve that goal
- work backwards to achieve that goal
 - Don't get bogged down with task & look a few steps forward
 - Understand other parties needs/pri.
going in with open mind
 - be inclusive of each other during Liaison
 - keep community at the center of what we do
 - ask questions to increase understanding rather than pre-supposing
 - transparency in decision making on both sides
 - viable / sustainable shared services to ensure success
 - don't hesitate to meet together whenever needed or prudent

- (DEPARTMENT)
- GET THE WORKER LEVEL TO CONSIDER THE COMMUNITY'S GOALS
 - EXPAND PAST OWN BLINDERS
 - NO - INFIGHTING / TERRITORIALISM
 - CLEAR, HONEST COMMUNICATION
 - SET TOWN-WIDE GOALS
 - ENCOURAGE LIAISON SYSTEM ACROSS ALL LEVELS
 - SHOW BY EXAMPLE THE IMPORTANCE OF INTER-DEPARTMENTAL COOPERATION
 - SHINE A BRIGHT LIGHT ON WHAT'S "RIGHT"

F: Our Shared Commitment

Group asked that result be compiled and presented at each group's respective meeting, for each member to sign.

With a partner using the handout, evaluate the
Town Council / Board of Education Working Agreement

What do you feel strongly about changing before you are ready to renew and commit for the coming two years?

We will integrate our changes

Prior version:

We agree to...

- Engage with each other in a respectful, professional manner
- View things from a broader perspective, community-focused, not us versus them
- Listen, understand and share in a clear, specific and accurate manner
- Engage in joint communication early and often
- Surface and acknowledge disagreements and agreements
- Identify and work toward a shared goal



We each share an equal role in maximizing the usage of town resources to provide the highest quality of services which balance top priority needs within financial constraints. We will communicate with and engage the community in a positive way.

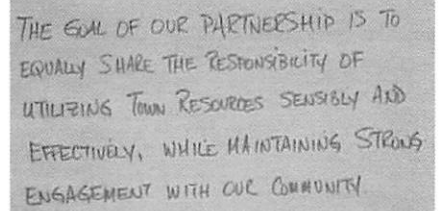
We each share an equal role in maximizing the usage of town resources to provide the highest quality of services which balance top priority needs within financial constraints. We will communicate with and engage the community in a positive way. We agree to...

- Engage with each other in a respectful, professional manner
- View things from a broader perspective, community-focused, not us versus them.
- Listen, understand and share in a clear, specific and accurate manner.
- Engage in joint communication early and often.
- Surface and acknowledge disagreements and agreements.
- Identify and work toward a shared goal.

12/3/13 Joint meeting

Draft of our working agreement

The goal of our partnership is to equally share the responsibility of utilizing town resources sensibly and effectively, while maintaining strong engagement with our community.



THE GOAL OF OUR PARTNERSHIP IS TO
EQUALLY SHARE THE RESPONSIBILITY OF
UTILIZING TOWN RESOURCES SENSIBLY AND
EFFECTIVELY, WHILE MAINTAINING STRONG
ENGAGEMENT WITH OUR COMMUNITY.

We agree to...

- Engage with each other in a respectful, professional manner
- View things from a broader perspective, community-focused, not us versus them.
- Listen, understand and share in a clear, specific and accurate manner.
- Engage in joint communication early and often.
- Surface and acknowledge disagreements and agreements.
- Identify and work toward a shared goal.
- Develop a shared vision together.
- Foster an environment of trust throughout both organizations.
- Be champions for our successes.

Group asked Chairs and Vice Chairs work to bring this to a next step.

G: Meeting Adjourned by Rick Field at 9:10 PM

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Request to increase price of school lunches in Tolland

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: 1/13/2016

ITEM SUMMARY:

The Board of Education sought a second review of the request to increase Lunch prices for the Tolland Public Schools. This submission constitutes that second review. In addition, the BOE asked what the communication plan/methodology would be for the communicating this change to parents, and for some data pertaining to the drawing down of the accounts.

Communication of this price increase to parents will be through the Superintendent's Bulletin. This Bulletin is distributed weekly to parents/guardians of students through e-mail addresses reported by parents on their registration/health materials for the purpose. A prior notification went out in the 1/11 Superintendent's Bulletin notifying parents of the "potential" increase and to contact the Superintendent's office with any feedback.

Please see supporting materials for additional information.

FINANCIAL SUMMARY: Please see item A and C.

BOARD ATTORNEY REVIEW: [N/A]

BOE ACTION DESIRED:

Move to Action:

Motion to accept the price lunch increases for the Tolland Public Schools as requested in the attached 1/13/2016 letter from Ms. Kassman-Harned, Director of Food Services to Walter Willett, Superintendent of Schools.

SUPPORTING MATERIALS ATTACHED:

- A. Budget Comparisons
- B. Supporting Letter from Ms. Kassman-Harned, Director of Food Services: *Lunch Price Proposal for January 2016*
- C. Potential Revenue from proposed price increase for Jan.2016

Tolland Public Schools Food & Nutrition Services

ITEM A

2007-2008 to 2014-2015

Budget Comparisons

	2007-2008	2008-2009	% change	2009-2010	2010-2011	% change	2011-2012	2012-2013	% change	2013-2014	2014-2015	% change
Year-End Cash Balance	\$311,620	\$270,540	-13.18%	\$291,775	\$252,324	-13.52%	\$178,726	\$162,529	-9.06%	\$151,119	\$113,899	-24.63%
Pre-Paid Lunch	\$29,910	\$29,799	-0.37%	\$32,290	\$30,257	-6.30%	\$31,201	\$28,146	-9.79%	\$29,807	\$32,879	10.31%
Food Service Balance	\$281,710	\$240,741	-14.54%	\$259,485	\$222,067	-14.42%	\$147,525	\$134,383	-8.91%	\$121,312	\$81,020	-33.21%
Lunch Prices												
Elementary	\$2.00	\$2.00	0.00%	\$2.00	\$2.00	0.00%	\$2.00	\$2.25	12.50%	\$2.25	\$2.40	6.67%
Middle	\$2.25	\$2.25	0.00%	\$2.25	\$2.25	0.00%	\$2.25	\$2.50	11.11%	\$2.50	\$2.60	4.00%
Middle Deli		\$2.75		\$2.75	\$2.75	0.00%	\$2.75	\$2.75	0.00%	\$2.75	\$2.85	3.64%
High	\$2.50	\$2.50	0.00%	\$2.50	\$2.50	0.00%	\$2.50	\$2.75	10.00%	\$2.75	\$2.85	3.64%
High Deli	\$2.75	\$3.00	9.09%	\$3.00	\$3.00	0.00%	\$3.00	\$3.00	0.00%	\$3.00	\$3.10	3.33%
Milk	\$0.50	\$0.50	0.00%	\$0.50	\$0.50	0.00%	\$0.50	\$0.50	0.00%	\$0.50	\$0.60	20.00%
Enrollment(access to lunch)	2,848	2,899	1.79%	2,903	2,809	-3.24%	2,740	2,614	-4.60%	2,523	2,644	4.80%
Avg. # of Lunches/Day	1,352	1,402	3.70%	1,387	1,336	-3.68%	1,298	1,159	-10.71%	1,048	1,048	0.00%
Student Participation %	48%	48%	1.05%	48%	48%	-0.83%	47%	44%	-6.54%	42%	40%	-4.58%
Avg. Labor Hour/Day	127	132	3.70%	135	134	-0.59%	133	132	-0.68%	123	127	3.59%

* Free & Reduced Eligibility has doubled in this time frame from ~ 4% to ~ 8%

Higher enrollment due to addition of all day K

* 2007 - 2011 Required to spend down excess funds (more than 3 mths operating costs)
Purchased New walk-ins in TIS & TMS, Kitchen upgrades to TIS & TMS

Higher labor hours/due to personnel issue

* Future Needs Equipment repair/replacement - \$25,000 - Technology - \$5,000

*Trends & Factors of Current Financials - Economy, Food Costs, Labor Costs, Federal Regulation - see attached documents for more detailed information

* Measures taken to address operating efficiencies - Reduce Labor, reduce waste, participate in buying cooperative, take advantage of rebates etc.
Minimize menu choices at BG - Create new recipes - Take strides to Increase participation



Tolland Public Schools Food & Nutrition Services

Date: January 13, 2016
To: Dr. Walt Willett, Superintendent of Schools
From: Abby Kassman-Harned, Director of Food Service
Subject: Lunch Price Proposal for January 2016

F.2

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	Potential Revenue	
						Avg. Lunches/day	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

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Proposal to add a special BOE meeting for the purpose of budget review

ITEM SUBMITTED BY: Walter Willett, Ph.D., Superintendent

For BOE meeting: 1/13/2016

ITEM SUMMARY:

The Board of Education may want to consider adding special meeting to provide enough time for an ample review of the budget. Currently the Superintendent's Budget is presented on 1/13/2016, there is one meeting on 1/27/2016, and a final on 2/10/2016 before the changes would need to be made and the "BOE Budget" is submitted to the Town Manager. This is offered for the BOE's consideration, the board could deem this to be unnecessary, but I thought it worthy of your discussion.

FINANCIAL SUMMARY: [N/A]

BOARD ATTORNEY REVIEW: [N/A]

BOE ACTION DESIRED: The Board will convene a special meeting on 1/20/2016 for the purpose of discussing the Superintendent's Budget.

SUPPORTING MATERIALS ATTACHED:

N/A



TOLLAND PUBLIC SCHOOLS

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860-870-6850 • FAX: 860-870-7737

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

F.6

FROM: Mark S. McLaughlin, Business Director

RE: Monthly Financial Report-December 2015

Date: January 5, 2016

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

Please find attached the financial report for the month of December 2015, 6th month of the 2016 fiscal year. This report once again represents a snapshot of the financial condition for the district during FY15-16. 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 December 2015 financial report shows an available balance of \$5,991 or .02% 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.

Respectfully submitted.

Tolland Public Schools

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

From Date: 12/1/2015

To Date: 12/31/2015

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	\$1,662,942.79	\$8,718,820.44	\$12,166,430.56	\$12,223,242.62	(\$56,812.06)	-0.27%
0100.0000.120.00.000.1	Substitutes	\$453,866.00	\$33,688.84	\$133,096.60	\$320,769.40	\$0.00	\$320,769.40	70.67%
0100.0000.130.00.000.1	Overtime	\$111,132.00	\$7,678.24	\$74,597.10	\$36,534.90	\$0.00	\$36,534.90	32.88%
0100.0000.150.00.000.1	Stipends	\$297,963.00	\$63,363.96	\$143,930.36	\$154,032.64	\$355,184.90	(\$201,152.26)	-67.51%
0100.0000.190.00.000.1	Pension/Severance	\$176,000.00	\$1,000.00	\$21,713.40	\$154,286.60	\$250,975.25	(\$96,688.65)	-54.94%
0100.0000.200.00.000.1	Employee Benefits	\$308,738.00	\$2,687.50	\$195,298.60	\$113,439.40	\$158,250.00	(\$44,810.60)	-14.51%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,344,377.00	\$489,061.06	\$2,143,153.80	\$3,201,223.20	\$3,024,157.28	\$177,065.92	3.31%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$568,717.00	\$47,148.81	\$238,165.33	\$330,551.67	\$299,359.15	\$31,192.52	5.48%
0100.0000.240.00.000.1	Retirement (ICMA)	\$201,315.00	\$17,733.02	\$94,407.71	\$106,907.29	\$109,861.79	(\$2,954.50)	-1.47%
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	\$1,114.00	\$7,983.73	\$32,219.27	\$32,219.27	\$0.00	0.00%
0100.0000.270.00.000.1	Workers' Compensation	\$251,123.00	\$62,861.32	\$188,585.67	\$62,537.33	\$62,866.45	(\$329.12)	-0.13%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$20,735.00	\$7,316.00	\$21,205.31	(\$470.31)	\$546.84	(\$1,017.15)	-4.91%
0100.0000.310.00.000.1	Benefits Consultant Services	\$48,543.00	\$7,128.32	\$21,384.96	\$27,158.04	\$21,384.96	\$5,773.08	11.89%
0100.0000.320.00.000.1	Prof Educ Svcs	\$423,626.00	\$28,698.21	\$121,827.20	\$301,798.80	\$237,217.84	\$64,580.96	15.24%
0100.0000.330.00.000.1	Professional Tech Svcs	\$7,105.00	\$852.75	\$14,741.50	(\$7,636.50)	\$1,523.50	(\$9,160.00)	-128.92%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$212,317.00	\$11,471.20	\$61,825.11	\$150,491.89	\$112,428.54	\$38,063.35	17.93%
0100.0000.350.00.000.1	Tech Services	\$371,195.00	\$23,417.97	\$180,804.95	\$190,390.05	\$40,846.56	\$149,543.49	40.29%
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	\$5,469.52	\$35,228.86	\$68,527.14	\$43,261.89	\$25,265.25	24.35%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facil)	\$210,407.00	\$12,467.72	\$136,747.69	\$73,659.31	\$100,353.57	(\$26,694.26)	-12.69%
0100.0000.440.00.000.1	Rentals	\$128,322.00	\$8,759.50	\$49,748.14	\$78,573.86	\$75,770.05	\$2,803.81	2.18%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,274,765.00	\$181,268.78	\$840,547.36	\$1,434,217.64	\$1,653,906.33	(\$219,688.69)	-9.66%
0100.0000.520.00.000.1	Property/Liability Insurance	\$175,661.00	\$39,212.88	\$136,925.41	\$38,735.59	\$39,217.35	(\$481.76)	-0.27%
0100.0000.530.00.000.1	Telephone/ Postage	\$44,243.00	\$2,672.92	\$26,087.35	\$18,155.65	\$14,141.51	\$4,014.14	9.07%
0100.0000.540.00.000.1	Advertising	\$2,865.00	\$0.00	\$1,318.63	\$1,546.37	\$969.44	\$576.93	20.14%
0100.0000.550.00.000.1	Printing and Binding	\$25,943.00	\$1,171.70	\$12,633.28	\$13,309.72	\$4,716.00	\$8,593.72	33.13%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,664,767.00	\$409,095.66	\$1,450,640.33	\$1,214,126.67	\$1,777,109.38	(\$562,982.71)	-21.13%
0100.0000.580.00.000.1	Travel and Conference	\$23,326.00	\$779.25	\$6,194.93	\$17,131.07	\$9,415.89	\$7,715.18	33.08%
0100.0000.590.00.000.1	Safety Officials / SRO	\$120,000.00	\$1,227.20	\$2,975.85	\$117,024.15	\$19,469.06	\$97,555.09	81.30%
0100.0000.600.00.000.1	General Supplies	\$118,564.00	\$11,441.69	\$111,604.73	\$6,959.27	\$43,207.95	(\$36,248.68)	-30.57%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$371,216.00	\$25,727.31	\$184,745.89	\$186,470.11	\$59,735.56	\$126,734.55	34.14%
0100.0000.620.00.000.1	Energy	\$1,583,214.00	\$60,246.52	\$1,418,408.71	\$164,805.29	\$161,545.29	\$3,260.00	0.21%
0100.0000.640.00.000.1	Textbooks	\$276,964.00	\$9,372.72	\$110,510.95	\$166,453.05	\$43,990.86	\$122,462.19	44.22%
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	\$5,744.43	\$19,757.10	\$21,171.90	\$22,038.40	(\$866.50)	-2.12%
0100.0000.730.00.000.1	Equip Instruct - New	\$219,476.00	\$15,642.54	\$173,354.36	\$46,121.64	\$7,907.28	\$38,214.36	17.41%
0100.0000.810.00.000.1	Dues and Fees	\$45,849.00	\$4,931.00	\$46,858.69	(\$1,009.69)	\$7,823.00	(\$8,832.69)	-19.26%
0100.0000.890.00.000.1	Misc Expense	\$0.00	\$1.59	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Grand Total:		\$38,275,831.00	\$3,263,396.92	\$17,229,690.96	\$21,046,140.04	\$21,040,149.16	\$5,990.88	0.02%

End of Report

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM DECEMBER 8, 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; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Beverly Bellody, Human Services; Gene Koss, Vinny Tursi, Tom Rallo and Robert Evangelista, Tolland Water Commission

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:** None.
4. **PROCLAMATIONS:** None
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Karen Moran of 50 Merlot Way – Regarding the conversion of the Parker Building: She supports the need for senior housing in town. Although, she is disappointed in the lack of opportunity for the Tolland community to be informed and to weigh in on this project along the way. She has not heard anything regarding a proper forum for the community to come out and be a part of the decision making. Most of the people she has spoken to do not know of this project, or the extent of what will happen. She asked that the new Council make sure the community has the opportunity to come out and be involved in larger projects in the future.

Mr. Field advised that when this was started a few years ago, there was a public hearing. There also were informational meetings held for the public. Since waiting for the grant, there hasn't been much to say until now. Now that the town has received the grant, the public information will be starting tonight.

6. **PUBLIC HEARING ITEMS:** None

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:**

7.a.1 Discussion with Water Utility.

Tom Rallo, the Treasurer of the Tolland Water Commission (“TWC”) spoke on behalf of the Commission. He introduced the members of the Commission. The TWC was asked by the prior Council to answer specific questions regarding the Water Commission. Since this is a new Council, he provided them with an overview of what they do, and who they service. He began by showing a map entitled “Tolland Water Supply System with Interconnections,” which outlined the two systems they run. There are approximately 500 customers; most of them are on the main system. They do have some commercial customers, and some public authority customers. They also handle the Big Y, the firehouse and the schools. The replacement value of their assets is approximately \$16m. They have negotiated a Diversion Permit with the State, to be able to pump 425,000 gallons a day. Currently, they are

pumping about 117,000 gallons per day. He reviewed a line graph depicting the TWC Historical Data, and the historic financial data. From a P&L point of view, they are coming back to a breakeven. In the last three years, they've generated about \$120,000 in cash. Currently, they have approximately \$500,000 worth of cash. The TWC has a contract with the Connecticut Water Company ("CWC"). The CWC maintains the system. The TWC pays approximately \$75,000 per year for their service. They do all of the maintenance and control of the system. For informational purposes, he provided the 2015-2106 operating budget, and reviewed the numbers.

The question is why are we here? A couple of years ago, they gave a presentation to the Council, where they had a Capital Budget of \$2m+. He thinks they scared themselves and the Council. How were they going to pay this money, and what are they going to do. Looking back, a lot of those projects were 'nice to haves.' Most of those projects have gone away. One project that does remain is the refurbishment of the storage tank on Summit Road. The project will be about \$500,000. Currently, they are looking at alternatives. Their options include managing their way through, grants/borrowing, bond through the town, or sell the water company. Mr. Rallo advised that the town's budget does not include the Tolland Water Commission. Now that the regional pipeline is coming through the town, it provides a little time for the tank refurbishment, because there is a secondary source of water. Although, they should decide within the next 18 months how it will be funded.

He reviewed new potential revenue sources: regional pipeline annual license fees (\$30,000); additional rate increase (\$20,000); short term capital fee (\$10,000); open interconnection (\$25,000); growth (+/- \$200,000) and fire protection (\$20,000) = \$328,000.

Next, he showed an operating budget depicting what the CWC would get out of the system if they bought it. The CWC would have a cash flow of about \$500,000. He then showed what the impact would be on the Town of Tolland. He brought these points up so that they would know to negotiate a good deal should the system get sold.

A slide was shown entitled "Average Water Costs – Forecast, Residential Customer – Main System." The last slide showed the pros and cons of selling the water system.

Mr. Koss reviewed the questions posed to the Commission from the previous Council:

~*What happens if the members move on?* Volunteers would be found. Currently, the Commission is an excellent team.

~*Provide a 5 year Capital Plan:* Mr. Rallo reviewed this. Rates should have been increased years ago, which they are doing now.

~*Scope of services:* Mr. Rallo spoke of this as well. The contractors are engaged, but are supervised by the Commission and town staff. The key is to manage the contracts. With bidding and aggressive oversight, they can actually bring the costs down. The key to operating systems like this is to automate, automate, automate.

~*System growth and expansion areas:* A lot of money has been put in the ground to maintain this system. They are waiting for the technology part. There are expansion projects north of the highway too.

~*Five year rate analysis:* He emphasized that rates and financial analysis go hand in hand. Management needs to review items regularly.

~*Working with the finance department in the Town Hall:* They have been working with them, and will continue to do so.

~*The CWC Reserves:* The studies done are the CWC's and UConn's. If the Council wants information about those, ask them and they will get it. He added that the CWC is renting space on the TWC's pipes for \$30,000. There is also money in the backup service that they are providing to the TWC for free. They are obliged to back up the system, should an emergency be declared. The other important value is that they are renting space on the pipe from Anthony Road to Coventry. Should anyone want to hookup to that line, they would become a TWC customer.

~*Regulatory Filings:* They will continue to work with the Finance Department on those filings.

Mr. Krasusky thanked them for presenting a detailed summary. He said they do have a great team now, and they finally have a number to have a quorum. What is the thought for succession? Mr. Koss said to get a volunteer; they have expectations that need to be met too. If the system is for sale, it will be hard to get people interested. Mr.

Koss added that they don't do this because they are getting money. It is because of their commitment and public spirit. They believe this is important for the town. Mr. Tursi added that they never had a problem getting a quorum. He said Mr. Evangelista is the newest member and he has been on the Commission for three years.

Mr. Field said the Council will need to put this on a future agenda to discuss the possibility of selling or not. Mr. Tursi reminded that they usually meet on the 3rd Monday of the month, although the next meeting is December 14th due to the holidays. Anyone is invited to attend.

Ms. Moran, BOE: They had their third budget workshop last week. They worked in small groups, and it went well.

7b. REPORTS OF TOWN COUNCIL LIAISONS:

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion of the conversion of Parker School to Elderly Housing.

Mr. Werbner gave a brief history of this project. When the BOE determined it was going to turn the Parker building back to the town, it was turned over basically unusable. At that time, a joint committee was formed between the BOE and the town to look into alternative uses. Through the BOE, they worked with the Capital Region Educational Council to use the building as a magnet school. When they figured out the distance needed to bus the children, it was determined that it was not a good idea. At that same time, the town was negotiating with a property owner across the street for a piece of property to construct elderly housing. It was deemed that elderly housing was needed in the town. Again, they spent a considerable amount of time to negotiate arrangements for the sale of that property, and ultimately they could not agree on a price. So, the deal fell through. In working with a housing consultant, he indicated that a conversion of a school to elderly housing would be less expensive. The BOE and Council decided it would pursue the possibility of converting Parker to elderly housing. It was dependent upon the ability to work with an entity that would lease the building and then would apply for state financing, as well as other private financing. The Council agreed to enter into an agreement with the Access Agency to be the contractor who would apply for the grants, renovate the building and manage the units. They went through two rounds of grants, and were recently awarded the grant. All during that time, they discussed the sensitivity between the school and the elderly housing. A concern was the traffic configuration and the parking constraints. They have met on a number of occasions with the architects, engineers and contractors. At all times, the BOE was involved in those meetings, including Jim Dineen, the previous Superintendent and John Carroll. Since the change in administration, Dr. Willett has been involved, as has the new facilities manager. Meetings have also included representatives of the parents from the TIS. They have voiced their opinions in terms of the design, primarily of the parking situation. So, the process has not been a closed process in terms of the development of where they are tonight. They continue to work on the plan, in terms of the parking and separation to ensure that they are providing the proper safety for the school and the students in relationship to this housing unit. Now, they are looking to move forward so that construction can start in the Summer / Fall, 2016.

Peter DeBiasi, President/CEO The ACCESS Agency, Inc.: This has been a four year process. He thanked Mr. Werbner and Ms. Bellody for all their careful and thoughtful approach to this project. The great thing about this project is that it will take a community liability and turn it into an asset. It will be 37 units. Basically, one bedroom units for individuals or couples. He knows the separation between the kids, seniors and traffic has been a concern.

David Wagner, project Architect from Henry Schadler Architects: He provided the statistical information of the layout.

The building will consist of:

41,300 square feet;

37 apartments;
590 – 1140 square feet;
33 one bedroom units;
4 two bedrooms;
Single level;
4 units will be handicapped accessible;
All other units will be adaptable; and
It will be on town water and sewer.

David Berto, Housing Enterprises, Inc.: He advised that this project was submitted for state funding twice. The first time they didn't get it, but the second time it was funded. It is a very competitive process. A couple of weeks ago an announcement was made that this project was funded; now they are waiting for the State to issue a formal commitment letter. In the meantime, the team is moving to get the next set of paperwork that is necessary in order to get to initial closing. They have the State of Connecticut Department of Housing providing grant funding; they have the Connecticut Housing Finance Authority providing loan funding at a low interest rate, and they have the Connecticut Housing Finance Authority issuing federal housing tax credits. That allows them to have an investor bring in additional cash. The process now is to finish all these steps. The State controls the timeframe. They are working to get construction started as early as June or July, 2016. Construction will be about a year. As it is wrapping up, the selection of occupants will be going on. They are hoping residents will start occupy the building in the middle of 2017. There has been discussion occurring about the design of the overflow parking layout and the student drop off / pick up area. He used a compilation plan to show the design.

Mr. Field suggested having an informational meeting showing the design plan after it has been completed.

Mr. Werbner said an informational meeting could be held in conjunction with another Council meeting. He did reiterate that Dr. Willett, the Superintendent, has posted all the plans on his website. He has been involved in this process and has been providing updates.

Patrick Doyle, BOE: He said there has been talk about the plans being posted, but they also are not finished. He is hearing from the TIS parents that use the drop off. They are saying that they have no idea of what is going on. They don't understand the plan, and have major concerns. He gets where they are in the process, and he gets that when the project started, the prior BOE operated differently than the current BOE. The need for senior housing here is real, and the need to do something productive with that building space is a great opportunity. He doesn't believe that the people who will be affected by this every single day really understand what is happening.

Mr. Field said when the final plan comes out; it will get out to the community for their review.

Mark Peterson, Gardner & Peterson: He said they have been hired by the town to design the student drop off and pick up area. He reviewed the design plan as it stands today. He showed the drop off point and explained the traffic movement. Mr. Peterson said there have been multiple meetings to discuss these plans.

Sue Errickson: She asked what the walkability will be. She wondered if the sidewalk that starts at Parker will continue down in front of TIS and go to the town hall. Also, will there be a connection between this housing project and the Senior Center.

Mr. Werbner said they have discussed a possible roadway / sidewalk behind the school leading up to the Town Hall, and then to the Senior Center. That would need to be a separate town design and capital project. It is something that would be year 2 or 3 of the project. There is a sidewalk from TIS to the Town Hall, although there will not be a walkable sidewalk from the elderly housing to TIS. It will be fenced off, per a request from the school system.

- 8.2 Department Overview – Library: Ms. Pettijohn provided an overview of the Library Department with the use of a PowerPoint.

Barbara Pettijohn, Director of the Library: She reviewed the Library Department for the Council with the use of a PowerPoint. She explained their many responsibilities. She commented on the three support groups: Tolland Public Library Advisory Board, Tolland Public Library Foundation and Friends of the Tolland Public Library. Their budget consists primarily of payroll. A slide containing their statistics was shown. Next, she discussed the library expansion project. The budget for the project is \$2.6m. Right now, they are in Phase 1. The schedule of the expansion was reviewed. It is their hope that there will be a Grand Opening a year from now.

Alan Johnson, DRA Architects provided a 3D automation review of the new Library.

- 8.3 Consideration of a resolution approving a transfer of \$11,930 from the BOE's audited balance as of June 30, 2015 and \$14,052 from unexpended encumbrances from FY 13-14 to the Education Reserve Fund.

Mr. Werbner said at the December 9, 2015 BOE meeting, it is the intention of the BOE to approve a request that the Council transfer \$25,982 from the BOE's audited FY 14-15 balance and unexpended encumbrances from FY 13-14 to the Education Reserve Fund. The balance in the fund after this transfer will be \$101,199. They are requesting the funds to fix a problem with the heating system at the Tolland High School that if left unaddressed can result in several thousands of dollars in damages. Last year the pipes burst and cost over \$65,000 in damages. In order to avoid this from occurring this year a consultant has advised adding a freestat temperature control to the system. They also need to replace some expansion tanks that feed the pipe system, and are a necessary part of a normal temperature control in the system. The Board of Education has approved the use of the reserve funds pursuant to the Ordinance to address this urgent need because they do not have sufficient funds within their normal operating budget. The total cost for this work has been quoted at \$92,245. After this payment the fund would have a balance of \$8,954. The Council's approval will be contingent upon the Board of Education approving the request on December 9, 2015.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the transfer of \$11,930 from the BOE's audited balance as of June 30, 2015 and the unexpended balance of FY 13-14 encumbrances of \$14,052 to the Education Reserve Fund contingent upon the Board of Education adopted request on December 9, 2015.

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

- 8.4 Consideration of a resolution making an appropriation of \$395,200 financed by the State of Connecticut DEEP Open Space grant for the reimbursement for the purchase of the Knofla Open Space Property and the setting of a Public Hearing thereon for December 22, 2015.

Mr. Werbner said there is a separate open space fund, which is funded through borrowing. In March 2014, the Town Council approved the purchase of the Knofla property for \$675,900 from that fund and at that time applied for a DEEP Open Space grant that would reimburse the Town for a portion of the cost. The Town did receive \$395,200 for the reimbursement from the State of CT DEEP Open Space grant program. The money received would go back into the Open Space Fund. This appropriation would replenish the fund for the expenditure made.

Bill Eccles motioned that the following resolution be introduced and set down for a Public Hearing on December 22, 2015 at 7:30 p.m. in Tolland Town Council Chambers:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$395,200 to the Passive Open Space III account number 20400072-755728.

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

8.5 Appointments to vacancies on various municipal boards/commissions.

Bill Eccles motioned to make the following appointments:

8.5.a. Appointment to Tolland Public Library Foundation – *No vacancies will remain*

Cliff Vachon, term 10/31/14 – 10/31/16

8.5.b. Appointment to Land Acquisition Advisory Committee – *No vacancies will remain*

Dorothy Mickiewicz – Conservation Commission Liaison

8.5.c. Re-Appointments to Land Acquisition Advisory Committee – *No vacancies will remain*

Robert Green – Town Council Liaison

Jeanne Schroeder – Town Council Liaison

Steve Werbner – Town Manager

Heidi Samokar – Town Planner

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

David Skoczulek updated that he had a call with Jeanne Schroeder and Lynn Bielawiec to discuss the strategy for filling the vacancies that remain open. They will be e-mailing the Committee Chairpersons to see if they have people interested that they can reach out to, or any other suggestions that they may have to fill their vacancies. They will reach out to the Reminder and Patch to see if those vacancies can be posted. They will also see if the Courant could post them in the “Our Town” section, and they will be posted on the tolland.org site. They will have vacancy lists available at other town meetings as well.

Jeanne Schroeder asked if there is way or a need to prioritize the vacancies. Mr. Field said as you publish all the vacancies, it will have to be done by what the volunteers are actually volunteering for.

Mr. Eccles also suggested posting the vacancies to ourtolland.org, the Face Book pages for the town, and the Journal Inquirer.

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

10. **REPORT OF THE TOWN MANAGER (A REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner provided his report in the packet. He reminded that there is a meeting Thursday night, December 10 @ 7:00 p.m., in conference room A, regarding the traffic plan for the Green. He also advised that the State froze the new revenue sharing grant that they had proposed. It was going to be the first stage of the sales tax, which was to be part of the reimbursement to the towns for the change in the motor vehicle arrangement. They are going to have to pay close attention to that.

11. **ADOPTION OF MINUTES**

11.1 November 24, 2015 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Kristen Morgan. All in favor. None opposed. Paul Krasusky and Jeanne Schroeder abstained.

12. **CORRESPONDENCE TO COUNCIL:**

12.1 Access 50th Anniversary Community Action Pamphlet

12.2 Aquarian Water Company – Champion Award

12.3 CCM – Municipal Election Training, 12/18 at the Marriott in Cromwell, or 12/23 at Trinity College in Hartford

13. **CHAIRMAN'S REPORT:** Mr. Field commented on the following:

- ~Council goals: Mr. Eccles and he will review the goals and bring them to the rest of the Council to start discussion;
- ~DOT meeting December 10, 2015 @ 7:00 p.m.
- ~The tree lighting went very well. Mr. Field asked how much it will cost to run the power to the new tree from the old tree. Mr. Werbner will get an estimate.
- ~There is a Blight Committee meeting December 17th @ 7:00 p.m.
- ~The December 22nd Council meeting will occur

14 **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Ms. Moran advised that the next BOE Budget Workshop will be January 6th at 7:00 p.m. at the Tolland High School. There is a joint meeting between the Council and BOE on December 15th.

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 Jeanne Schroeder at 9:30 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 DECEMBER 22, 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; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Beverly Bellody, Human Services; Scott Lappen, Public Works

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:** None
4. **PROCLAMATIONS:** None
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Phil Morneault of 24 Carriage Drive: He applauds their efforts in getting money back from the DEEP on some land that was bought. He is challenging the Council to make contact with CVS, Walgreens and/or Rite-Aid to get them to come to Tolland. Why do they need to travel out-of-town to get prescriptions? Also, Storrs is putting up a hotel. What is being done with the Village? Has anything been done? He also asked that they consider lowering the building permit fees for business and industry.

Mr. Field said they are trying to pursue the pharmacy issue. They are also working on other development in the Village area and the Tech Zone.

Mr. Eccles said the EDC has addressed all of the issues that Phil Morneault was concerned about. Pharmacies have been consulted, but the locations don't support it. As of now, the only intersection they are interested in is where the firehouse currently is, but the intersection configuration doesn't support it. As far as other properties in the area, for whatever reason, they are not interested. Mr. Eccles did note that there has been several years' worth of effort into making sure that development does occur on the north side of Rt. 84.

6. **PUBLIC HEARING ITEMS:**

- 6.1 Consideration of a resolution making an appropriation of \$395,200 financed by the State of Connecticut DEEP Open Space grant for the reimbursement for the purchase of the Knofla Open Space Property.

Mr. Werbner advised that this is the town's reimbursement from the State's Open Space grant program of \$395,200 towards the total purchase price of the Knofla Open Space Property, which was \$675,900. This money will go back into Tolland's open space fund for consideration of future purchases of open space land.

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

The straw poll was skipped due to the lack of public in attendance.

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

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$395,200 to the Passive Open Space III account number 20400072-755728.

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

- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL: Colleen Yudichak, BOE:** They canceled the BOE meeting for this week. There will be a budget community workshop on January 6, 2016. The next BOE meeting will be January 13, 2016 @ 7:30 p.m. On January 14th, there will be a community talk about Parker School and senior housing.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** No reports.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**
 - 8.1 Discussion of the Tolland Intermediate School bus way and parking plan in regards to the Elderly Housing Project.

Mr. Werbner said the Council member's packet included an updated plan that had been prepared after input from a number of different people, including representatives from the BOE. This plan will be the base plan that will be used for discussion at the January 14th meeting, which will be held at 7:00 p.m. in the Tolland High School Library. There will be three breakout sessions where participants can interact directly with the engineers and project managers to ask questions about the new bus way, the parking lot and the elderly housing in general. Today, the Public Works Department did mark out the bus way over at Parker School if people would like to see the plan visually.
 - 8.2 Consideration and action on approving the revised Public Works Operations Manager Job Description.

Mr. Werbner advised that they sometimes bring revisions of job descriptions before the Council. This job position is currently held by Paul Russell, who acted as the Public Works Director in Clem Langlois' absence and before Scott Lappen was hired. Mr. Russell has done an outstanding job. He has worked in this capacity for a period of time. Now, the description is being updated to reflect the current duties, which include some technical changes.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached the non-union Public Works Operations Manager job description.

Seconded by David Skoczulek. All in favor. None opposed.
 - 8.3 Appointments to vacancies on various municipal boards/commissions: No appointments tonight.
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 provided a memo and backup documents regarding the five year capital plan. There are a number of policy decisions that will need to occur with the capital

budget process this year. Mostly, because of the work that the BOE did in reviewing their facility needs and bringing those needs up-to-date. Unfortunately, there is a lot of work that needs to be done based upon prior years of neglect. Some of the items include the roofs, windows, door frames, asbestos removal, etc. He is going to recommend a large bond issue in November, 2016. For the schools, it would be \$9.5m. All the work would be done over a three year period of time. Additional dollars will also be needed for other projects too. They will have a number of opportunities to discuss the capital budget in the near future.

11. ADOPTION OF MINUTES

- 11.1 December 8, 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 Letter from Murtha Cullina regarding labor work.

13. CHAIRMAN'S REPORT: Mr. Field updated on the following:

~Mr. Werbner has been appointed as the neutral arbitrator for labor arbitrations in Connecticut.
~The DOT meeting went well. They took all the input provided, and will return for a future presentation. The next meeting will need to be at a bigger venue.
~The first Blight Committee meeting was held. They got organized, elected officers and started to drill down on the areas that will be concentrated on. They decided to start with vacant homes and foreclosures. The meetings will be the first and third Wednesdays of the month.
~There will be leadership meetings with Sam Adlerstein, Patrick Doyle, Bill Eccles and himself at least once a month. There will be no policy discussion at these meetings; concerns will be reviewed to keep them all on the same page.
Mr. Krasusky commented on the joint BOE / TC meeting: They got to meet each other. They reviewed potential areas of shared services that they may want to explore. It was a good start to kicking off the budget season.

Mr. Field advised of the schedule for the January, 2016 meetings: the Tolland Water Commission will be at the first meeting in January, and the Connecticut Water Company will be at the second meeting. He asked the Council members to submit any questions that they may have to Mr. Werbner in advance of those meetings.

Mr. Field advised that he served at the Senior Center Christmas Dinner, with Dr. Willett. The seniors were appreciative.

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 Robert Green at 7:56 p.m. All were in favor.

Richard Field, Council Chair

Michelle A. Finnegan
Town Council Clerk