

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
March 9, 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 – February 24, 2016
Special Meeting – February 18, 2016
Special Meeting – February 29, 2016
Special Meeting – February 29, 2016

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 Workshop Model: Meeting to Develop Board Goals-March 24, 2016
F.2 2016 – 2017 School Calendar
F.3 Constables Proposal
F.4 Vending Machine Hours
F.5 Tolland Intermediate School Paraprofessional
F.6 Monthly Financial Report – February 2016

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 – Special Meeting Minutes-February 18, 2016
- Town Council - February 23, 2016
- Special Joint Meeting – Town Council/Board of Education-March 1, 2016

M. FUTURE AGENDA ITEMS

N. RETURN TO OPEN SESSION

O. ADJOURNMENT

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

REGULAR MEETING – February 24, 2016

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. Robert Pagoni.

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Adlerstein called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

B. APPROVAL OF MINUTES

Regular Meeting – February 10, 2016

Ms. Harrold motioned to approve the minutes of the Regular Meeting held on February 10, 2016. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. POINTS OF INFORMATION

Ms. Gorsky noted that she received correspondence from Mr. Ken Davidson. RAGE Robotics has a new newsletter which chronicles the progress of the program. He will forward more information detailing the competitions.

E. STUDENT REPRESENTATIVE REPORT – Charles Perosino and Andrew Harger

Mr. Harger noted that the Snowball Dance was held on Friday. While it was an enjoyable event, the overall response to the location was negative. The students would have preferred that it be held in the gym, as it has in previous years, rather than in the cafeteria.

Mr. Perosino noted that *Joseph and the Amazing Technicolor Dreamcoat* will be performed on March 11th and 12th. Tickets will be available at the door and are also on sale in the cafeteria during lunch. Mr. THS (a pageant for boys) will be held on March 18th.

Mr. Harger added that the juniors registered for their classes last week and some students are concerned that selected classes may not be offered.

The SAT and CAPT (Connecticut Academic Performance Test) testing will be on March 2nd. This will be a ½ day.

F. SUPERINTENDENT'S REPORT

F.1. Policy 5190 – Student Representatives

Dr. Willett presented policy 5190 (attached) to the Board for its second reading. The new language is in red and the language to be removed has a strike through it. The changes adjust the language to match the Board's current practices regarding student representatives to the BOE. In addition, "representative" was changed to "representatives". Dr. Willett requested that this item be moved to action. Mr. Pagoni motioned to move item F1 to item I1 for action. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Dr. Willett presented the signed working agreement which will be hung in Council Chambers. He expressed thanks to Ms. Palumbo for doing a wonderful job in regard to the layout and overall display.

G. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – The March 1st meeting will be rescheduled. Mr. Doyle explained that since many of the facility items are wrapped up in the capital improvement plan and the finance items in the budget, the Committee is available to look at other needs of the Board. Mr. Adlerstein commented that the Committee could work on the categories of facilities and maintenance as well as technology.

Dr. Willett noted that there have been discussions regarding reorganizing the Board meetings so that either every other meeting or every 3rd meeting is in a nontraditional format. These meetings would take place at THS. At each meeting the focus would be on one of the following four categories: curriculum and instruction; culture and climate; technology; facilities and maintenance.

Dr. Willett explained that the use of constables has been proposed to the Board and he asked that the members review the information and send him their questions prior to the next meeting.

Negotiations – The next meeting will be on March 2nd at 4pm to discuss the paraprofessional contract.

Communications – The next meeting will be on March 15th at 1pm.

Website Taskforce – The next meeting will be on Monday, February 29th.

Town Council – Ms. Seaver attended the meeting on February 23rd. The meeting included a discussion on the solar fields and presentations by both the Troopers and the Tolland Recreation Department. It was noted that there is a list of committee vacancies on the website. Additionally, Mr. Field asked the Council to think about goals it would like to accomplish as a group.

H. CHAIRPERSON'S REPORT

Mr. Adlerstein reviewed the working agreement from the joint meeting of the Board and the Town Council. This document was given to the chairs and vice-chairs. There will be another meeting on March 1st.

I. BOARD ACTION

I.1. Policy 5190 – Student Representatives

Mr. Pagoni motioned to accept the changes to Policy 5190 regarding Student Representatives to the Board of Education. Ms. Gorsky seconded the motion. All were on favor. Motion carried.

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION - none

L. CORRESPONDENCE

- Town Council – February 9, 2016

M. FUTURE AGENDA ITEMS

- Evaluation of the Constable Proposal
- Reorganization of meetings
- Object Code Report – focus on 8 key areas
- Formalization of the procedure for cancelling BOE meetings due to inclement weather
- Proposed 2016/2017 calendar

N. ENTER EXECUTIVE SESSION FOR PURPOSE OF DISCUSSING STUDENT DISCIPLINE

At 8:17PM, Ms. Gorsky motioned to enter executive session for the purpose of discussing student discipline and to invite Dr. Willett to the executive session. Ms. Yudichak seconded the motion. All were in favor. Motion carried.

O. RETURN TO OPEN SESSION

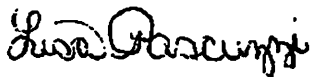
The Board returned to Open Session at 9:36PM.

Ms. Seaver motioned to accept the stipulated agreements presented in executive session and authorize the Superintendent to offer these stipulated agreements to the students and families specified by the Superintendent during the executive session. Ms. Harrold seconded the motion. All were in favor. Motion carried.

P. ADJOURNMENT

Ms. Moran motioned to adjourn the meeting at 9:38PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

TOLLAND BOARD OF EDUCATION
Hicks Municipal Center
Council Chambers
One Eagle Hill Road
Tolland, CT 06084

SPECIAL MEETING – February 18, 2016

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

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER

The meeting was called to order at 9:07 P.M.

B. EXECUTIVE SESSION

Ms. Gorsky motioned to go into Executive Session for the purpose of discussing student discipline, and invite Walter Willett, Superintendent of Schools. Ms. Yudichak seconded the motion. All in favor. Motion carried.

The Board returned to public session at 10:16 p.m. Ms. Yudichak motioned to accept the Stipulated Agreement for Expulsion as presented by the Superintendent of Schools. Mr. Doyle seconded the motion. All in favor. Motion carried.

C. Ms. Moran motioned to adjourn the meeting. Ms. Harrold seconded the motion. All in favor. Motion carried.

The meeting adjourned at 10:18 p.m.

Summary of Board Meeting 2.26.15

February 29, 2016

Board Members present:

Kathy Gorsky
Michelle Harrold
Susan Seaver

Approximately 1:39 p.m.

Meeting called to order.

Motion to go into executive session made by K.Gorsky, seconded by M.Harrold. Approved 3 -0.

Moved that the Board enter executive session to discuss a confidential student matter.

The Board invited the following individuals (in addition to Board members and its counsel, Jessica Ritter) into the executive session:

Walter Willett, Superintendent
Ms. Martello, Administrator
Attorney Elissa Bartlett for the Administration
Student who is the subject of the hearing and her mother

Approximately 2:30 p.m.

Everyone excused for Board deliberations,
except for Board counsel, Jessica Ritter.

Approximately 2:45 p.m.

Meeting resumes. All meeting participants
return. K.Gorsky makes the following
motion in open session:

Moved that the Tolland Board of Education grant the parents' request to postpone the confidential hearing scheduled for February 26, 2016 regarding the student in question until March 2, 2016, provided that until the hearing is convened on March 2, 2016, the student shall not be allowed to enter any school property and/or participate in any school sponsored events and activities, except for her participation in the alternative educational opportunity provided by the Tolland Public Schools.

Seconded by M.Harrold. Motion approved 3-0.

Approximately 2:47 p.m.

Meeting adjourned.

Summary of Board Meeting 2.26.15

February 29, 2016

Board Members present:

Kathy Gorsky
Michelle Harrold
Susan Seaver

Approximately 3:13 p.m.

Meeting called to order.

Motion to go into executive session made by K.Gorsky, seconded by M.Harrold. Approved 3 -0.

Moved that the Board enter executive session to discuss a confidential student matter.

The Board invited the following individuals (in addition to Board members and its counsel, Jessica Ritter) into the executive session:

Walter Willett, Superintendent
Ms. Martello, Administrator
Attorney Elissa Bartlett for the Administration
Student who is the subject of the hearing and his mother

Approximately 3:45 p.m.

Everyone excused for Board deliberations, except for Board counsel, Jessica Ritter.

Approximately 3:55 p.m.

Meeting resumes. All meeting participants return. K.Gorsky makes the following motion in open session:

Moved, that the Tolland Board of Education finds, based on the evidence in the record, that the student who is the subject of this hearing, did on or about February 17, 2016 possess, distribute and/or engage in the sale of a controlled substance off school grounds which: violated a publicized policy of the Board, and was seriously disruptive of the educational process. As a result of the above findings, the Tolland Board of Education concludes that the student who is the subject of this hearing did commit an expellable offense.

Seconded by S.Seaver. Motion approved 3-0.

Motion to go into executive session made by K.Gorsky, seconded by M.Harrold. Approved 3 -0.

Moved that the Board enter executive session to discuss a confidential student matter. The Board invited the individuals above.

Approximately 4:25 p.m.

Everyone excused for Board deliberations, except for Board counsel, Jessica Ritter.

Approximately 4:31 p.m.

Meeting resumes. All meeting participants return. K.Gorsky makes the following motion in open session:

That the student who is the subject of this hearing shall be expelled from the Tolland Public Schools for one calendar year from the date of the incident, on or about February 17, 2016. During the period of the expulsion the student who is the subject of this hearing shall not be allowed to enter any school property and/or participate in any school-sponsored events and activities.

During the expulsion period, the Student shall receive an alternative educational opportunity as deemed appropriate by the Superintendent.

If the Student earns enough credits to graduate by the end of the 2015-16 school year, he shall be allowed to participate in graduation activities. In the event the student does not earn enough credits to graduate, the Student may be permitted early readmission to school on the first day of the 2016-17 school year if the Superintendent finds, in his sole discretion, that the student has met the following conditions:

- 1) The Student regularly participates, is cooperative, and receives passing grades in the alternative education program;
- 2) The Student avoids any serious disciplinary incident that would result in an out of school suspension or expulsion as determined by the Superintendent;

If readmitted early, the Student will be on probation for the remainder of the original expulsion period. During the probation period, the Student must:

- 1) Maintain passing grades;
- 2) Avoid any serious disciplinary incident that would result in an out of school suspension or expulsion as determined by the Superintendent;

If the Student violates any of the conditions of this probationary period, the Superintendent is authorized to reinstate the remaining term of his expulsion without the necessity of any further action by the Board.

Seconded by S.Seaver.

Approved 3 - 0.

K.Gorsky moved to adjourn the meeting, seconded by M.Harrold. Motion approved 3 - 0.

Approximately 4:33 p.m.

Meeting adjourned.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: 2016 – 2017 School Calendar

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

For BOE meeting: March 9, 2016

ITEM SUMMARY:

Please see the Tolland Public School 2016-2017 Proposed Calendar. This calendar has been presented to the TEA in the form of an MOU and approved. The calendar once again front loads professional development, giving the district the greatest return on investment as more time is available for implementation of what is learned. School will remain in session on Veterans Day, as we have found students benefit from the programs honoring Veterans that we provide on this day. This calendar provides 181 school days.

FINANCIAL SUMMARY:

By going with 181 vs. 183 school days, the district saves approximately \$15,000.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Discussion, 1st review.

Move to Action: *Motion to accept the Tolland Public School 2016-2017 Calendar.*

SUPPORTING MATERIALS ATTACHED:

2016-2017 Tolland Public School Calendar

Tolland Public Schools

Dr. Walter Willett, Superintendent



Tolland High School
Tolland Middle School

Tolland Intermediate School
Birch Grove Primary School

Total Student Days: 181

Total Faculty Days: 188

School Calendar 2016-2017

August/Sept.					Important Dates					February						
M	T	W	TH	F	Aug 22-25 & 29-30 Faculty In-Service					M	T	W	TH	F		
22	23	24	25	26								1	2	3		
29	30	31	1	2	Aug 31 First Day of School					6	7	8	9	10		
5	6	7	8	9	Sep 5.....Labor Day					13	14	15	16	17		
12	13	14	15	16	Oct 10.....Columbus Day					20	21	22	23	24		
19	20	21	22	23	Nov 3 (ER).....K-12 Conferences					27	28	(18 days)				
26	27	28	29	30	Nov 4.....K-8 Conferences											
(22 days)				K-8 No School											
October				THS Full Student Day					March						
M	T	W	TH	F	Nov 11.....Veteran's Day (school will be in session) <th>M</th> <th>T</th> <th>W</th> <th>TH</th> <th>F</th>					M	T	W	TH	F		
3	4	5	6	7	Nov 23-25.....Thanksgiving Recess					1	PTC-ER PTC-ER					
10	11	12	13	14	Dec 22 (ER).....Winter Break					6	7	8	9	10		
17	18	19	20	21	Dec 23- Jan. 2.....Winter Break					13	14	15	16	17		
24	25	26	27	28	Jan 16.....Martin Luther King Jr Day					20	21	22	23	24		
31	(20 days)				Jan 23★.....THS Mid-Semester Day					27	28	ER	30	31		
.....THS No School (Tentative)					(23 days)											
.....K-8 Full Student Day																
November					Jan 24★.....THS 1 st Day 2 nd Semester					April						
M	T	W	TH	F	Jan 25 (ER).....Faculty In-Service					M	T	W	TH	F		
	1	2	PTC-ER	PTC	Feb 20.....Presidents' Day					3	4	5	6	7		
7	8	9	10	11	Feb 21.....No School					10	11	12	13	14		
14	15	16	17	18	Mar 2 (ER).....K-12 Conferences					17	18	19	20	21		
21	22	23	24	25	Mar 3 (ER).....K-8 Conferences					24	25	ER	27	28		
28	29	30	(19 days 9-12) (18 days K-8)	THS Faculty In-Service					(15 days)						
Mar 29 (ER).....Faculty In-Service																
Apr 10-14.....Spring Break																
Apr 26 (ER).....Faculty In-Service																
December					May 29.....Memorial Day					May						
M	T	W	TH	F	June 9 (ER) Last Day of School <th>M</th> <th>T</th> <th>W</th> <th>TH</th> <th>F</th>					M	T	W	TH	F		
			1	2	★ Dates are TENTATIVE as they may					1	2	3	4	5		
5	6	7	8	9	change if snow/ emergency days occur					8	9	10	11	12		
12	13	14	15	16	during the first semester.					15	16	17	18	19		
19	20	21	ER	23	If the March 2 &/or 3 PTC are postponed they will					22	23	24	25	26		
26	27	28	29	30	be held on March 9 &/or 10.					29	30	31	(22 days)			
(16 days)					ER Early Release											
January					THS 7:15- 10:45 am TMS 8:00- 11:45 am BGP/ TIS 8:50- 12:45 pm											
M	T	W	TH	F	No School PTC= Parent/ Teacher Conferences					June						
2	3	4	5	6	*Snow/ Emergency Day Make Up					M	T	W	TH	F		
9	10	11	12	13	(as needed through June 30)								1	2		
16	17	18	19	20						5	6	7	8	ER		
23★	24★	ER	26	27						12*	13*	14*	15*	16*		
30	31	(19 days 9-12) (20 days K-8)		27						19*	20*	21*	22*	23*		
										26*	27*	28*	29*	30*		
										(7 days)						

The last day of school is scheduled for Friday, June 9, 2017. All snow or emergency days will be made up after this date, through June 30, in order to provide 181 instructional days. The school calendar is posted on the Tolland Public Schools website at <http://www.tolland.k12.ct.us>

Adopted by Tolland Board of Education on **DRAFT 19 Feb 2016**

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Constables Proposal

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

For BOE meeting: March 9, 2016

ITEM SUMMARY:

Please see the included materials/proposal regarding the hiring of Constables. The proposal recommends the hiring of Constables that will work a 24 hour work week in the Tolland Public Schools. At this level of compensation the Tolland Public Schools can hire **two** Constables who can alternate hours and/or work in different schools. Compensation and material costs for each Constable would equate to roughly \$36,095 each for the first year. Once materials are purchased (as illustrated in the proposal) the material cost may go down in subsequent years. The Constables can also be hired for coverage of after-school events, and their hours can flex for such events. Their compensation rate is \$29.00 an hour. This is a significantly lower compensation rate than the SRO position, and is competitive with PSO positions. Constables have arrest powers, and will carry a firearm. They will be provided with similar equipment as a State Trooper.

The requirements for holding the position of at least 10 years of experience is a good starting point. In addition, a market of retiring officers will help expand the pool. Other schools and Towns use the constable model successfully.

FINANCIAL SUMMARY:

Please see the attached Constable Proposal.

Compensation: \$25,195.20 (\$29.00 per hour @ 24 hours per week)

Medicate: 1.45% at \$366.00 per year each

Mileage at \$0.54 cents per mile, \$1,500.00 max.

Equipment: \$10,900.00

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

First review

SUPPORTING MATERIALS ATTACHED:

Constable Proposal

AGREEMENT BETWEEN
THE TOWN OF TOLLAND BOARD OF EDUCATION
AND
TOLLAND SCHOOL CONSTABLES/SRO's



CONSTABLE/SRO RESPONSIBILITIES

As a Constable/SRO, you will perform many roles within the School District. First and foremost you are a police officer assigned to the schools. In Tolland, the Constable/SRO salary is funded by the Board of Education. With that comes the responsibility of working at (for) all of the schools. Although your level of contact at each school is determined by need, all of the contacts are equally important.

You will work closely with the administration to monitor, evaluate and change safety procedures as needed. This includes an active role in lock down drills and fire drills. You also walk the buildings and grounds looking for areas of improvement.

Another aspect of your duties is the development of positive relationships with all staff and students. This develops a high level of trust and understanding. This is extremely important when dealing with students of all ages. In being present and approachable the students realize that you are a fixture in the schools, which leads to the lessening of barriers and preconceived negative notions that they may have about police officers. This holds true with parents and staff as well. Having one officer who is familiar to all makes this much easier, especially when investigating crimes and mediating personal difficulties.

You will work towards continuity with the program. This includes being present at school events such as open houses, dances, important games, etc. This shows the staff, students and parents that you support them and that you take a vested interest in the school environment. In extending this continuity you also sit on the Youth Services Advisory Board and are the police representative for the Juvenile Review Board.

Working in the schools also affords you the opportunity to work in the classroom. This includes reading to pre K kids, teaching anti-drug / bullying classes to 5th graders, provide distracted driving presentations (a requirement for all student drivers), as well as teaching in classes at the High School in the areas of law enforcement or even just good decision making.

All of these areas culminate into one of the most important aspects of being an SRO. There are many interactions that take place daily when approached by students who have questions or concerns, which they feel comfortable and safe in bringing to me. This also includes the contacts with parents and teachers who trust in you to give advice in ways to deal with the issues that their children and students bring to them.

The Constable/SRO position is extremely valuable and productive. It is a proactive step in providing a resource and role model into the school community. This has a very positive effect on school atmosphere and creates a level of security that is not present without the Constable/SRO.

REQUIREMENTS FOR HOLDING THE CONSTABLE/SRO POSITION

Retired police officer under the age of 60 with at least 10 years of police service.

Be physically and mentally able to perform the duties of the position, having regard to his or her own safety and the safety of the public.

Of good moral character and habits.

Possess a valid driver's license and own a car.

Meet the vision and hearing standards as outlined by the Constable Selection System.

No criminal conviction(s) for which a pardon has not been granted.

CIVIL ACTIONS

In the event that an Constable/SRO shall be named as a defendant in a civil action claiming damages for false arrest, false imprisonment or excessive force occurring during the performance of his/her official duties and within the scope of his/her employment and the Town determines that such officer was acting within the scope of his/her employment and not resulting from his/her willful, or wanton act, the Town shall provide counsel to defend such lawsuit and pay any final judgment obtained therein against such officer as provided by Connecticut General Statute Section 7-465 as amended.

The Town Manager or his designee shall give to each employee and to each new employee when hired a copy of this Agreement, an identification card, and a written copy of the Rules and Regulations pertaining to Tolland SRO/Constables.

SENIORITY

A seniority list shall be established by the Town, showing each employee's length of service as a constable, beginning on the employee's date of hire as a constable with the Town. If two (2) or more employees are hired on the same date, seniority shall then be determined by date of birth (the older employee having more seniority). "Date of Hire" shall mean the first day of work that the employee begins earning wages from the Town.

New employees shall serve a probationary period consisting of six (6) completed full shifts, commencing after they have completed their required field training.

HOURS OF WORK & OVERTIME

The workweek for the Constables shall commence at 7:00 AM on Monday and end at 3:00 pm on Friday. Each Constable will work in 8 hour shifts for 24 hours per week. Their schedules will overlap on Wednesday's.

Work hours shall be inclusive of meal and coffee breaks and paid as such.

The parties agree that alternative shifts may be utilized and shift hours may be adjusted by agreement between the Town Superintendent and the employee.

Vacancies in the monthly schedule due to Constable/SRO absences shall in most all cases be filled by the other part time Constable/SRO.

The Superintendent shall liberally allow shift swaps consistent with the prior practice followed by the Superintendent provided that in no event shall swaps be allowed if they create an overtime pay situation or other additional expense to the Town. The employee who swaps an assigned shift to another Constable/SRO shall provide the Town with at least twenty-four (24) hours notice of the fact that the swap has been made, along with the name of the officer who has accepted the assignment, which shall be communicated on a form established by the Superintendent for this purpose.

Overtime pay at the rate of one and one-half (1-1/2) times the employee's regular rate of pay shall be paid for all hours worked in excess of forty (40) hours in a workweek.

The Superintendent may schedule additional shifts as needed to meet the needs of the Town, subject to the availability of Constables/SRO's. Whenever possible, extra duty shall be assigned on the regular monthly schedule. Any "extra duty" work performed for the Town that is paid by the Tolland Board of Education shall be paid at the regular straight time rate of pay unless the weekly hours exceeds 40.

UNIFORM AND EQUIPMENT

The Town shall provide each employee with the necessary clothing and equipment related to their duties as determined by the Town.

New employees shall be issued the following items upon employment. Items can be obtained from Guardian in Springfield, MA:

2 Winter Pants	1 Winter Hat	
2 Summer Pants	1 Summer Hat	
2 Long Sleeve Shirts	1 Duty Belt	
2 Short Sleeve Shirts	1 Duty Holster	
1 Winter Coat	1 Duty Mag Pouch	
1 Light Jacket	1 Can of Pepper Spray	
1 Flashlight	1 Pair Cuffs	
1 Pepper Spray Holster	1 Raincoat	
1 Baton and Holder		\$1,000.00 each
1 Body Armor- Same as State		\$ 600.00 each
1 Weapon-Stage		\$ 700.00 each
1 Portable Radio*		<u>\$2,200.00 each</u>
		\$4,500.00 each
Ammunition (Training & Duty)		\$ 400.00 Total
Liability Insurance		\$2,000.00 Total
Workers Compensation		<u>\$4,000.00 Total</u>
Total All		<u>\$10,900.00</u>

(Base Station @ Tolland Resident Trooper Office)

PAY RATE

All Constables will be paid at a rate of \$29.00 per hour, @ 24 hours per week. There are 181 days in a school year or 36.20 weeks for a total annual salary of \$25,195.20 each.

Medicare 1.45% at \$366.00 per year each.

Mileage at .54 cents per mile \$1,500 total.

Overtime for special school events not included in that total.

TRAINING

All Constables will attend training at P.O.S.T training for at a cost covered by the Town of Tolland of \$1,750.00 per Constable/SRO.

Total cost of Constable/SRO Program without an estimate for overtime, **\$71,522.40.**

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Vending Machine Hours

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

For BOE meeting: March 9, 2016

ITEM SUMMARY:

There was a request for information regarding the vending machine hours at the high school. Ms. Harned provided the following information:

The only time the vending machines are off is in the morning from the start of school till lunch and after lunch till school ends. Other than that they are open all of the time. The times they are off is per the request of the school principal.

Adjustments can be made should the board so desire.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

N/A

SUPPORTING MATERIALS ATTACHED:

None.

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Request for an additional paraprofessional at Tolland Intermediate School

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

For BOE meeting: March 9, 2016

ITEM SUMMARY:

A request has been made by the Director of Pupil Services, Kathleen Raymond, to hire a 1:1 paraprofessional at Tolland Intermediate School for the remainder of the 2015-2016 school year. This is necessitated by 504/medical need. The school team will observe and collect data during the second semester to determine if the position is necessary for the 2016-2017 school year.

FINANCIAL SUMMARY:

Financial Impact:

2015-2016 Estimated Salary \$3,716.16

2015-2015 Estimate Maximum for Benefits \$4,970.00 (if most expensive option is chosen)

Total possible impact: \$8,686.16

2016-2017 Estimated Salary \$12,981.18

2016-2017 Estimated Benefits \$30,471.37

Total possible impact: \$43,452.55

BOARD ATTORNEY REVIEW:

[N/A]

BOE ACTION DESIRED:

This position is necessitated by a 504, therefore a *Move to Action* is requested at this meeting.

Suggested motion: *Motion to approve the Paraprofessional Position as presented.*

SUPPORTING MATERIALS ATTACHED: None

*March 21, 2016 Start Date

*Insurance=May 1, 2016 – two months @ max benefit



TOLLAND PUBLIC SCHOOLS

51 TOLLAND GREEN • TOLLAND, CONNECTICUT 06084
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-February 2016

Date: March 3, 2016

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

Please find attached the financial report for the month of February 2016, 8th 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, transportation, etc.

The attached February 2016 financial report shows an available balance of \$822,648 or 2.15% 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. 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 expected costs in transportation, tuition, salaries, insurances and other benefits. 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, over time 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 attached February financial report reflects the application of the first Special Education Excess Cost Reimbursement. A reimbursement check (actually ACH electronic payment) in the amount of \$957,955 was received and applied to our February financials (line 510 and line 560).

Tolland's Special Education Director filed for this Excess Cost Reimbursement on December 1, 2015. Since this is a capped entitlement grant, the district's entitlement is affected by what other districts file. The anticipated second payment is due in late May.

Respectfully submitted.

Tolland Public Schools

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

From Date: 2/1/2016

To Date: 2/29/2016

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	\$1,667,585.75	\$12,025,797.50	\$8,859,453.50	\$8,795,567.61	\$63,885.89	0.31%
0100.0000.120.00.000.1	Substitutes	\$453,866.00	\$40,651.35	\$197,811.90	\$256,054.10	\$0.00	\$256,054.10	56.42%
0100.0000.130.00.000.1	Overtime	\$111,132.00	\$8,925.02	\$92,182.24	\$18,949.76	\$0.00	\$18,949.76	17.05%
0100.0000.150.00.000.1	Stipends	\$297,963.00	\$19,632.41	\$128,980.15	\$168,982.85	\$324,917.69	(\$155,934.84)	-52.33%
0100.0000.190.00.000.1	Pension/Severance	\$176,000.00	\$2,010.00	\$167,034.00	\$8,966.00	\$47,985.15	(\$39,019.15)	-22.17%
0100.0000.200.00.000.1	Employee Benefits	\$308,738.00	\$1,500.00	\$354,111.10	(\$45,373.10)	\$0.00	(\$45,373.10)	-14.70%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,344,377.00	\$432,694.02	\$3,071,240.27	\$2,273,136.73	\$2,009,354.00	\$263,782.73	4.94%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$568,717.00	\$44,703.03	\$325,023.89	\$243,693.11	\$215,177.84	\$28,515.27	5.01%
0100.0000.240.00.000.1	Retirement (ICMA)	\$201,315.00	\$17,936.92	\$128,895.74	\$72,419.26	\$76,513.75	(\$4,094.49)	-2.03%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$25,000.00	\$18,427.00	\$18,427.00	\$6,573.00	\$25,000.00	(\$18,427.00)	-73.71%
0100.0000.260.00.000.1	Unemployment Compensation	\$40,203.00	\$1,188.00	\$10,710.73	\$29,492.27	\$29,492.27	\$0.00	0.00%
0100.0000.270.00.000.1	Workers' Compensation	\$251,123.00	\$0.00	\$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	\$0.00	\$21,325.31	(\$590.31)	\$0.00	(\$590.31)	-2.85%
0100.0000.310.00.000.1	Benefits Consultant Services	\$48,543.00	\$4,347.91	\$25,732.87	\$22,810.13	\$17,820.80	\$4,989.33	10.28%
0100.0000.320.00.000.1	Prof Educ Svcs	\$413,750.00	\$38,284.54	\$236,104.15	\$177,645.85	\$205,127.50	(\$27,481.65)	-6.64%
0100.0000.330.00.000.1	Professional Tech Svcs	\$7,105.00	\$370.99	\$16,250.74	(\$9,145.74)	\$3,514.26	(\$12,660.00)	-178.18%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$212,317.00	\$18,660.22	\$102,273.93	\$110,043.07	\$85,079.72	\$24,963.35	11.76%
0100.0000.350.00.000.1	Tech Services	\$379,295.00	\$12,188.22	\$212,805.22	\$166,489.78	\$33,856.82	\$132,632.96	34.97%
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	\$13,755.16	\$54,754.46	\$49,001.54	\$23,736.29	\$25,265.25	24.35%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$210,607.00	\$18,599.68	\$191,874.97	\$18,732.03	\$65,018.28	(\$46,286.25)	-21.98%
0100.0000.440.00.000.1	Rentals	\$128,322.00	\$5,456.97	\$64,948.46	\$63,373.54	\$60,414.07	\$2,959.47	2.31%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,274,765.00	\$90,231.42	\$1,143,956.45	\$1,130,808.55	\$1,123,592.82	\$7,215.73	0.32%
0100.0000.520.00.000.1	Property/Liability Insurance	\$175,661.00	\$492.00	\$137,417.41	\$38,243.59	\$38,725.35	(\$481.76)	-0.27%
0100.0000.530.00.000.1	Telephone/ Postage	\$44,243.00	\$8,067.95	\$37,546.29	\$6,696.71	\$8,682.57	(\$1,985.86)	-4.49%
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	\$25,712.00	\$55.80	\$12,903.64	\$12,808.36	\$5,438.84	\$7,369.52	28.66%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,664,767.00	(\$672,617.27)	\$1,462,864.55	\$1,201,902.45	\$1,050,432.73	\$151,469.72	5.68%
0100.0000.580.00.000.1	Travel and Conference	\$23,326.00	\$368.04	\$8,034.17	\$15,291.83	\$8,609.50	\$6,682.33	28.65%
0100.0000.590.00.000.1	Public Officers & State Troope	\$120,000.00	\$855.86	\$5,076.83	\$114,923.17	\$119,368.08	(\$4,444.91)	-3.70%
0100.0000.600.00.000.1	General Supplies	\$118,564.00	\$7,105.38	\$126,823.63	(\$8,259.63)	\$39,235.09	(\$47,494.72)	-40.08%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$376,893.00	\$10,041.53	\$216,337.28	\$160,555.72	\$64,633.89	\$95,921.83	25.45%
0100.0000.620.00.000.1	Energy	\$1,583,214.00	\$21,007.85	\$1,455,902.65	\$127,311.35	\$123,935.35	\$3,376.00	0.21%
0100.0000.640.00.000.1	Textbooks	\$256,382.00	\$2,641.32	\$131,593.94	\$124,788.06	\$19,711.80	\$105,076.26	40.98%
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	\$54,668.00	\$0.00	\$44,628.93	\$10,039.07	\$50.00	\$9,989.07	18.27%
0100.0000.690.00.000.1	Misc Supplies	\$41,659.00	\$1,289.53	\$24,139.88	\$17,519.12	\$20,109.82	(\$2,590.70)	-6.22%
0100.0000.730.00.000.1	Equip Instruct - New	\$238,458.00	\$6,955.93	\$181,906.29	\$56,551.71	\$28,554.60	\$27,997.11	11.74%
0100.0000.810.00.000.1	Dues and Fees	\$45,849.00	\$85.00	\$51,774.28	(\$5,925.28)	\$2,907.41	(\$8,832.69)	-19.26%
Grand Total:		\$38,275,831.00	\$1,843,497.53	\$22,716,327.15	\$15,559,503.85	\$14,736,855.19	\$822,648.66	2.15%

End of Report

SPECIAL MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM FEBRUARY 18, 2016 – 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; Michael Wilkinson, Director of Administrative Services; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records; Scott Lappen, Public Works; John Littell, Fire Chief/Director of Public Safety; Dr. Willett, Superintendent

1. **CALL TO ORDER:** Rick Field called the meeting to order at 7:30 p.m.

2. **PUBLIC HEARING ITEM**

2.1 Consideration of the Proposed 5-Year Capital Improvement Plan

Mr. Werbner gave a presentation to the Council using a PowerPoint entitled Town of Tolland, FY 2016 – 2017 through 2020 – 2021, Town Manager's Five year Capital Plan, dated February 18, 2016. The first part explains what the capital budget is, what capital items are and what it includes: streets, parks, buildings, school facilities, large equipment and technology. The plan is for five years. The budget planning process is very involved, starting in October and ends when the Council adopts their budget.

Since he presented his capital budget back in December, he has made some revisions. He asked the Council to use the most recent version. He began by reviewing the various types of funding methods. Some of the significant projects recommended for FY 16-17, funded by the General Fund, are: replacement of light duty vehicles and the assistant public safety vehicle. FY 16-17 capital projects funded by other sources include: Town/BOE replacement of phone system; \$9.6 million bond referendum to address capital needs at various; additional allocation for the Rec Center HVAC replacement from a LoCIP Grant and the CNRE Fund; replace self-contained breathing apparatus; fire gear; drainage construction and design and road maintenance.

The Board of Education Capital Needs: Dr. Willett spoke about the BOE's needs, and commented that Peter Sztaba, Director of Facilities, has worked very hard on this proposal. There is a dire need that exists in the schools. They see that this will become a problem that will interfere with school operations if not dealt with. They need to have systems and processes that make sense and work. His first slide contained a general overview of what they need to do. It contained, but was not limited to, roof replacement, plumbing upgrades, boiler replacements, floor repair and refinishing. He reviewed the potential costs of failing to address critical needs. Some include: higher material and labor cost to maintain buildings in the future; added neglect to these items will cause safety or support concerns and there will be an accelerated depreciation of school assets. He provided examples of preventative maintenance and expenditures to protect the investment, which include semiannual roof and drain inspections, crack filling of all asphalt and concrete surface and custodial check list activating all building fire doors. Next, he provided a time frame of when the work would be done. They are ready to execute this plan and they are waiting for the opportunity to do so. The plan is scheduled for 2016 – 2020. The next slide contained an estimated cost of the items, and it gave a picture of all the pieces of the pie.

Mr. Werbner said over the last three or four years, Tolland will have invested over \$20m into our school facilities, if the bond issue goes through. Many of the items that are being replaced have exceeded their

useful life, and many have not. He discussed the cost slide. The amount that would be borrowed and not paid through grants is \$6m, and there would be an impact on the mill rate. He said that there is no better time to borrow than now. The rates are lower than ever before, and the economic climate is good.

Tolland Technology Advisory Board – Review of Town-wide Telephony Upgrade Project: Andy Powell spoke about this proposal. The phone systems that Tolland currently has were purchased 20-25 years ago. The town is at a point where they have done all that it can to maintain these aging systems. The systems have been patched and maintained, but they no longer meet our requirements. The system limits the operations of the town; it does not support the needs of the citizens and could be a liability in case of emergency. Tolland must upgrade the phone system. It is not a matter of cost savings, but it is a necessary investment. Enhanced services for BOE would include: caller ID, expand call in / call out capabilities (no more busy signals) and emergency response capabilities throughout the district with Public Safety. Enhanced services for Town would include: call routing based on location of employee and emergency response capabilities for Public Safety. The reason for spending this money would provide lower costs for system-wide maintenance and combined administration and support. They will leverage IP where needed, have redundant Hub configuration and provide continuity in case of emergencies. It will provide ‘head room’ for expansion and increased capabilities. Mr. Powell reviewed the cost benefit analysis. The annual estimated cost savings are \$46,000+, which results in a payback on the project investment in 6.8 years.

Mr. Werbner said they would go out for one combined bid, but the major need is within the BOE. The earlier the Council says they can go forward, they would have all the various resolutions needed in order to do the borrowing as soon as the new fiscal year starts. They would have the contract ready and hopefully some of the work could be done prior to the next school year.

Department of Public Works – Highway Garage Expansion Project: Mr. Werbner advised that the need for an updated facility was recognized due to insufficient size to properly store the rolling stock, to provide sleeping quarters for the staff and to meet DEEP requirements for properly washing the fleet. The newest cost estimate is \$4.1m. Mr. Werbner reviewed the funding for the project. Pictures showing the current highway garage area were shown, as well as a slide showing the expansion project.

Mr. Werbner reviewed some of the significant projects in years 2-5 by all sources that were listed. Some included district wide capital improvements in the amount of \$101,776 for the BOE. In year three, \$3,000,000 is programmed for additions and upgrades to Station 140, Station 340, Station 440 and the Dog Pound. Year 4 and Year 5 recommendations were shown.

A pie was shown, outlining the FY 16-17 Capital Plan by program area:

Fire/Ambulance: \$511,640 – 4.01%
Capital Equipment: \$273,000 – 2.14%
Public Facilities: \$1,385,877 – 10.85%
Board of Education: \$9,600,000 – 75.15%
Parks & Recreation: \$178,600 – 1.4%
Streets/Roads/Drainage: \$439,123 – 3.44%
Town Administration: \$385,578 – 3.02%

Gordon Daring of VHB spoke about the pavement management system. Paving Management is the practice of planning for pavement maintenance and rehabilitation with the goal of maximizing the value and life of a pavement network. Mr. Daring explained the process that they use in order to come up with the plan. Slides were shown reflecting different conditions of roadway and the difference PCI ratings. VHB has been tracking the conditions of Tolland’s roads for the past 5 years, and he reviewed how the roads have changed over that period. The overall average PCI now is 70. A map showed the current pavement conditions. There are some good roads, and some that need attention. The total estimated needs, as of today, are \$15m. That is for all roads to be in near perfect condition. The last slide shown outlined the Development of Annual Road Program, which outlined the process and suggested strategy. The idea is to focus on the most heavily travelled roads, until those roads have reached

acceptable condition, coordinate work on residential roads within neighborhoods as budget allows and use full range of pavement treatment options.

Mr. Werbner continued by reviewing the debt schedule that he is recommending over the next ten years. Our actual debt fluctuates over the next ten years. He suggests that we continue to budget at the same level that we have been for the last two years, which is \$4,550,000.

He closed his presentation with a slide showing important dates regarding the budget schedule. The annual budget referendum is on May 3, 2016.

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

Andy Powell of 21 Clearbrook Drive: As a public citizen, he applauds the opportunity to be given a chance to talk about the future development in the maintenance of our town. This Council has the opportunity to continue working together to make things happen. It worked for health care costs and the fiber optics project. He applauds them for looking at long term costs, rather than kicking the can down the road.

Sam Adlerstein of 164 Pine Hill Road: They are here because Dr. Willett encouraged them to come. He made the point over and over again to the BOE members that the capital budget is probably as important, if not more important than the operating budget. He thanked the Council for their consideration.

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

Mr. Krasusky wanted to highlight the importance of this process. This has been prepared through the efforts of many people. The budget that will be voted upon at the referendum will be very thoroughly thought out and put together. He hopes that the community realizes that we are putting out trust in those decision makers.

Mr. Field thanked Mr. Werbner and staff for putting together the presentation. He also thanked the BOE members for their work.

3. ADJOURNMENT: Bill Eccles moved to adjourn the meeting; Seconded by Paul Krasusky at 8:55 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 FEBRUARY 23, 2016 – 7:30 P.M.

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

MEMBERS ABSENT: William Eccles, Vice-Chair

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records; John Shortsleeve, Bay State Consultants; Daniel McCarthy, Administrative Resident Trooper; Bruce Watt, Director of Recreation; Rick Conti, Town Attorney

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)

Gene Koss, Chair of the Water Commission – He said the Commission agrees and supports the appointment of a committee regarding the possible sale of the Tolland Water System (Agenda item 8.4). He offered Tom Rallo and himself as the members from the Water Commission to be part of the committee.

Dennis Deegan of 698 Tolland Stage Road – He just came from the meeting at the Fire Training Center regarding the Tolland Green project. It is his understanding that the prior Council made the decision on this project. He asked if this Council had any power to change or modify that prior decision.

Mr. Field said the only change would be to not do the project at all, and if that was to happen, the State would do the project anyway. Tolland would just not have any input. He doesn't believe this Council will try to stop the project.

Mr. Deegan asked how the State had the ability to come in and modify a historical area.

Mr. Field said it is a State road. Catherine, from the State of Connecticut Historic Preservation Office, said there was no problem with this project and was in agreement with it.

Mr. Deegan asked why someone who lives on a State road has limits to things they could do on their property.

Mr. Werbner said he believed that this is all regulated by DOT regulations. There is no requirement by law for them to come and get input from either Mr. Deegan or himself as to how this work shall be done.

6. **PUBLIC HEARING ITEMS:** None.

7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.

7b. **REPORTS OF TOWN COUNCIL LIAISONS:** **David Skoczulek, PZC:** A public hearing has been scheduled for March 14th for an addition to a barn on Old Post Road. They also had discussion regarding sandwich

board signs related to 46 Hartford Turnpike. **Kristen Morgan, BOE:** Dr. Willett presented his financial report, there was discussion of the budget, and there were some requests for an additional paraprofessional at the high school. **Paul Krasusky, BOE:** He added that Mr. Werbner forwarded the Council Dr. Willett's final approved BOE budget. The increase was 2.99% as expected.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion of Solar Project and Approval of Related Agreements.

John Shortsleeve of Bay State Consultants gave an overview of the project. He provided a memo to the Council, and reviewed the highlights from that memo. Right now, they are in the permit process. The permits should be in hand by May, with construction commencing September 2016.

The two proposed projects are located at 327 S. River Road and 97 Gerber Drive. As currently envisioned, the two projects are expected to generate approximately 3.2 million kWh of Net Metering Credits in the first year. That generation will degrade at a rate of .5% per year. In contrast to other solar projects, this project involves the purchase of Net Metering Credits, not electricity. All of the power will be exported back to the utility, and the utility in turn will issue Net Metering Credits to the Town.

Assuming they use the lease payment true-up provision to achieve the minimum savings, the minimum savings would be as follows:

Site	Address	Minimum Savings		
		Years 1 - 10	Years 11 - 25	25 Year
1	327 S. River RD	\$32,500	\$37,500	\$887,500
2	97 Gerber DR	\$32,500	\$37,500	\$887,500
	Total	\$65,000/yr.	\$75,000/yr.	\$1.775 million

Brian of True Green Capital spoke. He will be the Operations Manager that will be handling the entire project. Right now, the civil and electrical design is being finalized, and they are preparing plan sets for permitting over the next two months. He reviewed the projects that they are working on across the United States, and provided an overview of what will be occurring in Tolland. He reviewed the system sizes, system types, system equipment and safety precautions. The 97 Gerber Drive site will be a ballasted mounted system. Concrete blocks will weigh down the racking system, which the panels are mounted on. He outlined the site security. Both sites will have fully fenced perimeters with locked gates. All electrical equipment within the site fence will be locked. They work very closely with the utility to make sure that they have the shutdown capabilities that they need in case there are any events with the grid. Slides were shown containing the layouts of each site.

Rick Conti, Tolland's Town Attorney, advised that there are three different agreements. One was executed in 2014, and had an addendum that was modified. This agreement also contained a draft lease that has been gone over and approved. He also advised that there is an inter-connection agreement with EverSource, which has been sent to us, but not yet received. Attorney Conti represented that the agreements have been looked, and he is confident in bringing them to the Council and advising them to authorize Mr. Werbner to sign them.

Paul Krasusky motioned to authorize Steven Werbner to execute the three referenced lease agreements on behalf of the Council and the Town. Seconded by Robert Green. All in favor. None opposed.

Paul Krasusky motioned to add 8.6 Goals to the Agenda. Seconded by Robert Green. All in favor. None opposed.

8.2 Department Overview – Resident Troopers.

Daniel McCarthy, Administrative Resident Trooper gave a presentation outlining the Resident Trooper Program in Tolland. Trooper McCarthy introduced Lori Sherwood, the Resident Trooper Secretary, and the other Troopers in attendance. He explained the benefits of the Resident State Trooper program. They are fully trained / fully equipped, and the troopers are assigned exclusively to Tolland. Trooper McCarthy spoke of what the contract includes. The key responsibilities are to protect life and property, to enforce state laws and town ordinances. The program is a very efficient, and in time of need, they are flexible.

Their accomplishments include being awarded various grants for speed enforcement, the aggressive driving initiative, and for DWI enforcement. The Tolland Police Explorers Post is supervised by the Resident Troopers and continues to thrive. He mentioned that the secretary handled 313 waste/recycling calls in FY 2014/2015, and they issued 136 temporary pistol permits in FY 2014/2015. The calls for service have increased every year. Fiscal year 2008/2009 had 8,852 calls, and fiscal year 2014/2015 had 22,729.

Some of their goals are:

- ~continuing with the submissions of grants for speed enforcement and DWI enforcement;
- ~continue to place a high priority on customer satisfaction;
- ~increase public awareness of the posted speed limits in town and the dangers of speeding; and
- ~continue to increase opportunities for the Police Explorer Program.

The future department needs include additional funding and support for the police explorer program. Funds are needed for uniforms and equipment. The Explorer program has doubled in size since 2014.

8.3 Department Overview – Recreation.

Bruce Watt, Director of Recreation gave a presentation on the Rec Department. Mr. Watt introduced Kim Grimes, Administrative Assistant. He reviewed the Department's responsibilities: they provide programming for the Tolland residents, they provide special events, they provide rental facilities and prepare the quarterly town brochure. They also run a State licensed pre-school, the adult education program and summer camp programs. They are currently working on having the tennis courts and possibly the basketball court at Crandall Park repaired and resurfaced. The Rec's recommendations are to reinstate a full-time recreational professional and continue to improve the Rec Department's facility.

Mr. Werbner added that this is the only Department that is 75-80% self-funded. They have done a good job over the last several years, and mentioned their positive cash flow.

8.4 Consideration and action on approving the appointment of a committee to meet with the Connecticut Water Company regarding possible sale of the Tolland Water System.

Mr. Werbner said this was an item that the Council discussed at the last meeting. This committee would discuss, with the CWC and Water Commission members, the framework for a possible sale of the Tolland Water System if it is deemed to be a good business arrangement as the result of the Committee's discussions. The Committee will bring their recommendations to the Council.

Mr. Werbner advised that a resident inquired as to whether there would be anyone representing the people on the system. The two members on the Committee from the Tolland Water Commission are on the system. This is a Committee to look at whether a business arrangement can be developed. If the recommendation is to sell the system, he believes the Council would still want to have public hearings and community meetings as to whether it is a good idea to do that once the framework is set.

The Committee members would be Gene Koss, Tom Rallo, David Skoczulek, Bill Eccles, Steven Werbner, Rick Conti and Beverly Bellody.

Paul Krasuky motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the appointment of a committee to meet with the Connecticut Water Company regarding possible sale of the Tolland Water System to consist of two members from the Town Council, two members from the Tolland Water Commission, the Town Attorney, the Town Manager and the Human Services Director.

Seconded by Jeanne Schroeder. All in favor. None opposed.

8.5 Appointments to vacancies on various municipal boards/commissions.

8.5.a. Appointment to Board of Assessment Appeals – Member – *no vacancies will remain.*

David Skoczulek motioned to appoint **Dan Bracken** of **18 Midland Drive**, term of 11/4/15 – 11/6/19, to the Board of Assessment Appeals, and **Keith Schmeiske** of **95 Derek Drive**, term ending 11/08/17, to Board of Assessment Appeals as an *alternate*. Seconded by Jeanne Schroeder. All in favor. None opposed.

8.5.b. Appointments to Board of Recreation – 2 Members – *no vacancies will remain.*

David Skoczulek motioned to appoint **Nicholas Hany** of **375 Old Stafford Road**, term of 11/4/15 – 11/8/17, and **David Clokey** of **29 Tolland Farms Road**, term of 11/4/15 – 11/6/19, to the Board of Recreation. Seconded by Robert Green. All in favor. None opposed.

8.6 Goals

Mr. Field suggested that they set some goals for their term. He suggested they concentrate on:

1. Senior housing, and
2. The road changes to the Green, Rt. 195 and the Village Area.

Mr. Skoczulek suggested that they:

1. Continue their support for the tech zone and the Village area;
2. Continue their work with the blight process; and
3. Continue work on regionalization.

Mr. Werbner said they may want to add in:

1. The continuation of the review of the water system; and
2. The facility improvements for the BOE.

Mr. Field advised that Mr. Eccles, Mr. Skoczulek and himself will work out the details and come back for approval or adjusting at the next meeting.

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 mentioned some upcoming dates:

1. A joint meeting will be on March 1st between the BOE and TC regarding the BOE budget;

2. His budget comes out on March 10th (they will have sessions on March 10th, 16th and 17th to review departmental budgets);
3. The public hearing on the Manager's budget is March 23rd; and
4. The Council finalizes their budget on March 29, 2016.

11. ADOPTION OF MINUTES

11.1 February 9, 2016 Regular Meeting Minutes

Paul Krasusky had a correction to the minutes. On page 3, his comment reads: He hopes that the community realizes that we are putting out trust in those decision makers. The statement should be corrected to read: He hopes that the community realizes that we are putting *our* trust in those decision makers.

Kristen Morgan moved to adopt the minutes *as amended*; Seconded by Paul Krasusky. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL:

- 12.1 E-mail from Deb Goetz asking if a residential customer will be on the committee for the possible sale of Tolland Water System.

13. CHAIRMAN'S REPORT: Mr. Field reported:

- ~CT *fastrak* is coming to Tolland.
- ~He reminded residents to lock their vehicles and be alert. Tolland has had multiple break-ins lately.
- ~He asked the Council members to think about doing an employee appreciation day.
- ~He reminded of the joint BOE / TC meeting on March 1st.

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. EXECUTIVE SESSION

Paul Krasusky motioned to go into Executive Session at 8:25 p.m., thus ending the Regular Meeting of the Town Council. Steven Werbner, Rick Conti, Pat McHale and Mike Wilkinson were invited to the Executive Session. Seconded by Jeanne Schroeder. All in favor. None opposed. Executive Session ended at 9:20 p.m.

- 16.1.a. Discuss Labor Negotiations.
16.1.b. Discuss Potential Litigation.

17. ADJOURNMENT: David Skoczulek moved to adjourn the meeting; Seconded by Paul Krasusky at 9:20 p.m. All were in favor.

Richard Field, Council Chair

Michelle A. Finnegan
Town Council Clerk

SPECIAL MEETING MINUTES

TOWN COUNCIL/BOARD OF EDUCATION JOINT MEETING

HICKS MEMORIAL MUNICIPAL CENTER 6TH FLOOR COUNCIL CHAMBERS

MARCH 1, 2016 - 7:00 P.M.

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

MEMBERS ABSENT: Jeanne Schroeder

BOARD OF EDUCATION MEMBERS PRESENT: Sam Adlerstein, Chairman; Patrick Doyle, Vice-Chair; Michelle Harrold; Karen Moran; Susan Seaver and Colleen Yudichak

BOARD OF EDUCATION MEMBERS ABSENT: Kathy Gorsky; Robert Pagoni; Jeffrey Schroeder

OTHERS PRESENT: Steven Werbner, Town Manager

- 1. Call to Order – Pursuant to Section § C9-4 of the Town Charter the Town Manager is required to call and attend a joint meeting of the Town Council and Board of Education for the purpose of discussing the appropriation request of the Board of Education – Explanation of the budget process by the Town Manager**

Steven Werbner called the meeting to order at 7:00 p.m.

Mr. Werbner began by saying a recommended budget was submitted by the BOE. At this time, he is in the process of compiling the town's budget for bringing before the Council. His budget will come out on March 10th. He reminded that all budget related meeting dates are posted on the town's website.

In terms of the budget itself, Mr. Werbner advised that what is happening at the State level is impacting municipalities throughout the State. The deficits are rising to nearly \$250 million this year, and will be well over \$1 billion the following year. The aid to municipalities has already been reduced by 5% for the next fiscal year, and they are recommending a reduction of 15% the following year. Both numbers will most likely be increased before they are done. Next year, Tolland is scheduled to receive about \$400,000 in increased revenue as a result of the sales tax, and the following year it will be more. That money will be in jeopardy if the 2.5% spending cap is exceeded. If the 2.5% is exceeded, the town would lose .50 on every dollar that the State gives it under the Municipal Sharing Account. There is also a chance that we'll never see that money due to the increasing deficits at the State level.

The ECS Grant is being kept. Tolland receives about \$10 million from the State from that grant. They have kept that flat for the past five years without an increase, but also without a decrease. He believes that will hold for the next year. After that, the Grant may see some revision, because the State will be looking everywhere to find funds to balance off a billion plus deficit.

That State is also looking at establishing some type of performance criteria for municipalities. Those will be set, and if you don't meet the criteria, there will be a similar penalty in terms of loss of municipal aid. As of now, Mr. Werbner has no idea what that criteria would be.

- 2. Recommendations and suggestions to BOE regarding consolidation of non-education services and cost savings (per State Statutes (Public Act 13-60))**

Mr. Werbner said as a result of this statute, a couple of years ago the Shared Services Committee was created. A number of suggestions have come up with regard to shared services, some of which have been implemented. He said if there was any discussion regarding possible consolidation of non-education services, now would be the time to discuss those.

Mr. Eccles advised that the Capital Plan includes the phone system. He wondered what the possibility would be to do other technology related services as a whole, rather than two individual entities. He wondered if there were any cloud services that could be shared, or could take advantage of the shared services that they have from South Windsor. Mr. Werbner said those were good ideas, and reminded that they are also working on the fiber system.

3. Questions from the public (2 minute limit) specific to the Board of Education budget with questions being directed by the Town Council Chair to the appropriate body for response:
None.

4. Petitions and/or questions to the Board of Education from Town Council members specific to the BOE Budget:

Since the State is experiencing a budget shortfall over the next two years, Mr. Eccles asked the BOE members if there are any programs that are being put into place that would require upkeep and maintenance beyond the two years. He wants to make sure we are not setting ourselves up for failure within the next two years. Mr. Adlerstein responded by saying there are four areas that the budget works in 1) curriculum and instruction; 2) facilities; 3) technology and 4) culture and climate. He believes the budget actually reflects the opposite of what Mr. Eccles is asking. For example, *Facilities*: It doesn't take much of an investment to reduce ongoing maintenance. They have been spending a lot of money reacting in that area. *Technology*: There will be an investment in the phone system. *Curriculum and Instruction*: They are reducing 8.5 staff in this budget. Therefore, they will not have those to pay for in the following years. In their place will be better support for teachers to do what they do in the classrooms. *Culture and Climate*: He spoke of the budget cut in the area of the SRO. Dr. Willett is working out a plan with the Resident Troopers for how they continue policing at our schools. He finished by saying he doesn't believe they are adding anything that will need to be recurring.

Mr. Field asked what the big drivers are. Mr. Adlerstein referred them to a one page summary within their budget that provides great detail. Although, he did point out some of the top costs: salaries, special education and transportation.

Mr. Eccles said he was very impressed with what Dr. Willett was able to do last year in the very short period of time that he was in office. He fully expects that he has given that same diligence to this year's budget, and has full faith in him and his staff for putting together what is good for the school system. Mr. Krasusky commented that he has been a part of the community workshops that Dr. Willett and the BOE have hosted, and he can say that the process has been deeply scrutinized. He feels confident that the budget, as presented on the BOE side, is a very fair and accurate assessment of their need. Ms. Morgan agrees. She believes there has been a lot of community input. It has been very transparent, and a good process. Mr. Field thanked the BOE for putting together a very thought out, easily read budget. He also thanked Dr. Willett for all his work.

5. Adjournment: Mr. Werbner adjourned the meeting at 7:21 p.m.

Steven R. Werbner, Town Manager

Michelle A. Finnegan
Town Council Clerk