

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
June 8, 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 – May 25, 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 DECA Recognition (No Enclosure)

F.2 Transfer of Administrator to the Job of Director of Special Education

F.3 District A/C - High Temperature Days

F.4 End of Year Accolades

F.5 Monthly Budget Report-May

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 – May 24, 2016

M. FUTURE AGENDA ITEMS

N. ENTER EXECUTIVE SESSION FOR PURPOSE OF DISCUSSING THE SUPERINTENDENT'S EVALUATION

O. ADJOURNMENT

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

REGULAR MEETING – May 25, 2016

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

Administrators Present: Dr. Walter Willett, Superintendent of Schools

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.

B. APPROVAL OF MINUTES

Regular Meeting – May 11, 2016

Ms. Seaver motioned to approve the Regular Meeting minutes of May 11th. Mr. Schroeder seconded the motion. Changes: none. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. POINTS OF INFORMATION

Mr. Adlerstein and Mr. Doyle met with the Chair and Vice Chair of the Town Council on Saturday. They reviewed goals including communication, creating trust, and strategic items. It was explained that the 2009 Plan of Conservation and Development has to be refreshed which will require input. It was discussed by the BOE and Town Council members that this could be used as a framework for discussions. A list of 8 items were presented (attached to the agenda) and Mr. Adlerstein asked members to underline which items in the list are relevant to their work on the Board and jot down what they feel is missing. The members took a few moments to do this activity.

Items 3, 7, and 8 were noted as relevant. It was clarified that schools fall under item 7 since education is a service.

Other relevant items included addressing the Tolland Green, identifying how “rural” is defined, and an interest in having more pathways for walking and biking.

Mr. Adlerstein asked if it would be a good fit for the BOE to do joint visioning and work with the Town Council and the PZC. Ms. Moran and the Board believed it would be relevant. Ms. Gorsky noted that there would need to be caution that the Board not over step its bounds and in turn the scope needs to be limited to what is relevant to the BOE. Dr. Willett commented that it would be important to know what would bring students back to Tolland and in turn they are a critical part of this process. The overall sentiment was that the Board would like to participate as long as the Board is focusing on its own items. This will be brought to the Town Council.

Correspondence – Ms. Gorsky noted that a letter was received that referenced a school out of state that sold naming rights to its athletic facilities and inquired if this is something that could be considered. Dr. Willett responded that this is something they will research over the summer.

E. STUDENT REPRESENTATIVE REPORT - Charles Perosino & Andrew Harger

- The Prom was held on May 20th and it was a nice evening.
- This week is Spirit Week which is sponsored by the Student Council.
- The Pie Throwing Contest is Friday – pies are \$3 each or \$5/2. This is a Student Council fundraiser.
- Mr. Harger commented that there have been questions about changing from block scheduling and if this is moving forward.

Dr. Willett noted that there has been a lot of interest in the THS schedule. On September 6th there will be a community evening where there will be a presentation of the current schedule, alternatives, and recommendations. All are welcome to attend.

F. SUPERINTENDENT'S REPORT

F.1. Policy 2070 – Team Selection and Registration (Second Reading)

Dr. Willett reviewed attachment F1. Ms. Gorsky noted that the Policy Committee recommends that it be moved to action.

Mr. Doyle motioned to move this item to action. Ms. Yudichak seconded the motion. All were in favor. Motion carried. This is now action item I.1.

F.2. Refinancing of the TD Bank Energy Lease

Dr. Willett provided the information for review. He reviewed attachment F2 including the Energy Lease Refinancing Scenarios. This will go before the Finance and Facilities Committee and it was noted that the Committee has already been involved in reviewing the energy loans. The question is if the loan should be refinanced. The Board recommended that this be referred to Finance and Facilities. It was noted that options 1-4 are available with a rate lock through October 2nd. The others are less viable since they require a closing within 15 days.

F.3. Danielle Phipps – Teacher Leave Approval

Dr. Willett reviewed attachment F3. Mr. Pagoni motioned to move this item to action. Mr. Doyle seconded the motion. All were in favor. Motion carried. This is now item I.2.

F.4. Negotiations – Town Council – Section 10-153D

Dr. Willett reviewed attachment F4. It was clarified that the negotiations team will attend the Town Council meeting on June 14th. The June 7, 2016 date on the attachment is incorrect. He noted that only the Negotiations Committee needs to be in attendance.

F.5. School Construction Grant

Dr. Willett reviewed attachment F5. This was approved at the last meeting and today's requested motion provides clarification. Ms. Gorsky motioned to move this item to action. Ms. Seaver seconded the motion. All were in favor. Motion carried. This is now item I.3.

- F.6. Proposed Transfer into the 1% Fund
Dr. Willett reviewed attachment F.6. Mr. Doyle motioned to move this item to action. Ms. Moran seconded the motion. All were in favor. Motion carried. This is now item I.4.

G. COMMITTEE AND LIAISON REPORTS

Communications – The next meeting is June 1st at 1PM.

Website Task Force – They are continuing to work on navigation and are scheduled to hand everything over to Dr. Willett on July 1st.

Town Council – Ms. Morgan noted that Mr. Sce was appointed to the Town Council. He is taking the position vacated by Ms. Schroeder. Additionally, the setting of the mill rate was discussed and there was a resolution regarding surplus equipment. Dr. Willett noted that the district will reach out to see if any of the equipment could be used in the schools.

Policy – The next meeting is June 8th at 2:30PM.

Negotiations – They are continuing to work on the paraprofessional contract and will begin looking at the teacher and administration contracts soon.

Finance and Facilities – The Committee will meet in the next two weeks to discuss the refinancing of the energy lease. Mr. Doyle noted that a good deal of clarification is needed.

H. CHAIRPERSON'S REPORT none

I. BOARD ACTION

I.1. Policy 2070 – Team Selection and Registration

Ms. Yudichak motioned to accept Policy 2070 – Team Selection and Registration as a board of education policy. Ms. Gorsky seconded the motion. Mr. Pagoni inquired why this was listed as F1 since it is a second reading. All were in favor. Motion carried.

I.2. Danielle Phipps – Teacher Leave Approval

Ms. Seaver motioned to accept the request for a one year leave of absence for Ms. Danielle Phipps. Ms. Moran seconded the motion. A brief discussion took place. Mr. Pagoni inquired when the first day would be that Ms. Phipps would be taking time off. Dr. Willett did not know the answer. Mr. Pagoni understood and noted that all was fine but noted that according to policy there is supposed to be 30 days. He inquired if she would be taking any vacation or sick time. Dr. Willett noted that teachers do not receive vacation time. All were in favor. Motion carried.

I.3. School Construction Grant

Mr. Pagoni motioned to approve the application for the School Construction Grant establishing:

- A. A building committee to discuss proposed improvements, current and future projects
- B. Authorizing project specifications and/or drawings
- C. Authorizing to file proposed grant application

- D. Authorization to fund the proposed project – approximately \$15,603.96 via the Town of Tolland's Capital Improvement budget, with any grant award proceeds being reimbursed into the Town's Capital Fund Account. Final numbers to adjust based upon re-submitted (updated bids).

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

1.4 Proposed Transfer into the 1% Fund

Mr. Schroeder motioned to authorize the Superintendent to request the Town Council approve transferring the remaining FY 14-15 unexpended encumbrances of \$30,179.62 into the 1% Fund. Mr. Doyle seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION -none

K. POINTS OF INFORMATION

Ms. Yudichak noted that the TMS Promotion Ceremony letters were sent to the Board members. The event will take place on June 15th at 6PM.

L. CORRESPONDENCE

- Town Council – Special Meeting – May 10, 2016

M. FUTURE AGENDA ITEMS

N. ENTER EXECUTIVE SESSION FOR PURPOSE OF DISCUSSING THE SUPERINTENDENT'S EVALUATION

Mr. Pagoni motioned at 8:52PM to enter executive session for the purpose of discussing the Superintendent's evaluation and invited the Superintendent to attend. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

Karen Moran motioned to go past 10:00 pm. Patrick Doyle seconded the motion.

Returned to open session at 10:22 pm

O. ADJOURNMENT

Bob Pagoni motioned to adjourn the meeting at 10:23 pm. Susan Seaver seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: Transfer of Administrator to the Job of Director of Special Education

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

For BOE meeting: June 8, 2016

ITEM SUMMARY:

Transfers are covered in the contract with the Tolland Administrative Society as follows:

Article XI – Assignments and Transfers

- a. Assignments and transfers of administrators will be made by the superintendent to best serve the interests of the educational program. Administrators shall be given advance notice of intent to change assignments and/or transfer of administrative responsibility.*
- b. In the event of anticipated change in administrative assignment, written notice of the proposed change will be provided to society members as soon as practicable. The notice will be sent to the addresses of record of the administrators.*
- c. A meeting date, mutually agreed upon by Administrators and the Superintendent, will be established for the purpose of discussion in consultation regarding the proposed change in assignment. Whenever possible, voluntary transfer or reassignment of administrators shall be implemented.*
- d. The existence of vacancies in administrative positions shall be sent either electronically or in writing to each Administrator. When such vacancy occurs during the summer months, notification shall be sent to the address of record of each administrator.*

A current Tolland administrator applied for the internal/first posting of the Special Education Director position. I believe this person to be qualified for the position, and a good choice for such position. I am therefore transferring the administrator at my discretion to the position in accordance with Article XI.

FINANCIAL SUMMARY:

The administrator will receive compensation in accordance with the collective bargaining agreement with the Tolland Administrative Society in effect through June 30, 2017.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Provided as a point of information. Review requested.

SUPPORTING MATERIALS ATTACHED:

None

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: District A/C – High Temperature Days

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

For BOE meeting: June 8, 2016

ITEM SUMMARY:

On or around September 9, 2015 the BOE took an informal vote (9-0) “straw poll” to permit the Superintendent to engage the air conditioning district wide, should s/he see fit to do so. This item is a reminder of that action.

FINANCIAL SUMMARY:

Approximate cost of one day of district A/C is \$1,181.00. This figure is an approximation and can fluctuate year to year and with the environmental conditions of the day.

Please see attachment.

BOARD ATTORNEY REVIEW:

N/A

BOE ACTION DESIRED:

Review

SUPPORTING MATERIALS ATTACHED:

2015-09-08 Tolland AC Loads and cost

Estimated cost for AC use

[illegible]

SUPERINTENDENT'S AGENDA ITEM BACKGROUND

ITEM: End of Year Accolades

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

For BOE meeting: June 8, 2016

ITEM SUMMARY:

Point of information to publicly recognize the efforts of Dominique Fox, Todd Blais, Dan Uriano and Anthony Spangle in putting together the THS Graduation and TMS 8th Grade Promotion programs respectively. These programs require countless hours of preparation and organization. While the programs are large and well attended, the efforts of those that make those programs happen are sometimes not fully understood. Today, I wanted to take a moment to recognize their contributions and efforts in making these programs happen.

I also wanted to recognize and thank all of the TPS staff for their efforts in educating our children this year.

FINANCIAL SUMMARY:

N/A

BOARD ATTORNEY REVIEW:

Thankfully, none necessary.

BOE ACTION DESIRED:

Review.

SUPPORTING MATERIALS ATTACHED:



TOLLAND PUBLIC SCHOOLS

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OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

Walter Willett, Ph.D.
Superintendent

TO: Board of Education

F.5

FROM: Mark S. McLaughlin, Business Director

RE: Monthly Financial Report-May 2016

Date: June 3, 2016

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

Please find attached the financial report for the month of May 2016, 11th month of the 2016 fiscal year. This report represents a snapshot of the financial condition for the district during FY15-16. The financials are reported in an object format to clearly show the adopted budget, expenditures, encumbrances and balances.

The attached May 2016 financial report shows an available balance of \$619,468 or 1.62% 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 those costs. Some of these line items are athletic officials, daily substitutes, over time, instructional supplies, instructional materials, computer materials, text books and health insurance. 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.

In our budget requests we have budgeted to meet the district needs. Each year there are anomalies that arise which are difficult to anticipate. Last year we had snow removal for school roofs, burst pipes, higher energy consumption, higher severance costs, higher overtime needs, insurance deductible costs and food spoilage. This year's budget has been adjusted to deal with different challenges including additional long term substitutes, higher para overtime needs, retirements, additional curriculum & text books, additional maintenance & operations supply needs and technology upgrades. We are addressing these through controlled monitoring and conservative spending.

At this time, barring unforeseen circumstances, we will end the fiscal year in the black with a small anticipated surplus. As previously noted, there still remains fluctuations to many key elements that can impact any surplus.

Respectfully submitted.

Tolland Public Schools

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

From Date: 5/1/2016

To Date: 5/31/2016

Fiscal Year: 2015-2016

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

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	\$1,701,285.35	\$17,863,519.98	\$3,021,731.02	\$2,992,317.70	\$29,413.32	0.14%
0100.0000.120.00.000.1	Substitutes	\$453,866.00	\$47,473.82	\$336,317.25	\$117,548.75	\$0.00	\$117,548.75	25.90%
0100.0000.130.00.000.1	Overtime	\$111,132.00	\$8,633.56	\$123,846.35	(\$12,714.35)	\$0.00	(\$12,714.35)	-11.44%
0100.0000.150.00.000.1	Stipends	\$297,963.00	(\$4,077.34)	\$210,520.77	\$87,442.23	\$197,217.21	(\$109,774.98)	-36.84%
0100.0000.190.00.000.1	Pension/Severance	\$176,000.00	\$0.00	\$168,034.00	\$7,966.00	\$47,985.15	(\$40,019.15)	-22.74%
0100.0000.200.00.000.1	Employee Benefits	\$308,738.00	\$562.50	\$355,423.60	(\$46,685.60)	\$0.00	(\$46,685.60)	-15.12%
0100.0000.210.00.000.1	Health/Life/Disabl Ins	\$5,344,377.00	\$487,604.04	\$4,739,952.48	\$604,424.52	\$278,686.89	\$325,737.63	6.09%
0100.0000.220.00.000.1	FICA/MED/Soc Sec	\$568,717.00	\$46,405.29	\$481,014.79	\$87,702.21	\$65,938.19	\$21,764.02	3.83%
0100.0000.240.00.000.1	Retirement (ICMA)	\$201,315.00	\$18,092.76	\$189,305.47	\$12,009.53	\$17,484.04	(\$5,474.51)	-2.72%
0100.0000.250.00.000.1	Course Reimbursement-Degree Ch	\$25,000.00	\$0.00	\$18,427.00	\$6,573.00	\$6,573.00	\$0.00	0.00%
0100.0000.260.00.000.1	Unemployment Compensation	\$40,203.00	\$1,517.00	\$14,855.73	\$25,347.27	\$25,347.27	\$0.00	0.00%
0100.0000.270.00.000.1	Workers' Compensation	\$251,123.00	\$0.00	\$251,446.99	(\$323.99)	\$0.00	(\$323.99)	-0.13%
0100.0000.300.00.000.1	Purch Prof & Tech Svcs	\$20,735.00	\$180.00	\$21,505.31	(\$770.31)	\$0.00	(\$770.31)	-3.72%
0100.0000.310.00.000.1	Benefits Consultant Services	\$48,543.00	\$7,128.32	\$39,989.51	\$8,553.49	\$3,564.16	\$4,989.33	10.28%
0100.0000.320.00.000.1	Prof Educ Svcs	\$413,750.00	\$35,977.00	\$357,631.81	\$56,118.19	\$117,207.02	(\$61,088.83)	-14.76%
0100.0000.330.00.000.1	Professional Tech Svcs	\$7,105.00	\$0.00	\$18,372.22	(\$11,267.22)	\$1,392.78	(\$12,660.00)	-178.18%
0100.0000.340.00.000.1	Legal/Audit/Consult Svcs	\$212,317.00	\$12,701.26	\$129,755.92	\$82,561.08	\$55,761.66	\$26,799.42	12.62%
0100.0000.350.00.000.1	Tech Services	\$379,295.00	\$14,280.71	\$251,311.41	\$127,983.59	\$21,329.96	\$106,653.63	28.12%
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	\$71,968.52	\$31,787.48	\$6,522.98	\$25,264.50	24.35%
0100.0000.430.00.000.1	Repair and Maint Svcs (Facili	\$212,007.00	\$2,297.82	\$208,932.41	\$3,074.59	\$143,125.91	(\$140,051.32)	-66.06%
0100.0000.440.00.000.1	Rentals	\$128,322.00	\$14,037.05	\$99,614.65	\$28,707.35	\$25,866.12	\$2,841.23	2.21%
0100.0000.510.00.000.1	Student Transp Svcs	\$2,274,765.00	\$184,467.20	\$1,799,140.63	\$475,624.37	\$425,385.38	\$50,238.99	2.21%
0100.0000.520.00.000.1	Property/Liability Insurance	\$175,661.00	\$0.00	\$176,630.29	(\$969.29)	\$0.00	(\$969.29)	-0.55%
0100.0000.530.00.000.1	Telephone/ Postage	\$44,243.00	\$1,109.08	\$43,142.05	\$1,100.95	\$7,840.81	(\$6,739.86)	-15.23%
0100.0000.540.00.000.1	Advertising	\$2,865.00	\$161.59	\$1,812.35	\$1,052.65	\$761.66	\$290.99	10.16%
0100.0000.550.00.000.1	Printing and Binding	\$25,712.00	\$0.00	\$13,507.28	\$12,204.72	\$5,413.80	\$6,790.92	26.41%
0100.0000.560.00.000.1	Tuition Educ Agency	\$2,664,767.00	(\$99,158.05)	\$1,900,267.58	\$764,499.42	\$356,666.93	\$407,832.49	15.30%
0100.0000.580.00.000.1	Travel and Conference	\$23,326.00	\$1,254.48	\$12,174.41	\$11,151.59	\$9,359.11	\$1,792.48	7.68%
0100.0000.590.00.000.1	Public Officers & State Troope	\$120,000.00	\$107,480.23	\$114,424.42	\$5,575.58	\$14,087.70	(\$8,512.12)	-7.09%
0100.0000.600.00.000.1	General Supplies	\$118,564.00	\$1,558.10	\$149,391.13	(\$30,827.13)	\$26,296.73	(\$57,123.86)	-48.18%
0100.0000.610.00.000.1	Instr Supplies/Mat'ls	\$375,493.00	\$9,775.91	\$272,023.61	\$103,469.39	\$70,034.10	\$33,435.29	8.90%
0100.0000.620.00.000.1	Energy	\$1,583,214.00	\$16,704.60	\$1,506,508.42	\$76,705.58	\$73,329.58	\$3,376.00	0.21%
0100.0000.640.00.000.1	Textbooks	\$254,882.00	\$3,474.59	\$150,868.73	\$104,013.27	\$95,799.67	\$8,213.60	3.22%
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	\$54,668.00	\$1,174.25	\$45,803.18	\$8,864.82	\$50.00	\$8,814.82	16.12%
0100.0000.690.00.000.1	Misc Supplies	\$41,659.00	\$4,813.03	\$36,548.43	\$5,110.57	\$12,783.28	(\$7,672.71)	-18.42%
0100.0000.730.00.000.1	Equip Instruct - New	\$239,958.00	\$564.24	\$208,783.47	\$31,174.53	\$74,732.70	(\$43,558.17)	-18.15%
0100.0000.810.00.000.1	Dues and Fees	\$45,849.00	\$217.00	\$53,493.03	(\$7,644.03)	\$1,548.90	(\$9,192.93)	-20.05%
Grand Total:		\$38,275,831.00	\$2,633,164.91	\$32,475,497.18	\$5,800,333.82	\$5,180,865.79	\$619,468.03	1.62%

End of Report

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM MAY 24, 2016 – 7:30 P.M.

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

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Barbara Pettijohn, Director of Library Services; Mike Wilkinson, Director of Administrative Services; Sheila Bailey, Town Clerk

1. **CALL TO ORDER:** Rick Field called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit): None.
6. **PUBLIC HEARING ITEMS:** None.
- 7a. **REPORTS OF BOARDS AND COMMITTEES RESPONSIBLE TO THE COUNCIL:** None.
- 7b. **REPORTS OF TOWN COUNCIL LIAISONS:** None.
8. **NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

- 8.1 Appointment of a member to the Town Council.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appoints Joseph Sce as a Council member.

Seconded by Robert Green. All in favor. None opposed.

Sheila Bailey, Town Clerk, swore in Joseph Sce.

- 8.2 Setting of mill rate and discussion of impact of State budget on Tolland.

Mr. Werbner said this is the mill rate that was approved at the second referendum. The tax bills will go out on July 1st. The impact of the State budget on Tolland is continuing to be reviewed, and he is hopeful they will have more information in the next month or so.

Bill Eccles motioned to accept the following resolution:

WHEREAS, the proposed FY 2016-2017 budget of \$55,806,582 passed at referendum on May 17, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Tolland Town Council that it hereby sets a mill rate of 34.19 mills and authorizes the Town Manager or his designee to mail out tax bills reflecting this final rate with an assigned due date of July 1, 2016.

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

Mr. Field asked the Town Manager what the impact of the State budget on Tolland is. Mr. Werbner said they are doing some modeling now on what the State budget was approved at. For FY 17/18, the State is still \$1.3 billion in deficit. They will not be able to lay off 2,500 employees a year to recapture that, so they will need to look at other means. At the same time, the cap on the car tax will kick in, which is \$300,000 that Tolland will lose. We lost \$350,000 this year from additional State revenue. Tolland will be starting FY 17/18 at least \$650,000 shorter than this year. He advised that budget discussion will need to commence much earlier.

8.3 Consideration of a resolution to declare equipment as surplus property within the Town.

Mr. Werbner said the surplus contains library furniture that is being replaced as part of the Library expansion project. Some of the items are in poor shape; other pieces could be used by others. The BOE, as well as other departments, will come and review what is available. Items remaining will be advertised, and people can come in and bid on them. The items are:

Library Surplus Furniture – May 2016

Painted metal bookcases with wood end panels and top, double faced, 3 or 4 adjustable shelves 2 (146" x 43" x 25") units
Painted metal bookcases with wood end panels and top, double faced, four adjustable shelves 5 (183" x 67" x 25") units
Painted metal bookcases with wood end panels and top, double faced, two adjustable shelves 2 (147" x 43" x 25") units
Wire rack, wheeled, double faced, four adjustable shelves, four shelves on the ends, (68" x 58" x 18 ½")
Round wooden table, 48" diameter, 25 ½" tall
Wooden sand table, 25" x 27", plastic bin in center, magnifying glass, mirror, storage drawer,
Wooden train table, (48" x 17" x 33")
Magazine rack, 36 plastic bins, wooden ends, (41" x 40" x 16")
Painted metal shelving, single faced, five adjustable shelves, (216" x 67" x 12")
Painted metal bookcase with wood end panels and laminate top, double faced, three adjustable shelves (74 ½" x 43" x 25")
Upholstered chairs, red tweedy fabric, wooden arms legs, boxy construction, (27" x 24" x 30"), 9 with arms, 31 armless
Wooden bookcase, single faced, 7 shelves, 3 sections, (110" x 8" x 82")
Metal file cabinet, three drawers, wooden top
Computer tables, 23-35"d x 35"w x 27"h x 8" (8)
Chairs-metal and upholstered, used with computer table 22"w x 32" h x 23"d (8)
Wooden display units, three angled shelves, 3 (48" x 49" x 12")
4 Wooden study carrels, attached (150" w x 57" h x 35"d)
2 Wooden carrels (38" x 60" x 48") 2 units attached
Wooden display cubes, 2 (24" x 24" x 21")
Wooden printer table, 23" x 27" x 15"

DVD spinner, wood and plastic, 34" square x 63" h, capacity approx. 480 DVDs
DVD spinner, wood and plastic, 20" square x 77" h, capacity approx. 160 DVDs
DVD wooden bins, 126" x 20" x 38", capacity approx. 360 DVDs
DVD wooden shelf, 22" x 8" x 45", capacity approx. 875 DVDs
Periodical racks, metal, 30 shelves that can be tilted with storage underneath, 219" x 14" d x 90" h
Display cases (2), wood and glass with shelves, 36" w x 14" d x 40" h
Wooden index table 90" w x 42" d x 48" h
Wooden CD unit bins 51" w x 26" d x 43" h, capacity approximately 735 CDs
Paperback racks-2 metal four sided racks with five adjustable racks on each side 34" x 34" x 56" h, capacity 300 paperbacks each
CD book spinners, (3) wooden, 24" x 24" x 52" – 4 sided, five shelves/side, capacity 240 CD books
Wooden tables, (7), 36" x 60" x 29"
Wood and upholstered chairs, (7) rose and gray patterned, 22" x 22" x 34"
Wooden newspaper rack, 10 rods, 26" x 39" x 29"
Black metal cabinet, 3 shelves, 36" x 18" x 42"
Bookcase, wooden, 9 adjustable shelves, 83" x 34" x 11"
Desk, wood and metal, two drawers, 48" x 24" x 29"
Refrigerator, 18" x 18" x 20"
Wooden, standup computer table, one shelf, pullout tray, 24" x 24" x 42"
Wire racks, (2) 15 shelves, 25" x 25" x 57", wheeled
Wire racks (2) 10 shelves, 27" x 17" x 63"
Wood flakeboard, three tier display unit, 44" x 44" x 42"
Wooden shelf, six shelves, 49" x 12" x 48"
Wooden chairs, adult, (7) 18" x 17" x 33"
Wooden chairs, child (2) 13" x 15" x 29"
Wooden bookcase, 4 shelves, 36" x 12" x 47"
Pine bookcases (3), 5 shelves, 72" x 9" x 73"
Podium, laminated flakeboard, flip-up shelf, wheeled, 25" x 42" x 17"
Oak bookcase, three shelves, 73" x 48" x 9 ½"

Bill Eccles motioned to accept the following resolution:

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

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

- 8.4 Appointment of a Town Council Member to the Land Acquisition Advisory Committee and the Delinquent Tax Collection Enforcement Committee.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED that the Town Council appoint a Council member to the Land Acquisition Advisory Committee and the Delinquent Tax Collection Enforcement Committee.

Appoint David Skoczulek to Land Acquisition Advisory Committee

Appoint Rick Field to Delinquent Tax Collection Enforcement Committee

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

8.5 Appointments to vacancies on various municipal boards/commissions: No appointments.

Mr. Field reminded the Council that a replacement for Ms. Schroeder is needed to assist Mr. Skoczulek with vetting new appointments to boards/commissions. Mr. Sce volunteered.

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 had nothing to add.

11. **ADOPTION OF MINUTES**

11.1 May 10, 2016 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed. Joseph Sce abstained.

12. **CORRESPONDENCE TO COUNCIL**

12.1 Letter from the State of Connecticut Siting Council re: modifications that will be made to a telecommunications facility;

12.2 Pathways to Opportunity from the Hartford Foundation; and

12.3 Letter from Wayne B. Minor re: opposing the TVA.

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

~Sunday was the ribbon cutting for Adam's Adventure: It looks great and he commended everyone who worked on the project.

~Sunday, May 29th, is the Memorial Day parade.

~The Council Chair Hour is Thursday, June 2, 2016, 6:00 p.m. – 7:00 p.m.

~The Farmer's Market started this past Saturday and will occur every Saturday on the Green, 9:00 a.m. – 12:00 p.m.

~On July 5, 2016 at 1:00 p.m. there will be an Opening Ceremony for the Knofla Conservation Expansion.

~He reminded the Council members to dress appropriately for the next meeting so that a new Council photo can be taken.

~He commented that he has received some photos from the cemetery on Skungamaug Road. Tombstones have fallen over, and it looks terrible. They are trying to work out a plan to fix this. Mr. Werbner commented that he is checking with the Public Works Department to see what the procedures are. Once he gets more information, he will report back.

~He asked the Council members to think about organizing an Employee Appreciation Day. This has been done in the past.

~The leadership of the Council and BOE met regarding the Plan of Conservation and Development. It was determined that they, along with the PZC, need to start reviewing the Plan. Mr. Werbner suggested having Heidi Samokar, Director of Planning and Development, come and explain what the Plan is, and what the three bodies should be thinking about in preparation for the next update. The Plan needs to be updated every ten years. Next year, money will be put in the budget for this, so the process of updating will not formally start for 1 ½ - 2 years. It might be a good to have a workshop. Mr. Field will contact the PZC and BOE to get started.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** None.

15. **PUBLIC LISTED PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*)
(3 minute limit)

Fred Valente of Anthony Road – He held up the Tolland Events magazine that was mailed to all residents this past week. He asked how the endorsement by the Town Manager got put in for the TVA. He said the article was an endorsement signed by Greg Williams, Tolland EDC Chair, and Kevin Bouley, TECDC President.

Mr. Field said that came from the EDC, not the Town Manager.

Mr. Valente advised that the endorsement was printed under the "Town Manager's Corner."

Mr. Werbner said he did not write the article, it came from the EDC.

Mr. Valente said the timing of it is critical, because this has now been sent to every town resident. He doesn't believe the article is fair.

Mr. Field said the article should have been split from the Town Manager's Corner. The EDC is in favor of this project.

Mr. Werbner said the EDC and the TECDC are town commissions, and they can submit a report to the town's publication like any other town commission would. They happen to endorse and feel favorable on that particular project.

Mr. Valente said he attend the PZC meeting last night and asked them when they were going to vote. He said they told him whenever they felt like it. He was hoping that the residents, who oppose this, could respond to what was written in the magazine. He commented that it is almost like an open letter saying this is a good thing. He doesn't believe that is fair.

Mr. Werbner responded that the PZC announced that they are starting their deliberations on June 13th. He added that it is a town magazine and not a magazine for any resident to publish an article in.

Mr. Skoczulek added that the decision is not a public vote. The discussion is over now that the PZC is in deliberation mode. All the public comments have been heard. Deliberations are occurring from what they heard during the public hearings.

Mr. Eccles said he doesn't see any reason why the town can't support a project. If the EDC feels this is a valid project and well worth the town's time and consideration, then the EDC is allowed to publish in a town communication what the EDC feels like communicating.

Mr. Werbner added that the EDC, under statute, is advisory to the Town Manager. It doesn't mean the Town Manager supports everything they say. In terms of where the article is located, it probably is not inappropriate to be where it is

Mr. Valente said he doesn't understand why the EDC gets the free publicity, and they don't.

Mr. Werbner said because they are a town commission.

Mr. Eccles reminded that the Journal Inquirer has a Thursday deadline for editorial letters to the Editor, with a limit of 400 words.

16. ADJOURNMENT: Bill Eccles moved to adjourn the meeting; Seconded by David Skoczulek at 7:55 p.m. All were in favor.

Richard J. Field, Council Chair

Michelle A. Finnegan
Town Council Clerk