

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA  
July 13, 2016

**VISION STATEMENT**

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

A. CALL TO ORDER, PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

Regular Meeting – June 22, 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 Financial Update

F.2 Refinancing Energy Lease

F.3 Bond Issue Approval BOE

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 Meeting – June 28, 2016

M. FUTURE AGENDA ITEMS

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

O. ADJOURNMENT

TOLLAND BOARD OF EDUCATION  
Hicks Municipal Center  
Conference Room B  
Tolland, CT 06084

SPECIAL MEETING – June 22, 2016

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

Administrators Present: Dr. Walter Willett, Superintendent of Schools

A. CALL TO ORDER

Mr. Adlerstein called the meeting to order at 7:00 PM.

B. ENTER EXECUTIVE SESSION


Mr. Doyle motioned to go into Executive Session at 7:00 PM for the purpose of discussing the Superintendent's evaluation and invited the Superintendent to attend. Ms. Harrold seconded the motion. All were in favor. Motion carried.

The Board came out of Executive Session at 7:25 pm.

C. ADJOURNMENT

Ms. Seaver motioned to adjourn the meeting at 7:25 PM. Ms. Yudichak seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Jennifer Palumbo  
Executive Secretary to the Superintendent

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

**REGULAR MEETING – June 22, 2016**

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

**Administrators Present:** Dr. Walter Willett, Superintendent of Schools, Ms. Dominique Fox, Principal, Tolland High School, Ms. Carolyn Tyl, Director of Curriculum and Instruction

**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 – June 8, 2016

Mr. Pagoni motioned to approve the Regular Meeting minutes of June 8<sup>th</sup>. Ms. Yudichak seconded the motion. Changes: under Members Present, add Ms. Harrold as being in attendance. All were in favor. Motion carried.

**C. PUBLIC PARTICIPATION - none**

**D. POINTS OF INFORMATION - none**

**E. STUDENT REPRESENTATIVE REPORT - Charles Perosino & Andrew Harger**

- Mr. Harger noted that it was a successful end-of-year at THS. The ceremonies at both TMS and THS were wonderful.
- Mr. Harger and Mr. Perosino are attending the summer play practices through the Tolland Youth Services Community Theater. The performance of The Little Mermaid will be at THS on July 22<sup>nd</sup> and 23<sup>rd</sup>.

Mr. Pagoni noted that the THS graduation was done exceptionally well and the speakers were fantastic.

**F. SUPERINTENDENT'S REPORT**

**F.1. Class Rank Policy**

Dr. Willett reviewed this item and requested that the Board review the revision to Policy 6060.

Ms. Fox did a presentation of the Class Rank Proposal (attachment F1). She provided background information, the rationale, the benefits, and the seven recommendations from the Class Rank Advisory Committee. She noted that thirty five out of forty four schools in the top 3 DRGs do not report class rank. The rationale included the minimal math differences and the concern that class rank encourages students to take easier classes to boost rank and/or not take non-leveled courses. The data shows that there are more students applying to college and in turn it becomes a more competitive

environment. When rankings are included on students' transcripts, often times admissions officers do not look at the whole student.

Ms. Fox reviewed the benefits including that admission departments would need to be more holistic in reviewing a student not only for admission but also for merit-based scholarships. She added that by eliminating the competition aspect, it will reduce students' stress levels. The recommendations were reviewed.

A brief discussion took place. Mr. Pagoni inquired if Ms. Fox knew what percentage of colleges and universities use class rank. Ms. Fox did not know the percent but commented that if the rank is reported, it is used. Mr. Pagoni clarified that the goal is to get a student's application past the gatekeeper so that the student is looked at holistically by the admissions representative. Ms. Fox added that while many schools are new to not reporting a student's class rank, others have omitted this data point for the past 10 years. In regard to why class rank should be reported, Ms. Fox noted that some students, particularly those at the top of their class, will be upset if class rank is not reported. Mr. Pagoni clarified that this is something that will help a greater percentage of the students. This is not an attempt to create an egalitarian society.

Ms. Seaver asked why the class rank would remain on the transcripts of those students who are already students at THS. Ms. Fox explained that the Committee believed the conditions should remain stable and consistent as this may have impacted decisions already made by the students. Ms. Gorsky agreed and noted that students do make choices based on the effect on class rank. She thinks this is a great idea and applauds the Committee's efforts. Ms. Yudichak agreed but expressed concern that some students would in turn opt to take easier classes. Ms. Fox responded this should help reduce students' stress. Some students overextend themselves in an effort to maintain class rank. She believes students will still challenge themselves and the weighted GPA will still be available.

Mr. Doyle thanked the Committee as well. He clarified that the weighted GPA is only reported to the students and their families – it is not reported on the students' transcripts. He added that students should push themselves but learn in a way that is healthy.

Dr. Willett noted that even if one takes the college admissions consideration out of the discussion, class rank is a poor way to assess students. It is irresponsible and wrong to classify children and say that one holds a higher position than another due to a tenth of a percentage point. Ms. Moran confirmed that since the 2016/17 catalog has already been sent out that there will be communication regarding this policy to parents and students. THS sophomores, juniors, and seniors will continue to have their rank included on their transcripts and cannot opt-out.

**F.2. Bond Issue Review – Point of Information**

Dr. Willett reviewed attachment F2. He noted that in order to show support for this \$9.6M bond, action will need to take place at the July 27<sup>th</sup> BOE meeting.

**F.3. Primary Mental Health Grant**

Dr. Willett reviewed attachment F3. Given that timelines can be important when working with grants, he would like this item moved to action this evening if the Board is comfortable in doing so.

Mr. Doyle motioned to move item F3 to action item I1. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

**F.4. Cancellation of Summer Board of Education Meetings**

Dr. Willett reviewed attachment F4. Mr. Doyle recommended affirming the July 13<sup>th</sup> and 27<sup>th</sup> Board Meetings and cancelling the August 10<sup>th</sup> Board meeting.

Ms. Moran motioned to move item F4 to action item I2. Ms. Seaver seconded the motion. All were in favor. Motion carried.

**F.5. EOY Budget Update**

Dr. Willett reviewed attachment F5 which is consistent with prior discussions. He is unsure if there will be sufficient end-of-year funds to cover all of the items but there will be monies to pay for some of them due to the February and May excess cost fund contributions.

Mr. Adlerstein noted that this is very transparent and expected.

**F.6. Supervisor Administrator Positions**

Dr. Willett reviewed attachment F6. This is being presented based on the article in the Tolland Administrative Society contract.

Mr. Adlerstein clarified that this position was discussed a number of times during the budget process. Mr. Pagoni inquired if this was the first time seeing the actual cost. Dr. Willett responded yes but noted that the administrator contract has all of the positions listed and this cost is less than that of the position of Director. Mr. Adlerstein clarified that this is a reallocation.

Dr. Willett noted that this is time sensitive and if it cannot be acted on until July 13<sup>th</sup>, then it may no longer be under consideration. He explained that multiple items are backed up behind this position. Dr. Willett added that the Tolland Administrative Society wanted to see this classification of curriculum supervisor come in at a certain place in the contractual arrangement.

Ms. Yudichak motioned to move item F6 to item I3 for action. Ms. Seaver seconded the motion. All were in favor. Motion carried.

**G. COMMITTEE AND LIAISON REPORTS**

**Town Council** – Ms. Moran noted that Town Council Chair Rick Field was appointed as the Town Council member who will participate in teacher negotiations. She added that Tolland was awarded the Tolland Police and Youth Connection Project grant of \$10,000.

**Finance and Facilities** – Mr. Doyle noted that the Committee met on July 13<sup>th</sup>. Items discussed included the refinance options, utility cost planning, a review of the safety plans, and updates on the Parker project which has an impact on TIS. In regard to the latter, the activities taking place this summer will include the moving of the play-scape, the removal of the portables, and the

grading and landscaping for the new busway. Committee meetings are scheduled for July 12<sup>th</sup>, July 25<sup>th</sup>, August 15<sup>th</sup>, and August 22<sup>nd</sup>. Dr. Willett noted that the district will pay for the removal of the portables. Mr. Doyle explained that this was discussed – specifically if the portables were released to the town as surplus equipment. Since this was not done, it is the responsibility of the district. Ms. Seaver asked to go on record that she “is totally upset about us having to pay for this. I am not happy about it”. A discussion took place. Ms. Moran disagreed as well and attributed moving the playscape to poor planning on the project’s part. Ms. Harrold agreed with Ms. Seaver. Ms. Seaver commented that they are taking money away from “our” kids. Mr. Doyle added that he is not happy either but if the portables were not returned to the town then the responsibility has not been transferred. Dr. Willett offered the perspective that the portables were used for the district’s storage and at one point as classrooms. This is a cooperative effort; the portables are still under the purview of the Board and the town is moving the play scape. Mr. Adlerstein asked Town Council member Ms. Morgan to look into this further.

H. CHAIRPERSON’S REPORT - none

I. BOARD ACTION

- I.1. Primary Mental Health Grant  
Ms. Seaver motioned to approve and submit the Primary Mental Health Grant request of \$20,000. Mr. Doyle seconded the motion. All were in favor. Motion carried.
- I.2. Cancellation of Summer Board of Education Meetings  
Ms. Gorsky motioned to cancel the Board of Education meetings for August 10<sup>th</sup>. Ms. Yudichak seconded the motion. All were in favor. Motion carried.
- I.3. Supervisor Administrator Position  
Ms. Seaver motioned to establish the new position of “Curriculum Supervisor”. Mr. Doyle seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION

Mr. Pagoni requested that Council Chambers have the A/C engaged during BOE meetings.

L. CORRESPONDENCE

- Town Council Meeting – June 14, 2016, 2016
- Save The Date
  - 6<sup>th</sup> Annual CABA Summer Leadership Conference  
Tuesday, July 26; Saybrook Point Inn, Old Saybrook

M. FUTURE AGENDA ITEMS

- Process to evaluate the Board

N. ENTER EXECUTIVE SESSION FOR PURPOSE OF DISCUSSING:

- THE APPOINTMENT OF A NEW ADMINISTRATOR
- THE SUPERINTENDENT’S EVALUATION

Ms. Harrold motioned to go into Executive Session at 9:30 PM for the purpose of discussing the appointment of a new administrator and the Superintendent’s evaluation

and invited the Superintendent and Ms. Tyl to attend. Ms. Seaver seconded the motion. All were in favor. Motion carried.

Ms. Moran motioned to hold the meeting past 10:00 pm. Mr. Doyle seconded the motion. All were in favor. Motion carried.

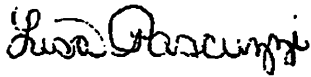
The Board came out of Executive Session at 9:56 pm.

O. ADJOURNMENT

Mr. Pagoni motioned the appointment of Ms. Laurie Coulom as Curriculum Supervisor of Language Arts. Ms. Seaver seconded the motion. All were in favor. Motioned carried.

Ms. Harrold motioned to adjourn the meeting at 10:02 PM. Mr. Doyle seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi  
Clerk



**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Financial Update

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

**For BOE meeting:** July 13, 2016

**ITEM SUMMARY:**

The End of Year budget numbers will be available for the July 27, 2016 meeting. F1 for this meeting will illustrate some of the End of Year expenditures made in accordance with the district's critical priorities and objectives shared in the 6/22/2016 meeting: Preventative Maintenance, Curriculum and Programs, Technology, and 1% contribution.

**FINANCIAL SUMMARY: (please note, EOY numbers will be available for the July 27, 2016 meeting)**

Preventative Maintenance: Eastern Waterproofing – Concrete Work

Other Maintenance: Portable Removal

Curriculum: Frey Scientific materials, School Specialty, Writers Workshop Supplies

Technology: Updating of HS Labs, WIFI units (to address aforementioned issues with computers in business labs and library), switches, wiring, battery backup for the phone system to allow for emergency use.

1% fund: It is expected there will be a fund balance to move to the one percent fund: approximately \$10,000.00 to \$20,000.00.

**BOARD ATTORNEY REVIEW:**

N/A

**BOE ACTION DESIRED:**

Review

**SUPPORTING MATERIALS ATTACHED:**

None

**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Refinancing of the TD Bank Energy Lease

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

**For BOE meeting:** July 13, 2016

**ITEM SUMMARY:**

During the course of the conversation regarding the financing of the geothermal units installed in the Town building, TIS, and TMS the possibility of refinancing was raised. Ms. Hancock reviewed the situation and contacted Mr. Barry Bernabe, the Town's financial advisor, to obtain quotes to refinance the loan. Mr. Bernabe reached out to several banks and most were not interested due to the duration of the loan (17 years). Bank of America provided a highly competitive quote illustrating various options.

Please note, Options 1 – 5 (also referred to as scenarios) are available with a rate lock through October 2, 2016. Options 5-8 were less viable as they require a closing with 15 days of the "proposal" which is unlikely to be executable. The financials of options 1 – 5 over the course of the loan are available on pages 10 – 14 of the attached document: *Bank of America – Proposal to the Town of Tolland, CT – Refinance Existing Lease*.

**FINANCIAL SUMMARY:**

Depending on when the agreement is finalized, these numbers are offered for *discussion purposes only* and are estimations.

OPTIONS (w/rate lock to 10/2/16)	PERCENTAGE	SAVINGS OVER LIFE of LOAN
Option 1 – Equal Savings	2.35%	\$867,399.98
Option 2 – Level Principal	2.25%	\$1,313,654.04
Option 3 – Level Debt Service	2.32%	\$1,129,585.87
Option 4 – Max Early Savings	2.37%	\$757,569.71
Option 5 – Mod Level Debt Service	2.32%	\$1,097,504.29

Please see supporting attachments for each scenario/option.

Please pay particular attention to the a) long term impact of each scenario, and b) the impact of the "jump" in each scenario from the 10/02/2016 (2016-2017) to 10/02/2017 (2017-2018) budget year. Factors such as the minimum budget requirement (MBR), and whether debt service will be considered as part of it or not should be reviewed and considered. For instance, in the "Level Principal" scenario (#2) the jump up from \$440,575.00 to \$786,062.50 of \$345,487.50 would represent 35% of a \$983,348.00 budget increase (if factoring a 2.5% increase over the 2016-2017 budget of \$39,333,948.00) and would automatically be part of the 2017-2018 budget. Therefore 35%

of the increase or \$345,487.50 a) will not be available for use on other budgetary items and b) in combination with the MBR may mean that for all intents and purposes a 2.5% budget increase would provide only a "true" increase of \$637,862.00 or 1.6% ( $\$983,348.00 - \$345,487.00 = \$637,862.00$ ) and ( $\$39,333,948.00 + \$637,862.00 = \$39,971,810.00$ ).

The M & V for the Honeywell energy plan, how much is in UISF, and how the debt service is handled are topics worthy of discussion.

Discussion has occurred with the Town about the potential use of the UISF fund to offset the impact in the initial year(s) of this adjustment. However, any offset would end up having to be made up for between what was budgeted and what was required in year(s) following the offset.

Options #1 and #3 were looked at favorably by administration and the Town.

This information was reviewed in the 6/13 FFC meeting.

**BOARD ATTORNEY REVIEW: N/A**

**BOE ACTION DESIRED:**

Consideration and review of the information provided.

Thought towards an upcoming motion to endorse the Town to proceed with one of the "options."

**SUPPORTING MATERIALS ATTACHED:**

*Bank of America – Proposal to the Town of Tolland, CT – Refinance Existing Lease*

*Scenario #1 – Equal Savings*

*Scenario #2 – Equal Principal*

*Scenario #3 – Level Debt Service*

*Scenario #4 – Max Early Savings*

*Scenario #5 – Modified Level Debt Service*

*Graph of Lease Refinance Options*

**Town of Tolland, Connecticut**  
**FOR DISCUSSION PURPOSES ONLY**  
**2016 Refinancing of the TD Bank Energy Lease**  
Rate Lock to 10/2/16 with **rate of 2.35% - Equal Savings (Scenario #1)**

**Debt Service Comparison**

Date	Principal	Interest	Proposed New Lease	Old Lease Payments	Budgetary Savings	PV Savings
10/02/2016	-		440,575.00	440,575.00	-	-
10/02/2017	238,624.00	227,127.50	465,751.50	516,787.00	51,035.50	49,748.74
10/02/2018	261,173.00	221,519.84	482,692.84	533,728.00	51,035.16	48,494.11
10/02/2019	384,715.00	215,382.27	600,097.27	651,131.00	51,033.73	47,270.10
10/02/2020	411,634.00	206,341.47	617,975.47	669,008.00	51,032.53	46,077.20
10/02/2021	439,675.00	196,668.07	636,343.07	687,374.00	51,030.93	44,914.04
10/02/2022	468,876.00	186,335.71	655,211.71	706,242.00	51,030.29	43,781.08
10/02/2023	499,279.00	175,317.12	674,596.12	725,624.00	51,027.88	42,675.21
10/02/2024	530,924.00	163,584.06	694,508.06	745,535.00	51,026.94	41,598.47
10/02/2025	563,858.00	151,107.35	714,965.35	765,990.00	51,024.65	40,547.83
10/02/2026	598,123.00	137,856.69	735,979.69	787,003.00	51,023.31	39,524.46
10/02/2027	633,769.00	123,800.80	757,569.80	808,590.00	51,020.20	38,525.59
10/02/2028	670,840.00	108,907.23	779,747.23	830,766.00	51,018.77	37,553.19
10/02/2029	709,389.00	93,142.49	802,531.49	853,546.89	51,015.40	36,603.94
10/02/2030	749,466.00	76,471.84	825,937.84	876,951.00	51,013.16	35,679.48
10/02/2031	791,123.00	58,859.39	849,982.39	900,993.00	51,010.61	34,778.16
10/02/2032	834,416.00	40,268.00	874,684.00	925,692.00	51,008.00	33,899.56
10/02/2033	879,116.00	20,659.23	899,775.23	950,788.15	51,012.92	33,048.04
<b>Total</b>	<b>\$9,665,000.00</b>	<b>\$2,403,349.06</b>	<b>\$12,068,349.06</b>	<b>\$12,935,749.04</b>	<b>\$867,399.98</b>	<b>\$694,719.20</b>

**PV Analysis Summary**

Budgetary Debt Service Savings	867,399.98
Net PV Cashflow Savings @ 2.35% (TIC)	694,719.20
Net PV Benefit / \$9,332,590 Refunded Principal	7.44%

**Town of Tolland, Connecticut**

**FOR DISCUSSION PURPOSES ONLY**

**2016 Refinancing of the TD Bank Energy Lease**

Rate Lock to 10/2/16 with rate of 2.25% - Level Principal (Scenario #2)

**Debt Service Comparison**

Date	Principal	Interest	Proposed New Lease	Old Lease Payments	Budgetary Savings	PV Savings
10/02/2016	-		440,575.00	440,575.00	-	
10/02/2017	568,600.00	217,462.50	786,062.50	516,787.00	(269,275.50)	(262,486.26)
10/02/2018	568,600.00	204,669.00	773,269.00	533,728.00	(239,541.00)	(227,614.19)
10/02/2019	568,600.00	191,875.50	760,475.50	651,131.00	(109,344.50)	(101,280.57)
10/02/2020	568,600.00	179,082.00	747,682.00	669,008.00	(78,674.00)	(71,034.64)
10/02/2021	568,600.00	166,288.50	734,888.50	687,374.00	(47,514.50)	(41,819.12)
10/02/2022	568,500.00	153,495.00	721,995.00	706,242.00	(15,753.00)	(13,515.18)
10/02/2023	568,500.00	140,703.75	709,203.75	725,624.00	16,420.25	13,732.45
10/02/2024	568,500.00	127,912.50	696,412.50	745,535.00	49,122.50	40,045.93
10/02/2025	568,500.00	115,121.25	683,621.25	765,990.00	82,368.75	65,456.09
10/02/2026	568,500.00	102,330.00	670,830.00	787,003.00	116,173.00	89,991.72
10/02/2027	568,500.00	89,538.75	658,038.75	808,590.00	150,551.25	113,681.93
10/02/2028	568,500.00	76,747.50	645,247.50	830,766.00	185,518.50	136,553.88
10/02/2029	568,500.00	63,956.25	632,456.25	853,546.89	221,090.64	158,634.23
10/02/2030	568,500.00	51,165.00	619,665.00	876,951.00	257,286.00	179,950.25
10/02/2031	568,500.00	38,373.75	606,873.75	900,993.00	294,119.25	200,525.44
10/02/2032	568,500.00	25,582.50	594,082.50	925,692.00	331,609.50	220,385.35
10/02/2033	568,500.00	12,791.25	581,291.25	950,788.15	369,496.90	239,373.62
<b>Total</b>	<b>\$9,665,000.00</b>	<b>\$1,957,095.00</b>	<b>\$11,622,095.00</b>	<b>\$12,935,749.04</b>	<b>\$1,313,654.04</b>	<b>\$740,580.93</b>

**PV Analysis Summary**

Budgetary Debt Service Savings	1,313,654.04
Net PV Cashflow Savings @ 2.25% (TIC)	740,580.93
Net PV Benefit / \$9,332,590 Refunded Principal	7.94%



**Town of Tolland, Connecticut**  
**FOR DISCUSSION PURPOSES ONLY**  
**2016 Refinancing of the TD Bank Energy Lease**  
Rate Lock to 10/2/16 with rate of 2.32% - **Level Debt Service (Scenario #3)**

**Debt Service Comparison**

Date	Principal	Interest	Proposed New Lease	Old Lease Payments	Budgetary Savings	PV Savings
10/02/2016	-	-	440,575.00	440,575.00	-	
10/02/2017	470,252.00	224,228.00	694,480.00	516,787.00	(177,693.00)	(173,212.83)
10/02/2018	481,162.00	213,318.15	694,480.15	533,728.00	(160,752.15)	(152,748.26)
10/02/2019	492,325.00	202,155.20	694,480.20	651,131.00	(43,349.20)	(40,152.29)
10/02/2020	503,747.00	190,733.26	694,480.26	669,008.00	(25,472.26)	(22,998.87)
10/02/2021	515,434.00	179,046.32	694,480.32	687,374.00	(7,106.32)	(6,254.51)
10/02/2022	527,392.00	167,088.26	694,480.26	706,242.00	11,761.74	10,090.90
10/02/2023	539,627.00	154,852.76	694,479.76	725,624.00	31,144.24	26,046.29
10/02/2024	552,147.00	142,333.42	694,480.42	745,535.00	51,054.58	41,621.01
10/02/2025	564,957.00	129,523.60	694,480.60	765,990.00	71,509.40	56,826.48
10/02/2026	578,064.00	116,416.60	694,480.60	787,003.00	92,522.40	71,671.13
10/02/2027	591,475.00	103,005.52	694,480.52	808,590.00	114,109.48	86,164.59
10/02/2028	605,197.00	89,283.30	694,480.30	830,766.00	136,285.70	100,315.28
10/02/2029	619,237.00	75,242.73	694,479.73	853,546.89	159,067.16	114,131.91
10/02/2030	633,604.00	60,876.43	694,480.43	876,951.00	182,470.57	127,623.05
10/02/2031	648,303.00	46,176.82	694,479.82	900,993.00	206,513.18	140,797.13
10/02/2032	663,344.00	31,136.19	694,480.19	925,692.00	231,211.81	153,661.75
10/02/2033	678,733.00	15,746.61	694,479.61	950,788.15	256,308.54	166,046.06
<b>Total</b>	<b>\$9,665,000.00</b>	<b>\$2,141,163.17</b>	<b>\$11,806,163.17</b>	<b>\$12,935,749.04</b>	<b>\$1,129,585.87</b>	<b>\$699,628.82</b>

**PV Analysis Summary**

Budgetary Debt Service Savings	1,129,585.87
Net PV Cashflow Savings @ 2.32% (TIC)	699,628.82
Net PV Benefit / \$9,332,590 Refunded Principal	7.50%

**Town of Tolland, Connecticut**

**FOR DISCUSSION PURPOSES ONLY**

**2016 Refinancing of the TD Bank Energy Lease**

Rate Lock to 10/2/16 with rate of 2.37% - Max Early Savings - (Scenario #4)

**Debt Service Comparison**

Date	Principal	Interest	Proposed New Lease	Old Lease Payments	Budgetary Savings	PV Savings
10/02/2016	-		440,575.00	440,575.00	-	
10/02/2017	110,858.10	229,060.50	339,918.60	516,787.00	176,868.40	172,409.02
10/02/2018	171,242.22	226,433.16	397,675.38	533,728.00	136,052.62	129,278.52
10/02/2019	324,100.42	222,374.72	546,475.14	651,131.00	104,655.86	96,937.71
10/02/2020	373,809.95	214,693.54	588,503.49	669,008.00	80,504.51	72,687.40
10/02/2021	419,613.21	205,834.25	625,447.46	687,374.00	61,926.54	54,503.64
10/02/2022	462,716.78	195,889.41	658,606.19	706,242.00	47,635.81	40,868.81
10/02/2023	504,058.05	184,923.03	688,981.08	725,624.00	36,642.92	30,644.90
10/02/2024	544,371.28	172,976.85	717,348.13	745,535.00	28,186.87	22,978.66
10/02/2025	584,232.54	160,075.25	744,307.79	765,990.00	21,682.21	17,230.23
10/02/2026	624,095.44	146,228.94	770,324.38	787,003.00	16,678.62	12,919.85
10/02/2027	664,322.42	131,437.88	795,760.30	808,590.00	12,829.70	9,687.76
10/02/2028	705,203.56	115,693.44	820,897.00	830,766.00	9,869.00	7,264.24
10/02/2029	746,975.24	98,980.11	845,955.35	853,546.89	7,591.54	5,446.99
10/02/2030	789,834.55	81,276.80	871,111.35	876,951.00	5,839.65	4,084.35
10/02/2031	833,943.24	62,557.72	896,500.96	900,993.00	4,492.04	3,062.60
10/02/2032	879,443.32	42,793.27	922,236.59	925,692.00	3,455.41	2,296.44
10/02/2033	926,179.68	21,950.46	948,130.14	950,788.15	2,658.01	1,721.96
<b>Total</b>	<b>\$9,665,000.00</b>	<b>\$2,513,179.33</b>	<b>\$12,178,179.33</b>	<b>\$12,935,749.04</b>	<b>\$757,569.71</b>	<b>\$684,023.08</b>

**PV Analysis Summary**

Budgetary Debt Service Savings	757,569.71
Net PV Cashflow Savings @ 2.37% (TIC)	684,023.08
Net PV Benefit / \$9,332,590 Refunded Principal	7.33%



**Town of Tolland, Connecticut**

**FOR DISCUSSION PURPOSES ONLY**

**2016 Refinancing of the TD Bank Energy Lease**

Rate Lock to 10/2/16 with rate of 2.32% - **Modified Level Debt Service (Scenario #5)**

**Debt Service Comparison**

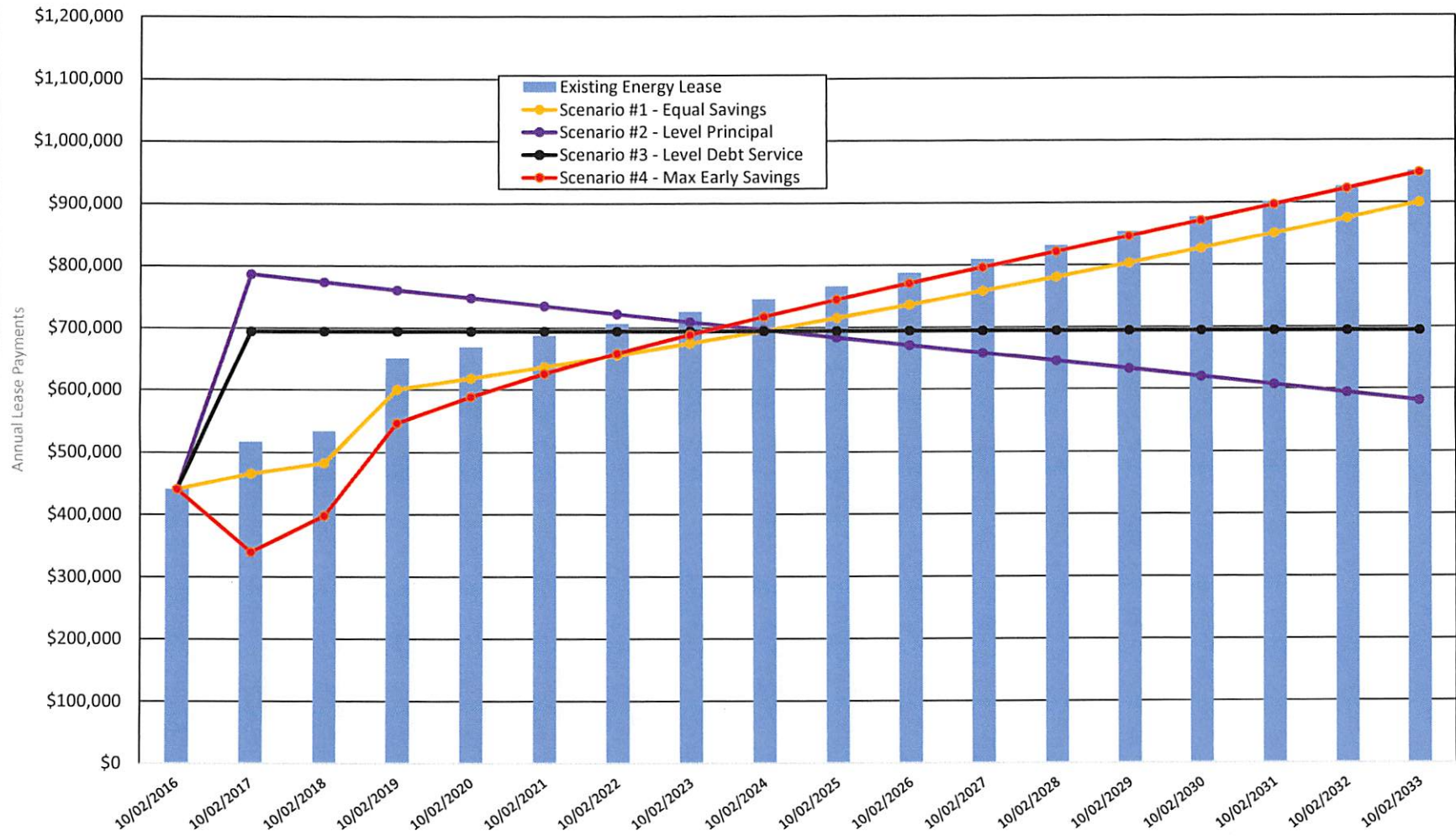
Date	Principal	Interest	Proposed New Lease	Old Lease Payments	Budgetary Savings	PV Savings
10/02/2016	-	-	440,575.00	440,575.00	-	
10/02/2017	316,371.00	224,228.00	540,599.00	516,787.00	(23,812.00)	(23,211.63)
10/02/2018	489,215.00	216,888.19	706,103.19	533,728.00	(172,375.19)	(163,792.58)
10/02/2019	500,564.00	205,538.40	706,102.40	651,131.00	(54,971.40)	(50,917.37)
10/02/2020	512,178.00	193,925.32	706,103.32	669,008.00	(37,095.32)	(33,493.31)
10/02/2021	524,060.00	182,042.79	706,102.79	687,374.00	(18,728.79)	(16,483.84)
10/02/2022	536,218.00	169,884.60	706,102.60	706,242.00	139.40	119.60
10/02/2023	548,658.00	157,444.34	706,102.34	725,624.00	19,521.66	16,326.19
10/02/2024	561,387.00	144,715.48	706,102.48	745,535.00	39,432.52	32,146.41
10/02/2025	574,412.00	131,691.30	706,103.30	765,990.00	59,886.70	47,590.25
10/02/2026	587,738.00	118,364.94	706,102.94	787,003.00	80,900.06	62,668.05
10/02/2027	601,373.00	104,729.42	706,102.42	808,590.00	102,487.58	77,388.84
10/02/2028	615,325.00	90,777.56	706,102.56	830,766.00	124,663.44	91,760.53
10/02/2029	629,601.00	76,502.02	706,103.02	853,546.89	147,443.87	105,792.11
10/02/2030	644,208.00	61,895.28	706,103.28	876,951.00	170,847.72	119,493.83
10/02/2031	659,153.00	46,949.65	706,102.65	900,993.00	194,890.35	132,872.88
10/02/2032	674,446.00	31,657.30	706,103.30	925,692.00	219,588.70	145,937.11
10/02/2033	690,093.00	16,010.16	706,103.16	950,788.15	244,684.99	158,515.90
<b>Total</b>	<b>\$9,665,000.00</b>	<b>\$2,173,244.75</b>	<b>\$11,838,244.75</b>	<b>\$12,935,749.04</b>	<b>\$1,097,504.29</b>	<b>\$702,712.97</b>

**PV Analysis Summary**

Budgetary Debt Service Savings	1,097,504.29
Net PV Cashflow Savings @ 2.32% (TIC)	702,712.97
Net PV Benefit / \$9,332,590 Refunded Principal	<b>7.53%</b>



Town of Tolland, Connecticut  
Energy Lease Refunding - Scenarios



**SUPERINTENDENT'S AGENDA ITEM BACKGROUND**

**ITEM:** Bond Issue Approval of BOE

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

**For BOE meeting:** July 13, 2016

**ITEM SUMMARY:**

At the July 27<sup>th</sup> meeting the BOE will have the opportunity to formally vote to support the BOND project. Please see the attached timeline, specifically:

Town Council  
(August 9, 2016)

Town Council introduces appropriation and bond authorization and approves by at least four (4) votes the date, place and purpose for the public hearing. (Charter §§ 4-3 and 4-5)

In order to have the opportunity to show support for the \$9,600,000.00 bond; this action would need to take place at the July 27<sup>th</sup>, 2016 meeting as it is the last meeting before the August 9<sup>th</sup>, 2016 Town Council (the next BOE meeting isn't until August 10<sup>th</sup>, 2016).

**FINANCIAL SUMMARY:**

Although subject to change with grant acquisitions and project needs, the attached Power Point presentation provides information about projects and resources (see TPS Slides).

**BOARD ATTORNEY REVIEW:**

Under review, if there are any concerns the concerns will be presented on or before the July 27<sup>th</sup> meeting. This project has been discussed, and information shared with the BOE previously, no concerns are expected.

**BOE ACTION DESIRED:**

This is a point of information regarding the motion that will be put forth at the July 27<sup>th</sup>, 2016 meeting: Motion to support the bond issue as proposed and requested by the Town Council and to support taking the necessary actions to have a question regarding borrowing funds on the November 2016 ballot .

**SUPPORTING MATERIALS ATTACHED:**

DOCS-#1125843-v1-Tolland\_Referendum\_Timeline  
Tolland Public School Slides

## MEMORANDUM

TO: Lisa A. Hancock

FROM: Updike, Kelly & Spellacy, P.C.

RE: Appropriation and Bond Authorization Schedule

DATE: November 17, 2015

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This memorandum provides a timeline of events for the Town of Tolland (the "Town") to make special appropriations for, and authorize the issuance of bonds and notes to finance, certain BOE projects.

This timeline is based upon our review of the Connecticut General Statutes, the Town Charter and Town ordinances, regulations or guidelines governing the scheduling of meetings for the Town Council and public hearings and the making of notices related thereto.

We have used November 8, 2016 as the date for the referendum.

### ACTION

Town Manager

Town Manager to recommend and certify to Town Council as to appropriation for projects. (Charter § 9-14)

Town Council  
(August 9, 2016)

Town Council introduces appropriation and bond authorization and approves by at least four (4) votes the date, place and purpose for the public hearing. (Charter §§ 4-3 and 4-5)

Notice of Public Hearing  
(August 17, 2016)

Notice of time, place and purpose of the public hearing is published in daily newspaper having general circulation within Town at least five (5) days prior to public hearing. (Charter § 4-5)

Public Hearing and Town Council  
Authorization  
(August 23, 2016)

Town Council holds public hearing, non-binding poll of voters present may be taken, and at least four members of Town Council vote to authorize appropriation, issuance of bonds and submission of bond issue to referendum no later than sixty (60) days prior to date of referendum. (Charter §§ 4-3, 4-5, 9-14 and 9-16; C.G.S. § 9-370)

Publication and Effectiveness of  
Bond Authorization

Bond resolution to be published within ten (10) days of passage by Town Council in newspaper having general circulation in Town and shall become effective fifteen (15) days after publication. (Charter § 4-6)

Planning and Zoning Commission

Proposed projects to be referred to Planning and Zoning Commission (the "Commission") for a report prior to the commencement of work on such projects unless determined to be exempt. While the Town may approve an appropriation for projects prior to approval by the Commission, it is strongly recommended that proposed projects be approved by the Commission prior to enactment of bond resolution. (C.G.S. § 8-24)

Mandatory Referendum Vote

Mandatory referendum held on bond resolution if bond amount authorized in particular fiscal year exceeds 5% of current tax levy in that fiscal year. (Charter § 9-16) Referendum must be held between the hours of 6:00 a.m. and 8:00 p.m. (C.G.S. § 9-174)

Submission of Referendum  
Questions  
(September 23, 2016)

Town Clerk submits referendum questions to the Secretary of the State's Office at least forty-five (45) full days prior to date of referendum. (C.G.S. § 9-369a).

Notice of Referendum

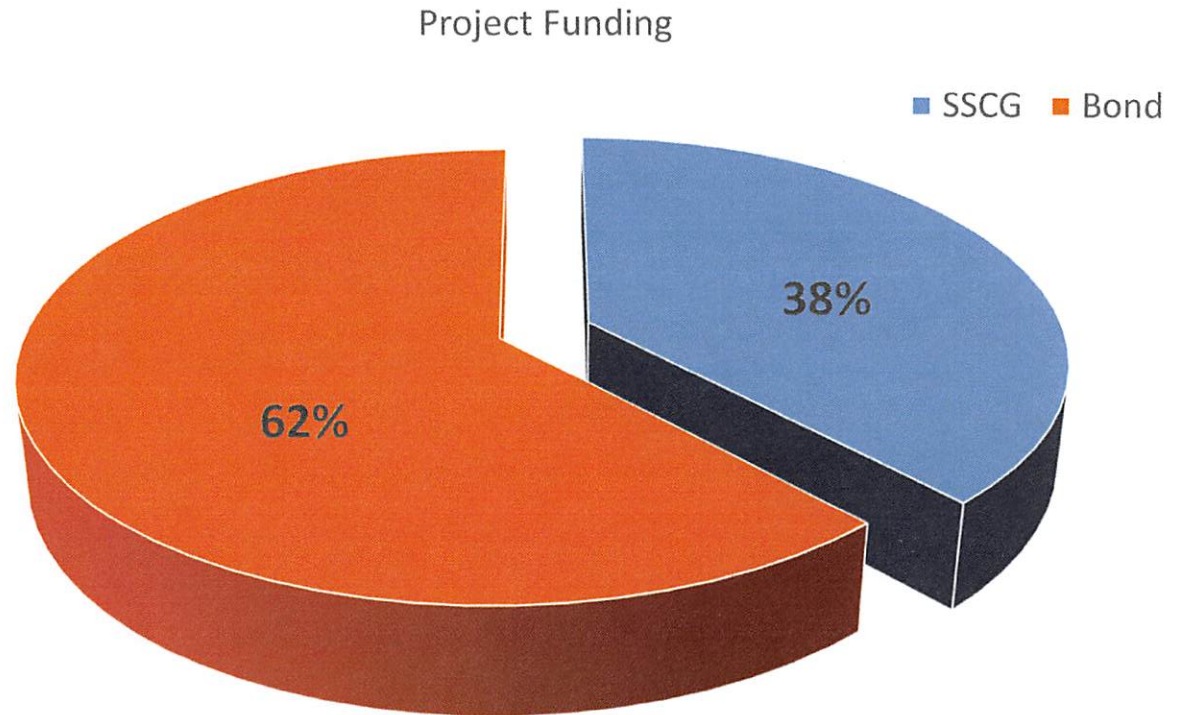
Published in daily newspaper having general circulation within Town at least five (5) days and no more than fifteen (15) days prior to referendum. Associated operating costs and estimated tax rate ramifications to be posted and available at polling places. (Charter § 9-16; C.G.S. §§ 7-9b, 7-9c and 9-225)

Referendum Vote  
(November 8, 2016)

Voters approve or reject resolution.

## **TPS – Systems and Infrastructure needs**

- Roof replacements (BGP, TMS)
- Plumbing upgrades
- Boiler replacements
- Code compliant systems, PA, Fire Alarm, Area of Refuge
- Concrete repair
- Floor repair and refinishing
- Replacement of doors
- Carpet replacement
- Oil monitoring systems
- Ceiling tiles
- Asbestos work



**38% of the funding for the projects is reimbursable from the State School Construction Grant  
-> Of \$9,600,000 from bond funds, approximately \$3,647,165 will come from grants**

**TPS – Potential Costs of failing to address critical needs in the Bond proposal:**

- Higher material and labor cost to maintain buildings in the future
- Diminishing useful life of current assets have been exceeded
- Current operational budgets are not sufficient to incur these costs
- Added neglect to these items will cause safety or support concerns
- Some projects or portions of projects could be state mandated
- Health concerns to students and staff
- Could be higher workers comp claims
- Higher maintenance cost just to “Band-Aid” repeated repairs
- Utility inefficiencies for prolonged current depreciated capital components
- Capital needs will be required to be outsourced due to lack of maintenance staffing, equipment and specialization
- Decreases educators ability to teach effectively and safely
- Accelerated depreciation of school assets

**TPS – Plans for preventative maintenance and expenditures to protect the investment:**

- Semi annual Roof & Drain inspections
- Crack filling of all asphalt and concrete surface
- Utilization of school Dude's PM Direct Software
- Custodial check list activating all building Fire Doors (interior & exterior)
- Engage & increase for service contractor's for bank of hours for added protection for geothermal, mechanical, plumbing and electrical systems thru the work order capacity software program
- Usage of Work Order system will better ID building capital concerns as we conduct value engineering to better select products for the schools
- Ability to meet the highest level of product & material performance
- Help reduce Insurance claims, down time and operate more efficiently
- Certified inspections in a timely fashion i.e.. (Building oil monitoring systems)
- Maintenance and custodial durable equipment-the need to contract with a vendor for wearable parts.



## **TPS – Time Frame – estimation of when the work would be done:**

- Grant acquisition is subject to bond approval.
- Process begins upon approval – grant application done while bond proceeds are actualized.
- Estimation of timeline based on bond approval and grant acquisition:

2016 – 2017	2017 – 2018	2018 – 2019	2019 – 2020
<ul style="list-style-type: none"> <li>• Project Design (Roofs, Windows, Doors, Asbestos removal, grant applications)</li> <li>• Other examples: <ul style="list-style-type: none"> <li>• District Wide HVAC &amp; Plumbing Upgrades</li> <li>• TIS Cafeteria Tables</li> <li>• TIS Gym Divider</li> <li>• TMS Gym Divider</li> <li>• BGP Replacement of Oil Monitoring System</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Completion of grant applications and awarding of roof projects for BGP, TIS, TMS</li> <li>• Completion of project design</li> <li>• Grant application for THS PA system expansion</li> <li>• Execution of necessary bidding</li> <li>• Project completion of roof at TIS</li> <li>• Applying for grant for Asbestos removal at TIS</li> <li>• Project design for TMS windows and exterior doors including PCB removal and testing</li> <li>• Other examples: <ul style="list-style-type: none"> <li>• BGP Concrete Repair Rear Sidewalk and Trench Drain</li> <li>• TMS Auditorium Stage Floor re-finishing</li> <li>• TIS Replacement of Lecture Hall Carpet</li> <li>• District wide Custodial burnisher</li> <li>• TIS Paving of Lower Level Loading Dock</li> <li>• THS Warning Transitions Strips</li> <li>• District-Wide snow and lawn equipment</li> <li>• THS PA System Expansion</li> <li>• THS Press Box and Upper Soccer / Lacrosse Field Redesign</li> <li>• BGP Replacement of exterior building doors (35+)</li> <li>• BGP Paving Rear Exit to Playground</li> <li>• THS VCT Flooring replacement A Wing Hallway</li> <li>• BOE Boiler Replacement and Fuel Conversion</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• BGP, and TMS Roof project completion</li> <li>• Grant application for Fire Panel</li> <li>• TIS Asbestos project completed</li> <li>• TMS exterior and door project completion</li> <li>• TMS environmental remediation of PCBs, caulking.</li> <li>• Other Examples <ul style="list-style-type: none"> <li>• TMS Fire Alarm Panel Replacement</li> <li>• BGP expansion of chain link fence around soccer field</li> <li>• THS re-surfacing of all weather track</li> <li>• TIS Replacement of Ceiling Tiles</li> <li>• TMS Replacement of Ceiling Tiles</li> <li>• TIS Asbestos removal and replacement of floor tiles</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Completion of any residual projects started in 2018-2019</li> <li>• BGP Replace condensing units</li> <li>• TMS Windows, Exterior Doors, PCB removal</li> </ul>



## **TPS – Time Frame – Estimated cost of the items:**

ITEM	Estimated Amount	Notes	Estimated Timeline
District Wide HVAC & Plumbing Upgrades		45,000 Assuming GF contribution	FY16-17
TIS Cafeteria Tables		30,270 Assuming GF contribution	FY16-17
TIS Gym Divider		15,000 Assuming GF contribution	FY16-17
TMS Gym Divider		15,000 Assuming GF contribution	FY16-17
BOE Equipment Trailer		13,200	FY17-18
BGP Concrete Repair Rear Sidewalk and Trench Drain		17,000	FY17-18
TMS Auditorium Stage Floor re-finishing		10,000	FY17-18
TIS Replacement of Lecture Hall Carpet		10,000	FY17-18
Districtwide custodial burnisher		19,000	FY17-18
TIS Paving of Lower Level Loading Dock		21,576	FY17-18
BGP Replacement of Oil monitoring system		11,000	FY17-18
TIS Roof Replacement Bond		948,500 a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY 17-18
TIS Roof Replacement Grant		948,500	FY 17-18
BGP Roof Replacement Sections A-H Bond		875,000 a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY 18-19
BGP Roof Replacement Sections A-H Grant		875,000	FY 18-19
TMS Roof Replacement Sections A-S Bond		1,132,575 a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY 18-19
TMS Roof Replacement Sections A-S Grant		1,132,575	FY 18-19
THS Warning Transition Strips		140,000	FY17-18
District wide Snow and Lawn Equipment		59,058	FY17-18
THS PA System Expansion		36,000	FY17-18
THS Press Box and Upper Soccer/Lacrosse Field Re-design		45,000	FY17-18
BGP Replacement of exterior building doors(35+)		65,000	FY17-18
BGP Paving Rear Exit to Playground		10,800	FY17-18
THS VCT Flooring replacement A Wing Hallway		10,000	FY17-18
BOE Boiler Replacement and Fuel Conversion		26,000	FY17-18
TMS Fire Alarm Panel Replacement Bond		25,000 a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY18-19
TMS Fire Alarm Panel Replacement Grant		25,000	FY18-19
BGP expansion of chain link fence around soccer field		17,000	FY18-19
THS re-surfacing of all weather track		120,000	FY18-19
TIS Replacement of Ceiling Tiles		318,000	FY18-19
TMS Replacement of Ceiling Tiles		318,000	FY18-19
TIS Asbestos removal and replacement of floor tiles Bond		226,090 a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY18-19/19-20(50% FY 19, 50% FY 20)
TIS Asbestos removal and replacement of floor tiles Grant		226,090	FY18-19/19-20
BGP Replace Condensing Units		132,905	FY19-20
TMS Windows, Exterior Doors, and PCB removal Bond		440,000 a) does not include soft costs b) this number is bond portion of cost, c) includes 3% inflation	FY19-20
TMS Windows, Exterior Doors, and PCB removal Grant		440,000	FY19-20

## MEETING MINUTES

### TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6<sup>th</sup> FLOOR COUNCIL ROOM JUNE 28, 2016 – 7:30 P.M.

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

**MEMBERS ABSENT:** Paul Krasusky

**OTHERS PRESENT:** Steven Werbner, Town Manager; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Dorothy Mickiewicz of the Conservation Commission; Michele Manas, Collector of Revenue

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:** David Skoczulek, PZC: (Reported on two meetings): A sign change was approved for 216 Merrow Road, there was an update on the status of the quarry at 131 Mountain Spring Road, they approved the soil erosion and sediment control plan for the solar farm at 97 Gerber Drive, discussion occurred on the possible joint meeting of the PZC, BOE and Council regarding the upcoming POCD update process, they voted on the Tolland Village Areas Zoning Amendments which consisted of 12 separate parts (3 parts were denied, 6 parts were approved, and 3 parts were withdrawn from the applicant during the process). Mr. Skoczulek referred the public to the PZC's minutes for additional details. **Kristen Morgan, BOE:** Principal Fox attended and gave a report on the current state of the class rank policy at THS. Dr. Willett would like the BOE to consider revising the policy so that class rank is not reported on the official transcript. The Board approved a primary mental health grant submission for \$20,000, the July 13<sup>th</sup> and 27<sup>th</sup> meetings will be held as scheduled, the August 10<sup>th</sup> meeting has been canceled. Dr. Willett gave an end of the year budget update, and everything is as expected. There was discussion regarding the Parker project. Some members expressed frustration at what they considered to be poor planning concerning moving the portables and playscape. They wanted the Council to reiterate what the town's responsibility is with regard to the portables. The Board ended their meeting by going into Executive Session where they discussed Dr. Willett's evaluation, and appointed a new Curriculum Supervisor of Language Arts.  
*Mr. Field advised that the Town Manager and Dr. Willett are talking about the portables. He knows that this has been discussed throughout the whole process.*  
**Rick Field, BOE Negotiation Team:** They had their first organizational meeting, and the first meeting with the teachers will be July 6<sup>th</sup>.

**8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):**

**8.1 Approval of the Nedwied Conservation Area Management Plan, Fox Ridge Lane.**

Dorothy Mickiewicz of the Conservation Commission provided an overview of the property to the Council. She said this piece of property was recently purchased, and although it is not big, it is in a great location. It is along the Willimantic River, and is a flat property. There are also some great stone walls located on this property. They tried to make the trails zig zag through existing openings so that the walls could be seen.

Bill Eccles motioned to accept the following resolution:

**NOW, THEREFORE, BE IT RESOLVED** that the Tolland Town Council approves the Nedwied Conservation Area Management Plan adopted by the Conservation Commission on June 9, 2016.

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

**8.2 Consideration of a resolution to approve the Municipal Website Content Policy.**

Mr. Werbner said the town's website has recently been updated. Some special interest groups, which are not directly affiliated with the town, requested to post information to the website. The Town Manager has declined their ability to do so. Since no formal policy existed, they researched different examples to come up with a policy for the Council's consideration. He commented that we are fortunate to have *ourtolland.org*, which is a semi private non-profit type website. So, they are referring people who are not eligible to be on the town's website to that particular website where they can publicize their meetings, information, etc.

Bill Eccles motioned to accept the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the attached Municipal Website Content Policy.

Seconded by Kristen Morgan.

Mr. Eccles commented that the Privacy and Disclaimer sections go from 3<sup>rd</sup> person to 1<sup>st</sup> and 2<sup>nd</sup> person. He'd like to have those rewritten to make it consistent. Also, Mr. Eccles suggested using a generic address for the Website Administrator, instead of using Ms. Kowalyshyn's direct e-mail. The generic address can be forwarded to Kim Kowalyshyn. This way, the policy won't need to be updated if she should decide something else needs to be her focus. Mr. Werbner will make the changes.

All in favor. None opposed.

**8.3 Consideration and action on the Suspense Tax List for June 30, 2016.**

Michele Manas said they are proposing \$36,192.73, which is a little bit higher than it has been in the past. They are currently using the Rossi Law Offices for collection work.

Bill Eccles motioned to accept the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the June 30, 2016 Suspense List in the amount of \$36,192.73.

Seconded by Robert Green.

Mr. Green asked what the Rossi firm charges for their services. Ms. Manas said they charge a 15% fee on top of what they collect.

All in favor. None opposed.

- 8.4 Introduction of and setting a date for a Public Hearing concerning a resolution appropriating \$2,023,877 for Capital Projects and authorizing the issuance of bonds and notes less any grants or other sources of funds received by the Town for said projects.

Mr. Werbner said all these projects were approved as part of the adopted budget, which was approved at the referendum. The projects include: 1. \$100,000 for road pavement; 2. \$1.3 m for the addition to the public works garage; 3. \$315,000 for the new phone system; and 4. \$273,000 for two front line trucks and a heavy duty mobile column vehicle lift for the public works garage.

Bill Eccles motioned that the following resolution be introduced and set down for a Public Hearing on July 12, 2016 at 7:30 p.m. in Tolland Town Council Chambers:

**TOWN OF TOLLAND  
TOWN COUNCIL  
DRAFT RESOLUTION  
(CAPITAL PROJECTS)**

Resolution appropriating \$100,000 for certain pavement and drainage improvements, appropriating \$315,000 for phone system installation, appropriating \$1,335,877 for certain Public Works garage renovations, and appropriating \$273,000 for heavy machinery and equipment acquisition, and authorizing the issuance of up to \$2,023,877 bonds and notes to finance the appropriations.

Seconded by Robert Green.

Mr. Field reiterated that all of these projects have already been approved, and are in the capital budget. This is the time when the money gets appropriated and a public hearing is held.

All in favor. None opposed.

- 8.5 Consideration of a resolution reallocating available balances of \$46,872 from the Cross Farms Ball Field Construction account 20400072-755707-2046 to the TIS Parent Drop off account 20600072-755735-2054.

Mr. Werbner said they are requesting that \$46,872 be allocated to this account. They originally had thought that it would be possible to do all of the exterior work associated with the Parker School Elderly Housing Project this summer. The work included the new busway, moving the play scape, constructing a new parking lot, lighting and fencing. The goal was to use the same subcontractor that Access Agency would use to minimize any conflicts. Due to the necessary process they went through to get consensus on a new plan it left the contractor and sub-contractors limited time to price out the work. Based on that time constraint and some additional costs associated with the redesign and drainage work required by the Wetland commission, the prices received were substantially higher than anticipated. The additional costs of the work are primarily due to the additional design work they had to do and the added drainage work. They have identified funds that originally were allocated from the CNRE fund for a new ball field at Cross Farms. At this time, that project is being reconsidered by the Little League and will be a different project moving forward from that previously considered. They are requesting to reallocate the balance of the remaining funds to be used for this purpose.

Bill Eccles motioned to accept the following resolution:

**BE IT RESOLVED** by the Tolland Town Council that it hereby approves the transfers totaling \$46,872 from the Cross Farms Ball Field account to the TIS Parent Drop Off account.

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

8.6 Appointments to vacancies on various municipal boards/commissions.

8.6.a. Appointment to ZBA Alternate – *1 vacancy will remain.*

David Skoczulek motioned to appoint **David Morfit**, term 11/04/15 – 11/08/17, to the ZBA as an Alternate. Seconded by Robert Green. All in favor. None opposed.

8.6.b Appointments to Non-Profit Housing Corporation.

David Skoczulek motioned to re-appoint the following to the Non-Profit Housing Corporation:

**Katherine Amedy**, term 07/01/16 – 07/01/21

**John Beck**, term 07/01/16 – 07/01/21

**Roland Cardin**, term 07/01/16 – 07/01/21

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

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1<sup>ST</sup> MEETING OF THE MONTH ONLY):** Mr. Werbner provided an e-mail update to the Council members regarding the portable classrooms earlier today, which he read into the record.

----- Forwarded message -----

From: **Steve Werbner** <[swerbner@tolland.org](mailto:swerbner@tolland.org)>

Date: Tue, Jun 28, 2016 at 10:10 AM

Subject: Portable classrooms

To: Town Council <[TownCouncil@tolland.org](mailto:TownCouncil@tolland.org)>

Hi, I read in the BOE minutes from their last meeting there was a discussion of the Parker School Elderly housing project update. Some additional information for you on two items of concern: (1) There was again mention of the relocation of the Play Scape. A comment was made that the failure to consider total relocation of the play scape earlier in the process was poor planning. The relocation of the play scape was an item discussed with BOE staff each time we discussed a revision to the parking or bus way plan. Original designs had less of a safety impact on the play scape and the thought was that pieces of the play scape could be relocated without having to move the entire structure. It became clear after the public discussions that regardless of the safety measures put in place the desire was to have the play scape further from the roadway. At that time the BOE indicated that they would be willing to share in the cost of the relocation of the play scape with the Town. In subsequent discussions the BOE felt it was inappropriate for them to contribute to the cost and the Town agreed to pay the additional \$40,000 to have the play scape moved. The process used to get to the final decision was one that changed as design changed and ultimately as additional points of view came into play. In any event the play scape is scheduled to be moved at the Town's expense in the next several weeks. (2) There was discussion regarding the BOE incurring an expense to remove portable classrooms behind TIS. These portables were purchased by the BOE with help from a state grant and were originally used as classrooms but more recently as storage facilities. Several years ago when the Town was more involved

with maintaining BOE facilities it was requested of the then Public Works Director Clem Langlois by the BOE that we assist in securing the facility since based on its deteriorating condition animals were getting inside. Based on that he had the Building Official assess the condition of the portables and they were found to be in poor condition. A quote of \$40,000 was secured from a company which was turned over to the BOE for the demolition of the units. Since that time there have been several discussions with Superintendents to have the BOE budget for this work since the units are an ongoing liability. There was some effort made to see if the units could be relocated and used for other purposes but this was deemed to be impracticable. The more recent discussions with the BOE centered on if the demolition was to take place this summer it would be an opportune time to do the work since the equipment to do the removal is large and may impact the pavement condition of the current roadway near the school, however that roadway will ultimately be replaced as part of the Parker School Project. To decide to do the removal at a later time and impact new pavement did not seem to be a prudent decision. The need to remove the units is not related to the Parker School Elderly Housing Project and is not a cost related to that project. This is a cost of the BOE as part of maintenance of facilities under their control and is a cost they have known about for some time and should have accounted for within their operating budget. Steve

Mr. Werbner added that after speaking with the Superintendent today, Dr. Willett has recommended using funds that are available as part of the end of the year savings for this work. Unless there is some decision by the BOE that will not allow him to do that, his plan is to use those funds to have the portables removed over the summer time.

Mr. Field asked if insurance covered the break-in at the Cross Farms concession stand. Mr. Werbner said no, because it was below the deductible. He did comment that they are having an alarm system installed at the building. It will be alarmed for break-ins, as well as fire. They are also looking to install cameras at the location.

#### **11. ADOPTION OF MINUTES**

- 11.1 June 14, 2016 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by David Skoczulek. All in favor. None opposed. Kristen Morgan abstained.

#### **12. CORRESPONDENCE TO COUNCIL:**

- 12.1 E-mail from Gaile Dembeck re: Tolland's Vision, with Mr. Field's response to her.

#### **13. CHAIRMAN'S REPORT:** Mr. Field reminded that he will be hosting his "Chairman's Hour" on July 7<sup>th</sup>.

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

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

**Deb Goetz of Kate Lane:** She praised the town for the great website it has. She said items, such as minutes and agendas, are easy to locate.

#### **16. ADJOURNMENT:** Bill Eccles moved to adjourn the meeting; Seconded by Robert Green at 8:00 p.m. All were in favor.

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Richard J. Field, Council Chair

**Michelle A. Finnegan**  
Town Council Clerk



**MUNICIPAL WEBSITE CONTENT POLICY**  
**TOWN OF TOLLAND, CT**  
*Adopted June 28, 2016*

**PURPOSE**

The sole purpose of the Town of Tolland website is to provide information of a factual nature about the town, including various resident, business, and resources available in the Town of Tolland, or as may be available from other governmental agencies.

**GOALS**

Goals of the Town of Tolland website are:

- A To encourage increased citizen participation in Town government by making public information more readily available;
- B To provide electronic access to Town information through a logical single point of entry at (<http://www.tolland.org>);
- C To keep the public informed of community events, municipal meetings, and Town programs;
- D To encourage both commerce and tourism

**DEFINITIONS**

A *Business Directory*

Businesses and/or organizations located within the Town of Tolland may be listed in the Business Directory in alphabetical order. Contact details may include business/organization name, address, phone number, website address/link, and a brief write-up about the business. *The Town of Tolland retains the right to reject any submissions that in their sole opinion are considered to be inappropriate.*

B *Links*

The Town of Tolland may provide links to internet sites maintained by third parties, over which the Town of Tolland has no control. The Town of Tolland does not endorse the content, operators, products or services of such sites, and is not responsible or liable for the services or other materials on or available from such sites. The Town of Tolland shall not be liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with the use of or reliance on any such content, or products or services available on or through such sites.

C *Organizations*

For the purposes of this policy, an "organization" is a corporation which is registered with the Connecticut Secretary of State Commercial Recording Division, or which has a Federal Tax Employer Identification Number.

D *Legal Notices*

Legal notices may be provided on this site as a courtesy. The User should not assume the list is complete or that all legal notices will eventually appear on this site.

E *Website Administrator*

The Tolland Town Manager shall appoint a Website Administrator, who is responsible for the appearance, behavior, content, and technical aspects of the website. All information prepared for posting on the Town Website shall be routed through the Website Administrator or other designated Town employee. The Tolland Town Council establishes policy governing the Town of Tolland website. The Website Administrator is responsible for carrying out Town web policies day-to-day, but is subject to the authority of the Town Council. These policies may include defining the look and feel of the website or deciding who may post information on the site. The name and e-mail address of the Website Administrator shall be visible on the Town website.

### **PUBLICATION CRITERIA**

The following criteria will be used to determine if submitted content is appropriate for the website. The Town of Tolland retains the right to reject any submissions that in their sole opinion are considered to be inappropriate.

- A *Business Directory* - The Town of Tolland website may provide contact details and links to websites for businesses physically located within the Town of Tolland.
- B *Other Content* - The Town's Website may provide news items, announcements, e-mail distribution and/or links to websites for:
  - 1. Government and government related educational institutions, such as CCM, CRCOG, etc.
  - 2. Generally recognized volunteer non-profit community organizations from Tolland.

*If you meet the above criteria and would like a publication on the website, please contact the Town Manager's Office.*

### **EXCLUDED CONTENT**

Except as specified elsewhere in this policy, the Town's Website will not publish content including:

- A Opinions or endorsements regarding candidates for office, political issues, or municipal, county, state, or federal initiatives.
- B Promotion or advertisement of businesses or special interest groups. **Visit [www.ourtolland.org](http://www.ourtolland.org) for this type of promotion or advertisement.**
- C Campaign Websites for incumbent and challenging candidates for local, state, or federal office. Further, if an existing website link of a seated candidate is found to be of a campaigning / self-promotional nature, it will be removed from the Town of Tolland website.
- D Political organizations or other organizations advocating a candidate; a position on a local, state, or Federal issue; or pending legislation.
- E Corporate or other for-profit organizations unless they fit any of the criteria stated above.
- F Individual or personal home pages.
- G Any submission considered by the Website Administrator to be inappropriate or out of line with the Purpose and Goals of the website or the criteria herein.



## **PRIVACY**

The only information the Town of Tolland will obtain about you when you visit this site is the information you provide to it. If you choose to provide the Town with personal information (as in an e-mail to Town staff, or by filling out a form with your personal information and submitting it to the Town through this website) the Town will use that information to respond to your message and to help them get you the information you have requested. The Town of Tolland treats emails the same way they treat letters sent to the Town offices. The Town is required to maintain many documents for historical purposes, but the Town does not collect personal information for any purpose other than to respond to you. However, information the Town receives may be considered public information which is subject to disclosure under Connecticut law. Except for information disclosure required by Connecticut law, the Town of Tolland only shares the information you give the Town with another government agency, if your inquiry relates to that agency. Moreover, the Town does not create individual profiles with the information you provide, or provide such information to any private organizations. The Town of Tolland does not collect information for commercial marketing.

## **DISCLAIMER**

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