

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

REGULAR MEETING

7:30 – 10:00 P.M.

AGENDA
August 24, 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 – July 27, 2016
Special Meeting- August 16, 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 Open Choice Presentation (No Enclosure)

F.2 Superintendent Beginning of the School Year Update (No Enclosure)

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 – July 26, 2016
- Town Council Meeting – August 9, 2016

M. FUTURE AGENDA ITEMS

N. ADJOURNMENT

Revised 8/3/2016

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

REGULAR MEETING – July 27, 2016

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

Administrators Present: Dr. Walter Willett, Superintendent of Schools, Mr. Mark McLaughlin, Business Manager

Ms. Moran motioned to add item F3, Refinancing of Energy Lease Update to the agenda. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

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 – July 13, 2016

Ms. Gorsky motioned to approve the minutes of the July 13th meeting. Ms. Yudichak seconded the motion. Changes: none. All were in favor. Motion carried.

C. PUBLIC PARTICIPATION - none

D. POINTS OF INFORMATION

Ms. Harrold inquired about the lead testing and the flushing. Dr. Willett explained that there are two tests. The first is immediately after the water is turned on. The second is after the water runs for 30 seconds. He hasn't received confirmation of any lead present in the first draw test and will e-mail again to check on this.

E. STUDENT REPRESENTATIVE REPORT - none

F. SUPERINTENDENT'S REPORT

F.1. Monthly Financial Report

Dr. Willett reviewed the report including the budget analysis by functional area (attachment F1). He highlighted that there was a greater reimbursement of excess cost funds than expected so there were some end of year funds. The BOE EOY update summary was reviewed as well. The fund balance to be transferred to the 1% fund is approximately \$13K and the request will be put forth before the Town Council. Dr. Willett thanked Mr. McLaughlin for all of his hard work this year.

Mr. Adlerstein commented that this information is what the Board requested.

F.2. Obsolete and Surplus Equipment

Dr. Willett reviewed attachment F2. The items in the list are obsolete. Mr. Doyle motioned to move item F2 to I2 for action. Ms. Gorsky seconded the motion. All were in favor. Motion carried.

F.3. Refinancing of Energy Lease Update

Dr. Willett explained that recently TD Bank has submitted a proposal to retain the business. He reviewed the terms and based on the numbers, noted that it is a better deal to stay with TD Bank given the significant savings. The Financial Summary was reviewed as well. A general discussion took place and the savings was illustrated in graph form. The Board was in agreement.

G. COMMITTEE AND LIAISON REPORTS

Finance and Facilities – next meeting is August 15th

Negotiations – Administrative negotiations have concluded and teacher negotiations are ongoing.

Communications – next meeting is September 7th

Town Council Meeting – Mr. Adlerstein noted that on August 9th the Town Council introduces the appropriation and bond authorization and seeks to approve by at least four votes the date, place, and purpose for the public hearing. A discussion took place regarding options for communicating information about the bond issue to the public. Ideas included uploading a dynamic presentation on social media to present information.

H. CHAIRPERSON'S REPORT - none

I. BOARD ACTION

➤ **I.1. Class Rank Policy Revision (6060)**

Mr. Pagoni motioned to approve the revisions to Policy 6060 and accept the recommendations in the Class Rank Proposal dated 5-31-2016. Ms. Moran seconded the motion. All were in favor. Motion carried.

➤ **I.2. Obsolete and Surplus Equipment**

Mr. Doyle motioned to determine all items included in this report as obsolete and/or in disrepair and to turn the identified items over to the Town according to Board Policy 3040. Mr. Pagoni seconded the motion. All were in favor. Motion carried.

J. PUBLIC PARTICIPATION - none

K. POINTS OF INFORMATION - none

L. CORRESPONDENCE

- Town Council Meeting – July 12, 2016

M. FUTURE AGENDA ITEMS

- Board performance survey

N. ENTER EXECUTIVE SESSION – PERSONNEL ISSUES – APPOINTMENT OF ADMINISTRATORS

Ms. Yudichak motioned to go into Executive Session at 8:28 PM for the purpose of discussing personnel issues – appointment of administrators and the Superintendent's evaluation and invited the Superintendent to attend. Mr. Doyle seconded the motion. All were in favor. Motion carried.


The Board came out of Executive Session at 9:58 pm

O. ADJOURNMENT

Mr. Pagoni motioned to appoint Ms. Byrnes as the Assistant Principal of Birch Grove and Ms. McKee as Curriculum Supervisor of Math. Mr. Doyle Seconded the motion. All were in favor. Motion carried.

Mr. Pagoni motioned to adjourn the meeting at 9:59 pm. Mr. Schroeder seconded the motion. All were in favor. Motion carried.

Respectfully submitted,



Lisa Pascuzzi
Clerk

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

SPECIAL MEETING – August 16, 2016

Members Present: Mr. Sam Adlerstein, Chair, Ms. Michelle Harrold, Mr. Jeff Schroeder, Ms. Colleen Yudichak

Administrators Present: Dr. Walter Willett, Superintendent of Schools and Sergeant Dan McCarthy.

A. CALL TO ORDER

The meeting was called to order at 7:35 PM.

B. EXECUTIVE SESSION

Colleen Yudichak motioned to go into Executive Session for the purpose of discussing the constables, and invite Walter Willett, Superintendent of Schools and Sargent Dan McCarthy. Michelle Harrold seconded the motion. All in favor. Motion carried.

The Board returned to public session at 9:00 PM

C. Colleen Yudichak motioned to adjourn the meeting. Michelle Harrold seconded the motion. All in favor.

Motion carried.

The meeting adjourned at 9:01 PM

MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM JULY 26, 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; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Dan McCarthy, Administrative Resident Trooper; Heidi Samokar, Director of Planning and Development; Beverly Bellody, Human Services

1. **CALL TO ORDER:** Rick Field called the meeting to order at 7:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Recited.
3. **MOMENT OF SILENCE:** Observed.
4. **PROCLAMATIONS:** None.
5. **PUBLIC PETITIONS, COMMUNICATIONS, AND PUBLIC PARTICIPATION** (*on any subject within the jurisdiction of the Town Council*) (2 minute limit)

Linda Berkowitz of 2 Cider Mill Road: She wants to know if there will be discussion, or if any discussion has occurred, regarding the town owned piece of land that the builder is interested in for the TVA area.

Mr. Field said the Council has not discussed this yet, because it hasn't been proposed or asked of them. As of now, the builder has not approached the town.

She asked 'what if' the builder says he wants the 6 acres in order for him to complete his project.

Mr. Eccles said the builder would make the town an offer directly. The PZC has no say as to what land is bought or sold within the town.

She asked if the townspeople would be notified or involved.

Mr. Field said it would be on the Council's agenda for discussion and a public hearing would be set.

Mr. Werbner said notice would go out through public notice, e-blast and other formal methods.

Naomi Lynch of 130 Anthony Road: If the developer comes to the town and says he is interested in this, what due diligence does the Council do on the developer as a deciding factor in whether or not he gets the land. She also asked what the process would be for a tax abatement.

Mr. Field said he would need to ask for a tax abatement.

Ms. Lynch gave suggestions of the due diligence that should occur.

Mr. Eccles said they have not been faced with the question yet, so he does not know the answer to it.

Mr. Field said they don't even know what the project is going to be yet.

Mr. Krasusky said they would look at the developer's track record for previous projects built, the success rate and how the projects went overall.

Mr. Field said he will guarantee that everything will be done out in public.

Mr. Sce said this would be properly vetted.

Rudy Rudewicz of 38 Lawlor Road: He asked how the decisions are made regarding the development. Are they made based on the will of the citizens of Tolland, or the 10-12 committee members? Does the Council have the right to grant a tax abatement, and the ability to decide to sell the land or not.

Mr. Field said, and other Council members agreed, that he would take the community's input into consideration when voting on these items.

Mr. Eccles agreed. He said he would listen to the people, but reminded that 511 signatures on a petition is not a representation of 95% of the people. He said there are many more factors involved. Mr. Eccles said he was put in this position to represent the people, and it is his duty to listen to them. It is also his responsibility to weigh that response against what he believes is right for the town.

Mr. Rudewicz commented that there is a member on the Economic Committee who is very buddy-buddy with the developer. This doesn't look right, and it troubles him.

Mr. Eccles said the Economic Commission's role is to oversee and promote the development of Tolland. The PZC and the Council have the checks and balances to that role.

Deb Goetz of 176 Kate Lane: She asked why Mr. Eccles wrote the blog he did back in May 2016 regarding the TVA.

Mr. Eccles said he wrote it to express his opinions on this matter.

Ms. Goetz asked Mr. Eccles if he will have an open mind regarding this, since he expressed his opinion. She asked if he would recuse himself from the vote.

Mr. Eccles said he would have an open mind, and that everyone on the Council can have an opinion and state it publicly. He should not have to recuse himself from having an opinion.

Alona Croteau of 8 Cider Mill Road: She asked if the abatement was subject to a referendum.

Mr. Eccles said no.

She asked if the sale of the land was up for a referendum.

Mr. Werbner said there is a petition process within the Town Charter for any actions that the Town Council takes. If someone wants to form a petition process on a particular decision that the Council makes, they can go through that process. The process is outlined in the Charter.

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:** They had a presentation from the Executive Director of CT Fair Housing Center and a presentation from Partnership for Strong Communities. They had discussions regarding accessible and workforce housing, and the TVA and possible concepts of the project. **Sam Adlerstein, BOE:** He advised that there was discussion regarding the portables, changes to the 1% fund and the refinance of the Honeywell project. **Bill Eccles, WPCA:** Scott Lappen is happy with the new operator, and they passed a rate increase.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Discussion of Police matters.

Trooper Dan McCarthy, Administrative Resident Trooper, provided an update of police matters within the town. There were 6 larceny / burglaries in the town within the last month. Two of them were stolen motor vehicles. Both vehicles had their keys in them. There was an incident at the Big Y. They know who it is and the warrant is being done. Some items were stolen from Brookside Gardens. Luckily, they have cameras, so they know who that was and a warrant is being done. He said people need to lock their vehicles.

He advised the citizens to call if they see something. If they don't call, the police can't do anything.

Mr. Krasusky asked what the troop is seeing regarding heroine. Trooper McCarthy said it is increasing. It is not coming from Tolland. It is coming in from Hartford and Massachusetts. It is a cheap drug. They are getting very few calls from the schools regarding heroine issues.

With regard to ATV's, if you see them, call the cops.

A resident asked about squatters. Trooper McCarthy said this is not a new thing. For those that are trying to collect money in front of the Big Y, they will issue a ticket to the person after giving them a warning.

Trooper McCarthy advised that his office does house checks for residents on vacation. In order to get this service, you need to go to the office and fill out a form.

8.2 Consideration of a resolution to support submittal of a grant for Spice Brook Wetlands Restoration and Uplands Preservation.

Mr. Werbner read the summary: The "Audubon Connecticut In-Lieu Fee Program" provides funding for wetland and stream mitigation projects. The Conservation Commission submitted a Letter of Intent expressing interest in grant funding to acquire and restore 63 acres of land on Gehring Road that is currently being offered for sale. The Letter of Intent noted the property provides key bird habitat and is comprised of wetland and upland wooded area adjacent to Spice Brook. The parcels are also adjacent to an 83-acre parcel of open space owned by the Northern Connecticut Land Trust. The land would be preserved as open space for passive uses.

The grant of \$350,000 is intended to cover the purchase price. Approximately \$50,000 of Town funds (Passive Open Space III funds) would be used for development of restoration design, removal of a gravel road, wetlands restoration, invasive plant removal and long-term management to ensure success of the restoration (in addition to an appraisal and legal fees).

The Town was invited to submit a full proposal, due in August. The Conservation Commission is seeking support from the Town Council for this grant submission.

Bill Eccles motioned to accept the following resolution:

WHEREAS, 63 acres of land at 324 and 328 Gehring Road is being offered for sale; and,

WHEREAS, said properties contain wetlands and wooded uplands and provide key bird habitat; and,

WHEREAS, the parcels are adjacent to 83 acres of open space preserved by the Northern Connecticut Land Trust; and,

WHEREAS, funding is available to preserve the parcel through the Audubon Connecticut In-Lieu Fee Program; and,

AND FURTHER, the Tolland Conservation Commission submitted a Letter of Intent to preserve the property through this grant program in April and was invited to submit a final proposal;

BE IT RESOLVED that the Town Council supports the Conservation Commission's effort in obtaining a grant to acquire and preserve these two properties as open space.

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

8.3 Introduction of and setting a date for a public hearing concerning a resolution authorizing an appropriation of \$9,600,000 for various school improvements and the financing of said appropriation by the issuance of general obligation bonds of the town and notes in anticipation of such bonds in an

amount not to exceed \$9,600,000, or so much as may be necessary after deducting grants therefor, as well as establishing a date for a referendum, thereon for August 9, 2016.

Mr. Werbner commented that he has worked closely with the Superintendent and the BOE Facilities Manager on this project. When they came to him initially with their capital improvement requests for this year, there were a number of improvements that they presented in a book. After looking at the projects in detail with them, it was determined that there were a number of projects that could not be spread out and done over a period of time. A majority of the projects are significant to the well-being of the facility involved. The integrity of the building itself would be in jeopardy if this project does not go forward. Those items that are most needed total \$9,600,000. This would be a bond issue and would be placed before the voters at the November election. He advised that 38% of the project cost is currently eligible for reimbursement under the State School Construction Grant Program. Therefore, approximately \$3,647,165 of the \$9.6 million project cost is anticipated to be covered by grants. Failure to pursue the Tolland Public School Improvement project at this time likely will lead to:

- Higher material and labor costs in the future.
- Diminishing useful life of current assets.
- Safety or support concerns.
- Health concerns of students and staff.
- Utility inefficiencies.
- Accelerated depreciation of school assets.

He also reminded that based upon the economic climate that we are currently in and the town's extremely favorable financial rating; it is a prime time to borrow funds if the voters approve this project. The town currently has a declining debt service. This project could be phased into the debt plan without having a significant impact in terms of an increase on the mill rate. Mr. Werbner is highly recommending this, as well as the BOE.

Bill Eccles motioned that the following resolution be introduced and set down for a public hearing on August 9, 2016 at 7:30 p.m. in the Tolland Town Council Chambers:

Resolution authorizing an appropriation of \$9,600,000 for various school improvements and the financing of said appropriation by the issuance of general obligation bonds of the Town and notes in anticipation of such bonds in an amount not to exceed \$9,600,000, or so much as may be necessary after deducting grants therefor, as well as establishing a date for a referendum.

A copy of the full text of the resolution is recorded following these minutes.

Seconded by David Skoczulek.

Mr. Krasusky said he has been on a tour of the various schools. These repairs, along with others, are needed at these facilities.

Mr. Sce seconds Mr. Krasusky's sentiments. He said it is in our favor to take care of these things, when we can afford them and before they become more costly.

Mr. Werbner suggested that the Council members e-mail him with any questions regarding this item prior to the next meeting, so that he can have his responses for the public hearing.

All in favor. None opposed.

- 8.4 Consideration of a resolution making an additional appropriation of \$26,219 from the equity distribution from CIRMA to use by the Town and Board of Education. The Town's share would appropriate the funds in the amount of \$12,129 to the Capital Improvement Paving for the TIS Parent

Drop Off Budget. The Board of Education's share in the amount of \$14,090 would be appropriated to the Capital Improvement Town-wide Telephone System account.

Mr. Werbner said the CIRMA Board of Directors declared a distribution of Member's Equity to be shared among eligible members. The total CIRMA distribution was for \$26,219. The Town's share is \$12,129 and the BOE share is \$14,090. The Board of Education will allocate its share in the amount of \$14,090 to the Capital Improvements Town-wide Telephone System. The town's portion will go towards the improvements being made to the TIS Parent Drop Off in relation to the work being made to Parker School.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby appropriates \$26,219 from the equity distribution from CIRMA to use by the Town in the amount of \$12,129 to the Capital Improvement to account number 20600072-755735-2054 in the amount of \$12,129 to cover cost of paving/drainage work required for the TIS Parent Drop off and to the Board of Education in the amount of \$14,090 to the Capital Improvement Town Wide Telephone System, account number 20000072-755385-2059 to cover the cost of additional wiring, switches, lightening protection and other system needs.

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

8.5 Consideration of a resolution authorizing execution and delivery of a refinancing equipment lease/purchase agreement in connection with the performance contract project.

Mr. Werbner read the summary: In October, 2013 the Town of Tolland entered into a Lease/Purchase Agreement with TD Bank for the Honeywell Energy Performance Project for the Board of Education and Town Buildings. The Town and Board of Education have worked with our Financial Advisor, Barry Bernabe, to solicit bids for a refinancing opportunity to create future budgetary savings due to declining interest rates. Several banks and lending institutions were solicited for bids with only two willing to fund a loan like this. TD Bank and Bank of America have submitted proposals.

The original loan was structured in such a manner to have increasing principal payments each year. The budgetary savings resulting from the energy efficiencies created from the project remain in the budget accounts, are increased by a set percentage each year and then transferred to the utility account. This type of structure, although it was based on savings and annual increases, has a significant burden for increases in future budgets. He has worked together with the Superintendent of Schools, our Financial Advisor, the BOE Finance and Facilities Committee and the School Business Manager to review alternative financing schedules. The revised payment structure recommended has level payments which are higher in the early years and less in the latter years. The estimated savings at this point over the 17 year term is \$1,129,585. They feel that the savings will be greater once they lock in final rates.

The Board of Education and Town both endorse moving to a payment schedule that will have a level payment each year and will not increase in later year's budgets.

Bill Eccles motioned to accept the following resolution:

Resolution authorizing execution and delivery of refinancing an equipment lease/purchase agreement in connection with the performance contract project.

A copy of the full text of the resolution is recorded following these minutes.

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

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

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

10. **REPORT OF THE TOWN MANAGER (A WRITTEN REPORT SHALL BE PROVIDED THE 1ST MEETING OF THE MONTH ONLY):** Mr. Werbner said they are continuing to work on the crumbling foundations issue. He attended a meeting yesterday with Mr. Field and many chief elected and administrative officials of the towns dealing with this problem. There are 19-23 towns that are impacted by this foundation concern. They are looking at a number of things that can be done on a regional basis, such as forming an ad hoc steering committee. The Committee could come up with a common list of contractors that are vetted, a common list of testing entities, etc. All the assessors are gathering on August 9th to talk about common ways to determine reductions in assessments for homeowners dealing with this problem. They are also going to look into creating some kind of funding program.

11. **ADOPTION OF MINUTES**

11.1 July 12, 2016 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Paul Krasusky. All in favor. None opposed. Kristen Morgan abstained.

12. **CORRESPONDENCE TO COUNCIL:** None.

13. **CHAIRMAN'S REPORT:** Mr. Field commented on the following:
~August 8th, 6:00 – 7:30 p.m. he will be hosting his Chair Hour; and
~He asked the other Council members to review Mr. Werbner's evaluation information.

14. **COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS:** Mr. Eccles apologized for coming across antagonistically. He does not do well on the spot. He said he would welcome any input that Ms. Lynch could provide, when they get to that point, since she has experience with developers and some of the processes. Mr. Werbner said the administration would go through a vetting process and make a recommendation before it got to the Council. Mr. Eccles asked Ms. Lynch to contact the Town Manager with any thoughts she may have on the process to make sure everyone is on the same page.

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

Tammy Nuccio of 71 Webber Road: She questioned the conversation that occurred at the PZC meeting with the new proposals. One proposal talked about was 310 apartments with no hotel, and no restaurant. She asked how open the Council is to the proposed abatement listed on the town's website. Will they look for alternatives?

Mr. Krasusky said it's all cost benefit, and if the benefit isn't there and the cost is, he personally would not be in support of it. What was out there previously was based off of previous assumptions, which have now changed. To him, they need to start over.

She asked if the 610 low income apartments would get a tax abatement.

Mr. Werbner said all night they have been bringing up hypotheticals. He thinks they are should wait to see what the developer proposes.

Ms. Nuccio asked if the current debt is a revolving debt.

Mr. Werbner said no. There are two ways to borrow money. 1.) Pursuant to the Charter, there is a certain percentage of dollars based upon the total expenditures that they can do with non-referendum borrowing; and 2.) Anything over \$2m a year has to be through a referendum. So, it's not a revolving line of credit. The Town Council has to make a conscious effort to make recommendations in their budget, which is adopted by the voters in May (non-referendum borrowing). For referendum borrowing, such as the \$9.6m, it has to go to a town-wide referendum in November.

She asked what the term was and what the amount of the debt was. She asked if they were paying principal.

Ms. Hancock advised that the debt section from the budget book is available on-line, along with the debt management plan.

Naomi Lynch: She thinks the ad hoc committee is a great idea. She said some residents are being told by their attorneys that they should not to notify the town of their foundations.

Mr. Werbner said they should report it to the Department of Consumer Protection. He feels that some residents are afraid to report it to the town, because it is public information. It is unfortunate that they are being given this advice from their attorneys.

Deb Goetz: She asked how long the \$9.6 will carry the town through.

Mr. Werbner said part of this was because of the fact that the BOE in past years did not have the sophistication that they now have in terms of facilities maintenance. Part of the commitment is that there will be improved maintenance on our systems to allow for the full lifespan of the equipment that is being put in. This has not been the case in the past. They are hoping to allocate enough money on a yearly basis to the BOE so that they can do routine maintenance, and manage their facilities program.

At the last meeting, Ms. Goetz asked for an update on the sale of the TWC, and she was told that a report would be provided at tonight's meeting. There was no discussion on that topic tonight. Also, she mentioned that this was addressed at the June 30th WPCA meeting and nobody mentioned that when she inquired. Why wasn't she told it was discussed at the WPCA meeting, and why didn't anyone refer her to the minutes?

Mr. Eccles responded that he did not have a chance to write the report for this meeting. He hopes to have it for the next meeting. He said that the concerns that the Council had prior have mostly been addressed. There are still some concerns leftover. They were looking at the possibility of combining the WPCA and TWC management into one organization. The details of that have yet to be worked out.

Mr. Skoczulek said the report is not out. They are trying to do things in order. This is not an actual plan yet. He advised that Mr. Eccles and he attended the WPCA meeting so that they could let them know what plan they were going to come to the Council with. They did not want them to be broadsided. They floated the concept to them. Nothing has been decided yet. There have only been conversations.

Sam Adlerstein of 164 Pine Hill Road: With regard to the \$9.6m loan, the BOE had a study done that looked at the school buildings infrastructure. They came up with a 'do-nothing' scenario, which was far more expensive than the \$9.6m. Prior, they didn't have the capacity to actually take this money, invest it properly, maintain it and extend the useful life of the equipment, but they do now. They are in a good position to do the plan. Let's be wise, invest and take care of our assets. He stated that the biggest items are the roofs.

Rudy Rudewicz: With regard to the apartments that are being talked about, he wants to know who talks to the town attorney if it's appropriate.

Mr. Eccles said there are conversations that are being had about how it can happen, etc., but the plan submitted by the developer is what the PZC ultimately gets to decide on.

Mr. Werbner said when there is an application before the PZC and they have a legal question, they can seek the legal opinion of the town attorney. When the staff sees a plan and they have legal questions, they can consult with the town attorney. Also, this Council can seek the opinion of the town attorney for anything under their authority. As of now, Mr. Werbner said he has not seen any request or application. He doesn't spend his money with the town attorney on hypotheticals. If it comes, it will be dealt with when it comes.

16. ADJOURNMENT: Bill Eccles moved to adjourn the meeting; Seconded by Joe Sce at 9:03 p.m. All were in favor.

Richard J. Field, Council Chair

Michelle A. Finnegan
Town Council Clerk

MEETING MINUTES

RECEIVED FOR RECORD
TOLLAND, CT

**TOLLAND TOWN COUNCIL
HICKS MEMORIAL MUNICIPAL CENTER
6th FLOOR COUNCIL ROOM
AUGUST 9, 2016 – 7:30 P.M.**

2016 AUG 11 AM 8:11

Sheila M Bailey

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; Lisa Hancock, Director of Finance and Records; Beverly Bellody, Human Services; Peter Sztaba, Facilities Director; John Littell, Fire Chief/Director of Public Safety; John G. Tunila, Esq.

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.

Bill Eccles motioned to add item 8.6: Consideration of a resolution to allow expenditure up to \$24,000 from the Ambulance Reserve Account (20300072-755610-2036) to pay for unanticipated ladder refurbishment on the 1990 Pierce Manufacturing Arrow 105 foot aerial ladder truck to the agenda. Seconded by Robert Green. All in favor. None opposed.

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

Gene Koss, Chair of the Tolland Water Commission: With regard to the report created regarding the Tolland Water Company: The current Commissioners believe things were either omitted or neglected, and that the Report contains some inaccuracies. He specifically mentioned the portion about large capital expenditures that may be coming up for the system, and how they would be funded. He said these Commissioners have never asked the town to bond for the water system. With regard to the language such as 'mismanagement,' 'lack of direction,' etc., he commented that direction started happening with the current Commissioners. They inherited a system that was heading into a death spiral. The cash reserves were being depleted, and there were decades with no rate increases. He asked them to look at what these members have done. They wanted to demonstrate that this system had good bones, and a good customer base. With rate increases, the ability to replenish cash reserves that had been depleted before their time has put over \$600,000 in the bank, and it continues to grow each quarter. He closed by saying that the Commission would welcome the opportunity to work with the Council and the Town Manager to finish the Report, as they believe it needs to be finished differently.

6. PUBLIC HEARING ITEMS:

- 6.1 Introduction of a resolution authorizing an appropriation of \$9,600,000 for various school improvements and the financing of said appropriation by the issuance of general obligation bonds of the town and notes in anticipation of such bonds in an amount not to exceed \$9,600,000, or so much as may be necessary after deducting grants therefor, as well as establishing a date for a referendum.

Mr. Werbner read his item summary:

This agenda item is required to introduce a resolution authorizing an appropriation of \$9,600,000 for costs related to certain Board of Education building and infrastructure repairs, renovations, construction and improvements, and equipment acquisition and to establish a date for a bond authorization referendum.

A major focus of the Board of Education is the condition of the school buildings, including roofs, windows, doors, ceiling tiles, flooring and related items. Through recent hires, the Board of Education now possesses the expertise to conduct long range assessments of the condition of their facilities as well as the ability to put in place proper maintenance plans to ensure that improvements made will extend through their useful life expectancy. To address the immediate needs of the Board of Education they are recommending the submission of a bond referendum question in November of 2016 and the approval of a resolution authorizing an appropriation of \$9.6 million to be financed by the issuance of bonds. It is anticipated that the appropriated funds would be spent over the next three years. 38% of the project cost is currently eligible for reimbursement under the State School Construction Grant Program. Therefore, approximately \$3,647,165 of the \$9.6 million project cost is anticipated to be covered by grants. Failure to pursue the Tolland Public School Improvement project at this time likely will lead to:

- Higher material and labor costs in the future.
- Diminishing useful life of current assets.
- Safety or support concerns.
- Health concerns of students and staff.
- Utility inefficiencies.
- Accelerated depreciation of school assets.

He commented that due to the town's borrowing power, now is the perfect time to address these needs. The town is also in a favorable position to do this, because many of the previous debt issuances are starting to mature and come off the books. So, there is a declining debt scenario.

He continued presentation with the use of a PowerPoint entitled Proposed Debt Management Plan, Fiscal Years 2017 to 2021, which was presented by the financial advisor in January, 2016. *(A copy of this PowerPoint can be found on the Town Council's webpage under 'Current Town Council Packet - August 9, 2016').*

Mr. Eccles asked if the town is appropriately staffed to handle this extra work. Mr. Werbner said it's easy for him to say yes, but he believes the town has the appropriate expertise at this point. Mr. Sztaba added that they are looking to hire a third person within his staff in the next few weeks. This should help to free him up, so that he is able to work on this. If things go as planned, November to March, 2017 will be the planning stage.

Mr. Eccles wanted to clarify that if \$9.6m is the total for the project, and if there is reimbursement from the State, then the borrowing would be about \$6m. Mr. Werbner said that was right. Mr. Eccles asked Mr. Werbner why the town is not touching the Fund Balance. Mr. Werbner said a good Fund Balance for a financially secured community is between 12-15%. Tolland is currently at 13%. He feels strongly that Tolland is where it should be, and the rating agencies and financial advisor agree. The Fund Balance should not be raided to fill capital needs, except for emergencies. From a financial perspective, you couldn't ask for a community to be in a more appropriate place than Tolland is.

Mr. Sce asked if there were any considerations taken regarding the declining enrollment, and the need for all the schools down the road. Mr. Werbner said these are currently school buildings. Once the school has no use for them, they become town buildings. So, they still need to be maintained. An example is the Parker School building, and the condition that was in. Mr. Sztaba did verify that Mr. Sce's concerns were considered.

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

A straw poll was conducted of all those in favor of this resolution. 14 in favor. 0 opposed.

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

Bill Eccles motioned to accept the following resolution:

Resolution authorizing an appropriation of \$9,600,000 for various school improvements and the financing of said appropriation by the issuance of general obligation bonds of the Town and notes in anticipation of such bonds in an amount not to exceed \$9,600,000, or so much as may be necessary after deducting grants therefor, as well as establishing a date for a referendum.

Seconded by Paul Krasusky. Rick Field, William Eccles, Robert Green, Paul Krasusky, Kristen Morgan, Joseph Sce and David Skoczulek were in favor. None opposed.

A copy of the full text of the resolution is recorded following these minutes.

Mr. Krasusky said he believes this is the appropriate time to do this. He believes these are desperately needed items, and asked the community to wrap their understanding around it.

Mr. Field said it is a pretty good concept to decide that you want to maintain your buildings, and then actually keep maintaining them after that. The town has been very bad at that over the last few decades. Over the last few years, he believes they are trying to turn that around. He believes this is very good.

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

7a1. Report of committee investigating sale of Tolland Water Company

Mr. Eccles said a Report was prepared by Mr. Skoczulek and himself. The Report contains their opinions, and is not the opinion of the entire Committee. He commented that he did not mean to slight the current Commission in any way, and apologized if his wording was unclear. The Report included background information, the concerns of the Town Council, a summary of key concerns of the 2013-2015 Town Council, the process, findings and recommendations and a conclusion.

Mr. Eccles reviewed the Findings and Recommendations:

Finding #1: Income, primarily from property taxes or payments in lieu of taxes, would be approximately the same as additional costs to the town in the form of hydrant fees.

Finding #2: The commission and the town both highly value the wells which supply the system. Sale to an operator other than CWC would involve transferring these assets with the system, and efforts to preserve them if the CWC were to buy the system (since the CWC would most likely not need them) would require significant expenditure with little to no benefit.

Finding #3: Cash payment to the town for the system is highly unlikely from CWC. While another buyer may offer a cash payment, the sale would most likely involve transferring the wells with the system, which is objectionable.

Recommendation #1: that the system not be sold unless it is significantly mismanaged in the future and becomes an insolvent burden on the town.

Finding #4: The volunteers who make up the Commission are too heavily engaged in the day-to-day operations of the system and in management of customer relations.

Finding #5: The Commission states that it has adequately addressed the plan of succession with a document containing the tribal knowledge of the Commission and plans for succession.

Finding #6: Both the Commission and the Water Pollution Control Authority (WPCA) suffer from long-term vacancies. Both organizations require dedicated volunteers, and both organizations have highly-specialized knowledge. Both organizations also manage the day-to-day operations of their respective systems at a level which the committee found to be unsustainable and difficult to recruit into.

Recommendation #2: that the Tolland Water Commission and the Water Pollution Control Authority be combined into a utility commission whose responsibility is less the day-to-day operations and more the financial and system planning for both systems. The structure of this combined utility would be determined by the Council, Town Staff and Attorney, and both of the current commissions.

Recommendation #3: that the Director of Public Works and/or other members of town staff become the official(s) responsible for the day-to-day operations of both systems, reporting to the combined utility commission.

Recommendation #4: that the town hire, if required, personnel whose responsibility will be the day-to-day heavy engagement with the systems.

Finding #7: The plan for the capital improvements to the system is subject to the makeup of the TWC and is not updated regularly.

Finding #8: The WPCA has a similar problem in that it has had no capital plan in place for some time.

Finding #9: The system is financially unprepared for major repairs to the system and capital improvements.

Recommendation #5: that the WPCA and TWC, or the combined utility commission, be required to provide the Council with an updated capital plan every three years, and that the plan be prepared by a firm or engineering entity which specializes in the operation and maintenance of the systems. The commissions (or combined commission) must also provide plans for funding these capital plans.

Finding #10: The TWC does not incorporate into its rate structure the true costs of the operation of the system, including the costs of extensive involvement of town staff, costs associated with "Call Before You Dig" responsibilities, and other such similar costs.

Recommendation #6: that the systems' rates be reviewed annually and that all costs be fully understood as part of the review.

Recommendation #7: that the budgets of both systems be chronologically aligned with the town's annual budget, submitted with other town departments, so that costs associated with both systems may be incorporated appropriately into the town budget

Mr. Eccles added that when he was tasked with this, he was of the opinion that the system should be sold. Now, he doesn't believe it should be sold. He believes there are some changes that need to be made to address what they believe are problems with the systems, but he thinks these are changes that can occur.

Mr. Skoczulek said they were empowered to bring the information back to the Council. He found that Mr. Eccles and he were on the same page for the duration of this process. At the beginning, he also believed that they should get out of the business, but he now he agrees that this is the right way to go. He added that the CWC did work with them really well, but it seemed to be a wash and there was no financial gain to be made. He feels the day to day involvement of the Commissioners on both TWC and the WPCA is a lot of work and commitment, and beyond what a group in charge of governance really should be focusing on. It is not sustainable, or even fair.

Mr. Field said he was glad the opinion came out to not sell. He asked what was next. It was decided that the Council members would review the Report and provide comments at the next meeting.

Vinny Tursi, Vice-Chair of the Tolland Water Commission: He said the report came across as if the Committee of eight prepared it, although in actuality it only contained the opinions of Mr. Eccles and Mr. Skoczulek. This wasn't done by the Committee, and the information contained in the Report is inaccurate. Mr. Tursi asked why did the Commission spend so much time, effort and energy to give them all the information they requested over the last 2 ½ years and none of it was even used. The Report doesn't say anything about them having over \$600,000 in the bank. It says they are mismanaging funds, lacking funding, and that they can't support their own organization. Mr. Tursi said they have positive cash flow. Mr. Eccles is making it seem as if they are bankrupt, and are hemorrhaging cash. That is not them. Mr. Tursi asked why would anyone even volunteer for a Commission if they know that it had the possibility of being sold. They say that they want the TWC to bear the cost of the public works and everyone else that is used in the town hall. They want to charge an hourly rate for the time they use these employees. Mr. Tursi said the Water Company is currently providing fire protection services and hydrants to the town for free, which is approximately \$150,000+ a year. He said if they would like to charge them for the use of town employees (above what they are already paying for), then the TWC will start charging for the services that they provide. He added that when the Commission was set up, it was agreed that they would get services for free, because they would provide services for free. It was going to be a wash.

Mr. Eccles said page 4 does show that this Report represents the culmination of the work of the committee, which was an error. This is the Report of Mr. Eccles and Mr. Skoczulek back to the Council.

Gene Koss said it is simply a matter of fact. For three decades the Water Company has been providing fire protection to the town for free. He said they have been paying their portion for the Town Engineer. The deal from when this started is quite different now. Mr. Koss said they are willing to work with them.

Mr. Eccles said there are some things that are broken, for example: the deal. He said it needs to be fixed. They all have the best interests of Tolland in their hearts.

Mr. Krasusky said he values the Report that Mr. Eccles and Mr. Skoczulek put together. He'd like for them to be able to work this out together.

Mr. Field said this will be on the next agenda for the Council. He asked the Council members to come back and be ready to talk about it.

7b. REPORTS OF TOWN COUNCIL LIAISONS: Mr. Krasusky, Recreation Advisory Committee: Celebrate Tolland is September 17, 2016. There are 20 vendors registered. He encourages the community to come out and enjoy the day. **David Skoczulek, PZC:** They approved a modification of a minimum lot size for a property on Tolland Stage Road, they denied a map submission and application without prejudice for Burgundy Hill Quarry Mountain Spring Road due to the applicant being a no show, they endorsed the idea of a week of suspended enforcement of temporary signs to allow for local businesses to market to UConn and local students during the beginning of the school year, tied to a reminder of sign regulation requirements to promote compliance with the overall regulations, and they set a public hearing for September 12th for a change to the regulations related to wineries and breweries and discussed the proposed regulation changes zone by zone.

8. NEW BUSINESS (ACTION/DISCUSSION ITEMS):

8.1 Consideration and action on approving the revised Equipment Operator Job Description.

Mr. Werbner said the Public Works Department is anticipating a retirement in September of a longtime Equipment Operator employee. Based on that, it is prudent to update the current job description. Some changes include: the

license requirement is upgraded to a CDL; certain descriptions and requirements such as physical demands, lifting schedule, vision requirements and work environment were added. This position, as the title indicates, works with heavy equipment including roller, payload, backhoe, excavator, road grader, compressors, bulldozers, and sweeper and also drives a truck as part of snow operations.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached Teamster union group Equipment Operator job description.

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

The Teamster union group Equipment Operator job description is attached.

8.2 Consideration and action on approving the Administrative Secretary II Fire/Public Safety Job Description.

Mr. Werbner said this is for the new 20 hour per week limited part-time position of Administrative Secretary II Fire/Public Safety that was approved in the budget. This position will provide additional support to the Public Safety Fire Department through a variety of administrative responsibilities in an effort to keep up with the ever-increasing department-wide demands and will provide some help and relief to ensure the continued efficient operation of the office.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the attached CSEA union group Administrative Secretary II Fire/Public Safety job description.

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

The CSEA union group Administrative Secretary II Fire/Public Safety job description is attached.

8.3 Consideration of a resolution to declare various equipment in disrepair or obsolete from the Board of Education.

Mr. Werbner commented that this is a list of equipment that has been forwarded from the BOE to be declared as surplus.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED that the list of equipment attached is hereby declared obsolete and may be disposed of in accordance with Board of Education Policy 3040, Disposal of Obsolete or Surplus Equipment/Materials.

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

The list of equipment is attached.

8.4 Consideration of Tolland Non-Profit Housing Corporation's request for assignment of lease for sale of house on Reed Road.

Edward Sederquest, Non-Profit Housing Corporation, and John G. Tunila, Esq. were in attendance at the meeting. Attorney Tunila provided a summary of this item. The town owns the land, and leases that land at a nominal rate to

the owners of the house. Therefore, people only have to buy the house, which is a lot cheaper than having to buy the house and the land. Every time there is a sale of one of these houses, the lease needs to be assigned, and the Town Council has to approve it. There are provisions in the lease that the house can only be sold to qualified individuals. The Board is responsible for reviewing the transaction and ensuring that the purchasers are qualified.

Bill Eccles motioned to accept the following resolution:

BE IT RESOLVED that the Town Council of the Town of Tolland, acting in its capacity as the sole member of the Tolland Non-Profit Housing Corporation, hereby approves the assignment of the lease of the property known as 207 Reed Road to Qualified People (as that term is defined by the State of Connecticut, Department of Housing) pursuant to the terms of the Assignment attached hereto.

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

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

8.6 Consideration of a resolution to allow expenditure up to \$24,000 from the Ambulance Reserve Account (20300072-755610-2036) to pay for unanticipated ladder refurbishment on the 1990 Pierce Manufacturing Arrow 105 foot aerial ladder truck

Mr. Werbner said the ladder truck is down and out of service. FireTruck 240 is a 1990 105 foot aerial ladder manufactured by Pierce Manufacturing. This truck was purchased used from the Town of Berlin in April 2013 for \$65,000. In early July, 2016, Truck 240 had its annual ladder testing and failed the test due to a waterway valve leaking. The department has sent the apparatus to two manufacturers for estimates for costs to repair the ladder. It has been determined that the ladder can only be refurbished since the part involved is no longer manufactured. The work needs to be done as soon as possible in order to get the ladder back on-line.

Mr. Eccles motioned to accept the following resolution:

BE IT RESOLVED by the Tolland Town Council that it hereby approves the expenditure of up to \$24,000 from the Ambulance Reserve account to pay for the refurbishment of the ladder on the 1990 Pierce Manufacturing Arrow 105 foot aerial ladder Truck 240.

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 1ST MEETING OF THE MONTH ONLY):**

Mr. Werbner advised that a grant was received for \$2.4m to upgrade the road pavement and drainage on Old Cathole Road. As part of the grant, the town is responsible for the design costs, which are estimated to be \$173,000 and will be paid from the road improvement budget. Subsequent to grant notice, eligible projects are submitted to the State DOT for review. Upon review, the DOT determined that the section of the road that run from the north side of Route 84 overpass to the Skungamaug River, 800' short of Route 74, is ineligible for this funding source because this section of the road has been classified as rural, while the remainder of the road is urban. The town has gone back to try to explain that this section is actually the most urban section of the entire road. No one is listening, because it is based upon the 2010 census. If the town is to move forward with this project, the town in addition to engineering costs would have to pay from the road funds for the paving of that section of road. Under the grant, they will pay for the installation of sidewalks in that section. If the town uses the normal road contractor, this section will cost the town about \$130,000 to pave. In order to secure the grant for the remainder of this road, it will cost the town about \$275,000 for its portion of the \$2m grant that Tolland would be getting from the State. The

Town Manager is recommending that this be done. With the Council's approval, he would like to have them continue with the grant processing.

The Council members agreed to move forward with this.

The town has received a Letter of Intent from Mr. DePecol regarding the 7.6 acres that the town owns in the TVA. Mr. DePecol would like to acquire that land from the Town of Tolland. The process that he suggests that they use to respond to this request would be the following:

1. The Council requests that the Administration get a market appraisal for the property.
2. The Council schedules a separate public meeting with Mr. DePecol to learn more about his most recent development plan and the need for the town property. Have discussion of the financial need for this particular piece of property in order for his overall development to have an acceptable rate of return.
3. The Council should have a special council meeting in public to discuss whether there is a desire to sell the piece of property for the purposes stated by Mr. DePecol.
 - a. If there is a desire, he then would suggest that the Council have an Executive Session with the Town Attorney and Town Manager to provide them with some guidance in terms of the financial parameters that they would have for the sale of that piece property.
 - b. Then, if they enter into a Purchase and Sale Agreement, it would be brought back to the Council and they would need to have a public hearing. A submittal would also need to occur to the PZC.

Mr. Field believes the schedule is good. He believes the public should be involved. He asked if the approval of the land could have conditions attached to it. Mr. Werbner said yes.

The Council members agreed with Mr. Werbner's suggested path.

11. ADOPTION OF MINUTES

- 11.1 July 26, 2016 Regular Meeting Minutes: Bill Eccles moved to adopt the minutes; Seconded by Robert Green. All in favor. None opposed.

12. CORRESPONDENCE TO COUNCIL

- 12.1 Letter from CRCOG
12.2 Post Card from the ACCESS Agency
12.3 Letter from an 8th Grade teacher regarding a job well done at the play

13. CHAIRMAN'S REPORT: Mr. Field provided the following report:

- 13.1 Mr. Field said he was aware that there was a problem with a sign going on the Green for the 4-H Fair. *Mr. Werbner advised that the town was never approached about putting a sign on the Green for the 4-H fair.*
Mr. Field did mention that the 4-H Fair is being held at the TAC Building this weekend.
- 13.2 The Blight Committee will provide a report to the Council at the first meeting in September.

14. COMMUNICATIONS AND PETITIONS FROM COUNCILPERSONS: None.

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

Karen Moran, BOE: She thanked the Council for the unanimous support of the Capital Improvement Plan and the bond issue. She asked the Town Manager to clarify the State Statute/Regulation about what elected officials can and can't talk about.

Mr. Werbner said they can give their own private opinion, as long as they are not spending any Board funds to promote the passage of the referendum. They can give factual information in meetings, they just can't advocate for it.

Mr. Eccles asked Mr. Werbner to arrange an answer on how officials are to deal with the public hearings; referendums, etc.

Mr. Werbner said he will circulate something.

Ms. Moran would like them to work together to get the word out about this to the community. There are a lot of people out in the community that don't understand the facts, and automatically assume their taxes will be going up.

16. **ADJOURNMENT:** Bill Eccles moved to adjourn the meeting; Seconded by David Skoczulek at 9:10 p.m. All were in favor.

Richard J. Field, Council Chair

Michelle A. Finnegan
Town Council Clerk

TOWN OF TOLLAND

TOWN COUNCIL

RESOLUTION AUTHORIZING AN APPROPRIATION OF \$9,600,000 FOR VARIOUS SCHOOL IMPROVEMENTS AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$9,600,000, OR SO MUCH AS MAY BE NECESSARY AFTER DEDUCTING GRANTS THEREFOR, AS WELL AS ESTABLISHING A DATE FOR A REFERENDUM

RESOLVED, (1) That the Town of Tolland (the "Town") appropriate the sum of \$9,600,000 for costs related to certain building and infrastructure repairs, renovations, construction and improvements, and equipment acquisition, at Tolland High School ("THS"), Tolland Middle School ("TMS"), Tolland Intermediate School ("TIS") and Birch Grove Primary School ("BGPS"), including, without limitation, the costs of (i) the installation, repair and replacement of windows, interior doors and exterior doors, (ii) the replacement of ceiling tiles, (iii) the replacement and installation of fire alarm panels, (iv) the removal and replacement of carpet and flooring, (v) the replacement, repair and renovation of roofs, (vi) the replacement and installation of boilers and fuel conversion, (vii) the remediation and removal of asbestos and PCBs, caulking and testing related thereto, (viii) the purchase and installation of security cameras, PoE switches, radio alert systems, door phones, camera servers and other security equipment and improvements, (ix) the demolition and removal of the press box at TMS, (x) the replacement of floor tiles and removal of asbestos related thereto at TIS, (xi) the replacement of condensing units at BGPS, (xii) the replacement and installation of oil monitoring systems at BGPS, (xiii) the paving of the lower level loading dock at TIS, (xiv) the redesign and improvements to the soccer/lacrosse field at TMS, (xv) the expansion of the public address system at THS, (xvi) the repair and refinishing of the auditorium stage floor at TMS, (xvii) the repair of sidewalks and trench drain at BGPS, (xviii) the installation of warning transition strips at THS, (xix) the expansion of chain link fence around the soccer field at BGPS, (xx) the resurfacing of track at THS, (xxi) the purchase and/or installation of equipment, fixtures, furnishings and other materials for the foregoing schools, including gym dividers, cafeteria tables, custodial burnishers, snow removal equipment and lawn equipment, (xxii) electrical, mechanical, plumbing, lighting, HVAC system and other building system improvements, (xxiii) the preparation and printing of bid documents, grant applications, cost estimate reports and studies, informational materials and other preliminary materials, studies and reports, and (xxiv) design, demolition, construction, materials, site work, land and easement acquisition, engineering, architectural, legal, administration, testing, monitoring, temporary and permanent financing and any other costs and expenses related thereto, all of the above with such changes as the Town Council may approve (the "Project"). The Town Council is authorized to determine the scope and particulars of the Project. The Town Council may reduce or modify the scope of the Project if funds are insufficient to complete all components of the Project, and the entire appropriation authorized hereby may be spent on the Project as so reduced or modified.

(2) That to finance said appropriation for the Project, the Town issue bonds or notes in an amount not to exceed \$9,600,000 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project). The bonds or notes shall be issued pursuant to Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), including, without limitation, Section 7-369 of the Connecticut General Statutes, and any other enabling acts.

(3) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Project or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed \$9,600,000. The notes shall be issued pursuant to Section 7-378 of the Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the Town Manager and the Treasurer of the Town (the "Officials") be authorized to sign said bonds or notes by their manual or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds or notes, the form of such bonds or notes; the provisions for protecting and enforcing the rights and remedies of the holders of such bonds or notes and all other terms, conditions and particular matters regarding the issuance and securing of such bonds or notes and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Connecticut General Statutes and any other applicable provision of law thereto enabling. The bonds and notes authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds and notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such issue or issues.

(6) That the Officials are authorized to sell the bonds and notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes, including, but not limited to, entering into a continuing disclosure agreement pursuant to Securities and Exchange Commission Rule 15c2-12. If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That the Town Manager is hereby authorized, on behalf of the Town, to execute any contracts with engineers, contractors, architects and other persons for the Project, to apply for and accept state or other grants to finance the appropriations for the Project, and to execute and file any application or enter into any grant agreement or other obligations prescribed by the State of Connecticut or other relevant governmental authority.

(9) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Project consistent with the foregoing and to issue bonds or notes to finance the aforesaid appropriation.

(10) That this resolution shall become effective after approval at referendum vote.

BE IT FURTHER RESOLVED,

- (1) That should the Town Council adopt the foregoing resolution, pursuant to Sections C9-16 and C10-3 of the Town Charter, said resolution shall be submitted to the voters at referendum to be held on Tuesday, November 8, 2016, between the hours of 6:00 a.m. and 8:00 p.m., for yes or no vote, in the designated voting locations in the manner provided by said Charter and the Connecticut General Statutes, Revision of 1958, as amended, and that the Town Clerk is directed to post and publish notice of such referendum in accordance with the provisions of said Charter and the Connecticut General Statutes, which notice shall state the question to be voted on as follows:

"Shall the resolution entitled, 'RESOLUTION AUTHORIZING AN APPROPRIATION OF \$9,600,000 FOR VARIOUS SCHOOL IMPROVEMENTS AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE TOWN AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO

EXCEED \$9,600,000, OR SO MUCH AS MAY BE NECESSARY
AFTER DEDUCTING GRANTS THEREFOR', be approved?
Yes _____ No _____"

The ballot label for said question shall read as follows:

"Shall the Town of Tolland appropriate \$9,600,000 for various school improvements and authorize the issuance of general obligation bonds and notes in the same amount to finance said appropriation? Yes _____ No _____"

- (3) That the Town Council hereby authorizes the preparation and printing of explanatory text by the Town Clerk in accordance with Section 9-369b of the Connecticut General Statutes for the question to be voted upon on November 8, 2016 approved above. Subject to the approval of the Town Attorney, the Town Council further authorizes the preparation and printing of materials concerning the question to be voted upon on November 8, 2016 approved above in addition to the explanatory text in accordance with Section 9-369b of the Connecticut General Statutes.

Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor: Joe See, Robert Green, Bill Eccles, Kristen Morgan, David Skoczulek, Paul Krasusky and Rich Field
Opposed: 0

I, Michelle Finnegan, duly elected and qualified Clerk of the Town Council of the Town of Tolland, hereby certify that the foregoing is a true copy of the Resolution adopted at the meeting of the Town Council held on August 9, 2016 authorizing an appropriation of \$9,600,000 for various school improvements and to finance such appropriation authorizing the issuance of bonds or notes in an aggregate principal amount not to exceed \$9,600,000; that said Council consists of seven members; a quorum consists of four members and the minimum number of affirmative votes required to adopt said Resolution was four; Seven members were present at said meeting; a roll call vote was taken and Seven members voted in favor of said Resolution and zero members voted against the adoption of said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Tolland, Connecticut, this 9th day of August, 2016.

Michelle Finnegan
Clerk MICHELLE A. FINNEGAN
Town Council
Tolland, Connecticut

Revised Version
TOWN OF TOLLAND JOB DESCRIPTION

JOB TITLE:	Equipment Operator	DEPARTMENT:	Highway
REPORTS TO:	Public Works Supervisor and/or Operations Mgr.	FLSA STATUS:	Hourly Non-Exempt
BARGAINING UNIT:	Teamsters	CLASSIFICATION:	
DATE PREPARED:	July 27, 2016	DATE APPROVED:	

SUMMARY

Operates construction equipment including roller, payloader, backhoe, excavator, road grader, compressors, bulldozers, and sweeper; drives truck.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates and maintains safely and efficiently various construction equipment used in public works activities

Drives truck, and operates snow plows and sand spreaders during plowing and sanding operations

Operates payloader, backhoe, roller, bulldozer, excavator and road grader in leveling, grading, filling or excavating areas

Operates various special and standard equipment incidental to a public works department

Performs various manual duties as assigned

Servicing equipment

Maintains equipment logs

Makes field adjustments and repairs as required

Assists mechanic with repairs

May operate welding units; performs other related work as assigned

Receives oral or written instructions from supervisor

Servicing truck and equipment with fuel, lubricants, and materials

Makes routine safety check before and after operating truck and equipment

Operates all snow emergency equipment including dump truck to plow and treat roads

Assists in the repair and construction of catch basins, including masonry work

Performs manual work in the laying of pipes, patching or resurfacing roads, removal of debris and trees, and in related construction and maintenance work

Follows standard safety procedures and regulations

Reports tasks accomplished to supervisor

ADDITIONAL DUTIES

Gains practical experience in masonry repair and equipment operation through assigned tasks

Relays task instructions to lower grade employees

Routinely performs tasks of lower grade employees

May perform minor carpentry, painting, and plumbing tasks in maintaining unit facilities

Responds for emergency work such as snow removal, floods, hurricanes, etc., during and after normal work hours

SUPERVISORY RESPONSIBILITIES

The individual holding this position will not exercise any direct supervisory responsibilities. This individual may relay instructions to lower grade employees.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

Two years' experience in the operation and routine maintenance of equipment used in construction; completion of high school or vocational technical school or equivalent combination of experience and/or training. Considerable knowledge in the safe operation, maintenance, and use of construction equipment and medium trucks found in public works activities. Knowledge of traffic laws, ordinances, and regulations involved in equipment operations as well as the occupational hazards and safety precautions related to various pieces of equipment. Ability to understand and follow oral and written instructions. Ability to operate equipment requiring manual dexterity and mechanical aptitude. Skill in the operation of equipment over rough, slippery, or unstable surfaces. Sufficient stamina and good health to perform strenuous physical labor. Ability to move, lift, and/or carry medium-to-heavy weight objects, and to reach, bend, and kneel. Ability to work occasionally in adverse weather conditions including heat, cold, rain or snow. Must be in good physical condition.

LICENSE OR CERTIFICATE

CDL Class B Motor Vehicle Operator's License, with air brake and tanker endorsements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a vehicle, or outdoor setting, in all weather conditions, including temperature extremes, during day and night shifts. The employee works near moving mechanical parts and may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

PHYSICAL DEMANDS

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIFTING SCHEDULE

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation		X		
Vibration			X	

VISION REQUIREMENTS

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements.

NOISE EXPOSURE

The position requires exposure to the following noise levels:

- ☒ Very quiet (examples: forest trail, isolation booth for hearing test)
- ☒ Quiet (examples: library, private office)
- ☒ Moderate noise (examples: business office with computers and printers, light traffic)
- ☒ Loud (examples: metal can manufacturing department, large earth-moving equipment)
- ☒ Very loud (examples: jack hammer work, front row at rock concert)

NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.

TOWN OF TOLLAND JOB DESCRIPTION

JOB TITLE:	Administrative Secretary II	DEPARTMENT:	Public Safety/Fire
REPORTS TO:	Director of Public Safety	FLSA STATUS:	Hourly, Non-Exempt
BARGAINING UNIT:	C.S.E.A.	CLASSIFICATION:	CSEA - 10
DATE PREPARED:	June 9, 2016	DATE APPROVED:	

SUMMARY

Performs secretarial and office administrative work at a skilled and responsible level for a department or major unit with some complexity in duties. Support managers and employees through a variety of tasks related to organization and communication to ensure efficient operation of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives oral or written instructions from Director of Public Safety, Emergency Management Director, Assistant Director of Public Safety, Public Safety Executive Secretary and Fire Marshal.

Plans and organizes work according to established or standard office procedures

Prioritizes work tasks within assignment

Types and transcribes letters and reports from rough draft or transcription equipment

Composes routine correspondence and other materials without instruction

Provides information on subjects such as department or Town services, policies, regulations, and procedures, refers residents to the appropriate department or service

Observes strict confidentiality and discretion in maintaining restricted HIPAA records, personnel files and information from other agencies.

Receives and processes various applications and collects fees when necessary

Organizes and prepares materials for publication and presentations such as administrative regulations, program guides, activity schedules and newsletters

Provides general support for various department programs

Maintains department or unit journals, balances deposits and performs related bookkeeping duties

Assists with maintaining inventory of office supplies, materials, and equipment

Processes department or unit purchase requisitions

Provides secretarial services to department staff as required including notification of program cancellation, mail, copying, collating, scanning, faxing, etc.

Prepares monthly calendar of events

Gathers materials, data, and other information for review by Supervisor

Types statistical and narrative reports and prepares presentations using a variety of computer programs reports work accomplished to Supervisor

Organizes and schedules inspections and coordinates meetings using various computer programs

Making and fielding telephone calls, taking and distributing messages, receiving and directing visitors

Communicating via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner

Receiving, sorting and distributing incoming mail, preparing and sending outgoing mail and packages

Updates and maintains contacts using various software databases

May assist Executive Secretary with overflow work and fill in as necessary

Ability to perform off-site under a variety of conditions as dictated by emergency responses

Ability to adjust schedule and work varied hours if asked or in response to emergencies

If directed, will be required to staff the Town's 24 hour Emergency Operations' Center during activations which may include evenings, weekends and holidays

Will be required to become NIMS compliant to Level 400

SUPERVISORY RESPONSIBILITIES

The employee holding this position will exercise no direct supervisory authority

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

The skills and knowledge required would generally be acquired with a high school education with two years of increasingly responsible secretarial or office administrative work. Ability to type with speed and accuracy. Ability to accurately process paperwork with attention to detail. Ability to keep accurate records. Ability to relate positively to staff members and the general public. Must have a working knowledge of word processing and spreadsheet office computer applications sufficient to perform all required tasks of the job with proficiency in MS Office software applications and internet research abilities. Must possess strong verbal and written communication skills and problem-solving ability. Ability to maintain files and record systems. Ability to make basic mathematical calculations. Ability to compose routine correspondence and reports. Ability to collect and organize information as requested. Willingness to further education with classes if necessary. Background in Emergency Medical, Fire Department and Fire Marshal Services desirable.

LANGUAGE SKILLS

Ability to effectively present information and respond to questions from clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
Ability to perform these operations using units of American money.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		
Vibration		X		

LIFTING SCHEDULE

	Amount of Time			
	Never	Seldom	Occasionally	Frequently
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

VISION REQUIREMENTS

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements.

WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation		X		
Vibration		X		

NOISE EXPOSURE

The position requires exposure to the following noise levels:

- ☐ Very quiet (examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (examples: library, private office)
- ☒ Moderate noise (examples: business office with computers and printers, light traffic)
- ☒ Loud (examples: metal can manufacturing department, large earth-moving equipment)
- ☐ Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.

Revision # 4

1. Hobart Mixer-Tolland Intermediate School-Serial #1839207/Model -H-600
2. Caliphone CD Player – Birch Grove Primary School –Model #1776 /No serial number
3. Caliphone CD Player – Birch Grove Primary School –Model #2395V-IR /Serial #D18110AJ000313
4. Old copier: Ricoh Model Aficio 2051/Serial #: K4465300257-Tolland Intermediate School
5. Old floor machine: Floorkeeper Tornado/ Serial #: EFM15422-Tolland Intermediate School
6. Old Kiln: Model J230/Serial #: 052098H-Tolland Intermediate School
7. Dell GX280. 7nxm251. -IT
8. Dell GX280. 58xdr51.-IT
9. HP DC5100sff 2ua6301L7C-IT
10. HP D530S 2ua426088g-IT
11. HP D530S 2ua43101p2-IT
12. HP DC5100sff 2ua8301Lk2-IT
13. Gateway LCD-FPD1530. MUL5022C0134900 -IT
14. Gateway LCD-FPD1530. MUL5022J0639420-IT
15. View Sonic. E771. JV83053835-IT
16. HP. LaserJet 1100. USDG057093-IT
17. Standard SRN-9x Suction Feed Rotary Numbering Machine: THS Graphic Arts
18. Sandco Envelope Feeder: THS Graphic Arts
19. (2) Hamada 611 XL Offset Presses: THS Graphic Arts
20. Hopkins screen printing station: THS Graphic Arts
21. Atlas Dryer: THS Graphic Arts